BURNIE
CITY COUNCIL

AGENDA

Ordinary Meeting

TUESDAY, 28 JANUARY 2025

7.00PM

CITY OFFICES, 80 WILSON STREET, BURNIE

GENERAL MANAGER'S CERTIFICATION

Qualified Persons Advice - Section 65 Local Government Act 1993

PURSUANT to Section 65 of the *Local Government Act 1993* I hereby certify, with respect to the advice, information and/or recommendation provided for the guidance of Council in this Agenda, that:

1. such advice, information and/or recommendation has been given by a person who has the qualifications or experience necessary to give such advice; and
2. where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person; and
3. a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice has been provided to the council.

Shane Crawford
GENERAL MANAGER

NOTICE PAPER

In accordance with the Local Government (Meeting Procedures) Regulations 2015 NOTICE is hereby given that the next Ordinary Meeting of the Burnie City Council will be held at the City Offices, 80 Wilson Street, Burnie on Tuesday, 28 January 2025, with the Business of the meeting to be in accordance with the following agenda paper.

Visitors:

Shane Crawford
GENERAL MANAGER

PUBLIC PARTICIPATION

All Ordinary and Special Meetings of Council are opened to the public

Public Questions

All public questions are required to be submitted in writing prior to the commencement of the meeting at 7pm. You can submit your question online at www.burnie.tas.gov.au, obtain a form from Customer Services or complete a form at the entry to the Meeting Room. There is a limit of two questions per person. 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.

Invitations to Address Meeting

Members of the public, with the written permission of the Mayor, are able to be part of a deputation to address Council with an address, statement or report. Application forms are available by contacting the City Offices.

Livestreaming of Council Meetings

The open portion of Council Meetings are broadcast online by livestream. A copy of the livestream recording is generally available to download within two business days after the meeting. Participation in person at the Council Meeting is considered as providing your consent to livestreaming of that meeting.

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HOUR: 6.00pm

TIME OCCUPIED:

PRESENT:

APOLOGIES:

'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
AC001-25	COUNCILLORS DECLARATIONS OF INTEREST	15(2)(g)
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AC010-25	AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(g)
AC011-25	COMPLETION OF CLOSED SESSION / MEETING ADJOURNMENT	15(2)(g)

Reg	Confidential Reason
15(2)(a)	Personnel matters, including complaints against an employee of the council and industrial relations matters
15(2)(b)	Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business
15(2)(c)	Commercial information of a confidential nature that, if disclosed, is likely to (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret
15(2)(d)	Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
15(2)(e)	The security of (i) the council, councillors and council staff; or (ii) the property of the council
15(2)(f)	Proposals for the council to acquire land or an interest in land or for the disposal of land

15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
15(2)(h) Applications by councillors for a leave of absence
15(2)(i) Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council
15(2)(j) The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area

RECOMMENDATION

"THAT Council resolve by absolute majority that the meeting be closed to the public to enable Council to consider agenda items AC001-25 to AC011-25 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015"

RESUMPTION

HOUR: 7.00pm

TIME OCCUPIED:

PRESENT:

APOLOGIES:

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 Richard Chapman of the Burnie Uniting Church.

AO001-25 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.

AO002-25 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING OF COUNCIL HELD ON 10 DECEMBER 2024

RECOMMENDATION:

"THAT the minutes of the 'Open Session' of the Burnie City Council, held at the City Office on 10 December 2024, be confirmed as true and correct."

QUESTIONS ON NOTICE

AO003-25 QUESTION ON NOTICE - COASTAL PATHWAY - DRINKING FOUNTAINS AND CAR / MOTORHOME PARKING

FILE NO: 15/5/5, 25/2211
PREVIOUS MIN:

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

1) ***Could the General Manager provide an update on the provision of drinking fountains/water bubblers along the Coastal Pathway west of West Beach? There appears to be at least one fountain (at Cooee) that is not yet hooked up to water- when will this be operational and are there any current plans for additional water stations along the pathway?***

2) ***Could the General Manager provide details of the plans to cease car parking/ motor home parking on the beach side of the Coastal Pathway at Cooee?***

COUNCILLOR'S COMMENTS

No comments were provided.

GENERAL MANAGER'S COMMENTS

Responses to Questions on Notice below:

1) The drinking fountain referred to is subject to an approval for use in the Strategic Infrastructure Corridor (former rail corridor), and a plumbing permit application, both of which are in progress. The connection to Taswater will be requested once the relevant approvals are finalised, and subject to the subsequent Taswater timeframes for connections.

   Another drinking fountain is currently under construction near the Cooee Beach toilets.

2) Council officers are investigating design options to implement a solution that will remove private vehicle access to this area, which is potentially subject to permitted uses within the Strategic Infrastructure Corridor legislation (former rail corridor). An update can be provided once a solution is able to be progressed.

The approximate subject area is shown in yellow below.

RECOMMENDATION:

"THAT the information be noted."

MOTIONS ON NOTICE

AO004-25 MOTION ON NOTICE - BURNIE PARK RUN - ANIMAL MANAGEMENT

FILE NO: 15/5/2, 25/1271
PREVIOUS MIN:

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

"THAT Council:

1) Provide a suitably qualified animal control officer each week (and on special occasions) for the Burnie Park Run; and

2) Improve signage at the waterfront, along the boardwalk and all entries to the restricted area advising of the protected area (why) and associated fines."

COUNCILLOR'S COMMENTS

It was recently reported to Council that a small dog on a lead had been spotted with a child competing (running at the BPR).

It is permissible in Park Run that runners can take their dogs as it is a social family event and to many their dog is family (Bunnings allows dogs in their store). The BPR starts in a restricted area and passes an active protected penguin habitat. It is feared that the scent of a dog will attract dogs (not on leads) to the area and endanger the penguins as has happened in the past; therefore, all dogs have been banned from the area. Without an aptly qualified animal control officer patrolling, is the ban working?

The BPR administrators advise on a regular basis that dogs are not permitted in the area, but the volunteers have no power to enforce a ban or disallow a participant from running.

I have volunteered or run over 200 times and in that period, there may have been 5 dogs spotted. The owners were informed but continued, opting to run along the rail track and highway. This is a moronic solution for Parkrun and the city, as the rail track is directly above penguin burrows and would be a stray dog's first encounter with dog scents.

The Burnie Park Run has proven to be one of the best competitive and inclusive addition to Burnie. From inception, there have now been:

- 327 Events (running)
- 4,620 different runners
- 47,645 finishes

- 160 volunteers
- 7,012 personal best (PBs)
- Countless milestones
- 184 groups running
- Visitors from around the world
- Visitors from other states and around Tasmania

The BPR caters for many over runners over 80 years old, athletes in training, parents pushing prams and young children running with their parents. Therefore, it is imperative that Council provide a suitably qualified animal control officer with authority to ensure no dogs are allowed on West Beach.

GENERAL MANAGER'S COMMENTS

Council received reports in early January 2025 of a small dog on a lead participating in the Burnie Park Run. As a result, officers contacted the event organisers, reminding them of the prohibited dog area and to discuss how best to manage these matters in the future as council staff are generally not in the area of a weekend to assist.

Burnie Park Run organisers reminded their participants of the rules relating to dogs on 6 January 2025.

In relation to patrols, Council previously had after hours and weekend patrols, however this service was removed in recent years. If Council wished to reintroduce this service, Council's after-hours animal control contractor (North West Animal & Pest Control P/L) would need to be engaged at an additional cost which has not been provide for in the current year's budget.

Patrols could be undertaken during the summer / daylight savings months, for all of Council's beach/restricted areas, including West Beach, as was done when the Penguin Safety Plan was implemented in the 23/24 financial year.

This after-hours patrol could happen when the Park Run is occurring however should also include an additional random patrol during the week to ensure an after-hours enforcement presence is evident.

The cost to have two patrols a week from November through to March would equate to approximately $21,700 for the 5-month period. As the motion is written, the cost of providing such a service just to monitor Burnie Park Run is of questionable community benefit.

Council Officers are currently reviewing signage within all Council parks and reserves in relation to information and restrictions about dog control.

The View Road Reserve has been recently completed with new signage complementing its recent upgrade.

West Beach Reserve had all its entrance and access points signed, however four have been stolen or missing within the last two months, to be replaced in line with the current proposal to have all signage of the same design within all Council parks and reserves, with consistent messaging.

Current signage erected at the View Road Reserve along with a dog map of prohibitions, restrictions and designated dog exercise areas within the municipality includes as Councillor Dorsey has suggested that penalties may apply for non-compliance.

Current Signage at one of West Beach entrances

Dog signage recently erected at View Road Reserve

Council Officers are also considering smaller but impactful signage within the West Beach Reserve (example below) that will not impede the aesthetics of the area but will remind the reserve users of the applicable dog prohibitions and restrictions.

MOTIONS ON NOTICE

AO005-25 MOTION ON NOTICE - COOEE LAND

FILE NO: 15/5/2, 25/1273
PREVIOUS MIN:

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

"THAT Council explore subdividing land at Cooee opposite the Burnie Bowls Club on the southern side."

COUNCILLOR'S COMMENTS

This land has been vacant for some time. It would be an excellent location for some good quality retirement type residences.

Approximately three million in block sales would fund new development or retire debt.

GENERAL MANAGER'S COMMENTS

The land suggested for sale by Councillor Boyd is identified in the below image to the south of the bowls club facility.

Should the motion be adopted by Council, a report would be prepared detailing all site considerations, including financial implications, access and traffic considerations and whether or not Council should undertake the subdivision itself or consider other sale options.

Importantly the report will canvas the planning considerations associated with this motion. There would need to be a scheme amendment occur to facilitate this request, which may have challenges associated with the creation of further general residential zoned land.

MOTIONS ON NOTICE

AO006-25 MOTION ON NOTICE - COASTAL PATHWAY - PEDESTRIAN AND CYCLIST REST POINT NEAR COOEE POINT CAMPING GROUND

FILE NO: 15/5/2, 25/2044
PREVIOUS MIN:

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

"THAT Council install a pedestrian and cyclist rest point on either side of the entrance to the Cooee Point Camping Ground on the Coastal Pathway."

COUNCILLOR'S COMMENTS

The public have raised concerns that cyclist and pedestrians are walking directly out into the traffic on the path creating near misses. There is also a concern that Vehicles, including campervans and trailers are driving down the path to access a grass area near the beach. Both these scenarios are putting members of the public at risk.

GENERAL MANAGER'S COMMENTS

The proposed motion addresses a safety concern identified in the new coastal pathway where there is an interaction between the pathway and some traffic movements. Council officers are investigating the most appropriate bollards (or other infrastructure) to use at this location that will improve safety for both pedestrians and cyclists using the pathway, on the approach to this area.

The installation of a rest point either side, as put forward in the motion, is interpreted in this case to mean safety infrastructure approaching the intersection that will create a pause.

MOTIONS ON NOTICE

AO007-25 MOTION ON NOTICE - DOG KENNEL LICENCES

FILE NO: 15/5/2, 25/2044
PREVIOUS MIN:

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

"THAT Burnie City Council limit all current and future Dog Kennel Licences to no more than 5 adult dogs and no more than 12 pups under the age of 12 months per licence."

COUNCILLOR'S COMMENTS

Recently the Tasmanian Labradoodle puppy farm was closed with over 250 dogs needing to be rescued. This puppy farm had been under public pressure to close since at least 2021. Whilst in operation the puppy farm would have required a kennel licence to be issued to operate by the Northern Midlands Council. I do not understand how they were allowed to have over 250 dogs on site, how they were allowed to have a kennel licence for the 250 dogs and how it has taken so long for the operation to be shut down.

The intent of this motion is to ensure that Burnie Council does not become involved in a puppy farm type scenario and it has a process already in place to close such operations down as quickly as possible to stop animals suffering.

GENERAL MANAGER'S COMMENTS

At the August 2024 Council meeting Cr Aitken moved the following motion which was carried (Item AO123-24):

> ***"THAT Council write to the Northern Midlands Council and RSPCA Tasmania to seek advice from them on what the Burnie City Council can do, if anything to better their kennel licence requirements?"***

Council officers made contact with other Councils in accordance with this motion to discuss how Burnie City Council could better apply kennel licence requirements in light of their experience. To summarise, the feedback provided suggested that other Councils are working with the RSPCA to lobby the State Government for stronger regulations with regard to the *Animal Welfare Act 1993*, in particular puppy farming.

All Councils have been asked to provide feedback to LGAT to allow them to provide a discussion paper to the State Government with regard to dog welfare reforms. Burnie City Council has provided a submission to this process.

Officers also contacted the RSPCA who reinforced that reporting current and new applications for kennel licences to them would provide great benefit. Officers are currently checking any privacy considerations in this regard.

The motion as proposed by Cr Aitken as written is not supported. The *Dog Control Act 2000* provides the powers to refuse or grant applications with consideration of health and welfare standards.

At present, Burnie City Council has 16 current kennel licences with some of these permitting five dogs and one with permission of eight dogs.

Sections 54 – 58 of the *Dog Control Act 2000* provide the framework for assessing applications, together with powers for cancellations of licences where appropriate.

54. Refusing application

(1) A general manager may refuse to grant an application for a licence if of the opinion that –
(a) the premises to which the licence relates are unfit for the purpose for which they are to be used; or
(b) it is in the public interest that the licence not be issued.
(2) A general manager is to refuse to grant an application for a licence if not satisfied that the requirements of section 55(1) are likely to be met.

55. Granting application

(1) A general manager may grant an application for a licence if satisfied that –
(a) adequate provisions for the health, welfare and adequate control of all dogs on the premises are provided or are likely to be provided; and
(b) nuisance to any other persons is unlikely to occur; and
(c) requirements under laws relating to public health and environmental protection are likely to be satisfied.
(2) A general manager is to issue a licence specifying –
(a) the maximum number of dogs that may be kept on the premises; and
(b) . . . . . .
(c) any conditions as the general manager may determine; and
(d) the expiry date of the licence.
(3) If a condition of the licence relates to the breed or kind of dog to be kept under the licence, a person must not keep or permit to be kept any dog over the age of 6 months of a breed or kind to which a licence applies otherwise than in accordance with the licence.
Penalty: Fine not exceeding 5 penalty units.
(4) A person must not keep more than the maximum number of dogs specified in the licence.
Penalty: Fine not exceeding 5 penalty units.

56. Period of licence

Unless it is earlier cancelled, a licence expires on the date specified in the licence.

57. Renewal of licence

(1) A licence is renewable on payment of the appropriate fee.
(2) A general manager may refuse to renew a licence if of the opinion that –
(a) the provisions of this Act or any other relevant Act are not being complied with; or
(b) the situation or condition of the premises is creating a nuisance; or
(c) it is in the public interest that the licence not be renewed.

58. Cancellation of licence

(1) A general manager may cancel a licence if satisfied that –
(a) the provisions of this Act or any other relevant Act are not being complied with; or
(b) any condition of the licence is not being complied with; or
(c) the situation or condition of the premises is creating a nuisance; or
(d) it is in the public interest that the licence be cancelled.
(2) Before cancelling a licence, the general manager is to –
(a) give to the holder of the licence one month's notice in writing to show cause why the licence should not be cancelled; and
(b) give consideration to any representations which the holder may make in that respect.
(3) The cancellation of a licence is to be effected by the service of a notice on the holder of the licence notifying that the licence expires at the end of a period, not less than one month, specified in the notice, unless the normal expiry is first reached.

As an alternative, Council may consider a revision of the current licencing process that has more detailed checks as part of the annual renewal application, including possible inspections, that can ensure standards are being met.

MOTIONS ON NOTICE

AO008-25 MOTION ON NOTICE - BURNIE AQUATIC CENTRE DEVELOPMENT

FILE NO: 15/5/2, 25/2048
PREVIOUS MIN:

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

"THAT Council begin community consultation and planning for a further development of the Burnie Aquatic Centre, with consideration to the following additions:

1) Slide/s for intermediate (5 to adult) and youth (children 2-5);

2) Dedicated learn to swim pool and children's pool (32 degrees - 0.6 to 0.9 metres deep)."

COUNCILLOR'S COMMENTS

Burnie has long spoken of the need for a recreation centre for children. In the past couple of years the desire/need for a new basketball stadium was floated with sporting clubs with a location selected. The idea of an additional "court" was discussed to be used as an inside play centre. That basketball stadium was scuttled and withdrawn for consideration, advising all those that had participated that the months of meetings was for nought.

Living on an island, surrounded by water with swimming, fishing, diving and boating high on the list of activities for an island, the need for recreation to be mixed with training is vital to the well being of our families. The Burnie pool was not designed for young children as the depth in the indoor pool starts at 1.06 metres (the average height range for a 5 year old is 1.09*). Basically, the average 5 year old is underwater.

Information sourced from:
**https://www.qldpaedendocrinology.com.au/_files/ugd/b3e35e_209d3a43ca8340048186e4274645d757.pdf?index=true*

The Burnie Aquatic Centre offers a range of recreational, healthy and fun opportunities for the whole community. The Centre includes an indoor 25m pool, plus a 50m seasonal outdoor pool and kids play area. In November each year the **Burnie 100** statewide carnival is held that includes swimmers of all ages from across the state competing.

The facility provides the following:

1. Swimming school (lessons)
2. School outings and swim lessons

3. Burnie Amateur Swim Club
4. Burnie Masters Swimming
5. Surf Club training venue
6. School Carnivals
7. Sea Lyons Aquatics and

The Burnie Aquatic Centre is a top-notch facility and is managed and maintained to the highest of standards providing Burnie with a training venue that would be the envy of most cities this size.

Whilst this is a fabulous facility and offers a great range of activities, is it a recreation centre or training venue?

When the new pool was opened there was considerable discontent in the community advising that it offered very little in the way of recreational activities for children. There is an outside play area that occupies children for short periods in the vein of the octopi on the waterfront.
Years ago I raised the concept of a slide being added to the features of the aquatic centre to make it a recreational facility. It was withheld due to cost.

Other facilities in the state:

Scottsdale

1. Entry is FREE
2. Tasmania's largest outdoor water playgrounds.
3. Dual racing slides
4. 8-lane, 25-metre swimming pool
5. Dedicated learn-to-swim pool. With a shallow depth and a calm environment, it's the perfect place for them to build confidence and develop water skills at their own
6. Water features, playful fountains, and mini-slides

Devonport

1. Outdoor 50 metre pool
2. Waterslide
3. 25 metre eight-lane indoor swimming pool (28.5 degrees)
4. Dedicated learn-to-swim pool (32 degrees)
5. Warm water therapy pool (34 degrees)
6. Warm water play features (inside)
7. Outdoor water play splash pad
8. Fully equipped Health Club with a Gymnasium and a Group Exercise Studio

Launceston and Hobart have exceptional facilities for the whole family in a heated indoor environment.

The litmus test for a parent or grandparent is the amount of time wanting to stay at the facility. I have spent time over the holidays with my grandchildren in the Burnie and

Devonport facilities. In Burnie, we are ready to go in less than an hour as they run out of things to do, in Devonport after 3 hours, I need to get them out of the pool.

The Burnie pool for all the positive features and excellent management needs activities to develop the Centre into a complete recreation centre for families.

GENERAL MANAGER'S COMMENTS

Whilst the intent of the motion from Councillor Dorsey has merit, it is important to note that the proposed actions are not currently part of Council's adopted Strategic Plan *Making a Better Burnie 2044* or the four-year Council Plan. Nor have any considerations been factored into the Long Term Financial Management Plan or the four year Financial Management Strategy in order to allocate funding toward such an initiative.

Councils next priority in relation to recreation remains the exploration of a multi-use sports centre and external funding has been received to undertake this process.

It may be prudent for Council to consider priority and affordability prior to community engagement, which has the potential to raise expectation.

It may be more beneficial for council to consider this type of project in future strategic planning work, rather than progressing at this time.

MOTIONS ON NOTICE

AO009-25 MOTION ON NOTICE - CHRISTMAS DECORATIONS

FILE NO: 15/5/2, 25/2211
PREVIOUS MIN:

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

"THAT:

1) A report be provided to Council on the options available for replacement of Burnie's Christmas decorations within the CBD in the 2025-26 financial year; and

2) The report explores as an option, Christmas lights designed by our local Burnie children and young people."

COUNCILLOR'S COMMENTS

Our holiday decorations have served Burnie well and are in need of some update. This is being planned for in our asset management strategy and will be rolled out this year. As part of this update, I would like to see officers explore the options to update some of our Christmas decorations with lights designed by local children and young people in Burnie.

For almost 20 years, the city of Newburgh in Scotland have called upon the children of their area to imagine a Christmas light—these have included a Christmas tree, angel, penguin and a 'wonky goose', and each year a winner gets their decoration added to the collection. The lighting of the winning decoration is part of the City's Christmas celebrations and this could be incorporated into Burnie's festive celebrations also. For example, the unveiling and lighting of the decoration could become part of the Christmas parade, the lighting of a City Christmas tree or something similar.

This is an excellent opportunity to bring community together in co-designing what our City looks like around the holidays and has the potential to activate a more vibrant city centre and night life around the holidays.

I have included the URL to a recent BBC story on the tradition below.
https://www.bbc.com/news/videos/cj907n92nv1o

GENERAL MANAGER'S COMMENTS

Council receives several public requests each year to update the Christmas decorations in the CBD, evidencing that this matter is important to our community. The Burnie City Council has renewal funding available to replace its Christmas decorations in the 2025-26 financial year.

Therefore, this motion is timely as it will enable officers to discuss the available options with Council, including the suggestion put forward by Councillor Keygan, as part of its budget deliberations.

It is recommended that the Council support this motion.

PUBLIC QUESTION TIME

AO010-25 PUBLIC QUESTION TIME
FILE NO: 15/5/5

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

Our Process for Public Questions

A public question must be provided to Council in writing prior to the commencement of the meeting at 7pm.

You can submit your question at any time online at www.burnie.tas.gov.au, obtain a form from Customer Services or complete a form at the entry to the Meeting Room.

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

QUESTIONS WITHOUT NOTICE

AO011-25 QUESTIONS WITHOUT NOTICE
FILE NO: 15/5/5

Questions without Notice

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

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

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

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

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

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

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

COUNCIL MEETING AS A PLANNING AUTHORITY

The Mayor advised that for item AO012-25 Council is acting as a Planning Authority under the provisions of the *Land Use Planning and Approvals Act 1993*.

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

(a) a councillor moving a motion contrary to the recommendation is to:-

(i) provide the motion in writing; and

(ii) provide in writing supporting reasons for approval or refusal;

(b) the motion and supporting reasons for approval or refusal are to be provided to the general manager at least 24 hours prior to the meeting to allow for circulation and consideration by all members of the planning authority;

(c) the general manager is to ensure that the supporting reasons provided under paragraph (a)(ii) are recorded in the minutes, in accordance with regulation 25 of the Local Government (Meeting Procedures) Regulations 2015.

PLANNING AUTHORITY

AO012-25 COUNCIL DELEGATIONS - LAND USE PLANNING AND APPROVALS ACT

FILE NO: 15/2/5
PREVIOUS MIN:

1.0 RECOMMENDATION:

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

1) As of 29 January 2025, revoke its previous delegation under the* Land Use Planning and Approvals Act 1993 *to Sally Pearce (former Executive Manager Development Services) as set out in Item AO011-24 dated 30 January 2024; and

2) Delegate the following powers and functions with conditions and restrictions as shown to:
a) Troy McCarthy (Principal Planner); and
b) Samantha Seaton (Planning Officer)."

