



**BURNIE**  
CITY COUNCIL

## **MINUTES**

# **Ordinary Meeting**

**TUESDAY, 24 AUGUST 2021**

**7.00PM**

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



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## OPEN SESSION

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# ORDER OF BUSINESS

## OPEN SESSION

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**MINUTES OF THE OPEN SESSION ORDINARY MEETING  
OF THE BURNIE CITY COUNCIL  
HELD AT THE CITY OFFICES ON TUESDAY, 24 AUGUST 2021**

**HOUR:** 6.00pm – 6.01pm  
7.00pm – 8.00pm

**TIME OCCUPIED:** 1 hour 1 minute

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

**Officers in Attendance:**

General Manager (S Overland), Director Works and Services (G Neil), Director Corporate and Commercial Services (B Lynch), Chief Financial Officer (B Pilgrim), Executive Manager Corporate Governance (M Neasey), Governance Officer (N French) and Media and Communications Officer (F Loughran)

**APOLOGIES:** Director Land and Environmental Services (P Earle)

**'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
AC079-21 COUNCILLOR DECLARATIONS OF INTEREST	15(2)(g)
AC080-21 CONFIRMATION OF MINUTES OF THE 'CLOSED SESSION' MEETING OF COUNCIL HELD ON 27 JULY 2021	15(2)(g)
AC081-21 APPLICATIONS FOR LEAVE OF ABSENCE	15(2)(h)
AC082-21 GENERAL MANAGER'S REPORT - CLOSED SESSION	15(2)(i)
AC083-21 APPLICATION - FINANCIAL HARDSHIP ASSISTANCE POLICY	15(2)(j)
AC084-21 ISSUE OF LICENCE - CREATIVE PAPER	15(2)(d)
AC085-21 COMMUNICATIONS JOURNAL - DIRECTOR OF LOCAL GOVERNMENT - WORKPLACE SAFETY AND PROPOSED REVIEW	15(2)(a)
AC086-21 COMMUNICATIONS JOURNAL - REALTY DEVELOPMENTS PTY LTD - PROPOSED DEVELOPMENT - 1 NORTH TERRACE, BURNIE	15(2)(g)
AC087-21 BURNIE CITY COUNCIL AUDIT PANEL UNCONFIRMED MINUTES OF MEETING HELD ON 7 JULY 2021	15(2)(g)
AC088-21 BURNIE CITY COUNCIL AUDIT PANEL UNCONFIRMED MINUTES OF EXTRAORDINARY MEETING HELD ON 21 JULY 2021	15(2)(g)
AC089-21 NON AGENDA ITEMS	15(2)(f)
AC090-21 MATTERS CONSIDERED IN CLOSED SESSION	15(2)(f)
AC091-21 AUTHORISATION TO DISCLOSE CONFIDENTIAL INFORMATION	15(2)(f)
AC092-21 COMPLETION OF CLOSED SESSION / MEETING ADJOURNMENT	15(2)(f)

**RECOMMENDATION**

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC079-21 to AC092-21 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

**COUNCIL RESOLUTION**

**Resolution number: MO127-21**

***MOVED: Cr A Boyd***

***SECONDED: Cr K Dorsey***

***“THAT the meeting be closed to the public to enable Council to consider agenda items AC079-21 to AC092-21 which are confidential matters as prescribed in Clause 15 of the Local Government (Meeting Procedures) Regulations 2015”***

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

**Against:**

***CARRIED UNANIMOUSLY***

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

In accordance with Regulation 34(1)(b) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that the following matters were considered in Closed Session:

<b>Agenda Item</b>	<b>Title</b>	<b>Brief Description</b>
AC079-21	Councillor Declarations of Interest	A report to consider any declarations of interest by Councillors in any matter in the Agenda
AC080-21	Confirmation of Minutes of the Closed Session Meeting of