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

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

	or s30D consultation for preparation of the SPPs or an amendment to the SPPs; b) submit a representation under s23 or s30L in relation to a draft SPPs or a draft amendment to the SPPs; and c) submit a request under s30C to the Minister to initiate preparation of a draft amendment to the SPPs	
s24 and s30M	Authority to – a) represent the planning authority and to give evidence and make submissions before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with s24 or s30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs; b) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with s24 or s30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs	In relation to any delegated officer (excluding General Manager) - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer
Part 3A - Local Planning Schedule (LPS)		
General	In accordance with a decision of the planning authority to - a) prepare a draft LPS under s35; b) indicate its views and opinions in relation to each representation received on a draft LPS; c) indicate its satisfaction that a draft LPS meets the criteria in s34; d) make recommendations in relation to how a draft LPS should be determined in accordance with s35F; and e) conduct and respond on a review of the LPS	Nil

	authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to – a) prepare the required documentation for a draft LPS; b) submit the draft LPS to the Tasmanian Planning Commission (TPC) under s35(1); c) make any modifications to the draft LPS which may be instructed by the TPC under s35(5)(b); d) give notice under s35C of the exhibition of a draft LPS, including for any instruction issued by the TPC under s35B; e) undertake exhibition of the draft LPS in accordance with s35D; f) provide a report to the TPC in accordance with s35F in relation to the planning authority's – i. views and opinions on each representation received during the exhibition period; ii. compliance to s34; and iii. recommendations on how the draft LPS should be determined; g) prepare and submit any modifications required by the TPC to a draft LPS in accordance with s35K; h) give notice in accordance with s35M(2) of the approval of the LPS; i) provide a report to the TPC on the outcomes of a review of the LPS conducted by the planning authority in accordance with s35O	
s35H	Authority to – a) represent the planning authority and to give evidence and make submissions before any	In relation to any delegated officer (excluding General Manager) - except in relation to a matter on which the planning

	hearing conducted by the Tasmanian Planning Commission; b) agree to minor modifications to clarify purpose or operation of a LPS or to correct draft errors; and c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission	authority makes a decision which is contrary to the written advice or recommendation of the planning officer
Part 3B - Amendment of the Local Planning Schedule (LPS)		
General	In accordance with a decision of the planning authority in relation to – a) preparation of a draft amendment to the LPS under s38 or 40D; b) preparation of a draft amendment under s38 and a draft permit under s40Y; and c) its views and opinions in relation to each representation received on a draft LPS and on any draft permit; d) its satisfaction that the draft LPS meets the criteria in s34; and e) recommendations in relation to how the draft LPS should be determined in accordance with s35F; ***authority to*** undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to – a) give notice in accordance with s38(3) of a decision in relation to a request to initiate a draft amendment to the LPS; b) give notice in accordance with s40W of a decision under 40Y in relation to a request to consider a permit in combination with a request to initiate a draft amendment to the LPS;	Nil

	c) request additional information under s40 and s40U; d) provide any material requested by the TPC in accordance with s40A, 40B, or 40V; e) prepare the draft LPS amendment documents; f) certify a draft amendment to the LPS in accordance with s40F; g) give notice in accordance with s40G of the exhibition of a draft amendment to the LPS, and including any exhibition of a permit application under s40Z; h) undertake exhibition of the draft amendment to the LPS in accordance with s40H, and including any permit application approved under 40Y; i) provide a report to the TPC in accordance with s40K and s42 if there are no representations making objection on the draft amendment to the LPS and to any permit application requested under 40T; j) provide a report to the TPC in accordance with s40K and s42 in relation to the planning authority's – i. views and opinions on each representation received during the exhibition period; ii. compliance to s34; and iii. its recommendations on how the draft LPS or the permit application under 40T should be determined; k) make modifications to a draft LPS amendment if instructed by the TPC in accordance with s40O or 40P;	

	l) re-exhibit a modified draft amendment to the LPS under s40G and 40H if instructed by TPC in accordance with s40P; m) give notice of an approved amendment to the LPS in accordance with s40S; n) grant an extension of time under s42C for a permit granted under s42B; o) correct a mistake under s42D in a permit granted under s42B; and p) make minor amendments in accordance with s43 to a permit granted under s42B	
s40L	Authority to – a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission; b) agree to minor modifications to clarify purpose or operation of a LPS amendment or to correct draft errors; and c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the Tasmanian Planning Commission	In relation to any delegated officer (excluding General Manager) - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer
Part 4 - Enforcement of Planning Controls		
General	Authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to – a) take all reasonable measures under s48, s48AA, s51 and s63A to enforce compliance to a requirement to obtain a permit prior to the commencement or carrying out of a use or development of land; b) under s48, s51 and 63A to take all reasonable measures to enforce compliance to any condition or restriction imposed on a permit to use or develop land;	Nil

	c) under s48A to require the removal of a sign; d) give such advice, consultation, referral or notification required under this Part; e) initiate, or instruct legal representation to initiate, proceedings in relation to any use or development or to any breach of the planning scheme or of a planning process, including for any action which – i. is contrary to the requirements of a State Policy or a planning scheme; ii. is an obstruction of a planning scheme or planning process; iii. seeks to obtain a permit by wilfully making or causing to be made a false representation or declaration; or iv. is a breach of a condition or restriction on a permit f) to serve notices and other documents in accordance with s84	
	Authority to – a) represent the planning authority and to give evidence and make submissions before the Tasmanian Civil Administration Tribunal (TASCAT) on any matter in which the planning authority is a party to an appeal under section 61. b) to engage in mediation conducted by the TASCAT and to sign any consent agreement resulting from mediation which is within the power of a planning authority and which will achieve a lawful resolution of an appeal; c) appoint a person to represent the planning authority and make submissions or to give evidence before the Tasmanian Civil Administration Tribunal (TASCAT)	<u>In relation to any delegated officer (excluding General Manager)</u> - except in relation to a matter on which the planning authority makes a decision which is contrary to the written advice or recommendation of the planning officer
s51	Authority to receive a permit application	Nil
s51(1AC)	Authority to determine a permit application is not valid	Nil

s51(2)	Authority to determine a permit application	
s51(3A)	Authority to apply conditions on a permit granted under s57	If a decision to grant a permit on an application under s57 is made under delegation
s51(4)	Authority to apply conditions on a permit granted under s58	If a decision to grant a permit on an application under s58 is made under delegation
s51A(2)	Authority to demand payment of any permit application fee	Nil
s53(5A)	Authority to grant an extension of time for the period within which the use or development described on a permit must be substantially commenced	Nil
s53(5B)	Authority to grant a further extension of the period during which a use or development must be substantially commenced	Nil
s54(1)	Authority to request additional information	Nil
s54(3)	Authority to - a) determine when an additional information request has been satisfied; and b) notify the applicant when a request for additional information has not been satisfied	Nil
s55	Authority to correct a mistake on a permit	Nil
s56	Authority to make minor amendments to a permit	Nil
s55AA	Authority to demand payment of any permit amendment fee	Nil
s57(3)	Authority to notify a permit application and to undertake exhibition of the application	Nil
s57(5)	Authority to grant extension of time in which to make a representation	Nil
s57(6)	Authority to grant a permit	If - a) the proposed use or development complies with all applicable provisions of the planning scheme and other regulation; and b) there are no representations;

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

s58(2) and 58(2A)	Authority to negotiate an extension of the period within which the planning authority is required to determine a permit application	Nil
s58A	Authority to require an agreement	If a decision to grant a permit is made under delegation
s59	Authority to issue notices	Nil
s59(7)	Authority to determine an application after the statutory period has expired	Subject to the same qualifications as apply for grant or refusal of a s57 or s58 permit
s60(2), (3), (4), (9), and (10)	Authority to determine compliance to permit conditions	Nil
s60C(1) and 60E	Authority to advise Minister of a decision by the planning authority to propose that a project be declared a major project and to require the proponent provide a copy of the proposal to the Minister	Nil
s60C(5)	Authority to advise Minister of a decision by the planning authority to withdraw a proposal that a project be declared a major project	Nil
s60H(1)	Authority to provide Minister with requested information in the possession of Council	Nil
s60I(3)	Authority to advise the Minister of an opinion and reasons that the project is not eligible as a major project	Nil
s60ZJ(2)	Authority to provide comments on draft assessment criteria for determination of an proposed major project on land within municipal area or within the Cradle Coast regional area	Nil
s60ZL	Authority to make representations to TPC on exhibited draft assessment criteria	Nil
s60ZZB(6)	Authority to make available at the Council offices copies of the documents relating to a proposed major project which the Major Project Panel has required to be exhibited	Nil
s60ZZD(1)	Authority to make a representation on a proposed major project during the relevant exhibition period	Nil
s60ZZE	Authority to represent the planning authority at any hearing conducted by the TPC relating to a major project on which the planning authority has made a representation or been called by the TPC to appear	Nil
S60ZZZC(1)	Authority to respond on consultation by TPC on	Nil

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

	authority in relation to – a) a draft planning directive made after the commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015;* b) enforcing compliance to the Burnie Interim Planning Scheme 2013 (BIPS); c) an urgent amendment of the BIPS if initiated by the TPC after the commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015*; d) a draft amendment to the BIPS made prior to commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015*; e) a draft amendment to the BIPS made after the commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015;* f) a permit application made prior to commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015*; g) a permit application made after the commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015*; h) an appeal made prior to commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015; or* i) an appeal made after the commencement of the *Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015*	

2.0 EXECUTIVE SUMMARY

Purpose and Background

This report provides for the above delegation under the *Land Use Planning and Approvals Act 1993* (LUPAA) to be provided two new members of the Planning team, in order to ensure day to day continuity of planning services:

- Troy McCarthy (Principal Planner)
- Samantha Seaton (Planning Officer)

The only other current delegation under this Act is to Shane Crawford (General Manager) which was made by Council in December 2024 and remains current.

Key Issues

LUPAA delegations must be made by Council as a Planning Authority, must be made to a person (rather than position), and the delegation recommendation is very specific with conditions and restrictions as set out.

There are no changes to the schedule of delegated powers since the last report to Council in December 2024 (AO192-24).

3.0 SUPPORTING INFORMATION

Strategic Alignment

This report relates to the Council Plan Enabler, Our People by ensuring the valid delegation of LUPAA powers and functions to a person while acting in the role of General Manager, in order to support to the effective continuity of day-to-day functions.

Legal

Powers and functions under LUPAA are vested directly in Council as a Planning Authority. Section 6 of the Act provides that the Planning Authority may delegate its powers to a *person* employed by the council directly.

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

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

Finance

There are no financial impacts resulting from this report.

Relation to Council Policy

There are no Council policies relating to this report.

Discussion

Council undertook a detailed review of its delegations under LUPAA in May 2023. Since that time, minor legislative updates to the Act have occurred and a review of delegated powers was undertaken in January 2024.

This report recommends that the current LUPAA delegations be issued to two new and experienced members in the planning team, as named above in the recommendation, to provide continuity of services.

Council last considered its LUPAA delegations in December 2024. The former delegations made to former planning officers have since ended due to ceasing employment.

Troy McCarthy has been recruited to the new position of Principal Planner within the planning team. Samantha Seaton been recruited to return to the position of Planning Officer.

This will result in the same set of delegated powers under LUPAA to:

- Shane Crawford – General Manager
- Troy McCarthy – Principal Planner
- Samantha Seaton – Planning Officer

Health and Safety

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

Risk

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

Environmental Sustainability

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

Consultation

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

Conflict Of Interest

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

WORKS AND SERVICES

AO013-25 LAND DISPOSAL - PROPOSAL TO DISPOSE OF PUBLIC LAND - WISEMAN STREET, SHOREWELL PARK (PART OF CT 9994/300)

FILE NO: 5/2/2, 6181770
PREVIOUS MIN: AO184-24

1.0 RECOMMENDATION:

"THAT Council, authorises the General Manager to dispose of public land, located at Wiseman Street Shorewell Park (Part of CT 9994/300), being the area identified on the plan attached, via a lease to Tas Networks."

2.0 EXECUTIVE SUMMARY

Purpose and Background

Tas Networks in collaboration with Burnie City Council are assisting with the delivery of a Community Battery proposed to be situated on Council land at Wiseman Street, Shorewell Park.

To facilitate its development, a lease over that portion of the title is required for Tas Networks to be able to access and undertake maintenance of their infrastructure.

The proposed land is listed on Council's Public Land Register and is therefore subject to the legislative process for disposal of public land.

Council commenced this process at its meeting of 26 November 2024 with a resolution to determine its intention to dispose of the land (Item AO184-24). A public submission period has been advertised.

The purpose of this report is to consider any submissions and the proposed disposal.

Key Issues

Council must undertake a disposal of public land process which provides for a public submission period, and for any submissions to be considered before it can dispose (via a lease greater than 5 years) the portion of land that the community battery is proposed to be situated on.

No submissions have been received during the public submission period.

The land is proposed to be leased for the purpose of Tas Networks to install a community battery.

3.0 SUPPORTING INFORMATION

Strategic Alignment

This report relates to Council's Strategic Plan *Making a Better Burnie 2044* Goal 2: Making liveable local communities; and Goal 3: Making sustainably built and natural environments.

Legal

Section 178 of the *Local Government Act 1993* requires that Council must undertake a disposal of public land process which provides for a public notice period, and for any submissions to be considered before it can dispose (part) of the land for a lease greater than 5 years.

Section 178A provides that any person who made an objection and is dissatisfied with the decision of the Council may appeal to the Appeal Tribunal on grounds set down under that section of the Act.

Finance

The Act requires that a valuation for land by a registered valuer be obtained before Council disposes of public land. Council engaged Opteon to provide a commercial valuation for the land which has been provided to council under separate cover. The market valuation for the proposed parcel is $900.

Relation to Council Policy

There are no Council policies relating to this report.

Discussion

The community battery selected for Shorewell is part of a trial program. The program also identifies other areas within Tasmania where Tas Networks is working with relevant councils to implement.

The portion of land proposed for the location of the Community Battery, proposed to be leased by TasNetworks is contained within CT 9994/300, known as Shorewell Park Reserve, adjacent to Wiseman Street, located directly west of the existing TasNetworks substation and directly south of the existing car park for the reserve.

Council initiated the process for public land disposal at its meeting of 26 November 2024 (Item AO184-24) and commenced the public submission process in accordance with requirements under the *Local Government Act 1993.*

Advertisements notifying the intention to dispose and public submission period were placed in The Advocate on Saturday 7 December 2024 and Saturday 14 December 2024. The public submission period ran from 7 December 2024 until 10 January 2025.

There were no public submissions received during this period.

It is noted that two public questions from one member of the public were received at the council meeting of 26 November 2024 at which council made its intention to dispose, but no further submission was received during the public submission period that followed.

Responses to those questions are available within the minutes of that meeting.

Health and Safety

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

Risk

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

Environmental Sustainability

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

Consultation

A representative of Tas Networks has been working with Council officers and has been advised of Council's intention to commence a public land disposal process, which allows opportunity for the community to make a submission in respect to the proposed disposal of land.

The Act requires a 21 day submission period from the date of first publication of the notice. Council provided in excess of this period, from 7 December 2024 to 10 January 2025, due to the Christmas New Year break.

No public submissions were received.

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.

CORPORATE AND COMMERCIAL SERVICES

AO014-25 POLICY REVIEW - FRAUD AND CORRUPTION CONTROL POLICY CP-CCS-CG-044

FILE NO: 4/14/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT Council adopt the Fraud and Corruption Control Policy CP-CCS-CG-044, as attached."

2.0 EXECUTIVE SUMMARY

Purpose and Background

The purpose of this report is for Council to consider the adoption of the revised Fraud and Corruption Control Policy.

Key Issues

The Council last reviewed this policy in 2021 at which point the Public Interest Disclosures Policy was amalgamated with this policy. This was done with the support of the Tasmanian Ombudsman who oversights the Public Interest Disclosures process, on the basis that Council adopted comprehensive procedures that underpin consistent application of our responsibilities under the *Public Interest Disclosures Act 2002.*

The Policy is due for renewal and has subsequently been reviewed. It remains relevant and contemporary and is underpinned by the Council's Fraud and Corruption Control Plan.

3.0 SUPPORTING INFORMATION

Strategic Alignment

This matter is aligned to *Making a Better Burnie 2044* through Goal 5: Making Democratic and Engaged Communities and the Enabler: Financial Management.

Legal

The *Local Government Act 1993* does not require the Council to have a fraud policy, however as a public body it is seen as best practice.

Finance

There are no financial impacts that arise directly from the adoption of the revised Policy.

Relation to Council Policy

The Councillors Code of Conduct, Employee Code of Conduct and the Risk Management Policy are all related to this matter and serve to underpin the commitments made around fraud and corruption control.

Discussion

The changes recommended to this policy are considered administrative in nature, as they consist of:

a) Changes to role titles such as the Chief People Officer and the Manager Information and Customer Services.
b) The change of nomenclature from the Audit Committee to the Audit Panel.

Health and Safety

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

Risk

The potential for fraud and corruption is a risk that must be managed within any organisation. The following represents the risk appetite that Council has for the risk areas that may result from fraudulent or corrupt behaviour:

Burnie City Council's Risk Appetite Statement					
Risk Category	Zero	Minimal	Moderate	Open	Seeking Opportunity
Strategic			✓		
Financial		✓			
Political			✓		
Reputational		✓			

A clear policy and framework for the prevention, detection and investigation of any fraudulent or corrupt activity assists in ensuring that Council maintains an organisational culture which supports and requires the highest standards of moral and ethical behaviours, minimising the risk of fraud and corruption in the workplace.

Council maintains a range of specific internal controls designed to detect and minimise these risks, in addition to external audits which assist this purpose. Reporting on any fraudulent activity where this may transpire is reported monthly to the closed Council meeting.

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⇩. Draft - Fraud and Corruption Control Policy

COUNCIL POLICY

Fraud and Corruption Control Policy

Approved By:	**Council**	Document Code:	**CP-CCS-CG-044**
Doc Controller:	**Director Corporate and Commercial Services**	Version:	**2.1**
File:	4/14/2	Approved Date:	**XXX**
		Next Review Date:	**+ 3 years**

1 PURPOSE

Fraud or corrupt activity is damaging to the City of Burnie whether through financial loss, loss of public confidence (either perceived or real), reputational damage or adverse publicity.

The purpose of this policy is to demonstrate Council's commitment to the prevention, detection and investigation of any fraudulent or corrupt activity.

2 OBJECTIVE

To provide a framework for the identification and investigation of fraudulent or corrupt behaviour, whilst ensuring an effective and supportive environment that enables individuals to disclose information under the *Public Interest Disclosures Act 2002*.

3 SCOPE

This policy applies to any actual, alleged or suspected fraud or corruption involving Councillors, employees and representatives of the Burnie City Council as well as external parties such as, but not limited to, suppliers, contractors, consultants or any other external agency undertaking transactions with the City.

Employees and representatives of the City must have, and be seen to have, the highest standards of honesty, transparency, propriety and integrity in discharging their obligations to the community.

4 DEFINITIONS

Fraud
Fraud is defined in the Australian Standard AS 8001 - 2008 Fraud and Corruption Control as:-

> *"Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."*

It includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit. It also includes the theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is considered 'fraud' for the purposes of this Standard.

The concept of fraud within the meaning of this Standard can involve fraudulent or corrupt conduct by internal or external parties targeting the entity or fraudulent or corrupt conduct by the entity itself targeting external parties.

Corruption
Corruption is defined by Australian Standard AS8001 – 2008 as:

> *"Dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity."*

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and may include:

- conflict of interest;
- failure to disclose acceptance of gifts or hospitality;
- acceptance of a bribe;
- misuse of internet or email; or
- release of confidential or private information or intellectual property.

Corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

5 POLICY

The Burnie City Council considers unauthorised possession (theft/robbery), unauthorised use, misappropriation, fraud, corruption, impropriety and dishonesty to be unacceptable.

Fraud and corruption represents a risk to the Burnie City Council in areas such as:

- financial loss;
- reputational damage;
- diversion of management effort;
- organisational morale;
- organisational disruption;
- loss of employment;
- reduced performance; and
- diminished safety.

This behaviour does not align with the Council's core values, and as such is treated seriously and a zero tolerance approach is adopted towards such behaviour. The Council is committed

to developing and maintaining an organisational culture which supports and requires the highest standard of moral and ethical behaviour from its employees and representatives.

All employees are accountable for, and have a role to play in fraud and corruption prevention and control. The Burnie City Council encourages its employees to disclose actual or suspected fraudulent or corrupt activity in accordance with the *Public Interest Disclosure Act 2002*.

When identified, any suspected fraudulent or corrupt activity will be promptly and thoroughly investigated, and where appropriate legal remedies available under the law will be pursued.

The Burnie City Council will make every effort where this is possible, to protect the anonymity of those reporting the fraudulent or corrupt activity.

The Council will ensure that detrimental actions are not permitted against anyone who reports suspected or known incidents, consistent with the *Public Interest Disclosures Act 2002*. The City adopts a similar approach to those who maliciously and knowingly create a false and/or vexatious allegation.

Fraud and Corruption Management

The Burnie City Council will integrate fraud and corruption risk identification and mitigation strategies into the broader risk management framework of the Council. Specific mitigations are outlined in the Fraud and Corruption Control Plan, including the high level commitments provided below:

- The General Manager will appoint a dedicated Fraud and Corruption Control Officer (Chief Financial Officer);
- The provision of appropriate training to all employees to ensure awareness of this policy and the associated responsibilities and expectations;
- Appropriately resourcing for the Fraud and Corruption Control Officer, the Audit Panel including the internal audit program, the Welfare Manager and other fraud and corruption control measures;
- Maintaining a Fraud and Corruption Register recording all reported incidents of suspected fraud and corruption; and
- Taking court action to recover losses incurred by Council where appropriate.

Reporting

The *Public Interest Disclosures Act 2002* provides public officers (employees of the Council as the public body), the ability to make a disclosure on any known or suspected fraudulent or corrupt behaviour. Additionally the Act provides the ability for contractors to also make disclosure; however, the method of reporting the disclosure is different – please refer to the

Council's Public Interest Disclosures Procedures PRO-CBS-SG-109 for guidance on how this is undertaken.

The Council encourages its employees and Council representatives, to make a disclosure with regard to fraudulent or corrupt behaviour in line with the following principles. Doing so enables the Council to ensure that all disclosures can be facilitated in a timely and consistent manner, and one that is empathetic to all of the parties concerned.

Any person reporting any suspected fraudulent or corrupt act (the informant) should do so to one of the Council's Public Interest Disclosure Officers.

The Council's appointed Public Interest Disclosure Officers are as follows:

- Director Corporate and Commercial Services;
- Director Operations;
- Executive Manager Corporate Governance; or
- Manager Information and Customer Services.

If a Councillor or the General Manager is suspected of involvement, the matter must be reported directly to either the Ombudsman Tasmania or the Integrity Commission. The respective Agency will subsequently conduct all aspects of the investigation.

The informant reporting the activity or behaviour may chose to remain anonymous. It is suggested that the informant ensure the matter remains confidential prior to making the disclosure to ensure anonymity where possible. The Council will take all reasonable steps to protect people who make such disclosure from any detrimental action in reprisal for making the disclosure.

All enquiries concerning the activities under investigation from the suspected individual, his or her lawyer or representative, or any other enquirer must be directed to the Chief People Officer.

Investigations

The Council appointed Public Interest Disclosure Officers have primary responsibility for investigations as defined in this policy.

The Public Interest Disclosure Officers have free and unrestricted access to all Council records and premises and authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on premises without prior knowledge or consultation with of any individual who may have custody of any such items or facilities when it is within the scope of their investigation.

Any investigation carried out is to comply with the Burnie City Council's employment policies, including the Grievance Reporting and Resolution Policy.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position, authority or relationship to the Council.
At the conclusion of the investigation the events will be documented in a confidential report which will be provided to the General Manager.

Decisions to refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the General Manager, where applicable, in consultation with the respective Director and Chief People Officer, and with legal advice if appropriate.

Recommendations from the investigations may be referred to the Audit Panel to enhance internal control procedures where necessary.

All incidents investigated will maintain the principles of natural justice and procedural fairness.

Equity and Fairness

The Council will ensure that every individual suspected of committing fraud or corruption (whether they are an employee or an external party) is dealt with consistently and fairly and in accordance with the procedures contained in the *Public Interest Disclosures Act 2002*.

Any individual who reports suspected fraud or corrupt behaviour has the right to expect their actions will be dealt with in confidence.

Evidence collected as part of any fraud investigation must substantiate any further action the organisation takes. There must be transparency in the fraud response action that the process has been adhered to.

Consequences of an investigation

Any investigation may result in a recommendation to terminate a supplier's, consultants or contractors contract or, in the case of an employee, the commencement of a disciplinary process, the outcome of which may be dismissal of the employee where appropriate.

Any decision to begin disciplinary process, or to terminate an employee's employment at the conclusion of that process, will be made in conjunction with the Chief People Officer as the Welfare Manager, the Fraud and Corruption Control Officer and the relevant Director. The Council may also seek legal advice in this regard, where considered necessary.

6 ROLES AND RESPONSIBILITIES

Fraud and corruption control is the responsibility of everyone in, and representing the organisation, who are to abide by the Council's Code of Conduct.

Elected Members

Councillors have a responsibility to abide by the Councillors' Code of Conduct. Councillors have overall responsibility for setting the policy framework for fraud and corruption prevention for the Council in order to minimise risk the risk to the community.

General Manager

The General Manager has primary responsibility for ensuring the policy is complied with and is responsible for applying the Burnie City Council's resources to fraud and corruption prevention to ensure adequate controls are in place and risks are mitigated.

Audit Panel

The Council's Audit Panel has a role in relation to fraud and corruption control which includes:

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud and corruption risks;
- conducting internal audits to test performance of the policy; and
- providing leadership in preventing fraud and corruption.

Fraud and Corruption Control Officer

The Chief Financial Officer assumes responsibility for ensuring that there are sound and robust processes in place to monitor area susceptible to fraud and corruption that appropriate controls exist and that effective reporting processes are in place. The position will provide mentoring and guidance to the organisation on fraud and corruption principles and controls.

Executive Management Team

The Executive Management Team is responsible for ensuring there are adequate controls to provide reasonable assurance for the prevention and detection of fraud and corruption which will be achieved through:

- Regular monitoring and review of the Fraud and Corruption Control Plan;
- Fostering a high standard of ethical behaviour throughout the organisation;
- Ensuring staff are aware of their responsibilities through induction, training and supervision;

- Regularly reviewing transactions and activities susceptible to fraud and corruption; and
- Responding to issues raised by both the external Auditors and the Audit Panel.

Public Interest Disclosure (PID) Officers

Public Interest Disclosure Officers receive and investigate disclosures, and take action following the completion of investigations under the *Public Interest Disclosure Act 2002*.

Chief People Officer

The Chief People Officer will act as the Welfare Manager during investigations as required under the *Public Interest Disclosure Act 2002*.

Managers and Supervisors

All managers and supervisors have a duty to familiarise themselves and their staff with the types of improprieties that might be expected to occur within their areas of responsibility and to be alert for any indications or irregularity.

Where weaknesses in controls are identified, the relevant Director should be notified as soon as practical and mitigation strategies developed.

Employees and Representatives of the Council

All employees and representatives must adhere and comply with this policy at all times and as such must take into account the need to prevent and detect fraudulent or corrupt behaviour as part of their normal responsibilities.

Where weaknesses in controls are identified, or where there is suspected or actual incidents of fraud or corruption, employees and representatives are to report the matter immediately in accordance with this policy.

7 LEGISLATION

Local Government Act 1993
Public Interest Disclosures Act 2002
Fair Work Act 2009

COUNCIL POLICY

Fraud and Corruption Control Policy

Approved By:	**Council**	Document Code:	**CP-CCS-CG-044**
Doc Controller:	**Director Corporate and Commercial Services**	Version:	**2.1**
File:	4/14/2	Approved Date:	**XXX**
		Next Review Date:	**+ 3 years**

8 RELATED DOCUMENTS

Fraud and Corruption Control Plan GL-CBS-FIN-002
Risk Management Policy CP-CBS-SG-027
Councillors' Code of Conduct CP-CBS-SG-024
Staff Code of Conduct WP-OGM-HR- 012
Public Interest Disclosure Procedures PRO-CBS-SG-109
Disciplinary Process WP-OGM-HR-024
Grievance Reporting and Resolution WP-OGM-HR-002

9 OTHER REFERENCES

Australian Standard AS8001-2008 Fraud and Corruption Control

Fraud Control in Local Government (Report of Tasmanian Auditor-General) No. 1 of 2013–14

Fraud Prevention Strategies in Local Government (Victorian Auditor-General June 2012)
Controlling fraud and corruption: a prevention checklist (Independent Broad-Based Anti-Corruption Commission)

Policy Endorsement	
Responsibility:	It is the responsibility of Council to endorse and monitor on an annual basis the General Manager's compliance with the Fraud and Corruption Control Policy. The General Manager is accountable for compliance with the Fraud and Corruption Control Policy and associated procedures. It is the responsibility of the Director Corporate and Commercial Services to review and operationalise this policy.
Minute Reference:	XXX
Council Meeting Date:	27 July 2021
Strategic Plan Reference:	Goal 5: Making Democratic and Engaged Communities and the Enabler: Financial Management.
Previous Policies Replaced:	This policy replaces the previous Fraud Control Policy v2.0 approved by Council on 27 July 2021, Item A0126-21.
Date of Commencement:	27 July 2021
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.tas.gov.au)

CORPORATE AND COMMERCIAL SERVICES

AO015-25 POLICY REVIEW - COMMUNITY ASSISTANCE POLICY CP-CCS-CG-002

FILE NO: 4/14/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT Council adopt the Community Assistance Policy CP-CCS-CG-002, as attached."

2.0 EXECUTIVE SUMMARY

Purpose and Background

The purpose of this report is to seek Council's adoption of the revised Community Assistance Policy.

Key Issues

The key issue with reviewing this policy is to take account of the new operating environment that will occur when Burnie Arts has completed its transformation and opens to the public officially in early 2025.

At present the venue is used significantly by community groups, who under this policy receive a 60% reduction in the typical rate. This is fantastic and we encourage this to continue.

What we need to be mindful of now is striking a balance between discounted community use and leveraging opportunities for our new centre to attract business that will in turn generate additional income through commercial means. This too is opportunistic as the Council seeks to make the new Burnie Arts facility a long-term proposition that is sustainable for the future.

3.0 SUPPORTING INFORMATION

Strategic Alignment

This report aligns to *Making a Better Burnie 2044* through Goal 1: Making an Active Town Centre, and Goal 4: Making Culturally Rich and Vibrant Communities, as well as through the Enabler: Financial management.

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 at this time.

Relation to Council Policy

Officers have prepared a draft Business Plan that is proposed to operate once the new facility is formally opened. An important aspect of that Plan is considering how the Council will make the facility financially sustainable into the future, for the ongoing use and enjoyment of our community.

Discussion

The Policy has significant take up each year, and therefore it not proposed to change the policy substantively as it is working well. The suggested improvement is for the Council to highlight the need to balance this community use with other forms of commercial patronage to generate much needed income.

The proposed changes are summarised below:

- Strengthening of the section around Federal and State Government, in addition to their GBE's not being eligible for the community discount; and
- Providing clarity that technical support and any other fee outside of venue hire and event equipment is not covered by the policy; and
- Seeking Council to determine a budget provision each year for the level of community use appropriate under this policy, to reflect the foregone income associated.

The level of expense has yet to be determined by the Council on the basis that the first step is the Council forming a policy position to do so. During the development of the budget for 2025-26, officers will work with the Council to qualify the budget parameters. Nothing will change at this time until this work is completed.

At the recent workshop discussion on this policy, councillors were keen to ensure that there is an ongoing balance of being able to maximise community use, while also providing opportunities for much needed commercial income to ensure Burnie Arts is financially sustainable. Amendments to the policy have been undertake and are reflected in the attached recommended policy, in line with this discussion.

Health and Safety

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

Risk

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

Environmental Sustainability

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

Consultation

Relevant Council officers have been consulted in the preparation of this report. Councillors have received a briefing on the proposed Business Plan, which is currently about to be consulted on, with the impacted Council workforce.

Conflict Of Interest

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

ATTACHMENTS

1⇩. Draft Community Assistance Policy

COUNCIL POLICY

Community Assistance Policy - DRAFT

Approved By:	**Council**	Document Code:	**CP-CCS-CG-002**
Doc Controller:	**Director Corporate and Commercial Services**	Version:	**6.0**
		Approved Date:	**XXX**
File:	4/14/2	Next Review Date:	**XXX**

1 PURPOSE

The purpose of this policy is to ensure that financial subsidies for the use of Burnie Arts, are provided on an equitable basis to clubs and community organisations, while still enabling the facility to run sustainably through commercial rental opportunities.

2 OBJECTIVE

The objective of this policy is to ensure that the provision of assistance is undertaken on a consistent, fair, equitable and transparent basis.

3 SCOPE

This policy is limited to clubs and community organisation who have a significant reach in Burnie, or a Not-for-Profit organisation providing a service or public benefit to the Burnie community.

This policy does not cover Federal or State Government authorities or their GBE's, that are delivering community services, unless where specified.

4 POLICY

4.1 Community Discounts on Venue Hire

4.1.1. Council may provide a discount of up to 60% of the standard venue hire fee for Burnie Arts.

4.1.2. Council may also provide a discount on event equipment hire at the discretion of the Executive Manager Burnie Arts or the Director Corporate and Commercial Services.

4.1.3. Any additional costs, including but not limited to technical support, will not be discounted.

4.1.4. The following organisations are eligible for the discount:

- Clubs and community organisations either located in Burnie or which have substantial membership of Burnie residents, and which through their event offer benefits to the people of Burnie. Financial Assistance may be made to Regional or District organisations for distribution to sub or local branches where this situation applies; or
- Not-for-profit community organisations providing a public benefit to the Burnie community; or
- Educational institutions where the event primarily involves students from the Burnie region, and which are endorsed by either the Department of Education, or the Principal of an independent school.

4.1.5. All discounts on venue hire shall be recorded and accounted for through the annual Community Grants budget allocations.

4.1.6. Council will, through its Annual Plan and Budget Estimates each year, establish a budget for the expenditure associated with this policy. This will enable officers to be clear about the investment Council wishes to make each year in subsidising community use, which is of paramount importance to our community. This process also serves to allow the Council to balance this subsidised use against full commercial retail opportunities to ensure sustainability of the facility for the future.

4.10 Reporting

4.10.1 Where a discount of less than 60% is provided under this policy, the General Manager will report this in their monthly report to the Council, for awareness.

4.10.2 The *Local Government Act 1993* requires that the details of any grant made or benefit provided are to be included in the Annual Report of the Council.

5 LEGISLATION

Local Government Act 1993

6 RELATED DOCUMENTS

Community Discount Request Form for Venue Hire – FO-CED-BAFC-002

Policy Endorsement	
Responsibility:	It is the responsibility of the Director Corporate and Commercial Services to administer and review this policy.
Minute Reference:	XXX
Council Meeting Date:	XXX
Strategic Plan Reference:	Goal 1: Making an Active Town Centre, and Goal 4: Making Culturally Rich and Vibrant Communities
Previous Policies Replaced:	This policy replaces the previous Community Assistance Policy approved by the Council at its meeting of 26 October 2021.
Date of Commencement:	XXX
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.tas.gov.au)

CORPORATE AND COMMERCIAL SERVICES

AO016-25 POLICY REVIEW - CHILD SAFETY AND WELLBEING POLICY CP-CCS-CG-064

FILE NO: 4/14/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT Council Adopt the Child Safey and Wellbeing Policy CP-CCS-CG-064, as attached."

2.0 EXECUTIVE SUMMARY

Purpose and Background

The purpose of this report is to seek Council's endorsement of the revised Council policy pertaining to child and youth safety and wellbeing.

Key Issues

In January 2024 the Tasmanian Government released the new Child and Youth Safe Organisational Framework (CYSOF) following the Royal Commission into Institutional Responses to Child Sexual Abuse.

The CYSOF places responsibility on governments, among other stakeholders, to put measures in place to create child safe environments, including workplaces. The Child Safety and Wellbeing Policy was created at that time to ensure compliance with the *Child and Youth Safe Organisations Act 2023.*

Twelve months into the implementation of the CYSOF, there has now been greater clarity provided around when councils are responsible for protecting children and young people when conducting services, and where licenses and agreements exist for Council buildings and venues. This has been considered in revising the policy recommended for adoption.

3.0 SUPPORTING INFORMATION

Strategic Alignment

This report aligns with *Making a Better Burnie 2044* through Goal 4 – Making Culturally Rich and Vibrant Communities.

We want Burnie to be an inclusive, tolerant and safe place for everyone who lives, works and plays here, celebrating our heritage and diversity.

Legal

The Tasmanian Government passed the *Child and Youth Safe Organisations Act 2023* which now requires local governments within Tasmania, among other entities, to comply with the legislation which took effect on 1 January 2024.

Finance

This responsibility and associated work in establishing the framework is a new requirement of local government that did not exist previously. Presently the Director Corporate and Commercial Services is establishing the framework and will seek to introduce other Child Safe Officers within the organisation, from within existing staffing compliments, in time.

There may need to be consideration of additional resourcing in the future, and where this is considered necessary this will be discussed with the Council as part of the normal budget estimates process.

Relation to Council Policy

There are a range of ancillary policies that are related to this matter, which will require update in time. The focus currently is on enhancing leadership, personal accountability and communication with regard to child and youth safety, and therefore the respective Codes of Conduct and associated documentation are the policy priorities at this time, in order to set clear expectations and responsibilities.

Discussion

The CYSOF is developed to underpin the *Child and Youth Safe Organisations Act 2023*. It places a responsibility on local government and other organisations to comply with the requirements of the CYSOF. Local government compliance was required effective from 1 January 2024. This is now law, and the Council has a legal duty to conform with its legal duty. It is not something that the Council may choose not to do.

The overarching intent of the CYSOF is that organisations demonstrate commitment to the safety and wellbeing of children and young people in Tasmania, even if they aren't legally required to do so. It is designed to encourage lasting cultural change within organisations and our wider society, thereby building communities where children and young people's rights to safety and wellbeing are respected and upheld.

The Policy originally adopted was developed at a time when there was some uncertainty around specifically where Council's legal responsibilities lied, regarding the delivery of its services, on the basis that it was new legislation. For example, is the conduct of events in Burnie Arts the Council's responsibility to address, or is it the schools that undertake Eisteddfod in the venue, as those responsible for the children's welfare? Equally, is it Council's responsibility and risk to ensure that child and youth safe measures are in place for sporting clubs who lease Council premises, when Council has no ability to influence those clubs?

There has now been clarity provided around Council's legal responsibilities in a more definitive manner, albeit with any new legislation this is still untested from a legal standpoint.

With this additional context and in the interests of ensuring continued improvement in this area, the Policy has been reviewed, and the following changes are recommended as outlined in the **attached** document:

- Addition and amendment to the Definitions for added clarity.
- A more comprehensive outline of Council's Statement of Commitment to Child Safety.
- Clarity around the role of the Working Group.
- The addition of commitments from the Council under the heading 'Giving Effect to this Policy', that enable the Policy to be implemented and therefore legal responsibilities discharged.
- The addition of Roles and Responsibilities.
- Commitment to take reasonable steps to engage with external parties who utilise Council facilities to ensure they are aware of the Standards and expectations.

Since the Child Safety and Wellbeing Policy was adopted, the following activities have occurred to ensure compliance with the new laws:

- Appointment of the Child Safe Officer within the organisation, as required under the Act.
- Adoption of a new People Management Policy that takes account of the new CSYOF requirements.
- Consultation with our employees with regard to a revised Employee Code of Conduct, that sets expectations regarding child and youth safe responsibilities.
- Establishment of a Working Group who have met and determined risk assessment categories.
- Determining which roles need to have a Working With Vulnerable People Card on account of the work they perform.
- Development of a new aspect to the Council's website as a mechanism to provide information and resources to children, young people, their families and the wider community
- Establishing a reporting framework for how issues or concerns are reported where these concerns might be related to a Council representative such as a councillor, employee, volunteer or contractor.
- Development of posters and supporting material aimed at children and young people, as a means of promoting our organisation as child and youth safe, as well as defining how they go about reporting an issue or getting the support they might need.
- Initial education and training of our existing staff.

The schedule of works over the next period, is to:

- Create an online induction module for employees and volunteers on child and youth safe expectations.
- Undertaking workforce cultural awareness training to provide context to the Universal Principle.
- Informing lease/licence customers of the Standards for awareness of any obligations that may be required of them.
- Updating recruitment policy and process to ensure this reflects child and youth safe requirements.
- Engaging with the Youth Council about how we might message the CYSOF commitment more broadly to our young people within the city for awareness.

Health and Safety

There are significant responsibilities placed on Tasmanian councils to ensure that our policy, people, culture and systems accord with the requirements of the CYSOF. While many of these are external facing, understandably, the Council is also required to create and maintain a child safe workplace for people that might be employed by the Council under the age of 18 and discharge our responsibilities with regard to services and infrastructure that are applicable.

Risk

The risk identified at this time is the resourcing requirements to fulfil the obligations imposed upon local government in Tasmania to accord with the requirements of the CYSOF. At present the Council does not have dedicated resources, nor sufficient spare capacity to implement the full suite of expectations.

This is why a staged approach is being taken, which is supported by the Office of the Independent Regulator as they are acutely aware of the resourcing challenges this expectation places on local government as a sector.

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

Further information about the CYSOF can be found here:
https://www.justice.tas.gov.au/carcru/child-and-youth-safe-organisations-framework

The *Child and Youth Safe Organisations Act 2023* can be found here:
https://www.legislation.tas.gov.au/view/html/asmade/act-2023-006

ATTACHMENTS

1⇩. Draft Child Safety and Wellbeing Policy

COUNCIL POLICY

Child Safety and Wellbeing - DRAFT

Approved By:	**Council**	Document Number:	**CP-CCS-CG-064**
Doc Controller:	**Director Corporate and Commercial Services**	Version:	**1.1**
		Approved Date:	**XXX**
File:	4/14/2	Next Review Date:	**+ 2 years**

1 PURPOSE

The City of Burnie is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all employees and volunteers. This policy outlines the Council's position and responsibilities toward the safeguarding of children and young people in our physical and online environments.

2 OBJECTIVE

This Policy reflects Council's intention to be aspirational – not just compliant – in meeting the requirements of the Tasmanian Child and Youth Safe Organisation Framework (CYSOF) and the embedded Universal Principle.

This Policy provides information and guidance to all levels of our organisation and requires that all employees and volunteers commit actively and responsibly to the creation, demonstration, and maintenance of a child safe culture. We also expect our contractors to model the requirements of the Framework in all work and activity carried out on behalf of our city.

3 SCOPE

This Policy applies to all Council employees and representatives irrespective of their involvement in child or youth related work, specifically:

- Mayor and councillors
- Full-time, part-time and casual employees;
- Permanent and temporary employees performing work for Council, including work experience students, apprentices, interns and trainees;
- Staff on secondment from another Council;
- Volunteers; and
- Contractors and consultants directly engaged and/or remunerated by Council.

Tasmania's Child and Youth Safe Standards and overarching requirement for Aboriginal Cultural Safety (the Standards) that this policy addresses, are:

The Universal Principle: Organisations must provide an environment that ensures Aboriginal and Torres Strait Islander children's rights to cultural safety is respected.

Standard 1 – Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Standard 2 – Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Standard 3 – Families, carers, and communities are informed and involved in promoting child safety and wellbeing.

Standard 4 – Equity is upheld and diverse needs respected in policy and practice.
Standard 5 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Standard 6 – Processes to respond to complaints and concerns are child focussed.

Standard 7 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Standard 8 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 9 – Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.

Standard 10 – Policies and procedures document how the organisation is safe for children and young people.

4 DEFINITIONS

Term	Definition
Abuse	Abuse in an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse includes physical, emotional, sexual abuse and neglect.
Child or young person	Any child or young person up to the age of 18.
Child safe	For this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.
Contractor	In the scope of this policy means a person or company used by Council to provide services directly to children and youth, or where the contract's activities will, or are likely to involve contact with children and young people that is a usual part of and more than incidental, to the services.
Child safe organisation	In the context of local government, this involves referring concerns to the Independent Regulator and in the case of suspected criminal behaviour, to Tasmania Police to respond as appropriate.

Independent Regulator	An independent oversight body that exists to help organisations understand how to comply with Tasmania's Child and Youth Safe Framework, provide guidance and advice, and monitor compliance.
Reasonable belief	A reasonable belief that a child or young person is in need of protection, or their safety and wellbeing is at risk, is formed: If a reasonable person in the same position would have formed the belief on the same grounds. It does not require proof. A 'reasonable belief' may be formed through disclosures, observations or other information of which a person has become aware.
Scheme	Means the Reportable Conduct Scheme in Tasmania which requires leaders of specific organisations to notify the Independent Regulator when concerns are raised about conduct related to child or youth abuse.

5 POLICY

This Child Safety and Wellbeing Policy communicates Council's commitment to keeping children and young people safe. Council is in the unique position of being able to provide a framework for safety around one of our most vulnerable people groups: children. It is often said "it takes a village to raise a child". Council's infrastructure in many ways is that village, from playgrounds, parks and gardens and public spaces and community centres - we all have a role to play in keeping children and young people safe from harm or abuse.

5.1 Statement of Commitment to Child Safety

- We are committed to the safety and wellbeing of children and young people while enabling their participation as valued members of our community.
- We have zero tolerance to child and youth harm and abuse. Our people are obligated to prioritise the safety of the children and young people they interact with in the performance of their role and to report concerns.
- We recognise the importance of child and youth safety in the provision of quality community services. All children and young people who attend services, events and community spaces that are delivered and owned or managed by Council, have the right to feel safe, be safe and be heard.
- We recognise our legal and moral responsibilities in keeping children and young people safe and have policies and procedures in place to meet this commitment that are aligned with the National Principles for child safe organisations.
- We want children and young people to thrive, be safe, happy, and empowered and are dedicated to ensuring their views are listened to and respected, and hey are given opportunities to contribute to how we plan and deliver our services that affect them.
- We are committed to being a child and youth safe organisation.

5.2 Working Group

The City of Burnie has established a Child and Youth Safe Working Group who meet under an established Terms of Reference to provide overall governance and leadership related to the development and implementation of child and youth safe considerations. The Working Group is comprised of:

- Director Corporate and Commercial Services (Chairperson)
- Chief People Officer
- Executive Manager Corporate Governance
- Executive Manager Sustainability
- Child Safety Officer/s

The key functions of the group are to:

- Implement necessary actions to develop child and youth safe maturity and regularly evaluate performance against the objectives of this policy.
- Develop and implement a Child and Youth Safe Standards Action Plan.
- Advocate and educate management and colleagues on the Standards and encourage implementation of the standards across all departments.

5.3 Giving Effect to this Policy

Council commits to the following in order to ensure that the Council's legal obligations can be discharged appropriately, and that the commitments made under this policy can be executed:

- Providing the necessary resources to prepare and implement policy and procedural changes required to comply with the Standards, including:
    - Ensuring that Codes of Conduct outline responsibilities and expectations pertaining to child and youth safety.
    - Conducting risk assessments for council services, programs or Council facilities used by children and young people.
    - Determining where councillors and employees should have Working with Vulnerable People cards.
    - Developing allegation and complaints handing procedures.
- Developing training and support mechanisms for councillors, employees, volunteers and applicable contractors.
- Developing child and youth safe messages at Council venues, grounds facilities and events.
- Connecting and supporting local community groups, organisations, and stakeholders to child and youth safe resources, including culturally safe and inclusive resources.

5.4 Roles and Responsibilities

Role	Responsibility
Councillors	• Model a culture of child and youth safety and wellbeing. • Understand and comply with their obligations in relation to child and youth safe and wellbeing. • Participate in training and education to identify, prevent, and report child abuse and harm. • Report any concerns about child safety and wellbeing. • Councill also has a role in helping to promote Council as a child safe organisation and to direct community members to the appropriate information and resources.
General Manager	• As the head of the entity, the General Manager has the legal obligations around sharing and reportable conduct information. This includes reporting to the Independent Regulator any allegations of misconduct involving children and youth by council staff.
Director Corporate and Commercial Services	• This role is the appointed Child Safe Officer. • Ensure a culture of safeguarding children and youth is embedded across the organisation. • Chair the Working Group and facilitate risk assessments, taking reasonable steps to identify any potential risks to the safety and wellbeing of children and young people where Council has responsibility, and remove or minimise these risks. • Provide induction, support, training, mentoring, guidance and professional development around safeguarding children and young people.
Senior Leadership Team	• Embed a culture of safeguarding children and young people within each work area of the Council.

	• Ensure policies and procedures developed to safeguard children and young people are implemented within each work area of the Council. • When engaging third-party operators, provide the company or person with a copy of the Council's Child and Youth Safety Policy and associated reporting process. • Report any concerns about the safety and wellbeing of children and young people as a priority.
Council staff	• Understand and comply with their roles and responsibilities in keeping children and young people safe. • Report any concerns about the safety and wellbeing of children and young people as a priority. • When engaging third-party operators, provide the company or person with a copy of the Council's Child and Youth Safety Policy and associated reporting process. • Participate in training and education in relation to safeguarding children and young people as required. • Provide environments where children and young people feel safe, empowered, and can participate.

The City of Burnie Child Safe Reporting Process (appendix A) outlines that if children, young people, families, Councillors, employees, contractors or volunteers have concerns regarding the organisation's leadership in relation to child safety, they can report these concerns under the Scheme. Under the Scheme, reports can be made on the conduct of employees or volunteers to the Internal Response Team. Children, young people or adults can make first contact with the City of Burnie's Customer Service team, requesting to speak with a member of the Child and Youth Safe Working Group or by emailing: childsafe@burnie.tas.gov.au

5.5 Our obligations with external parties

Although Council is not legally responsible for providing oversight of compliance with child and youth safe practices outside of this organisation, Council will take reasonable steps to

engage with persons who utilise Council facilities to operate in alignment with this policy.

6 LEGISLATION

Fair Work Act 2009 (Cth)
Sex Discrimination Act 1984 (Cth)
Workplace Gender Equality Act 2012 (Cth)
Anti-Discrimination Act 1998 (Tas)
Child and Youth Safe Organisations Act 2023 (Tas)
Work Health and Safety Act 2012 (Tas)
Work Health and Safety Regulations 2012 (Tas)

7 RELATED DOCUMENTS

Child and Youth Safe Organisational Framework (CYSOF)
Community Engagement Framework
Disciplinary Process
Personal Information Protection Policy
Risk Management Policy
Risk Management Framework
Strategic Risk Register
Appendix A to this Policy – Child Safe Reporting Process (23/33996)

8 OTHER REFERENCES

Enterprise Agreement 2023
Making a Better Burnie 2044

Policy Endorsement	
Minute Reference:	XXX
Council Meeting Date:	XXX
Strategic Plan Reference:	*Making a Better Burnie 2044* Goal 4 – Making Culturally Rich and Vibrant Communities
Previous Policies Replaced:	This policy replaces the previously adopted policy approved by Council at its meeting of 12 December 2023, AO196-23.
Date of Commencement:	XXX
Publication of Policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.tas.gov.au)

GENERAL MANAGER

AO017-25 ANNUAL PLAN 2024-25 PROGRESS REPORT TO 31 DECEMBER 2024

FILE NO: 4/13/5
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT Council note the 2024-25 Annual Plan progress report to 31 December 2024."

2.0 EXECUTIVE SUMMARY

Purpose and Background

The Annual Plan and Budget Estimates is developed by the Council each year setting out the key deliverables, together with the budgeted resources required to achieve them.

Key Issues

The Council adopted the Annual Plan and Budget Estimates 2024-25 at its meeting held on 25 June 2024. The plan can be viewed at www.burnie.tas.gov.au

The **attached** report outlines the progress made against each of the financial year's Annual Plan actions to date and includes updates on those actions from previous years that were still in progress at the start of the quarter.

3.0 SUPPORTING INFORMATION

Strategic Alignment

The current year Annual Plan prioritises this year's key actions toward achieving the five strategic goals of the Council Plan 2024-2027:

- Making an active town centre
- Making liveable local communities
- Making sustainable built and natural environments
- Making culturally rich and vibrant communities
- Making democratic and engaged communities

Actions are also aimed at investing in the key Enablers under the Council Plan, being Financial Management, Digital Transformation, Our People, Community Consultation, and Agility; which are necessary to achieve the above strategic goals.

The Annual Plan and four year Council Plan align to Council's strategic plan *Making a Better Burnie 2044*.

Legal

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

Finance

Actions in the Annual Plan are funded in the corresponding Annual Plan and Budget Estimates.

Relation to Council Policy

There are no Council policies relating to this report.

Discussion

The attached report provides the most recent quarterly progress update.

Health and Safety

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

Risk

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

Environmental Sustainability

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

Consultation

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

Conflict Of Interest

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

ATTACHMENTS

1⇩. Annual Plan Progress Report 2

Annual Plan Progress Report: 2024-25 Quarter 2

2024-25 Annual Plan Actions	Strategic Link	Success Measures	Progress Update	Status
Actions related to Strategic Plan – Making a Better Burnie 2044				
Open and celebrate the newly transformed Burnie Arts	**Making an Active Town Centre** (Goal 1)	A minimum of three diverse events occur and are well attended by the Burnie community	**Progress to Date:** The building is expected to be handed to be largely completed by the end of February. A number of important events are scheduled in March/April and therefore the official opening celebrations will occur mid-year. **Remaining:** Completion of all aspects of the building to occur, to enable occupancy of the building for the Print Prize and TDOTI Festival. Once full occupancy is received, Council can schedule the official opening and the associated events.	In progress
Develop a Connected Pathways Plan	**Making Liveable Local Communities** (Goal 2)	Satisfactory community engagement Delivery of the Connected Pathways Plan	**Progress to Date:** The Request For Quote process has been completed and a consultant selected to develop the Connected Pathways Plan (Active Transport Strategy). **Remaining:** Council are now working through a detail timeline for the development of the strategy with an intent to complete by the end of financial year.	In Progress
Assess Council's carbon footprint	**Making Sustainable Built and Natural Environments** (Goal 3)	A report details the Council's current carbon impacts and the information assists in	**Progress to Date:** Not yet commenced	Not yet commenced

Annual Plan Progress Report: 2024-25 Quarter 2

2024-25 Annual Plan Actions	Strategic Link	Success Measures	Progress Update	Status
		determining future improvements	**Remaining:** A carbon audit is required to be undertaken by a qualified consultant to provide clarity on Council's current carbon footprint. Once received the report will be tabled to Council for clarity and transparency.	
Start planning for Bicentennial events	**Making Culturally Rich and Vibrant Communities** (Goal 4)	Community engagement and representation Delivery of an event model for 2027 events	**Progress to Date:** Not yet commenced **Remaining:** A Bicentenary Committee Terms of Reference, comprising community, councillor and council officers' representation will be submitted to Council for endorsement in early 2025. Nominations will then be sought to fill the Committee roles in order for the Committee to start making the necessary plans for the 2027 events.	Not yet commenced
Implement changes to the organisational design	**Making Democratic and Engaged Communities** (Goal 5)	The 2024-25 organisational design occurs with wide consultation and input from impacted employees	**Progress to Date:** The changes that were proposed for the Works and Services Department were supported and have been implemented. **Remaining:** The next stage is the changes to the Corporate and Commercial Services Department proposed, which will be sent out in January 2025 to employees for consultation.	In progress

Annual Plan Progress Report: 2024-25 Quarter 2

2024-25 Annual Plan Actions	Strategic Link	Success Measures	Progress Update	Status
Actions related to Council Plan Enablers				
Develop the 15-year Long-Term Financial Management Plan (LTFMP)	**Enabler:** Financial Management	The Long-Term Financial Management Plan is adopted by Council	**Progress to Date:** Development of the Plan is underway. **Remaining:** Information from the development of Asset Management Plans that are underway, now need to be fed into the Long Term Financial Management Plan (LTFMP) to model and consider the impact to the Council's financial sustainability, over the long-term. Officers will then workshop the LTFMP with councillors before tabling the final Plan to Council for adoption.	In progress
Conduct an OCI Cultural Survey	**Enabler:** Our People	Participation rate higher than 60% Improvement on prior cultural survey results	**Progress to Date:** Not yet commenced **Remaining:** Engagement of the consultant to undertake the survey, with an expected commencement in May 2025. The results will be evaluated against the 2023 OCI survey and improvements identified and implemented.	Not yet commenced
Develop a Community Satisfaction Action Plan	**Enabler:** Community Consultation	Plan aligned to the improvements needed from the 2024 survey	**Progress to Date:** Not yet commenced. **Remaining:**	Not yet commenced

Annual Plan Progress Report: 2024-25 Quarter 2

2024-25 Annual Plan Actions	Strategic Link	Success Measures	Progress Update	Status
		Action Plan adopted by the Council	The outcomes of the Community Satisfaction Survey will be presented to the Council in early 2025, after which the Action Plan will be developed to consider associated improvements. The Action Plan will be tabled to the Council for adoption.	
Componentise asset data	**Enabler:** Data	The information is workshopped with councillors The information is captured in the Asset Management System to better inform decision choices	**Progress to Date:** Council will need to complete the initial asset condition data which is due to be complete this year prior to starting the componentization works. **Remaining:** Council will focus on the componentizing the new Burnie Arts building this year and commence work on its other building assets in the 25/26 financial year.	In Progress
Undertake an emergency exercise to stand up an Evacuation Centre	**Enabler:** Agility	A report is prepared that analyses the results of the exercise Improvements are made to the Recovery Arrangements	**Progress to Date:** Not yet commenced **Remaining:** This action will be undertaken mid-year, with the support of the Department of Premier and Cabinet, who have statewide responsibility for community recovery in an emergency situation. A report of the outcomes, findings and lessons learnt will then be prepared and workshopped with councillors and with emergency management staff.	Not yet commenced

Annual Plan Progress Report: 2024-25 Quarter 2

2024-25 Annual Plan Actions	Strategic Link	Success Measures	Progress Update	Status
Plan for the replacement of Council's core business systems	**Enabler:** Digital Transformation	Preferred supplier/s are identified The recommendation is provided to the Council	**Progress to Date:** Council will prioritise the core modules of: Asset Management, People and Safety, and Financial Management. An EOI process has been conducted and 11 submissions have been evaluated. **Remaining:** A briefing will be provided to the Council on the status of this project before commencing a Request for Tender process to receive firm pricing from those vendors the Council is interested in partnering with from the EOI process. The recommended tender will be submitted to the Council for approval.	In progress

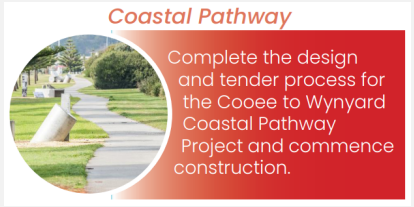
Annual Plan Progress Report – Previous years still in progress

2023-24 Annual Plan Actions	Link to Council Plan	Progress Update	Status
Complete the redevelopment of the new Burnie Cultural Centre - Create an integrated asset that delivers on the vision of establishing a cultural, artistic and creative hub for the Burnie community	**Vibrant town centre** (Goal 1)	**Progress to Date:** Stage 2 works are nearing completion. The new visual identity and brand is currently being implemented, initially through a signage plan for the new Burnie Arts. **Remaining:** The completion of the Centre is expected in early 2025. Consultation with Burnie Arts employees about the proposed new Burnie Arts operating model will begin in January 2025.	In progress
Asset Management Planning - Update our Asset Management Strategy and Plan so that we can make better informed decisions about our financial investments into our community facilities & open spaces	**Community facilities to support liveability** (Goal 2)	**Progress to Date:** The 4-year Asset Management Strategy was adopted at the March 2024 Council Meeting. The long-term Asset Management Plan will works are underway. **Remaining:** Council are intending to complete the long-term Asset Management Plan by end of this financial year.	In progress
Satisfaction Survey – undertake a satisfaction survey about Council's performance so we can improve where needed	**Community Consultation** (Enabler)	**Progress to Date:** Metropolis Research has completed the community satisfaction survey. A report of the results has been prepared which in part benchmarks Council's performance against other Tasmanian Councils and similar sized regional Victorian Councils. **Remaining:** The report will be provided to Council in early 2025.	In progress

Annual Plan Progress Report – Previous years still in progress

2023-24 Annual Plan Actions	Link to Council Plan	Progress Update	Status
Update core information for decision making – review our asset condition data and asset usage data to better inform decision making	**Data** (Enabler)	**Progress to Date:** Condition assessments are currently being conducted on council assets. Buildings and playgrounds are complete with transport assets and bridges are now underway. **Remaining:** Council will complete Transport and Bridges condition reports and upload them into the database.	In progress
Emergency Recovery Plan – review the Emergency Recovery Plan for the City of Burnie	**Agility** (Enabler)	**Progress to Date:** Work has begun on developing new Municipal Recovery Arrangements for the City of Burnie. **Remaining:** The revised document will be submitted to the Department of Premier and Cabinet for comment as the lead agency in community recovery for the state, before proceeding to Council for adoption in early 2025.	In progress

Annual Plan Progress Report – Previous years still in progress

Actions from 2021-22 still in progress	Progress Update	Status
	**Progress to Date:** Construction of the coastal pathway has commenced with the contract being awarded to Shaw Contracting. Removal of rail is underway, with base material and asphalt to be installation occurring. With the end of the penguin breeding season, works on the revetments has now commenced. Extensive work has been conducted to ensure the safety of the penguins and their habitat during construction. **Remaining:** The Coastal Pathway project is nearing completion with only landscaping and fencing works to be completed. It is expected the projected will be completed by end of March.	In progress
	Progress to Date: Council has resolved an in-principal agreement to implement a FOGO collection service in the Burnie Municipality. Council has agreed to further evaluation of costs and benefits with the expectation to have FOGO in place in time for the 2024-25 financial year. **Remaining:** Council have completed works on its cost analysis and will be taking the information to either the January or February meeting for decision on implementation.	In progress

GENERAL MANAGER

AO018-25 GENERAL MANAGER'S REPORT - OPEN SESSION

FILE NO: 4/18/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

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

2.0 EXECUTIVE SUMMARY

The purpose of this report is to advise on the following items:

Mayor's Communications
General Manager's Communications
Notification of Council Workshops
Notification of Committee Meetings
Correspondence for Noting
Council Meeting Action List

3.0 DETAILS

Mayor's Communications

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

- Aged and Disability Expo – Official Opening
- SeaFM Radio interview Patty and Danni
- International Day of People with Disability Event – Multi-story Car Park Market hosted by speak out advocacy
- 7BU Radio Leigh Kenworthy
- Pastors Fraternal – Guest Speaker
- Multicap - International Day of People with Disability Luncheon
- Burnie Stringalong Orchestra School Concert
- Regional Aviation Strategy Meeting with NW Mayors / Premier
- Just Cats CEO Rachel Beech
- Senator Anne Urquhart
- Queen Elizabeth Cruise Ship
- Burnie Arts – Christmas Party 2025 Season Launch – Guest Speaker
- Combined Churches of Burnie – Christmas Celebration Host

- Probus Club of Burnie - Christmas Luncheon Guest Speaker
- Leighland Christian School (Burnie Campus) - Bursary Award Presentation
- Exhibition Opening Museum "Greetings from Burnie"
- Cooee Primary School – Bursary Award Presentation
- Romaine Park Primary School – Bursary Award Presentation
- Burnie Primary School - Bursary Award Presentation
- SeaFM Christmas Party
- Christmas Community Cuppa - Minister Jaensch
- Courts Complex Stakeholder Reference Group
- Natone Primary School - Bursary Award Presentation
- Montello Primary School - Bursary Award Presentation
- Parklands High School- Bursary Award Presentation
- Stella Maris Catholic Primary School - Bursary Award Presentation
- SeaFM 101.7 Christmas Parade
- Family Fungi Fun – Burnie Arcade
- Ridgley Primary School - Bursary Awards Presentation
- Burnie High School - Bursary Awards Presentation
- Montello Primary School - Whole of School End of Year Assembly
- 7BU Radio Leigh Kenworthy
- Silver Muse Cruise Ship
- Havenview Primary School - Bursary Awards Presentation
- OneCare - Christmas Themed Happy Hour
- Reflexion Dance Concert - (3-9 year olds)
- The Evening Feast
- Reflexion Dance Graduation - Dreams and Nightmares "The Sandman"
- Reflexion Dance Graduation - Dreams and Nightmares "Dream Catcher"
- Reflexion Dance Graduation - Dreams and Nightmares "Doctor Sleep"
- Burnie Carols by Candlelight – Mayoral Address
- Regatta Cruise Ship
- TasNetworks
- Burnie Airport Corporation
- ABC Monday Mayor with David Reilly
- Burnie New Years Eve Sports Carnival
- SeaFM's Illuminate New Years
- ABC Radio Interview David Reilly - What's on New Years Eve
- Inspector Maingay and Inspector Shadbolt
- Minister Kerry Vincent MLC - Minister for Local Government

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

- Indie School and College – End of Year Celebration – Deputy Mayor
- Opening of the 35th Burnie Lilium Show / Presentation of Trophy - Deputy Mayor
- Media Event - Minister Felix Ellis - Handheld Wands - Deputy Mayor
- Norwegian Sun – Maiden Voyage Presentation – Deputy Mayor
- Burnie Softball Association - 62nd birthday Celebrations – Deputy Mayor

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
3 December	Burnie Harness Racing – A/General Manager
4 December	Senator Anne Urquhart – A/General Manager
10 December	Burnie Aquatic Centre – A/General Manager
23 December	TasNetworks
	Burnie Airport Corporation
6 January	Inspector Maingay and Inspector Shadbolt
8 January	Meeting with Minister Kerry Vincent MLC - Minister for Local Government
13 January	Burnie Tennis Club
14 January	UTAS Cradle Coast – Regional Partnership Program
16 January	Business North West
	Department of State Growth – Luke Sayer
17 January	Anita Dow MP
	Good Gumnut Festival
20 January	Blue Economy – Aquaculture Research Trial
21 January	SeaFM CEO - Chloe Foster
	Audit Panel Interviews
22 January	Department of State Growth - RecFit

Notification of Council Workshops

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

Workshop	3 December 2024
Councillors in attendance	Mayor Brumby, Deputy Mayor Simpson, Cr Aitken, Cr Boyd, Cr Dorsey Cr Grave, Cr Keygan, Cr Lynch, Cr Pease
Apologies	Nil
Items Discussed	Out of Session Workshop Briefing Papers, Kerbside Collection Tender, Urban Plan, Policy Reviews

Notification of Committee Meetings

The General Manager advises that there were no Committee Meetings held since the last Council Meeting report.

Council Meeting Action List

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

ATTACHMENTS

1⇩. Open Session - All Actions - 10 December 2024

2⇩. Open Session - Outstanding Actions up to Nov 2024

Council Meeting Action Report

All Actions for Open Session of 10 December 2024

Date From: 10/12/2024
Date To: 31/12/9999
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO190-24 Council 10/12/2024	PUBLIC QUESTION TIME	**12 Dec 2024** Finalise the collated record of public questions and publish to website, and provide a response with weblink to all questioners not present, per AO190-24. **12 Dec 2024** Completed. PQs finalised and published.	Office of the General Manager	12/12/2024
AO192-24 Council 10/12/2024	COUNCIL DELEGATIONS - LAND USE PLANNING AND APPROVALS ACT	**12 Dec 2024** Update the General Manager's Delegations Register with the LUPAA delegations and publish to web, per council resolution AO192-24 **12 Dec 2024** Completed. GM Delegation Register updated.	Office of the General Manager	12/12/2024
AO193-24 Council 10/12/2024	TENDER - CONTRACT 2717 - OONAH ROAD - GUIDE RIVER BRIDGE REPLACEMENT	**12 Dec 2024** Award contract 2717 Oonah Road – Guide River Bridge Replacement to TasSpan Pty Ltd per council resolution AO193-24 **16 Jan 2025** Completed. Letter awarding Contract 2717 - Oonah Road - Guide River Bridge Replacement to TasSpan was sent on 13 December 2025.	Works and Services	16/01/2025
AO194-24 Council 10/12/2024	BURNIE CITY CENTRE URBAN PLAN WORKING GROUP - APPOINTMENT OF MEMBERS	**12 Dec 2024** Update the Register of Committee Appointments with Urban Plan Working Group members, per council resolution AO194-24. **17 Dec 2024** Completed. Register updated.	Office of the General Manager	17/12/2024
AO194-24 Council 10/12/2024	BURNIE CITY CENTRE URBAN PLAN WORKING GROUP - APPOINTMENT OF MEMBERS	**12 Dec 2024** Update the Terms of Reference for the Burnie City Centre Urban Plan Working Group, to include community participation up to 12 members, per council resolution AO194-24. **12 Dec 2024** Completed. Updated and published.	Office of the General Manager	12/12/2024
AO194-24 Council 10/12/2024	BURNIE CITY CENTRE URBAN PLAN WORKING GROUP - APPOINTMENT OF MEMBERS	**12 Dec 2024** Advise members of the BCC Urban Plan Working Group of their appointment, per council resolution AO194-24. **16 Jan 2025** Completed. Letter of appointment on the Burnie City Centre Urban Plan Working Group was sent to all members.	Works and Services	16/01/2025

Council Meeting Action Report

All Actions for Open Session of 10 December 2024

Date From: 10/12/2024
Date To: 31/12/9999
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO195-24 Council 10/12/2024	POLICY REVIEW - DEBT MANAGEMENT POLICY CP-CCS-CG-052	**12 Dec 2024** Update the Debt Management Policy in the Corporate Document Framework and publish, per council resolution AO195-24. **19 Dec 2024** Requested the GDR, CM and external sites are updated. Pending confirmation of this occurring. **16 Jan 2025** Policy has been updated in the Global Document Register and published to all applicable sites. **16 Jan 2025** Completed. Policy has been updated in the Global Document Register and published to all applicable sites.	Corporate and Commercial Services	16/01/2025
AO196-24 Council 10/12/2024	POLICY REVIEW - COMMUNITY LIABILITY POLICY CP-CCS-CG-025	**12 Dec 2024** Update the Community Liability Policy in the Corporate Document Framework and publish, per council resolution AO196-24. **12 Dec 2024** Completed. Policy updated and published.	Office of the General Manager	12/12/2024
AO197-24 Council 10/12/2024	POLICY REVIEW - COMMUNITY GRANTS POLICY CP-CCS-CG-053	**12 Dec 2024** Update the Community Grants Policy in the Corporate Document Framework and publish, per council resolution AO197-24. **16 Jan 2025** Policy has been updated in the Global Document Register and published to all applicable sites. **16 Jan 2025** Completed. Policy has been updated in the Global Document Register and published to all applicable sites.	Corporate and Commercial Services	16/01/2025
AO198-24 Council 10/12/2024	AUDIT PANEL - SELECTION PANEL APPOINTMENT	**12 Dec 2024** Undertake selection process for a new Audit Panel Member and bring a recommendation report back to Council, per council resolution AO198-24. **19 Dec 2024** 20 applications have been received. People and Safety have sent applications to the Panel members for consideration and will assist administratively to arrange for the Panel to meet to consider their shortlist for interview. **16 Jan 2025** The Selection Panel are shortlisting and conducting interviews presently.	Corporate and Commercial Services	
AO200-24 Council 10/12/2024	COUNCIL DELEGATIONS - SURVEY COORDINATION ACT 1994	**12 Dec 2024** Update the General Manager's Register of Delegations with the Survey Coordination Act delegations and publish to web, per council resolution AO200-24. **12 Dec 2024** Completed. GM Delegation Register updated.	Office of the General Manager	12/12/2024

Council Meeting Action Report

Outstanding Actions for Open Sessions up to Nov 2024

Date From: 1/01/1900
Date To: 30/11/2024
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO265-20 Council 17/11/2020	MOTION ON NOTICE - DUAL NAMING POLICY	**18 Nov 2020** Undertake community consultation (both Aboriginal and non-Aboriginal), and progress to develop a dual naming policy for Burnie, in accordance with the report and resolution of Council AO265-20. **14 Apr 2021** Written to TAC seeking to engage in discussion as a starting point, 21/26471. **11 Oct 2021** 7/8 - follow up email sent, no response to date. **10 May 2022** Several attempts to engage have not provided a successful outcome. An alternative contact is being sourced through UTAS. **15 Mar 2023** Meeting scheduled with TAC for Tuesday, 21 March 2023. **12 Apr 2023** Meeting took place 21/3. Agreement TAC will provide details of the geographical feature in Burnie municipality it would like to have dual named – mainly rivers and mountains. Also discussed TAC Language Program and Burning Country – Pakana Rangers. **14 Jun 2023** Contact received from Circular Head Aboriginal Corporation, requesting to meet, being arranged. **08 Aug 2023** Met with CHAC and have asked them to forward through Placenames for key geological features. **14 Oct 2024** Multiple attempts to engage with TAC and CHAC on this issue have not elicited any response. This has not been further progressed because of staff commitment to other planned priorities. **15 Nov 2024** Council Officers will attempt to contact relevant parties directly.	Office of the General Manager	

Council Meeting Action Report

Outstanding Actions for Open Sessions up to Nov 2024

Date From: 1/01/1900
Date To: 30/11/2024
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO106-22 Council 28/06/2022	BY-LAW - INTENTION TO MAKE A NEW BY-LAW - DRAFT PUBLIC PLACES BY-LAW	**05 Jul 2022** Request the preparation of a Regulatory Impact Statement for the draft Public Places By-law and then progress the required Director's certification and public consultation process, before returning a report to Council, per AO106-22. **06 Jul 2022** Preparation of RIS requested from legal practitioner on 6.7.22, doc 22/19343. **17 Nov 2022** RIS received and being reviewed. **11 Jan 2023** RIS finalised and sent to Director Local Government on 10.1.22 with draft by-law, seeking certification, prior to final stage of community consultation. **13 Apr 2023** Public consultation information prepared, awaiting Certificate from Director Local Government. **12 Sep 2023** Feedback received from DLG, being considered. **17 Jan 2024** Revisions made incorporating feedback, and sent to legal advisor for review in Nov 2023. **13 Feb 2024** Updated Public Places By-law and Regulatory Impact Statement re-submitted to Director Local Government 7 Feb 2024 for review and certification.	Office of the General Manager	
AO102-23 Council 27/06/2023	INTENTION TO MAKE A NEW BY-LAW - HIGHWAYS BY-LAW	**28 Jun 2023** Progress the draft by-law to the next stage of legal review, preparation of Regulatory Impact Statement, and then submission to Director for review and certification (prior to consultation period), per Council resolution AO102-23. **13 Jul 2023** Revised information sent to lawyer for review and preparation of Regulatory Impact Statement. **13 Feb 2024** Proposed Highways By-law and Regulatory Impact Statement submitted to Director Local Government 7 Feb 2024 for review and certification.	Office of the General Manager	
AO090-23 Council 27/06/2023	MOTION ON NOTICE - IRON MINE ROAD	**28 Jun 2023** Explore option to hand back Iron Mine Road to Tasmanian Parks and Wildlife, as per council resolution AO090-23. **14 Feb 2024** Awaited completion of road renewal and will now investigate options. **13 Mar 2024** In progress. **16 May 2024** Currently investigating. **15 Nov 2024** No update. **17 Jan 2025** Council has corresponded with Tasmania Parks and Wildlife Services regarding this matter.	Works and Services	

Council Meeting Action Report

Outstanding Actions for Open Sessions up to Nov 2024

Date From: 1/01/1900
Date To: 30/11/2024
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO155-23 Council 24/10/2023	MOTION ON NOTICE - PRAYER AT COMMENCEMENT OF COUNCIL MEETINGS	**25 Oct 2023** Initiate an engagement with various faith leaders in the community with a view to establish an interfaith network that fosters social inclusion and collaborative community relationships, as per Council Resolution AO155-23. **14 Oct 2024** Not started because of staff commitments to planned priorities. **15 Nov 2024** On hold until commencement of new GM.	Office of the General Manager	
AO039-24 Council 26/03/2024	MOTION ON NOTICE - MULTIPURPOSE SPORTS CENTRE	**28 Mar 2024** Commence working with sporting groups to explore options for an indoor multi-sport facility, per Council resolution AO039-24. **14 Oct 2024** To be started in 2025 Calander year. **15 Nov 2024** No further update. **15 Jan 2025** Funding has been secured to undertake this project. Work yet to commence (SC 14/1/2025).	Office of the General Manager	
AO130-24 Council 27/08/2024	NEW VISUAL IDENTITY FOR BURNIE ARTS	**03 Sep 2024** Finalise and implement the new visual identity for Burnie Arts as per Council resolution AO130-24. **13 Sep 2024** A meeting is scheduled with the consultant on 26 September to work through the elements and timeframes for execution of the visual identity components. **14 Oct 2024** Consultant is on leave unexpectedly. Meeting rescheduled to 16 October. **29 Nov 2024** The consultant has been onsite and is now developing the signage plan for approval of the Project Steering Committee to allow fabrication to occur, as the priority. Other aspects underway are the Style Guide, purchase of fonts, and consideration of new uniform. **16 Jan 2025** The Signage Inventory for the Burnie Arts redevelopment has been drafted and will be tabled to the Project Steering Committee at its meeting of 29 January 2025.	Corporate and Commercial Services	
AO122-24 Council 27/08/2024	MOTION ON NOTICE - GATEWAY PROJECT	**03 Sep 2024** Schedule Council workshop to discuss options for the Gateway Project with final option subject to approval by the Department of State Growth as per Council resolution AO122-24. **15 Nov 2024** Final adjustments underway to detailed design - to be taken to Council on completion. **17 Jan 2025** Awaiting final design.	Works and Services	

Council Meeting Action Report

Outstanding Actions for Open Sessions up to Nov 2024

Date From: 1/01/1900
Date To: 30/11/2024
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO123-24 Council 27/08/2024	MOTION ON NOTICE - DOG KENNEL LICENCE REQUIREMENTS	**03 Sep 2024** Write to Northern Midlands Council and RSPCA Tasmania seeking advice on whether Council can improve its kennel licence requirements, per Council resolution AO123-24.	Land and Environmental Services	
AO144-24 Council 24/09/2024	ACQUISITION OF LAND - LETTEENE ROAD ROUND HILL	**30 Sep 2024** Finalise acquisition of land from Crown at Letteene Road, per Item AO144-24.	Office of the General Manager	
AO148-24 Council 24/09/2024	LOCAL GOVERNMENT ACT - NEW STATEWIDE CODE OF CONDUCT	**30 Sep 2024** Develop a Dispute Resolution Policy by September 2025, as required under the new section 28JA of the Local Government Act 1993, as noted in Report AO148-24. **14 Oct 2024** Waiting for State Government to provided model policy. **15 Nov 2024** No further update. **15 Jan 2025** LGAT has provided a model dispute resolution policy and register of dispute resolution advisors. To be progressed with Council via Workshop. (SC 14/1/2025).	Office of the General Manager	
AO138-24 Council 24/09/2024	PUBLIC QUESTION TIME	**01 Oct 2024** Consider installation of a hose at the View Road Reserve Bike Track, per the public question raised at 24 September 2024, Item AO138-24. **15 Nov 2024** Investigations ongoing. **17 Jan 2025** Executive Manager Sustainability will investigate possible options on-site.	Works and Services	
AO154-24 Council 22/10/2024	MOTION ON NOTICE - COASTAL PATHWAY ACKNOWLEDGEMENT	**23 Oct 2024** Install a plaque at a pause place on the Coastal Pathway in Cooee, recognising Keith and Lynne Price, per council resolution AO154-24. **15 Nov 2024** In progress - Council Officers will meet with Keith Price to determine final location of Plaque. **17 Jan 2025** Plaque has been ordered. Awaiting delivery.	Works and Services	
AO169-24 Council 22/10/2024	GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR CORPORATE AND COMMERCIAL SERVICES - SEPTEMBER 2024	**23 Oct 2024** Update the revised operating and capital budgets in council's financial accounting system, per council resolution AO169-24.	Corporate and Commercial Services	

Council Meeting Action Report

Outstanding Actions for Open Sessions up to Nov 2024

Date From: 1/01/1900
Date To: 30/11/2024
Printed: Monday, 20 January 2025

Item Number	Report Title	Action	Department	Completed
AO174-24 Council 26/11/2024	MOTION ON NOTICE - ACTIVE TRANSPORT WORKING GROUP	**27 Nov 2024** Develop a draft Terms of Reference and bring a report to Council that provides for the establishment of a new Active Transport Working Group, per resolution AO174-24. **16 Jan 2025** A Council Report will be prepared for consideration at the meeting on 25 February 2025. **17 Jan 2025** Report being prepared to Council for February 2025 meeting.	Works and Services	
AO184-24 Council 26/11/2024	LAND DISPOSAL - PROPOSAL TO DISPOSE OF PUBLIC LAND WISEMAN STREET, SHOREWELL PARK (PART OF CT 9994/300)	**27 Nov 2024** Commence the public land disposal process for land at Wiseman Street, Shorewell Park and bring a further report back to Council following the public consultation period, per council resolution AO184-24. **16 Jan 2025** Council Report prepared for 28 January 2025 meeting. **17 Jan 2025** Council Report prepared for January 2025 meeting.	Works and Services	
AO175-24 Council 26/11/2024	MOTION ON NOTICE - UNIVERSITY OF TASMANIA BUILDING, MOOREVILLE ROAD	**27 Nov 2024** Arrange letter to the Minister of Education and Youth People, and to the Department of Children and Young People, seeking an urgent briefing on usage plans and maintenance schedule for the former UTAS building and site at Mooreville Road, per the resolution of Council AO175-24.	Office of the General Manager	

GENERAL MANAGER

AO019-25 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR WORKS AND SERVICES - DECEMBER 2024

FILE NO: 4/18/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT the General Manager's Quarterly Information Report for Works and Services for the December 2024 quarter be noted."

2.0 SUMMARY

The report includes the following items:

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

4.0 Operations and Maintenance
- 4.1 Civil Construction and Stormwater
- 4.2 Buildings
- 4.3 Parks, Reserves, Sporting Grounds and Cemeteries
- 4.4 Waste Management

5.0 Vandalism and Reported Incidents

6.0 Burnie Emergency Management Committees – Activity Reports

3 CAPITAL WORKS

3.1 Projects by Contractor

3.1.1 Tenders, Request for Quotations, Briefs and Expressions of Interest

The information is provided in the table below:

Procurement Method	Contract/ Project Number	Contract/Project	Date Advertised/ Published	Closing Date	Status e.g. Advertised Tenderlink Under Review Awarded Deferred	Successful Contractor
Request for Quotation		Active Transport Strategy	30/08/2024	4/10/2024	Awarded	Institute for Sustainable Transport
Vendor Panel	2715	Netball Centre – Court Resurfacing	23/09/2024	11/10/2024	Awarded	Hardings Group Tas
Tender	2716	Kerbside Collection	7/10/2024	18/11/2024	Under Review	
Tender	2717	Oonah Road – Guide River Bridge Replacement	26/10/2024	22/11/2024	Awarded	TasSpan
Vendor Panel	2718	Futuna Avenue and West Park Grove Roundabout	20/09/2024	11/10/2024	Awarded	Hardings Group Tas

3.1.2 Contract Extensions

The information is provided in the table below:

Contract/ Project Number	Contract/Project	Extension	Expiry	Contractor
There are no updates to report.				

3.1.3 Project Updates

a) Bitumen Surfacing Services 2024-2025 – Contract 2713

Roadways Pty Ltd and Hardings Group (TAS) Pty Ltd have started the civil works associated with their respective bitumen surfacing sites. The civil works include replacing damaged kerb and channel, footpath, driveway crossovers, kerb outfalls, gully pits, etc. The reseal sites have been marked up and the Contractors will start works on their return following the Christmas holidays.

b) Burnie Cultural Precinct – BAFC Redevelopment (Stage 2) – Contract 2711

The steelwork for the Atrium walkways, landings and stairs has been installed with timber framing commenced.

Externally, Atrium walls are complete and clad externally. Internally, the majority of the walls are plastered with battens installed for the timber feature cladding.

With the crane for steelwork erection no longer taking up residence in the art gallery, works in this area can also proceed.

Works in remaining internal areas are well advanced.

c) Bitumen Surfacing Services 2023-2024 – Contract 2705

Ocean View Lane is the last site remaining for this Contract. Hardings have completed stormwater upgrades at the site, with Telstra due to commence pit relocations works mid-January 2025. Once completed, Hardings will complete the reseal works.

d) Mount Street/Three Mile Line Road Roundabout Construction – Contract 2703

Walters Contracting have completed construction of the roundabout and is now in full use. Street lighting will be installed in the New Year.

e) Coastal Pathway – Contract 2702

Construction of the pathway and erosion works are now complete, and the official opening occurred on the 24 October 2024. Landscaping is underway and planting works will be completed prior to end of April 2025.

f) Burnie Gateway Project

Site works are now complete and Council are investigating options for the pedestrian crossing.

g) City Centre Urban Plan

The Draft Urban Plan will go back out to the community on 13 January 2025 for two weeks and then be finalised and submitted to Council in February 2025. RPPP applications for Stage 1 funding have been submitted.

h) South Burnie Beach Boat Ramps Redevelopment – Contract 2700

Hardings have completed all works on site. There is some non-compliance with existing parking layouts allocated for boat trailer parks. New signage was installed prior to Christmas to assist with compliance.

i) Burnie Cultural Precinct – BAFC Redevelopment (Stage 1) – Contract 2694

The bluestone paving external to the café was completed in October 2024. Laying of Bluestone paving to the external slabs has commenced with the completion of adjacent external works.
Additional pavers have been ordered to complete the area outside the building envelope.

Cladding of “nose” of the canopy is complete with only minor flashing works to be undertaken.

The Town Hall balcony is completed, awaiting install of new seating.

External works linking the new entry to the car park, including paths and stairs, is nearing completion.

j) Flood Recovery Projects

Oonah Road East

Works to the culvert on the hairpin are nearly complete. A heavy rain event in November 2024 caused minor washout and some rework, putting the reopening now at mid-January 2025. Once this section has been completed another section of pavement will need remediation works prior to the road being reopened to the public. This is due to the multiple HV loads of imported fill to the affected area and has had a detrimental impact on the road surface.

Upper Natone Road – Horseshoe Bend

Road remains under traffic management with a 5T load limit still in place. Drainage and landscaping works have been completed. Geotechnical report has supported the realignment of road section along Patons Creek. Consultant Engineers have finalised design with construction due to commence early in the new year.

Fernglade Road

Sealing works have been completed and road is open and back to normal use.

k) Metro Bus All Access Upgrade

Works on all but two bus stops around the municipality are now completed and operating. Shelters for Mooreville Road and Three Mile Line Road bus stops are due to be installed in late January 2025.

l) Kerb Ramp Upgrade Program

The 2024-25 Annual Program commenced with works completed at the Burnie Lawn Cemetery and Edwardes Street, South Burnie. Works are due to commence on the final site at Strahan Street in January 2025.

m) Rural Culvert Program

A culvert on West Ridgley Road at Serpent Creek is undergoing replacement, with drainage issues being addressed in the upgrade. A new box culvert has been installed and road base material compacted in preparation for resealing works in early January.

n) West Park Cycle Track Resurfacing

Resurfacing of the cycle track began in October 2024, with Hardings removing the existing asphalt and replacing it with a more durable layer to minimise cracking.

Blacktac is currently applying the acrylic surfacing, which is expected to be completed by 26 December 2024, in time for the New Year's Eve Athletic Carnival.

o) Reserve Footpath Renewal

Approximately 350m of gravel footpath has been replaced at Romaine Reserve with a wider concrete path. The increased width provides a safer space for cyclists and pedestrians to pass each other comfortably. One section of pathway is to be completed once adjacent bridges are upgraded later in the financial year.

p) Netball Centre – Court Resurfacing

Hardings have commenced resurfacing works at the Netball Centre. The existing surface has been removed, and drainage improvements are underway, both within and around the courts. Excavation revealed substandard base material, which is being replaced prior to asphalt sealing.

q) Romaine Dam Outlet Valve

GHD has been contracted to design a replacement outlet valve, waterproofing, chamber upgrades, and pipe relining for Romaine Dam. Poly Welding Solutions has been engaged for construction, including the supply and installation of a new butterfly valve, pits and all necessary materials.

3.2 Projects by Works Unit

Capital projects currently underway by the Works Unit staff during 2024-25 across the various asset classes, are included in the following tables:

3.2.1 Civil Construction and Stormwater

Project	Progress
Gravel Road Re-sheeting	Complete
Gully Pit Program	Complete
Disability Car Park	Complete
Kerb Outfall Program	Complete
Kerb Ramp Program	Complete
Metro Bus Upgrades	Near Completion
Rural Culvert Program	Near Completion

3.2.2 Buildings

Project	Progress
Aquatic Centre – repaint pool	Complete
Depot Workshop – Underpinning Support	Complete
South Burnie Concrete Seawall	Complete
Ridgley Kitchen Upgrade	Complete
Wivenhoe Changerooms	In Progress
Wivenhoe Darwin Clubrooms	Near completion

3.2.3 Parks, Reserves, Sporting Grounds and Cemeteries

Project	Progress
Burnie Park Sound Shell – Re-roof and Paint	Complete
West Park Cycle Track Resurfacing	Complete
Reserve Footpath Renewal	Complete
Netball Centre Court Resurfacing	Commenced
Romaine Dam Outlet Valve	Commenced

3.2.4 Waste Management

Project	Progress
There are no updates to report.	

4 OPERATIONS AND MAINTENANCE

4.1 Civil Construction and Stormwater

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

The following works were ongoing in the 2024-25 financial year:

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

4.2 Buildings

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

The following works were ongoing in the 2024-25 financial year:

- Burnie Aquatic Centre – annual maintenance and servicing.
- Annual building inspections.
- General internal and external building repairs and maintenance.
- Gutter cleaning.
- Solar panel cleaning.

- Regulatory plumbing inspections and maintenance, including TMV plumbing inspections and backflow device testing.
- Programmed condition inspections.
- A range of minor works/inspections generated from Customer Requests (CRM) and Snap, Send, Solves.

4.3 Parks, Reserves, Sporting Grounds and Cemeteries

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

The following works were ongoing in the 2024-25 financial year:

- Sports grounds – sports season changeover.
- Linemarking.
- Grass mowing and maintenance.
- Sports grounds preparation and maintenance.
- Street tree management and maintenance.
- Street plants and garden maintenance.
- Parks and reserves maintenance.
- Lawn Cemetery maintenance and interment preparations.
- Walking track maintenance.
- Playground maintenance and compliance.
- Urban slashing and vegetation control.
- Weed control – flat weed spraying.
- General condition and safety inspections.
- A range of minor works/inspections generated from Customer Requests (CRM) and Snap, Send, Solves.

4.4 Waste Management

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

The following works were ongoing in the 2024-25 financial year:

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

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

MUNICIPAL WASTE DIVERSION FROM LANDFILL (tonnes)														
	2023/24	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024/25
Waste Transported to Landfill	**13,023**	1,000	927	941	1,054	892	1,008	-	-	-	-	-	-	**5,822**
BCC Recovery	**6,506**	105	93	51	84	60	74	-	-	-	-	-	-	**467**
Cleanaway Recovery	**1,201**	66	62	64	99	95	183	-	-	-	-	-	-	**568**
Recyclables Collected Kerbside	**1,293**	92	147	127	151	491	377	-	-	-	-	-	-	**1,385**
Total Municipal Waste	**22,023**	**1,263**	**1,229**	**1,184**	**1,387**	**1,538**	**1,642**	**-**	**-**	**-**	**-**	**-**	**-**	**8,243**
% diverted from Landfill	**41%**	**21%**	**25%**	**21%**	**24%**	**42%**	**39%**	**-**	**-**	**-**	**-**	**-**	**-**	**29%**

5 VANDALISM AND REPORTED INCIDENTS

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

The total for this quarter is $9,000. This reflects an increase of $2,120 against the previous quarter, which was $6,980.

The areas where vandalism is impacting our assets are:

- Graffiti: $2,700
- Public toilet damage: $1,800
- Outside furniture damage: $4,500
- Broken glass/windows: $0
- Miscellaneous: $0

6 BURNIE EMERGENCY MANAGEMENT COMMITTEES – ACTIVITY REPORTS

a) North Western Regional Emergency Management Committee (NWREMC)

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

The last meeting was a face-to-face meeting held on 13 November 2024 and the next meeting is scheduled for 12 February 2025.

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

There were no presentations at this meeting due to an exercise that was schedule after the NWREMC.

b) Western Emergency Management Committee (WEMC)

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

The last meeting was held on 6 August 2024 with the next meeting time yet to be determined.

Burnie Council Emergency Management Actions in Progress:

- Management of fire hazards through the Annual Fire Hazard Reduction Program have been completed.
- Roundhill Bushfire Management Plans have been completed.
- Bushfire information sessions – supporting TasFire, as required.

c) Western Fire Management Area Committee (FMAC)

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

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

The Council met with TasFire to discuss the fuel reduction program within the Burnie Municipality.

The next meeting to be confirmed.

GENERAL MANAGER

AO020-25 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR LAND AND ENVIRONMENTAL SERVICES - DECEMBER 2024

FILE NO: 4/18/2
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT the General Manager's Quarterly Information Report for Land and Environmental Services for the December 2024 quarter be noted."

2.0 SUMMARY

The report includes the following items:-

2.1 Health
2.2 Building Applications
2.3 Planning
2.4 Parking
2.5 Cemetery Statistics

2.1 HEALTH

2.1.1 Environmental Enquiries / Investigations

Type	Number of Enquiries / Investigations			
	Oct	Nov	Dec	YTD Total
Environmental Queries	0	0	0	1
Air	1	5	2	10
Water	0	0	0	4
Noise	3	9	3	25
Solid Waste	2	1	1	6
Other	3	6	5	24

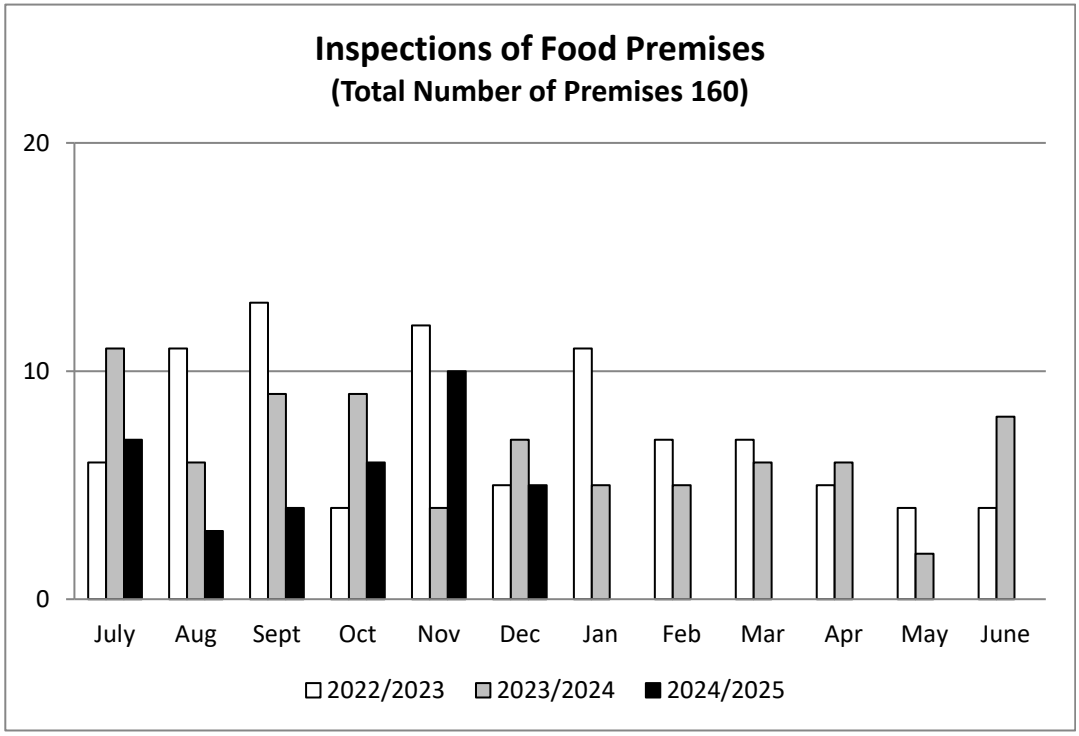
YTD is measured from 1 July each year.

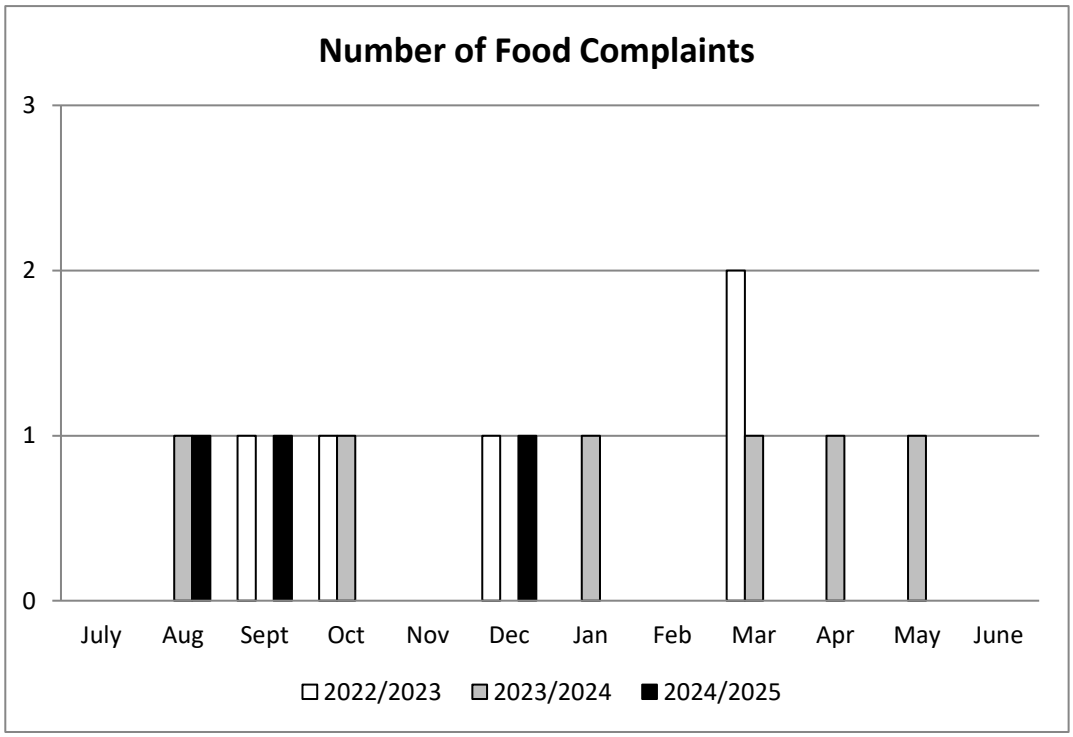
2.1.2 Environmental Sampling

Type	Number of Samples Taken			
	Oct	Nov	Dec	YTD Total
Beach Water Samples (summer months only)	0	10	13	23
Environmental Samples (new)	0	0	0	0
Public Swimming Pool samples	6	6	6	32

YTD is measured from 1 July each year.

2.1.3 Food





One food complaint received via Department of Health during the Christmas period. No records of illness - investigation undertaken regarding food preparation processes and procedures.

2.2 BUILDING APPLICATIONS

Permit Authority Applications – 2023												
Month	Jan	Feb	Mar	Apr	May	June	**July**	**Aug**	**Sept**	Oct	Nov	Dec
Notifiable Plumbing	0	1	13	3	12	9	**8**	**10**	**9**	6	4	8
Notifiable Building	0	10	12	10	12	13	**15**	**7**	**13**	12	11	14
Permit Plumbing	1	4	4	3	0	3	**1**	**4**	**4**	3	1	2
Permit Building	1	2	1	3	1	2	**0**	**1**	**1**	1	3	1
Substantial Compliance	0	0	0	0	0	0	**0**	**0**	**0**	0	1	0
Notifiable Demolition	1	0	0	0	0	0	**0**	**0**	**0**	0	0	0
Permit Demolition	0	0	0	0	0	0	**0**	**0**	**0**	0	1	0
Permit Refused	0	0	0	0	0	0	**0**	**0**	**0**	0	0	0
Application Value $	116,746	2,269,374	5,924,014	13,158,131	2,303,641	4,877,864	**3,902,238**	**10,609,820**	**3,881,770**	**5,318,576**	**3,460,108**	**3,476,507**
Cumulative Total $	116,746	2,386,120	8,310,134	21,468,265	23,771,906	28,649,770	**32,552,008**	**43,161,828**	**47,043,598**	**52,362,174**	**55,822,282**	**59,298,789**

Permit Authority Applications – 2024												
Month	Jan	Feb	Mar	Apr	May	June	**July**	**Aug**	**Sept**	Oct	Nov	Dec
Notifiable Plumbing	8	3	7	5	5	4	**4**	**7**	**8**	**8**	**2**	**1**
Notifiable Building	7	15	8	17	10	13	**6**	**8**	**9**	**11**	**16**	**10**
Permit Plumbing	0	4	0	4	0	1	**4**	**1**	**2**	**1**	**3**	**1**
Permit Building	0	2	1	1	1	0	**0**	**2**	**2**	**4**	**3**	**2**
Substantial Compliance	0	0	0	1	1	1	**0**	**0**	**1**	**0**	**1**	**1**
Notifiable Demolition	0	0	0	0	0	1	**2**	**1**	**0**	**0**	**0**	**0**
Permit Demolition	0	0	0	0	0	1	**0**	**0**	**0**	**0**	**0**	**1**
Permit Refused	0	0	0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
Application Value $	1,600,938	6,648,835	1,363,346	8,420,462	3,226,356	1,568,322	**694,400**	**7,603,762**	**4,362,000**	**12,410,555**	**5,884,812**	**10,664,858**
Cumulative Total $	1,600,938	8,249,773	9,613,119	18,033,581	21,259,937	22,828,259	**23,522,659**	**31,126,421**	**35,488,421**	**47,898,976**	**53,783,788**	**64,448,646**

2.3 PLANNING

2.3.1 Summary Land Use and Development Applications

LAND USE AND DEVELOPMENT APPLICATIONS	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	**Oct 24**	**Nov 24**	**Dec 24**
Permitted Use & Development	5	3	2	0	3	8	3	7	1	2	10	0	**2**	**6**	**2**
Discretionary Use & Development	11	13	4	4	8	3	6	9	6	9	6	3	**5**	**8**	**4**
Subdivisions	0	1	1	1	3	2	1	2	3	1	2	4	**4**	**1**	**4**
TOTAL APPLICATIONS	16	17	7	5	14	13	10	18	10	12	18	7	**11**	**15**	**10**
Determined by Delegation	13	11	16	6	7	12	7	6	7	7	9	14	**6**	**6**	**10**
Determined by Council	0	1	0	1	0	0	1	0	0	0	1	1	**0**	**1**	**0**
Withdrawn	0	2	1	1	2	1	3	0	0	0	0	2	**0**	**1**	**0**
Applications Cancelled by Planning Authority	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Consent Decisions	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Application Approved by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Applications Appealed and Approved by Tasmanian Civil and Administrative Tribunal	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
PLANNING SCHEME AMENDMENTS															
Amendment requests	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**
Amendment finally approved	0	0	0	1	0	0	0	0	0	1	0	0	**1**	**0**	**0**
Amendment Refused by Tasmanian Planning Commission	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**

2.3.2 Land Use Permit Applications

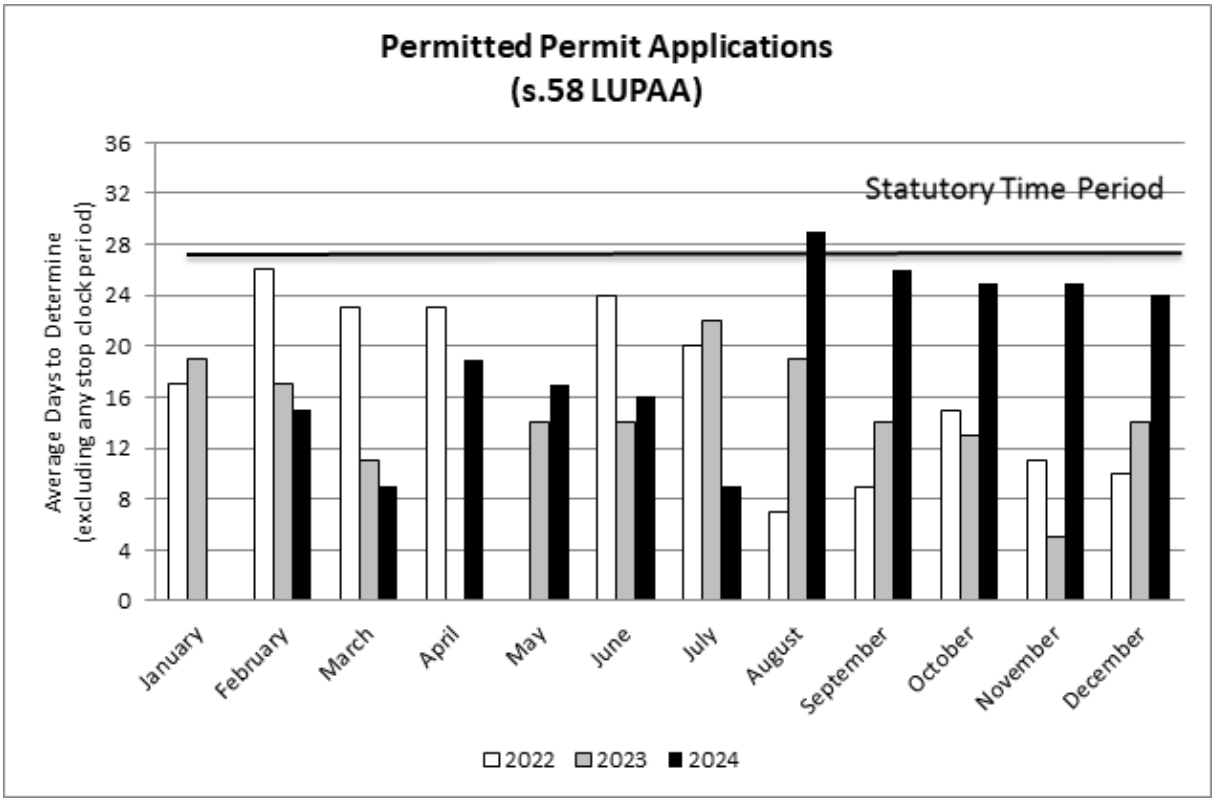
The following table lists all Land Use Permits approved in the last quarter.

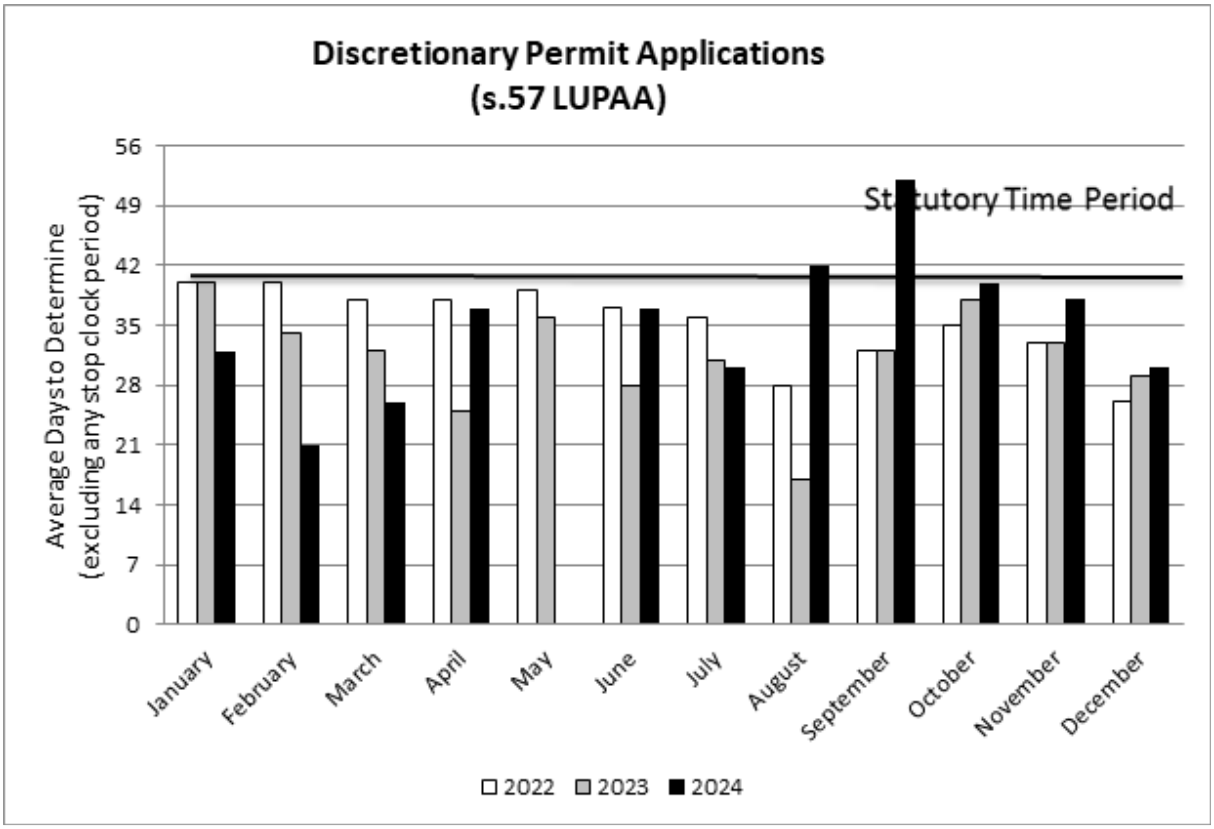
PERMIT NO.	TYPE OF DEVELOPMENT	LOCATION	APPROVAL	DECISION DATE
2024/99	(Outbuilding) Shed Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 8.4.5 (P1)	13 Cranwell Street PARK GROVE TAS 7320	Approved Under Delegation	08/01/2025
2024/89	New Signage (including third party and illumination) Discretionary Matter: Reliant on performance criteria for grant of permit Clauses C1.6.1 (P1.1 & P1.2) - C1.6.2 (P1) and C1.6.3 (P1)	1 North Terrace BURNIE TAS 7320	Approved Under Delegation	09/01/2025
2024/104	Outbuildings x 2 Discretionary Matter: Reliant on performance criteria for grant of permit - Clauses 11.4.1 (P1 & P3), C7.6.1 (P1.1) and C8.6.1 (P1.2)	37 Mawson Road EAST CAM TAS 7321	Approved Under Delegation	13/12/2024
2024/106	Alterations to existing Single Dwelling Discretionary Matter: Reliant on clause 7.1 for grant of permit	22 Corcellis Street WIVENHOE TAS 7320	Approved Under Delegation	23/12/2024
2024/103	Demolition of existing dwelling and develop replacement dwelling Discretionary Matter: Reliant on performance criteria for grant of permit - Clauses 21.3.1 (P4) and 21.4.2 (P2)	211 Stowport Road STOWPORT TAS 7321	Approved Under Delegation	23/12/2024
2024/92	New shed and demolition of carport Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 8.4.2 (P3)	1 Joyce Street MONTELLO TAS 7320	Approved Under Delegation	23/12/2024
2024/93	Change of Use Storage (Bond Store), Hazardous use and associated works Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 20.3.1 P1, P2, P3 & P4 and C13.5.2 P1	15 Minna Road HEYBRIDGE TAS 7316	Approved Under Delegation	18/12/2024
2024/90	New outbuilding and retrospective application for two existing outbuildings Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 11.4.1 (P1) and Clause 11.4.2 (P3)	155 Cascade Road ROMAINE TAS 7320	Approved Under Delegation	05/12/2024
2024/86	Develop 2 Outbuildings Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 21.4.2 (P1)	784 Circular Road EAST RIDGLEY TAS 7321	Approved Under Delegation	05/12/2024
2024/88	Single Dwelling Discretionary Matter: Reliant on performance criteria for grant of a permit - Clause 8.4.2 (P3)	57 Hillfarm Drive PARK GROVE TAS 7320	Approved Under Delegation	29/11/2024
2024/91	Illuminated Pylon/Blade signs, demolition and associated works Relies on Performance Criteria C1.6.1 (P1) and C1.6.2 (P1)	4 Scarfe Street CAMDALE TAS 7320	Approved Under Delegation	21/11/2024
2024/87	Outbuilding Discretionary Matter: Reliant on performance criteria for grant of permit - Clauses BUR-S1.7.2 (P3.1 & P3.2)	13 Bissett Place HEYBRIDGE TAS 7316	Approved Under Delegation	18/11/2024
2024/53	Single Dwelling and Outbuilding Discretionary Matters: Reliant on performance criteria for grant of permit - Clauses 11.4.1 (P1), 11.4.2 (P4) and C3.6.1 (P1)	23 Cascade Road ROMAINE TAS 7320	Approved Under Delegation	21/11/2024
2024/85	Single Dwelling and Outbuilding (shed) Discretionary Matter - reliant on performance criteria for grant of permit - cl. 8.5.1 (P2) and C.2.6.3 (P1)	12 Webb Avenue MOOREVILLE TAS 7320	Approved Under Delegation	01/11/2024
2024/57	Outbuilding Discretionary Matter: Reliant on performance criteria for grant of a permit - Clauses 8.4.2 (P2 & P3) and 8.4.5 (P1)	46 Manuka Drive ROMAINE TAS 7320	Approved Under Delegation	19/11/2024
2024/81	Single Dwelling Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 8.4.3 (P2)	1 Larkin Court SHOREWELL PARK TAS 7320	Approved Under Delegation	16/10/2024
2024/61	Bulky Goods Sales - Construction of a pergola, partial demolition of an existing dwelling, construction of a car parking area and reconfiguration of a wash bay. Discretionary matter: reliant on performance criteria for grant of a permit - Clasues 7.1, 18.4.3 (P1), C10.5.4 (P1) and C10.6.3 (P1).	18 Scarfe Street CAMDALE TAS 7320	Approved Under Delegation	10/10/2024
2024/45	Single Dwelling Discretionary Matter: Reliant on Performance Criteria for grant of permit - Clasue 8.4.2 (P1 & P3) and Clasue C3.6.1 (P1)	18 Grant Street North HAVENVIEW TAS 7320	Approved Under Delegation	10/10/2024

2.3.3 Subdivision Applications

The following table lists all Subdivision Permits approved in the last quarter.

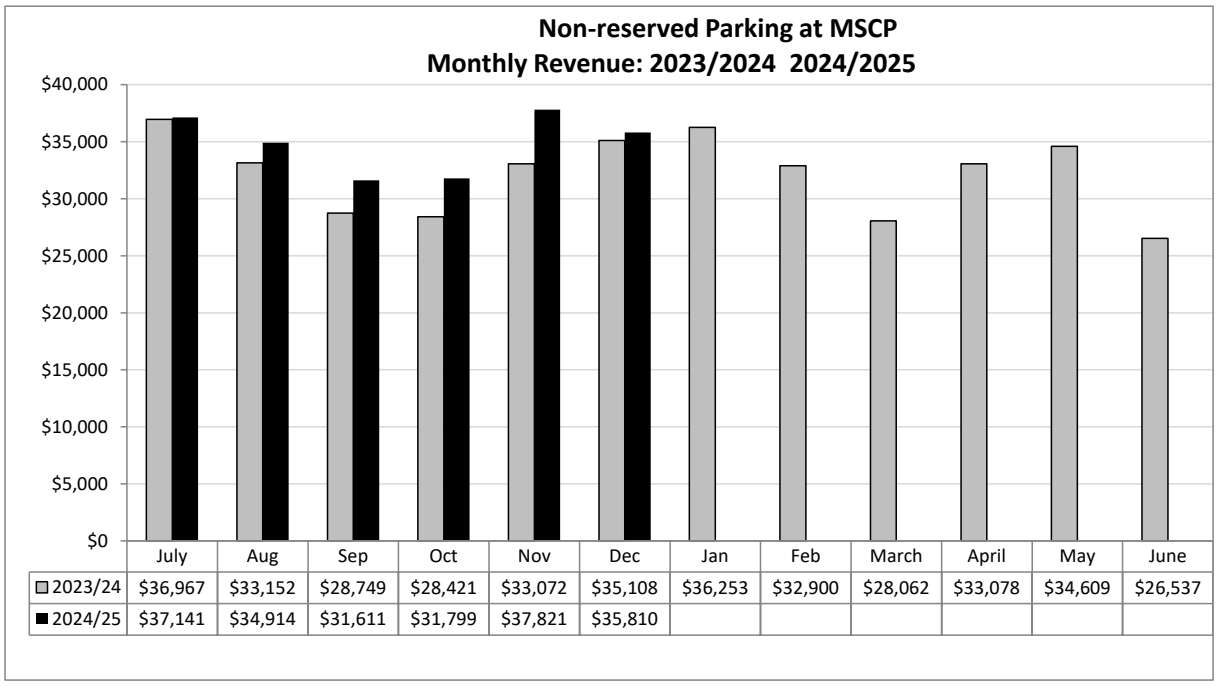
PERMIT NO.	TYPE OF DEVELOPMENT	LOCATION	APPROVAL	DECISION DATE
2024/1367	Consolidation of two (2) lots into one (1)	27 Webb Avenue MOOREVILLE TAS 7320	Approved Under Delegation	16/12/2024
2024/1366	Consolidation of two lots into one lot (2 driveways one frontage)	32 Grant Street North HAVENVIEW TAS 7320	Approved Under Delegation	28/10/2024
2024/1364	Subdivision to create two lots from one existing lot	16 Cardinal Court PARK GROVE TAS 7320	Approved Under Delegation	23/12/2024
2024/1362	Excision of dwelling through subdivision Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 21.5.1 (P1)	51 Clarkes Road UPPER STOWPORT TAS 7321	Approved Under Delegation	6/12/2024
2024/1363	Subdivision to excise existing dwelling Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 21.5.1 (P1)	57 Morris Road NATONE TAS 7321	Approved Under Delegation	29/10/2024
2024/1361	Subdivision to excise an existing dwelling Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 21.5.1 (P1)	57 Morris Road NATONE TAS 7321	Approved Under Delegation	19/11/2024
2024/1359	Boundary Adjustment- 1300, 1336 & 1418 Upper Natone Road UPPER NATONE Discretionary Matter: reliant on performance criteria for grant of permit - Clasue 21.5.1(P1)	1336 Upper Natone Road UPPER NATONE TAS 7321	Approved Under Delegation	13/12/2024
2024/1357	Subdivision and Lot Consolidation Discretionary Matter: Reliant on performance criteria for grant of a permit - Clasue 8.6.1 (P1), Clasue 17.5.1 (P1) and Clasue C12.7.1 (P1)	159 Bass Highway COOEE TAS 7320	Approved Under Delegation	22/10/2024
2024/1355	Subdivision - One Lot into Two Lots Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 21.5.1 (P1)	143 Natone Road STOWPORT TAS 7321	Refused by Council	22/10/2024



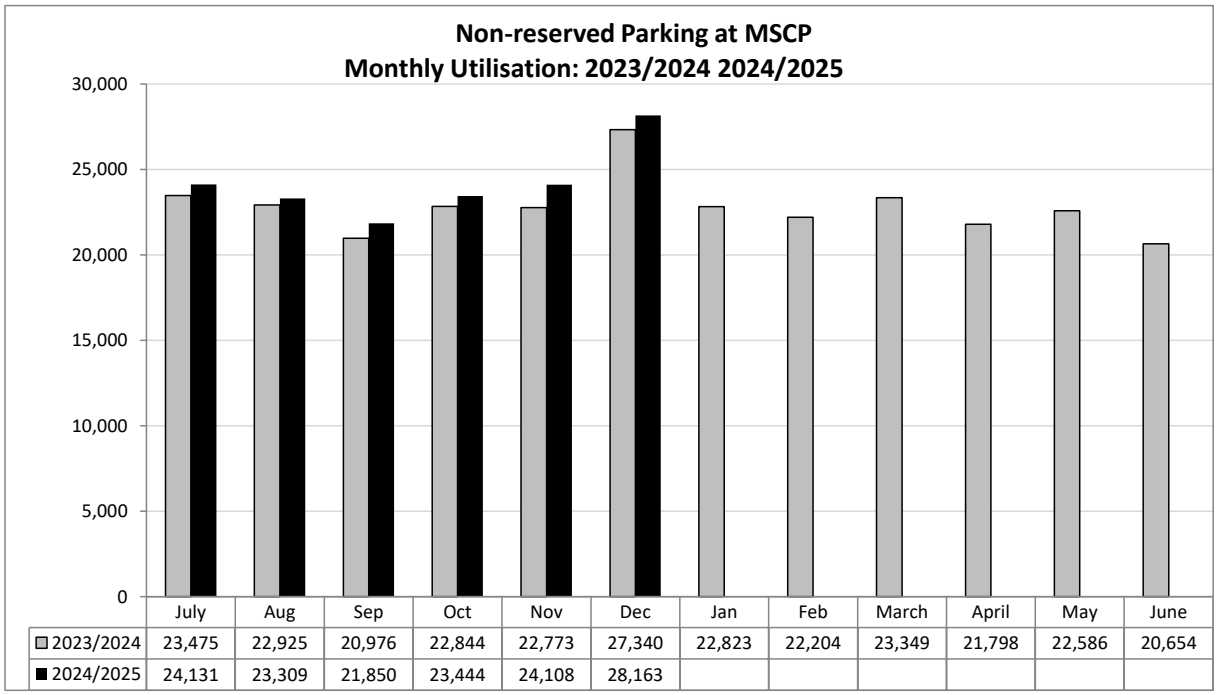


Average time for determination of permit applications under delegation decided, by month.

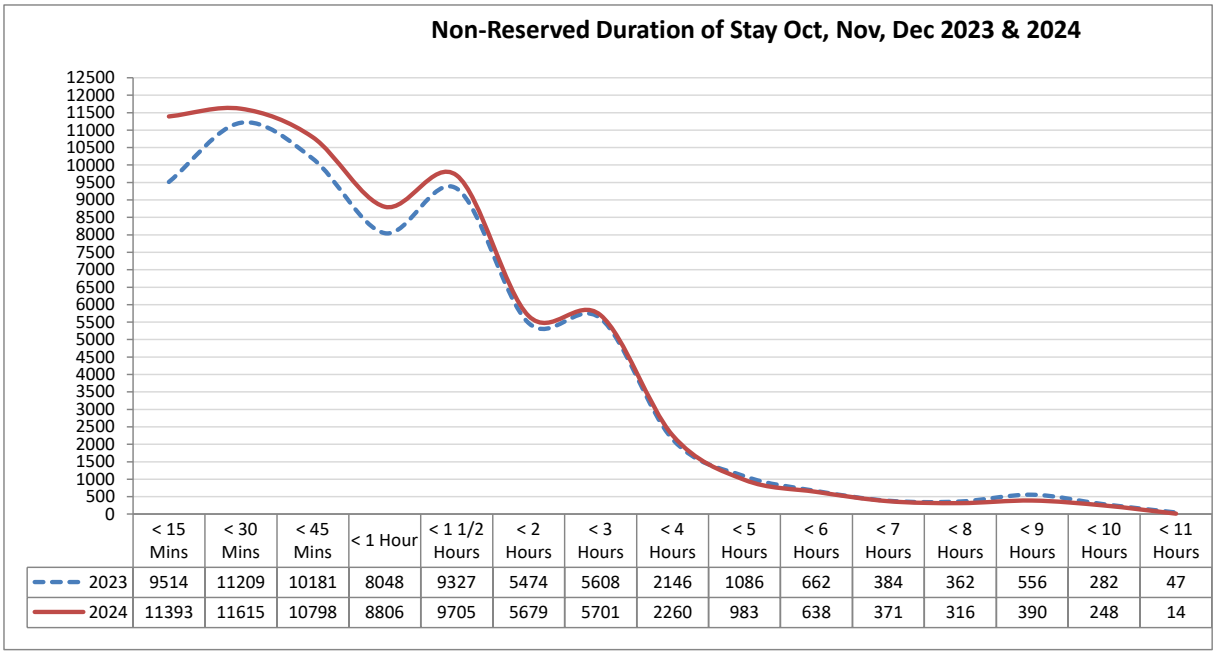
2.4 PARKING



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2023/24	$36,967	$33,152	$28,749	$28,421	$33,072	$35,108	$36,253	$32,900	$28,062	$33,078	$34,609	$26,537
2024/25	$37,141	$34,914	$31,611	$31,799	$37,821	$35,810						



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2023/2024	23,475	22,925	20,976	22,844	22,773	27,340	22,823	22,204	23,349	21,798	22,586	20,654
2024/2025	24,131	23,309	21,850	23,444	24,108	28,163						



	< 15 Mins	< 30 Mins	< 45 Mins	< 1 Hour	< 1 1/2 Hours	< 2 Hours	< 3 Hours	< 4 Hours	< 5 Hours	< 6 Hours	< 7 Hours	< 8 Hours	< 9 Hours	< 10 Hours	< 11 Hours
2023	9514	11209	10181	8048	9327	5474	5608	2146	1086	662	384	362	556	282	47
2024	11393	11615	10798	8806	9705	5679	5701	2260	983	638	371	316	390	248	14

2.5 CEMETERY STATISTICS

Burials	Oct	Nov	Dec	YTD Total
Lawn Cemetery	6	7	9	42
Wivenhoe / Ridgley	0	0	0	0
Other	0	0	0	0
Total	**6**	**7**	**9**	**42**

YTD is measured from 1 July each year.

Ashes Interred	Oct	Nov	Dec	YTD Total
Lawn Cemetery	5	1	8	28
Wivenhoe / Ridgley	0	0	0	0
Total	**5**	**1**	**8**	**28**

YTD is measured from 1 July each year.

GENERAL MANAGER

AO021-25 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT FOR CORPORATE AND COMMERCIAL SERVICES - DECEMBER 2024

FILE NO: 4/18/2, 13/5/19
PREVIOUS MIN:

1.0 RECOMMENDATION:

"THAT the Council:

1) Note the General Manager's Quarterly Information Report for Corporate and Commercial Services for the December 2024 quarter; and

2) By absolute majority:

a) Adopt the Annual Forecast 2025 as the revised operational budget for the 2024-25 financial year, as presented; and

b) Adopt the Forecast December 2024 as the revised capital works budget for the 2024-25 financial year, as presented."

2.0 SUMMARY

The report includes the following standard items:

Corporate and Commercial Services

2.1 Summary Financial Statements
2.2 Schedule of Investments
2.3 Receivables Analysis
2.4 Rates Analysis
2.5 Capital Expenditure Report
2.6 Budget Review
2.7 Budget Estimate Variances under Delegation
2.8 Contracts Awarded
2.9 Consultants Engaged
2.10 Governance – use of Council Seal
2.11 Communications Report

2.1 Summary Financial Statements

YTD Comprehensive Income Statement

	Note	Revised YTD Budget 2025	YTD Actual 2025	YTD Variance to Budget	Original Budget 2025	Revised Budget 2025	Annual Forecast 2025	Forecast Variation to Revised Budget
		$'000	$'000	$'000	$'000	$'000	$'000	$'000
Recurrent Income								
Rates and charges		30,628	30,581	(46)	30,650	30,708	30,719	11
Statutory fees and fines		503	545	42	968	968	970	1
User fees		2,109	2,134	25	4,446	4,133	4,157	24
Operational Grants		450	510	60	3,691	2,677	2,655	(23)
Interest	1	657	564	(93)	355	1,034	808	(225)
Other income		10,610	339	(10,271)	2,539	11,027	11,075	48
Investment income		414	414	-	828	828	828	-
Reimbursements	2	157	220	63	212	206	258	52
Share of Profit of Joint Venture		-	-	-	18	18	18	-
Total recurrent income		**45,529**	**35,309**	**(10,220)**	**43,707**	**51,599**	**51,486**	**(112)**
Recurrent Expenses								
Employee benefits	3	5,392	5,509	117	11,821	11,050	11,693	643
Materials and services	4	16,849	7,268	(9,581)	16,707	24,229	24,463	234
Depreciation and amortisation	5	5,979	5,488	(491)	10,468	12,004	11,700	(304)
Impairment losses on receivables		-	-	-	39	39	39	-
Finance costs		59	59	0	114	258	258	-
Other expenses		2,075	2,065	(10)	4,076	3,992	4,030	38
Total recurrent expenses		**30,353**	**20,389**	**(9,965)**	**43,224**	**51,572**	**52,182**	**611**
Operating surplus/(deficit)before capital items		**15,176**	**14,920**	**(255)**	**483**	**27**	**(696)**	**(723)**
Capital Items								
Capital Grants	6	4,978	-	(4,978)	22,535	35,482	24,656	(10,826)
Contributions - non-monetary assets		-	-	-	-	-	-	-
Profit/(Loss) on disposal of assets		-	(0)	0	(1,622)	(1,622)	(1,622)	-
		4,978	**(0)**	**(4,978)**	**20,913**	**33,860**	**23,034**	**(10,826)**
Results from Continuing Operations		**20,154**	**14,920**	**(5,234)**	**21,396**	**33,887**	**22,338**	**(11,549)**
Other Comprehensive Income								
Net asset revaluation increment/(decrement)		-	-	-	16,818	19,974	19,987	13
Total Other Comprehensive Income		**-**	**-**	**-**	**16,818**	**19,974**	**19,987**	**13**
Total Comprensive Result		**20,154**	**14,920**	**(5,234)**	**38,214**	**53,860**	**42,325**	**(11,536)**
Operating Margin		**1.50**	**1.73**		**1.01**	**1.00**	**0.99**	
Consolidated underlying surplus/(deficit) related to performance								
Recurrent Income								
Total income from continuing operations					64,620	85,458	74,520	
Less non operating income								
Capital grants					(22,535)	(35,482)	(24,656)	
Contributions - non-monetary assets					-	-	-	
Revenue from Constructed Assets					(1,756)	(10,193)	(10,193)	
One off disposals					1,222	1,222	1,222	
Adjustments to timing of Financial					12	1,257	1,257	
Recurrent Income					41,563	42,262	42,150	
Recurrent Expenditure					43,224	51,572	52,182	
Less non-operational expenditure								
Capital works completed on assets not					(1,756)	(10,193)	(10,193)	
Recurrent Expenditure					41,468	41,378	41,989	
Adjusted Underlying surplus or (deficit)					**95**	**884**	**161**	

Operating Result

At the end December 2024, Council is forecasting an operating deficit of $696,000 for the 2024-25 financial year, a negative result of $723,000 than the forecast in September 2024.

The most significant factors for the full year forecast variations against the revised September 2024 budget are as follows:

- Note 1 (Interest Income) – Council is expecting to earn $808,000 which is $225,000 less than the budget. This is due to changes in expected cash inflows and outflows predominantly associated with delays in completion of the capital program. This forecast excludes any impact of receiving the first instalment $8.65 million election commitment funding from the State which is expected this financial year, again later than originally anticipated.

- Note 2 (Reimbursements) – Council is forecasting this to be $52,000 higher than budget due to additional insurance and workers compensation recoveries ($32,000) and income from the City Market ($10,000).

- Note 3 (Employee Benefits) - Employee costs are expected to be $643,000 higher than the budget predominantly due to:
  - Less capitalisation of wages ($255,000), particularly due to civil team performance in completion of the capital works program as intended.
  - The recruitment of key positions required to execute service delivery at the appropriate standard, particularly in town planning, technical services and contracts and procurement, as well as transferring Market Coordinators into established positions as opposed to former consultant roles ($180,000).
  - Revised oncosts and leave estimates increasing by $135,000.
  - Increased recruitment and relocation costs of $25,000.

- Note 4 (Materials and services) – There are a number of variations within this area as follows:
  - One off unfunded shoulder grading maintenance of Minna Road ($220,000).
  - Clean up following storm damage in September 2024 originally unbudgeted ($58,000).

  In addition, there has been increased spending in the following areas:

  - Additional event investment of $25,000 in line with the Council resolution to support the Rally Tasmania event.
  - Increased contract costs associated with cleaning and security ($101,000).
  - Increased materials expenditure associated with service delivery ($117,000).
  - Increased gas costs of $121,000.
  - Increased consultant costs, to engage external expertise required, particularly in town planning (due to vacancy) and technical services of $139,000 in total.

  Some non-essential implementation plan actions from 2024-25 will be deferred, saving $359,000 in the 2024-25 financial year, to offset increased expenditure in the material and services area.

- Note 5 (Depreciation) - Depreciation estimates have been revised downwards due to delays in the completion of capital projects ($304,000).

- Note 6 (Capital Grants) – Capital revenue recognised has been revised downwards by $10.826 million due to changes in expected completion of projects delaying revenue recognition.

Underlying Result

The underlying result represents a true view of Council's financial performance adjusting for timing and significant one-off non-operating expenditure and revenue that occurs each year. This is the metric that demonstrates financial sustainability over the long-term.

At December 2024, Council is forecasting an underlying surplus of $161,000. While this is a negative result of $723,000 than the adopted September 2024 revised budget, due to the changes outlined above, it represents a positive outcome on the original budget adopted by the Council of a $95,000 surplus for the 2024-25 financial year.

If the Council is able to achieve this underlying surplus – it will represent the fourth consecutive underlying surplus for the Burnie City Council since the metric was introduced in 1999.

Statement of Financial Position

	YTD Actual	Revised Budget	Forecast
	2025 $'000	2025 $'000	2025 $'000
Assets			
Current assets			
Cash and cash equivalents	19,829	12,673	10,931
Trade and other receivables	10,190	3,759	3,759
Investments	-	-	-
Prepayments	616	694	633
Inventories	71	71	71
Contract Assets	-	1,325	1,325
Total current assets	**30,706**	**18,522**	**16,720**
Non-current assets			
Investment in water corporation	70,172	70,172	70,172
Investment in joint venture	3,402	3,358	3,358
Investment in subsidiaries	-	-	-
Property, infrastructure, plant and equipment	565,201	590,651	591,030
Right of Use Assets	19	18	18
Total non-current assets	**638,794**	**664,199**	**664,578**
Total assets	**669,501**	**682,722**	**681,298**
Liabilities			
Current liabilities			
Trade and other payables	3,449	7,083	7,012
Trust funds and deposits	78	78	78
Lease Liabilities	1	1	1
Contract liabilities	29,077	40	10,135
Provisions	2,137	2,302	2,390
Interest-bearing loans and borrowings	1,029	1,048	1,048
Total current liabilities	**35,772**	**10,552**	**20,664**
Non-current liabilities			
Provisions - NC	4,374	4,411	4,411
Lease Liabilities - NC	16	16	16
Interest-bearing loans and borrowings - NC	4,924	4,388	4,388
Total non-current liabilities	**9,314**	**8,814**	**8,814**
Total liabilities	**45,086**	**19,366**	**29,478**
Net Assets	**624,415**	**663,355**	**651,819**
Equity			
Reserves	315,485	335,459	335,471
Surplus / (deficit)	14,920	33,887	22,338
Accumulated surplus / (deficit)	294,010	294,010	294,010
Total Equity	**624,415**	**663,355**	**651,819**
CURRENT RATIO	**0.86**	**1.76**	**0.81**

The most significant change in the forecast financial position is expected contract liabilities at year-end of $10.135 million, up from $40,000, due to delays in capital program completion and revenue recognition.

Council is expecting to have $10.931 million in cash and cash equivalents as at 30 June 2025, $1.742 million less than the revised September 2024 budget. This is due to changes in timing resulting from cash receipts and outflows for externally funded projects and forecast higher operational expenditure.

Council cash holdings are however stronger than was originally anticipated when the budget was adopted, of $7.965 and $8.299 million in the Financial Management Strategy. This is made possible due to better than anticipated operational performance in the 2023-24 financial year.

Burnie City Council
Estimated Statement of Cash Flows

	Actual YTD 2025	Revised Budget 2025	Forecast 2025
	$'000	$'000	$'000
Cash flows from operating activities			
Rates	23,572	30,900	30,769
Statutory fees and fines	547	968	970
User fees (inclusive of GST)	2,909	4,547	4,788
Operational Grants	510	2,637	2,615
Reimbursements (inclusive of GST)	242	226	283
Rents (inclusive of GST)	356	721	722
Other receipts (inclusive of GST)	18	197	248
Interest	556	1,034	808
Investment revenue from Water Corporation	414	828	828
Distributions from Joint Venture	-	61	61
Payments to employees	(5,406)	(10,850)	(11,404)
Payments to suppliers	(12,865)	(15,599)	(15,789)
Finance Costs paid	(59)	(258)	(258)
Other payments	(2,271)	(4,391)	(4,433)
Net GST refund / (payment)	1,056	1,300	1,289
Net cash provided by (used in) operating activities	**9,578**	**12,321**	**11,497**
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(15,513)	(40,355)	(40,435)
Proceeds from sale of property, plant, infrastructure and equ	-	-	-
Capital grants	11,336	22,838	25,957
Receipts from maturity of short term investments	-	-	-
Funds deposited as short term investments	-	-	-
Net cash provided by (used in) investing activities	**(4,178)**	**(17,517)**	**(14,478)**
Cash flows from financing activities			
Proceeds from trust funds and deposits	(0)	-	-
Repayment of Lease Liabilities	-	-	-
Repayment of interest bearing loans and borrowings	(512)	(1,029)	(1,029)
Net cash provided by (used in) financing activities	**(512)**	**(1,029)**	**(1,029)**
Net increase (decrease) in cash and cash equivalents	4,889	(2,268)	(4,010)
Cash and cash equivalents at the beginning of the financial year	14,941	14,941	14,941
Cash and cash equivalents at the end of the period	**19,829**	**12,673**	**10,931**

2.2 Schedule of Investments

The schedule of Council's investments as at 31 December 2024 is below:

Investments Schedule as at 31/12/2024

Institution	Term (days)	Annual Interest Rate	S&P Rating	Lodgement Date	Maturity	Amount
CBA	At Call	4.35%	A1+			9,121,220
						9,121,220

Investment Allocation by Credit Rating

Credit Rating	Policy Max Weighting	Investment %	Investment Amount	WAIR
A1+	100%	100%	$9,121,220	4.35%
A1	80%	0%	$0	0.00%
A2	50%	0%	$0	0.00%
		100%	**$9,121,220**	**4.35%**

Investment Allocation by Bank

Bank	Credit Rating	Policy Max Wei	Investment %	Investment Amount	WAIR
CBA	A1+	100%	100%	$9,121,220	4.35%
			100%	**$9,121,220**	**4.35%**

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

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

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

2.3 Receivables Analysis

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

Receivables Analysis as at 31 December 2024

	Total	Current - 30 Days	60 Days	90 Days	120+ Days
Trade Debtors					
Sundry Debtors	333,129	317,514	314	1,806	13,495
Reserved Parking Spaces	17,056	9,699	-	139	7,219
Burnie Venues & Catering	7,298	2,992	-	-	4,306
Lease Debtors	229	(1,158)	1,386	-	-
ICT Debtors	741	349	-	-	392
Waste Debtors	116,903	111,660	899	106	4,238
Total Trade Debtors	**475,356**	**441,056**	**2,600**	**2,051**	**29,649**
Goods & Services Tax	240,651				
Infringements & Parking	1,308,086				
Other Receivables	332,505				
Rates & Charges	8,929,099				
Allowance for Impaired Debts	(1,096,183)				
Total Receivables	**10,189,513**				

Infringements & parking	**Dec-24**		**Dec-23**		**Movement**	
	Count	Balance	Count	Balance	Count	Balance
Issued 2025	1,101	88,233				
Issued 2024	966	105,763	1,150	91,049	(184)	14,714
Issued 2023	721	68,172	1,128	117,803	(407)	(49,632)
Issued 2022	995	74,698	1,081	84,062	(86)	(9,364)
Issued 2021	695	49,456	710	51,085	(15)	(1,629)
Issued 2020	576	45,641	656	54,760	(80)	(9,119)
Issued 2019	519	37,910	567	43,284	(48)	(5,375)
Issued 2018	591	25,903	631	30,594	(40)	(4,691)
Issued 2017	1,536	23,529	1,548	26,649	(12)	(3,120)
Issued 2016	860	20,160	874	22,167	(14)	(2,007)
Issued 2015	419	22,547	437	24,199	(18)	(1,653)
Issued 2014	435	26,665	438	26,863	(3)	(198)
Issued 2013	549	31,703	558	32,348	(9)	(645)
Issued 2012	431	24,716	434	24,948	(3)	(232)
Issued 2011	442	25,537	443	25,654	(1)	(117)
Issued 2010	561	18,802	571	19,377	(10)	(575)
Issued Pre-2009	13,809	630,542	13,840	634,412	(31)	(3,871)
	25,206	**1,319,975**	**25,066**	**1,309,254**	**(961)**	**(77,513)**

Council has resolved to write-off $590,585 for uncollectable parking infringements. This work to credit 12,740 infringements will be undertaken shortly. In the meantime, the overall outstanding amount has not reduced, and the write-off amount is included in the provision of $1.096 million.

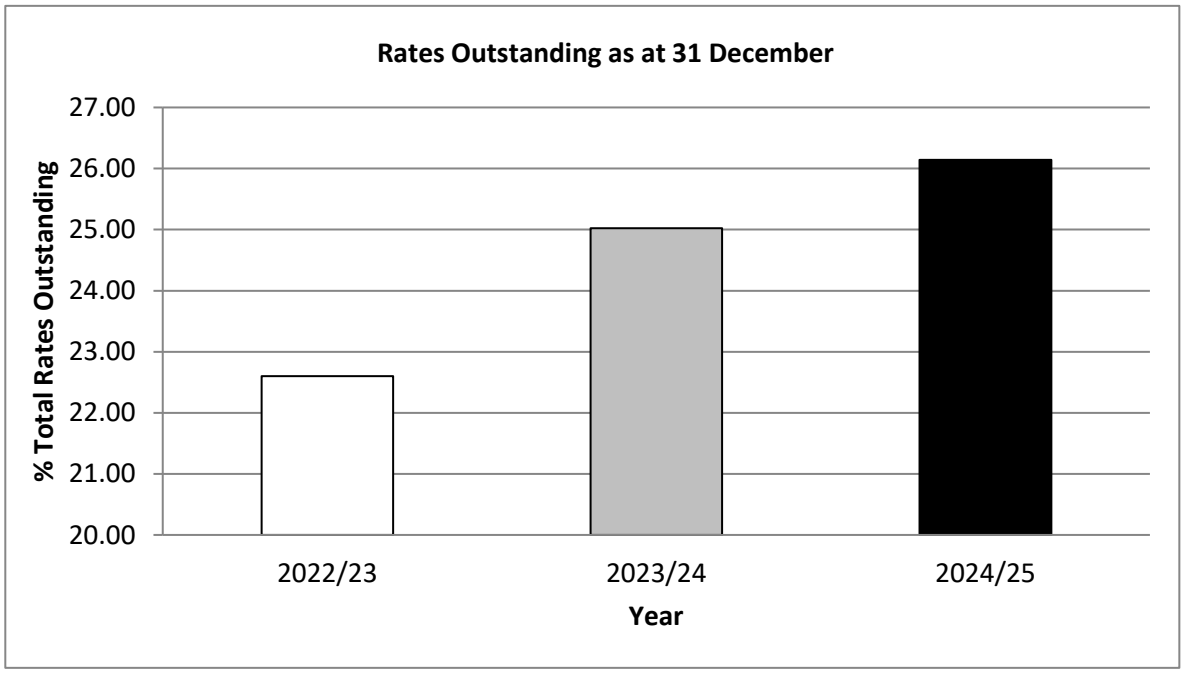
2.4 Rates Analysis

The rates analysis contains a summary of rating transaction movements for 2024-25 including the total levied, the total paid and the total unpaid at the end of the reporting period. Rates are levied in July each year. Outstanding rates as a percentage is marginally higher than the same time last year. It is projected that some ratepayers have switched to instalments rather than paying upfront. This is not expected to adversely impact the rates receivable.

Council has also commissioned a local real estate agent to sell four (4) properties for unpaid rates, which will occur shortly, with a combined rates outstanding value of ~$84,000.

Rates Outstanding as at 31/12/2024

	This Financial Year 31 Dec 2024		Last Financial Year 31 Dec 2023		Change
		$		$	$
Arrears Brought Forward as at July 1	7.91%	2,544,700	7.47%	2,256,686	288,014
Credit Brought Forward	-3.32%	(1,067,267)	-3.45%	(1,041,418)	(25,849)
Legal Fees	0.00%	858	0.01%	1,687	(829)
Add Current Rates & Charges Levied	95.04%	30,558,551	95.24%	28,765,783	1,792,768
Penalty	0.29%	93,631	0.40%	120,406	(26,775)
Supplementary Rates	0.07%	22,610	0.33%	99,503	(76,892)
Gross Rates and Charges Demanded	**100.00%**	**32,153,084**	**100.00%**	**30,202,648**	**1,950,436**
Less: Rates & Charges Collected	70.09%	22,535,824	71.04%	21,457,148	1,078,676
Pension Remission	2.70%	869,448	2.81%	848,131	21,317
Residential Waste Remission	0.08%	25,258	0.08%	23,985	1,273
Hardship Interest Remission	0.00%	-	0.00%	-	-
Private Conservation	0.00%	665	0.00%	665	-
Misc Remissions	0.00%	-	0.00%	-	-
Services Remissions	0.00%	-	0.00%	-	-
Stormwater Remission	0.04%	14,028	0.03%	10,182	3,846
General Rate Remission	0.00%	-	0.00%	-	-
- Legal Fees	0.00%	-	0.00%	-	-
- Discounts	0.92%	294,207	0.99%	299,580	(5,372)
- Roundings/Adjustments	0.03%	9,087	0.03%	7,677	1,410
Sub Total	73.86%	23,748,517	74.98%	22,647,367	1,101,150
Unpaid Rates & Charges as at 31/12	**26.14%**	**8,404,566**	**25.02%**	**7,555,281**	**849,286**



2.5 Capital Expenditure Report

Below is the year to date and the revised capital expenditure needs to December 2024 for the 2024-25 financial year. The revised capital works forecast recommends an increased budget of $61,475 when compared to the September 2024 budget.

	Original Budget 2025	Revised Budget Sep 2024	Actual- YTD- Dec 2024	Forecast Dec 2024
Bridges & Culverts	**400,000**	**450,000**	**27,503**	**560,000**
Bridges & Culverts	400,000	450,000	27,503	560,000
Buildings	**6,831,453**	**11,064,645**	**5,711,585**	**11,225,736**
Annual Program		-	2,044	-
Aquatic Centre		-	- 45,491	-
BAFC	3,694,453	8,886,645	4,741,976	9,018,093
Burnie Aquatic Centre	1,500,000	90,000	16,837	90,000
Burnie Park	100,000	121,000	115,082	121,000
Burnie Sports Centre	140,000	140,000	339	140,000
McKenna Park	-	500,000	171,600	500,000
Other		100,000	78,384	100,000
Public Halls	365,000	135,000	1,116	135,000
Sporting Grounds	137,000	75,000	68,798	75,000
Sporting Grounds and Facilities		110,000	40,254	110,000
Wivenhoe Grounds	690,000	702,000	424,925	731,643
Wivenhoe Showgrounds South	100,000	100,000	52,533	100,000
Works Depot	105,000	105,000	43,188	105,000
ICT	**632,691**	**472,691**	**180,935**	**472,691**
ICT Services	602,691	472,691	180,935	472,691
Technical Services	30,000	-	-	-
Parks and Reserves	**8,490,462**	**10,597,389**	**5,401,135**	**9,978,092**
Annual Program		-	- 1	-
Burnie Lawn Cemetery	140,000	140,000	5,053	140,000
Burnie Park	60,000	30,000	14,156	30,000
Burnie Sports Centre	341,148	256,000	540	256,000
Cemeteries		-	1,844	-
General Parks and Reserves	7,029,314	9,271,543	4,792,966	8,266,539
Parks and Reserves		100,346	197,525	195,354
Sporting Grounds	450,000	450,000	8,088	600,000
Sporting Grounds and Facilities		-	384	-
Urban - Other Infrastructure		9,500	9,500	9,500
West Park Grounds	470,000	340,000	371,081	480,699
Plant and Equipment	**1,027,049**	**1,002,829**	**296,948**	**1,059,334**
Hire Plant	699,517	699,517	32,650	699,517
State Emergency Service	5,000	-	660	-
Technical Services	306,000	281,000	244,093	318,285
Works Management	16,532	22,312	19,545	41,532
Stormwater	**1,200,000**	**1,242,362**	**295,711**	**1,143,348**
Open Drains	1,200,000	1,242,362	295,711	1,143,348
Strategic	**800,000**	**1,200,000**	**-**	**1,200,000**
Strategic	800,000	1,200,000	-	1,200,000
Transport	**6,219,284**	**9,935,832**	**1,883,488**	**10,387,102**
Annual Program		-	471	-
Rural - Flood Damage Repairs		2,630,000	125,517	2,630,000
Rural Roads	752,983	867,820	425,938	967,820
Urban - CBD and Commercial		-	- 606	-
Urban - Reconstruction and Upgrades		1,498,000	754,390	1,543,270
Urban - Resealing		-	3,765	-
Urban - Retaining Walls		274,438	50,489	574,438
Urban Roads	5,466,301	4,665,574	523,525	4,671,574
Waste	**920,000**	**922,219**	**488,186**	**922,219**
Waste Management Centre	920,000	922,219	488,186	922,219
Works and Depot Overhead	**2,494,890**	**2,694,890**	**1,262,791**	**2,695,809**
Technical Services	50,000	250,000	5,177	250,919
Works and Depot Overhead	2,444,890	2,444,890	1,257,614	2,444,890
Grand Total	**29,015,829**	**39,582,857**	**15,548,284**	**39,644,332**

2.6 Budget Review

This report seeks Council endorsement to revise its budget, both capital and operational, consistent with the December 2024 forecasts. Please refer to the relevant section for an explanation of the relevant variances.

An absolute majority is required to amend the current Budget Estimates in line with section 82(4) of the *Local Government Act 1993*.

2.7 Budget Estimate Variances Under Delegation

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

The General Manager has used his delegation during the period October 2024 to December 2024.

Budget allocation provided	Amount	Purpose
Minna Road	$220,000	Maintenance work unbudgeted

2.8 Contracts Awarded

The following table shows contracts awarded over $100,000 (full contract value) during the December 2024 quarter.

Contract / Project Number	Contract/Project	Successful Contractor Registered Business Name and Address	Awarded Date	Initial Term/ Duration	Value of Contract (Ex GST)
2718	West Park Grove / Futuna Avenue Roundabout	Hardings Group (Tas) Pty Ltd 30 Industrial Drive Ulverstone TAS 7315	30/10/2024	2 months	$667,231.11
2717	Oonah Road – Guide River Bridge Replacement	TasSpan Pty Ltd 27-28 Faulkner Drive Latrobe TAS 7307	10/12/2024	6 months	$455,980.00
2715	Netball Centre – Court Resurfacing	Hardings Group (Tas) Pty Ltd 30 Industrial Drive Ulverstone TAS 7315	23/10/2024	4 months	$476,617.40

2.9 Consultants Engaged

The following table lists consultants engaged throughout the current financial year for a cost greater than $10,000. For the purpose of this table, a consultant is defined as a person or organisation that provides Council with professional advice in areas of strategy, planning or engineering. Consultants are engaged in accordance with Council's policy *Code for Tenders and Contracts CP-CBS-SG-012*.

Reasons that consultants may be engaged:

A Lack of resource within Council
B Specialist expertise required
C Independence
D Value for money (where Council cannot provide the service as efficiently)
E Legal requirement

Project	Consultant	Description	Committed $	Actual $ LTD	Reason	Funded from	Complete
Upper Natone Road/Horseshoe Bend – Oonah Road Recovery	PDA	Engineering Services required to determine best recovery options	30,000	314,209	A, B	Cap Ex/State Emergency Recovery Fund	No
Urban Design and Gateway Project	GHD	Urban Design and Town Planning Services	550,000	586,857	A, B	Cap Ex Budget	No
Retaining Wall – Hodgman Street	PDA	Engineering Services required to redesign retaining wall	10,000	28,049	A, B	CapEx Budget	No
Asset Condition Data	CT Management Group	Assessment of assets to determine condition and Asset Register data	125,000	60,007	A ,B,C	CapEx Budget	No
South Burnie Beach Boat Ramp	PDA	Engineering services required for project management	10,000	29,065	A, B	CapEx Budget	No
Mount Street Three Mile Line Roundabout Blackspot	PDA	Engineering services required for project management	15,000	61,245	A, B	CapEx Budget	No
Settlement Strategy	ERA Planning & Environment	Settlement Strategy	75,000	81,332	B	Corporate and Commercial Services Operational Budget	Yes
ERP Project Management	Councilio	Functional specifications, tender and assessment of ERP options	60,000	52,652	A, B	Corporate and Commercial Services Operational Budget	No
Community Satisfaction Survey	Metropolis Research	Undertake the Community Satisfaction Survey and associated outputs	18,950	18,950	B	Corporate and Commercial Services Operational Budget	No

Project	Consultant	Description	Committed $	Actual $ LTD	Reason	Funded from	Complete
Urban Design	GHD	Development of grant application to Precincts & Partnerships Program	19,845	63,719	A, B	Cap Ex Budget	No
Probity Advisor	RSM Pty Ltd	Probity services for major ERP project	18,000	10,505	B, C	Corporate and Commercial Services Operational Budget	No

2.10 Governance – Use of Council Seal

2 October 2024	Contract of Employment – General Manager
8 October 2024	Final Survey Plan and Schedule of Easements – SD 2024/1346 – 2753 Ridgley Highway, Hampshire
16 October 2024	Contract 2713 – Provision of Bitumen Surfacing Services 2024-2025 – Hardings Group (TAS) Pty Ltd
23 October 2024	Final Survey Plan and Schedule of Easements SD 2023/1343 – 96 Minna Road, Heybridge
23 October 2024	Final Survey Plan and Schedule of Easements SD 2023/1345 – 104 Cascade Road, Romaine
7 Nov 2024	Formal Instrument of Agreement – Award of Contract 2713 – Provision of Bitumen Surfacing Services 2024-2025
12 Dec 2024	Adhesion Order for transfer of land at Letteene Road, Round Hill
18 Dec 2024	Land Lease (Variation) to Amplitel at Ridgley Highway, Ridgley
24 Dec 2024	Grant Agreement – Active Tas – Election Commitments 2024 – Feasibility Study for Multi-Sports Facility in Burnie

2.11 Communications Report

Attached is a quarterly report showing current website and social media activity along with community engagement undertaken.

ATTACHMENTS

1⇩. Communications Report - October to December 2024

The official opening of the Burnie - Wynyard section of the Coast Pathway on 24 October 2024 was a very successful community event organised by Burnie City Council in partnership with Waratah-Wynyard Council.

OCT-NOV - DEC 2024 QUARTERLY REPORT COMMUNICATIONS

Burnie.tas.gov.com.au
BCC YouTube Channel
Burnie City Council Facebook
BCC Instagram
Burnie Connect email newsletter
Discover Burnie App

BCC WEBSITE

This reports outlines the tracking of data through web analytics. This quarterly overview of our data captured is also crossed referenced with external sources including Burnie City Council Social media.
Councils webpage provides our users with essential information and updates of the requirements of Local Government.

BCC YOUTUBE CHANNEL

Burnie City Council has recently reinvigorated our YouTube Channel.
In uploading our content to the channel, it allows us to further monitor the users movements and enhance their experience by creating a better pathway for our BCC Website - allowing us to embed videos directly onto our webpages, instead of having the user click on a link.

FACEBOOK - 3.065 Billion monthly active users

As of September 2024, there are 3.065 billion monthly active users of Facebook worldwide.
Most of us view social media as fundamental to everyday life, broadening the range of available possibilities to facilitate interaction through a new set of capacities to enhance and promote effective communication.
At Burnie City Council we use this medium to capture a wider audience.

INSTAGRAM - Over 2 Billion monthly active users

Instagram is a free photo and video sharing app available on iPhone and Android. People can upload photos or videos to the platform and share them with their followers or with a select group of friends. They can also view, comment and like posts shared by their friends on Instagram. BCC has launched an Instagram page to connect with a different demographic in Burnie. The strategy also includes enhancing Burnie's Tourism by connecting with a younger audience that are already present on the platform.

DISCOVER BURNIE APP

With the cruise season back in full swing, we will begin to report on the downloaded figures of the Discover Burnie App. NB: The figure is NOT counted as individual URLs. The same URL can download the app several times which doesn't create a conclusive figure.

80 Wilson Street Burnie, TASMANIA

BURNIE WEBSITE REPORT

SUMMARY

This reports outlines the tracking data through web analytics. This quarterly overview of our data captured is also crossed referenced with external sources including Burnie City Council social media.

Councils webpage provides our users with essential information and updates on events, grant opportunities, road updates, projects, local news, registrations and compliance forms.

TERMS

A quick breakdown

USERS

Users who have initiated at least one session during the date range.

NEW USERS

The number of first-time users during the selected date range.

SESSIONS

Total number of sessions within the date range. A session is the period time a user is actively engaged with our website. All usage data (Screen Views, Events, Ecommerce, etc.) is associated with a session.

NUMBER OF SESSIONS PER USER

The average number of sessions per user

PAGE VIEWS

Page views is the total number of pages viewed. Repeated views of a single page are counted.

PAGE/SESSIONS

Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.

AVERAGE SESSIONS DURATION

Average session duration refers to the average time users spend on our website during a single session. It is calculated by dividing the total duration of all sessions by the number of sessions during a specific period.

BOUNCE RATE

The bounce rate is the percentage of visitors to our website who navigate away from the site after viewing only one page.
"a rising bounce rate is a sure sign that your homepage is boring or off-putting"

BURNIE WEBSITE REPORT

OVERVIEW
1 October - 31 December 2024

- In the **fourth** quarter of 2024, engagement rose significantly across all key metrics, quarter-on-quarter, including user numbers rising 34%.
- Mobile device use remains the majority method by which users access Council's content, which requires Council to design our content to be user friendly on the mobile screen
- Top 3 page views were What's On Events, The Burnie Show and Top 10 best things.

Snap shot

Users	New Users	Sessions	No. of sessions per user	Page Views
48,369	45,869	82,481	0.82	123,534

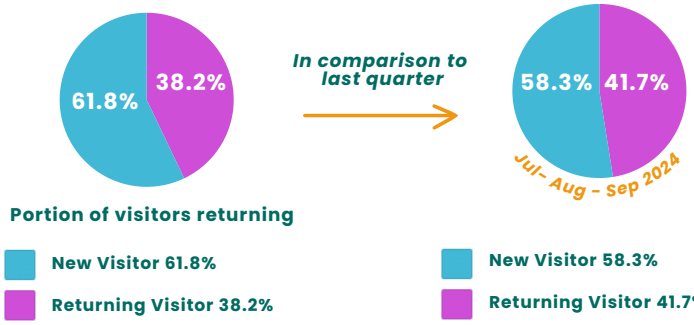
Avg. Session Time
53 secs

Last Quarter

Users	New Users	Sessions	No. of sessions per user	Page Views
36,075	33,652	59,231	1.64	104,776

Avg. Session Time
36 secs

WHO'S NEW AND WHO'S RETURNING?

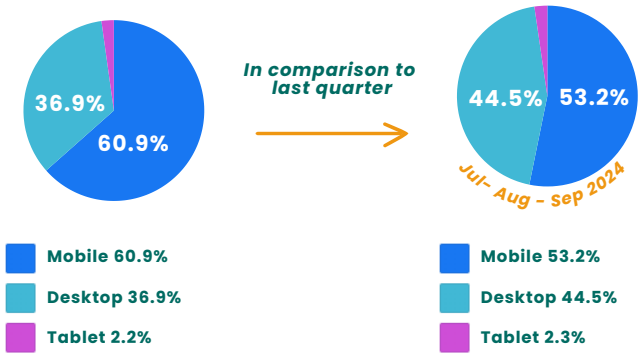


This figure shows us that our content is up to date and relatable.

If the figure of new users drops, we know that we are not engaging with our wider community.

As you can see, our new users are increasing each quarter

WHAT DEVICE ARE THEY USING?



When creating pages on our website, the user experience is different on different devices.

This graph allows us to ensure we are adapting our content to provide a positive user experience - regardless of the device.

Quarterly Report - OCT - NOV - DEC 2024

WEBSITE TRENDS

1 October - 31 December 2024

News	Views...
Christmas & New Year Arrangements 2024-25 Burnie City Council	1.2K
2024 Christmas Parade Road Closures Burnie City Council	710
GM Simon Overland Announces Retirement Burnie City Council	424
Appointment of new General Manager Burnie City Council	307
Commercial Operators for Burnie Cruise Visits Burnie City Council	227
Resignation of Councillor Steven Kons Burnie City Council	171
Download your Council Waste Services Calendar Burnie City Council	168
Join our email newsletter mailing list Burnie City Council	158
Record number of entries for Burnie Print Prize Burnie City Council	133
Public Holiday - Burnie Show Day Burnie City Council	124
Grand total	**6.3K**

Christmas & New Year's arrangements was the most popular news item on Council's website.

Buckby Motors Rally was a daily hit

Burnie City Centre Urban Plan project started to trend

Events	View...
The Burnie Christmas Parade Burnie City Council	1.9K
Buckby Motors Rally Tasmania Burnie City Council	1.4K
Burnie Carols By Candlelight Burnie City Council	1.3K
Burnie Athletics Club - New Year's Eve Carnival Burnie City Council	1K
TasRail's Christmas Train Burnie City Council	650
Christmas Waste Collection Changes Burnie City Council	607
Community Noticeboard Burnie City Council	598
Grand total	**23.7K**

Projects and Works	View...
Burnie Coastal Pathway Burnie City Council	385
Projects and Works Burnie City Council	358
Burnie City Centre Urban Plan Burnie City Council	306
Burnie Arts redevelopment project Burnie City Council	82
South Burnie Beach - Boat Ramp Redevelopment Projec...	70
Grand total	**1.5K**

Jobs	View...
Careers at Council Burnie City Council	2,315
Trainee Parks and Reserves Burnie City Council	851
Curator Museum and Gallery Burnie City Council	777
Customer Service Lead Burnie City Council	598
Planning Officer Burnie City Council	558
Grand total	**6,993**

Downloads	Page title	#
Find out what day your rubbish is collected - ...	Waste Collection Burnie City Council	836
Recycling week calendar(PDF, 547KB)	Recycling Collection Burnie City Co...	615
Waste Fees and Load Sizes(PDF, 160KB)	Burnie Waste Management Centre ...	525
Find out what day your rubbish is collected - ...	Waste Collection Burnie City Council	356
SPECTATOR GUIDE	Buckby Motors Rally Tasmania Bur...	352
Council Services Calendar(PDF, 547KB)	Download your Council Waste Serv...	284
	Grand total	**16K**

Permit applications on exhibition	View...
Permit applications on exhibition Burnie City Council	116
57 Hillfarm Drive, Park Grove - CT 183013/35 Burnie Cit...	78
24 View Road MONTELLO - CT 199345/1 Burnie City Co...	72
2 Holmes Place, 5 and 7 Cranwell Street PARK GROVE - ...	71
2 Arlington Place, HEYBRIDGE - CT 160925/71 Burnie Ci...	64
Grand total	**1,294**

BURNIE WEBSITE PAGES

1 October - 31 December 2024

All Pages

Top Performers - overall

All pages	Views...
Home Burnie City Council	17.2K
What's On Events Burnie City Council	3.9K
The Burnie Show & Agri-Expo Burnie City Council	3.6K
Content search Burnie City Council	3.6K
Top 10 best things to do in Burnie Burnie City Council	3.3K
Visit the Little Penguins Burnie City Council	3K
SeaFM's Illuminate NYE Burnie City Council	3K
Permit applications on exhibition Burnie City Council	2.7K
Dates for Cruise Ships in Burnie Port Burnie City Council	2.6K
Careers at Council Burnie City Council	2.3K
Burnie Ten Burnie City Council	2.3K
Burnie Waste Management Centre Burnie City Council	2K
The Burnie Christmas Parade Burnie City Council	1.9K
Waste Collection Burnie City Council	1.8K
Contact Burnie City Council Burnie City Council	1.6K
Fern Glade Reserve Burnie City Council	1.6K
Buckby Motors Rally Tasmania Burnie City Council	1.4K
Burnie Carols By Candlelight Burnie City Council	1.3K
Christmas & New Year Arrangements 2024-25 Burnie City Council	1.2K
Burnie Aquatic Centre Burnie City Council	1.2K

Search Items

Top Performers

Search term	#...
annual report	34
waste	29
rates	28
agenda	27
jobs	19
grants	16
volunteering	16
building information ...	14
career	14
cruise ships	14
dog	14
planning	14
tenders	14
parking	13
policies	13
events	12
road closures	12
council meeting	11
gift card	11
tender	11

Search terms allows us to understand what our community wants to know.

In most cases, search terms coincide with items that are already published.
Other circumstances are our community searching for items that have not been published.

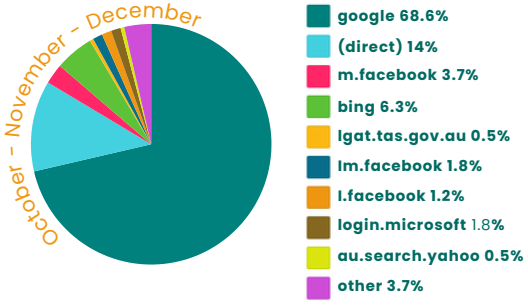
This is us listening to our community.
It allows us to understand what they want to know. We therefore can respond accordingly by:

- Updating published pages
- Creating news items or events

This measure enables the council to be responsive to what the community wants to know

Source Overview

How do people find our site?



Terms

m.facebook.com
The regular one "facebook.com" indicates traffic from desktop devices. m.facebook.com just shows Facebook traffic from mobile devices

lm.facebook.com
lm.facebook.com occurs when someone clicks a shared link or post from m.facebook.com, the mobile Facebook version (like the mobile application)

l.facebook.com
The l.facebook.com is a form of traffic that has been redirected through Facebook through what is known as a link shim. A link shim is a tool that was created by Facebook in 2008 and protects Facebook users from malicious URLs

How does Google Analytics report Facebook traffic? By default, Google Analytics sees people coming to our website from Facebook as a referral, which is an inbound link from another website. This is the case for people finding our content on the Facebook app and the Facebook website.

BCC YOUTUBE

YouTube CHANNEL REPORT

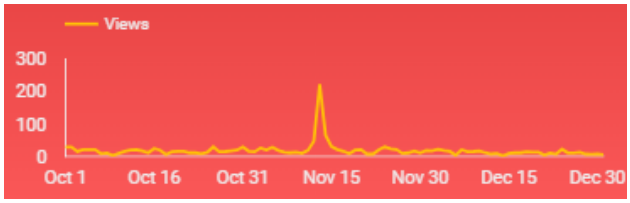
Views	Ave watch time	Video Shares
2K	57	18

1 October - 31 December 2024

Views	Ave watch time	Video Shares
2K	01:15	16

Previous Quarter 1 April - 30 June 2024

YouTube views was steady over the quarter. Council does produce a significant amount of video content, however, it is usually delivered through Facebook and Instagram, not via YouTube.



Most viewed

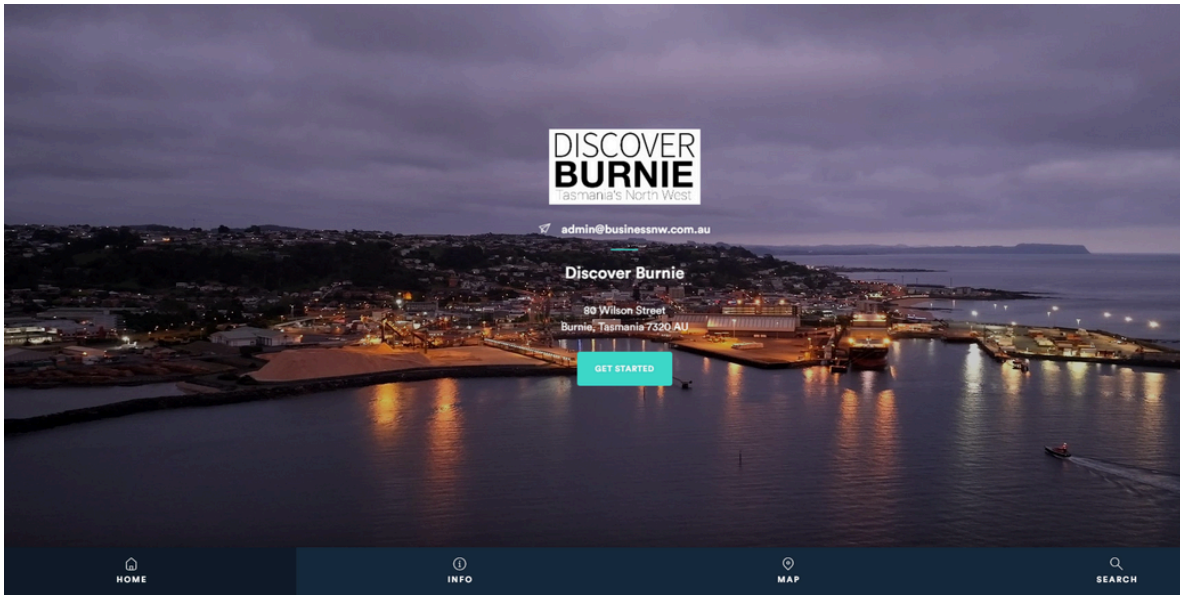
Video Title	Views	ave watch time
Kevin Bloody Wilson - International DILLIGAF Day World Tour	273	23
Creedence Clearwater Collective	203	25
Queen: It's a Kinda	181	31
Cosentino is coming to Burnie in 2025	126	20
Burnie City Centre Draft Urban Plan Video	105	02:40
Street Sweeper : Burnie City Council : North West Tasmania, Australia	100	22
Lee Kernaghan - Boys From the Bush - The Concert	99	16
Burnie - The City by the Sea (version 2)	92	22
Past the Shallows	57	35
SimplyBRILL - Burnie Arts	56	58
🎭 Paul McDermott Plus One - Blood Orange 🎭 - Performing at Burnie Arts Cen...	45	20
Burnie Ten 1985 (with 2018 ending)	29	01:06
Simply BRILL	29	01:22
The Sweet Caroline Tour - A Tribute to Neil Diamond	28	12
Food & Feedback II	26	19
Burnie Gateway Design : 'Welcome Gesture' by David Hamilton and Geoff Farqu...	25	01:13
You Are A Doughnut - Burnie Arts	23	54
Making a Better Burnie 2044	23	07:05
Burnie cultural centre - online explainer	21	36
Melbourne International Comedy Festival Roadshow	20	26
We caught up with Councillor Lynch: What are the goals are of the new Strategic ...	18	01:39
SNAP SEND SOLVE - Be a Burnie Snapper today! 📸	16	56
Episode 2: Why is this plan a priority?	10	01:13
Urban Renewal Video Q&A	10	04:26

1 - 64 / 64

Quarterly Report - OCT - NOV - DEC 2024

DISCOVER BURNIE APP

1 October - 31 December 2024

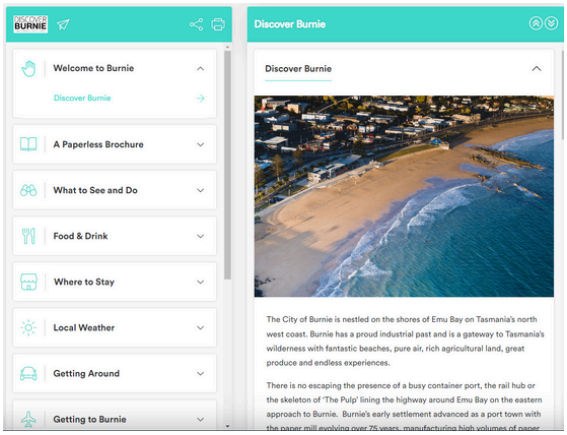


The discover Burnie App had been a runaway success. It has now been active for over two years.

There were 915 visitors, with total views for the quarter of 4,561, up 77% from the previous quarter.

86% of visitors have given the Discover Burnie guide a thumbs up when asked "Are you loving this guide?"

THE UPTAKE AND ENGAGEMENT HAVE EXCEEDED ALL EXPECTATIONS AND SHOW HOW VISITORS AND LOCALS ALIKE ARE ENGAGING WITH A DIGITAL PLATFORM.



BURNIE INSTAGRAM

1 October - 31 December 2024

STRATEGY

The Instagram strategy aims to humanise the council to a higher degree then we can on Facebook and tell the stories of our region and the people in it. We want to focus on showing up with content that is value-adding on a regular basis. Be creative, give council more of a voice and an edge. Show that the council is in touch with community, on the ground, present and "a people".

7 GOALS

- **Launch new Burnie City Council Instagram account in October 2023**
- Grow account to 1000 followers
- Use Instagram reels as a fresh approach to draw in audience from not just Burnie area, but AUS wide
- Engage a younger demographic through launching an Instagram account
- Build an online community through Instagram
- Promote events & rebuild culture in the city around community events through having coverage of key events on Instagram
- Personalise the council through the Instagram account

Snap shot

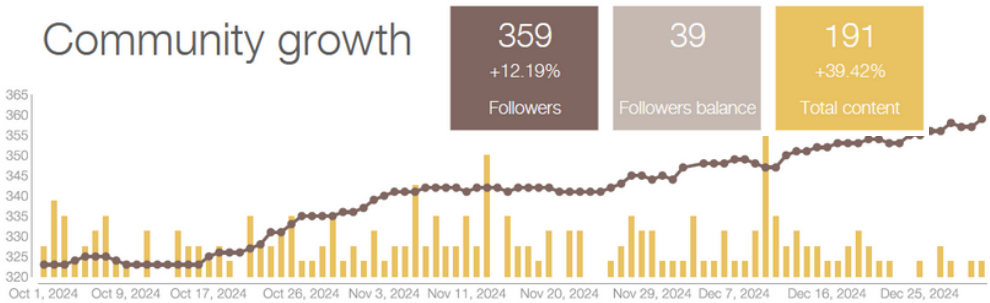
Total Views **- 18,472** (up 25.6%)

Total Reach **- 1,200** (down 21.4%)

49
Total of Posts
(up 122.7%)

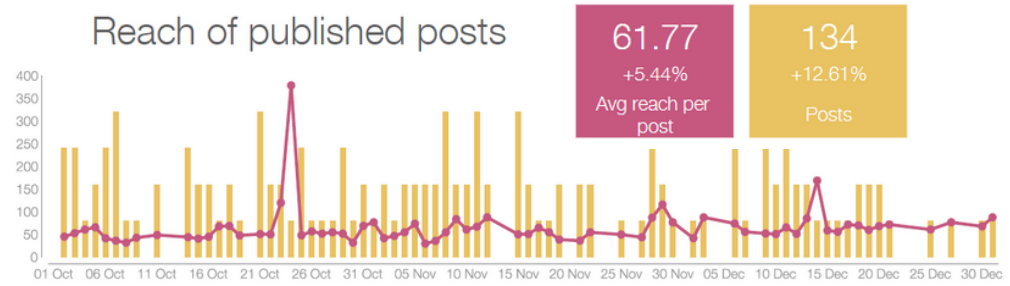
34
Total of Stories
(up 36%)

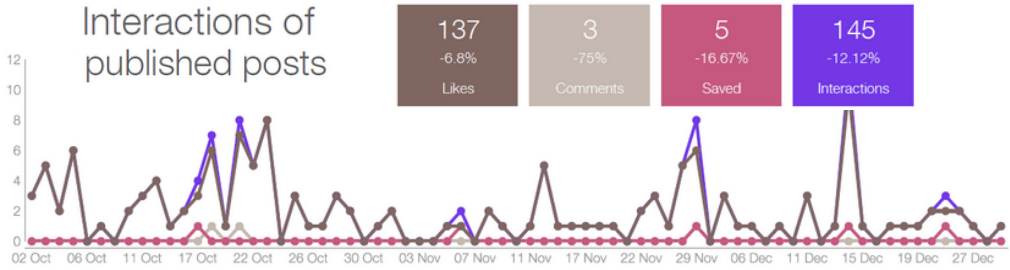
Total Content Interactions **- 311** (down 0.3%)



BURNIE INSTAGRAM

1 October - 31 December 2024





Top Performers

Title		Views	Reach
	🎄✨ It's the Most Wonderful Time of the Year in Burnie! ✨🎄 Mayor Teeny Brumby is here t... Reel · burniecitycouncil	Boost	460	210
	🎨✨ Welcome to the ArtCade! ✨🎨 Burnie's Arcade has transformed into the ArtCade, a vib... Reel · burniecitycouncil	Boost	323	197
	Such great fun at the amazingly successful SeaFM Burnie Christmas Parade yesterday. Thank yo... Reel · burniecitycouncil	Boost	318	178
	🎄✨ What a Parade, Burnie! ✨🎄 A massive THANK YOU to all the amazing float participant... Video · burniecitycouncil	Boost	274	170
	🐧✨ It's Penguin season! Tag a friend who needs to come along with you! Come join us for a ... Reel · burniecitycouncil	Boost	255	170
	🐧 Meet Burnie's Feathered Friends! 🐧 Did you know our CBD is home to a thriving little pen... Reel · burniecitycouncil	Boost	277	160
	Romaine Reserve Pathway Progress Update! We're excited to share the latest progress on th... Reel · burniecitycouncil	Boost	245	138
	🎄🚂 The Magic of TasRail's Christmas Train Returns! 🚂🎄 Get ready, Burnie! This Sunday, 1 ... Photo · burniecitycouncil	Boost	176	130

BURNIE FACEBOOK

1 October - 31 December 2024

STRATEGY

For the Burnie City Council, we are using Facebook to reach a vast proportion of our community. This is a great platform for engaging with our community in a way that is more formal, and professional but still personal.

Facebook is also a more forum-based platform, which is why we use it to post all of the relevant information to the community that they need to know. Then when someone wants to know something specific, they can come and search on our Facebook page.

We post short-form content that is engaging and easy to read and then link through to the relevant website pages where the reader can find more in-depth information when necessary.

We include a range of video-based content because this is the way people are consuming social media content. The videos are value-adding to the reader, rather than just information based. This stops the page from getting stale and over time will build more positivity within the community as they consume more of this positive form of content

GOALS

- Increase tourist visitation annually
- Increase awareness of the Burnie City brand and Council services
- Maintain effective communication and support for stakeholders
- Promote investment opportunities and liveability in the Burnie City Council area
- Building a positive community brand perception
- Increase the council's ability to gain feedback and engage with the community

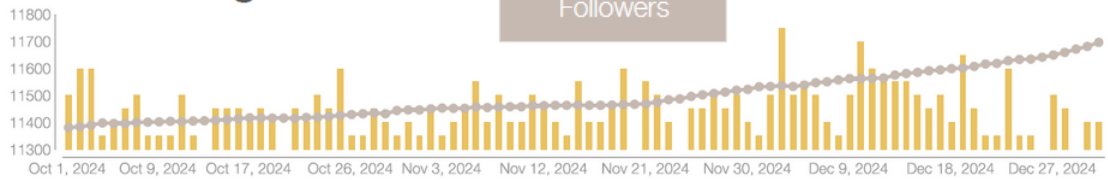
BURNIE FACEBOOK

OVERVIEW
at a glance

1 October - 31 December 2024

Community growth

11.7K
+2.79%
Followers



Demographics: Reach by gender

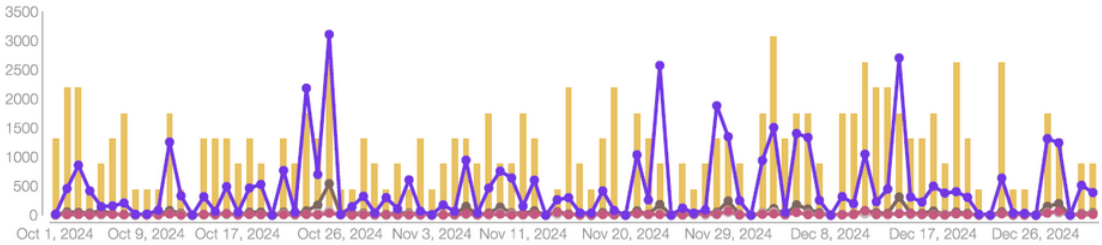
94.49K	196.16K	8,246
-21.05%	-8.47%	+3.51%
Male	Female	Unknown

Demographics: Reach by age

2,862	19.3K	56.16K	66.99K	57.18K	50.11K	46.29K
-11.37%	-20.46%	-17.22%	-9.56%	-11.13%	-10.06%	-11.82%
13 to 17 years	18 to 24 years	25 to 34 years	35 to 44 years	45 to 54 years	55 to 64 years	More than 65 years

Interactions of published posts

4,536	884	1,117	43.6K
-9.52%	-34.57%	-18.23%	-34.19%
Reactions	Comments	Shares	Clicks



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BCC FACEBOOK

Page impressions

240.71K
-51.75%
Impressions

The period was significantly quieter in comparison to the previous quarter that included Council's largest ever community engagement effort for the Burnie City Centre Urban Plan.

Top Performers
Videos

Title	Views	Reach
Rally Tasmania video. 🙏 to Jeb & Reel World Media. Reel · Burnie City Council	46.2K	40.5K
What a fabulous moment watching the bicycle riders cross the (Video · Burnie City Council	18.7K	16.8K
🎄 ✨ What a Parade, Burnie! ✨ 🎄 A massive THANK YOU to Video · Burnie City Council	12.6K	12.1K
Meet Burnie's Feathered Friends! Did you know our CBD Video · Burnie City Council	13.8K	11.8K
🎨 ✨ Welcome to the ArtCade! ✨ 🎨 Burnie's Arcade has tran Video · Burnie City Council	10.4K	8.5K
Summer in the City! 🌴 Burnie is buzzing with sunshine, goo Reel · Burnie City Council	4.4K	3.4K
Such great fun at the amazingly successful SeaFM Burnie Christ Reel · Burnie City Council	4.7K	2.9K
Romaine Reserve Pathway Progress Update! We're excited t Reel · Burnie City Council	2.1K	1.7K

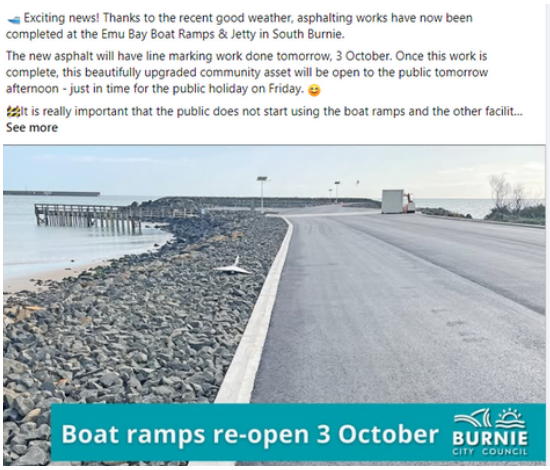
BCC FACEBOOK

Top Performers
Impressions

Title	Impressions	Reach
Rally Tasmania video. 🙏 to Jeb & Reel Worlc Reel · Burnie City Council	41K	40.5K
What a fabulous moment watching the bicyc Video · Burnie City Council	17.5K	16.8K
🦀 Update on the Foreshore Octopuses 🦀 \ Photo · Burnie City Council	15.9K	14.9K
🏁 Wow - what an amazing turnout for last n Photo · Burnie City Council	14.9K	14.2K
🌊✨ Cruise Update: Docking Tomorrow 🌊 Photo · Burnie City Council	13.5K	12.5K
🎄✨ What a Parade, Burnie! ✨🎄 A massi Video · Burnie City Council	12.1K	12.1K
🐧 Meet Burnie's Feathered Friends! 🐧 Did Video · Burnie City Council	12.3K	11.8K
🌟 Save the Date: Burnie New Year's Eve Cele Photo · Burnie City Council	10.7K	9.6K

SOCIAL MEDIA

Project delivery a highlight of social media activity



The quarter was special with the delivery and official opening of a number of major projects including the South Burnie Boat Ramp, Official Opening Stage 1 Burnie Arts and Official Opening of the Coastal Pathway.

Quick Reference

Use this quick reference for any explanations about the metrics

Website

TOTAL SESSIONS
This is the total number of times you website was viewed. This could have been multiple times by the same person.

TOTAL USERS
Total number of individual people that visited your website.

PAGES PER VISIT
In the time that a user was on your website, how many different pages did they visit during their session.

AVERAGE VISIT DURATION
This is the average amount of time that users spent on your website before they clicked off.

LANDING PAGE
This is the page that a user first landed on when they came to your website.

BOUNCE RATE
This is the percentage of people who left your website without visiting any other page other then the one landing page that they landed on.

Social

TOTAL FOLLOWERS OR TOTAL PAGE LIKES
Total number of people who are following your Instagram page or total number of people who have liked your Facebook page.

IMPRESSIONS
Total number of times you ad was seen. This could have been 5 times by the same person.

TOTAL REACH
Number of people that you are reaching with your social media posts/videos. This tells you if the content you are creating is getting out to new people to grow your brand awareness.

TOTAL ENGAGMENTS
This metric tells you how good the quality of your content is as people are responding positively to it by engaging with it. This is all the Likes, Comments, Shares and Saves on your posts.

ENGAGMENT RATE
The percentage rate of how many people that have seen your post actually engaged with it. This is a great benchmarking metric to see how well your content is resonating with your audience.

FREQUENCY
This is how many times on average one person is seeing your ad. So if you have a frequency average of 3.5, then each person is on average seeing your ad 3 or 4 times in their feed.

1 July - 30 September 2024

BURNIE CONNECT EMAIL NEWSLETTER

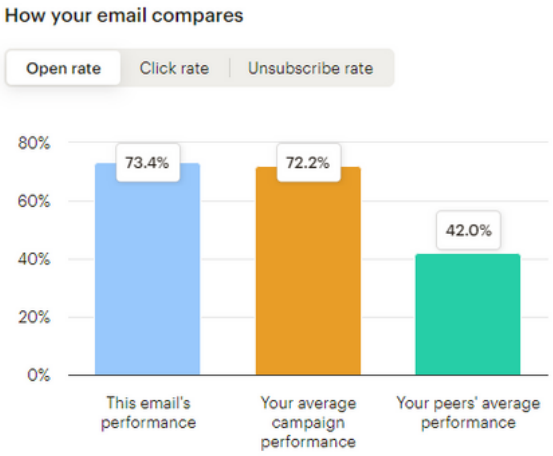
*Acknowledging that not everybody accesses social media, the idea was conceived for **Burnie Connect** - an electronic newsletter delivered to the community and stakeholders by email, which was launched in May 2024.*

The third edition of Burnie Connect was distributed on 2 October 2024 to 455 subscribers.

The fourth edition of Burnie Connect was distributed on 20 December to 477 subscribers.

For email newsletters, an average open rate by recipients is between 15% -25%.

The October edition of Burnie Connect achieved an exceptional open rate of 73%, while the December edition achieved a good open rate of 57%, with this open rate fall attributable to the delivery of the newsletter close to the holiday period.



Christmas Message from the Mayor

With the festive season now upon us, I'd like to take this opportunity to reflect on what has been a remarkable year for our city.

In 2024, Burnie has seen some incredible achievements that we can all be proud of. The completion of Rally Tasmania brought energy and excitement to our streets, showcasing Burnie to visitors from far and wide. We also secured an $17.3 million investment from the State Government for our CBD Urban Renewal Plan, which promises to revitalise the heart of our city and benefit generations to come.

The much-anticipated $20m redevelopment of the Burnie Arts Precinct is almost complete, which will give our community a modern space to connect, create, and celebrate culture.

And our new Coastal Pathway to Wynyard has been embraced by locals and visitors alike, offering stunning views and a safe, scenic route to explore our beautiful coastline.

None of this would be possible without the tireless efforts of our community, local businesses, and council staff. Thank you for your support, enthusiasm, and dedication to making Burnie the vibrant, welcoming place we all love.

As we gather with loved ones this Christmas, let's celebrate our shared successes and look forward to an even brighter year ahead.
Wishing you all a Merry Christmas and a Happy New Year.

Warm regards,
Teeny
Mayor of Burnie

The equivalent of 6,250 truck-loads later and the Epic Oonah Rd project is almost complete

The massive $7.5m repair project at Oonah Road is almost complete after the contractor Civilscape has dugout and removed around 50,000 cubic metres of unsuitable material that the road was originally built on, which equates to around 6,250 trucks leaving the site with a load of unsuitable material.

Remediation works at the three main sites at Oonah Rd East are almost complete. However, finishing of the project is now dependent upon very busy road-sealing crews to place the hotmix and two-coat seal before the road can reopen.

It is expected the road will be fully open early in 2025, as soon as the road sealing occurs.

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AO022-25 NON AGENDA ITEMS

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

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

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

There being no further business the Mayor declared the meeting closed at ____pm.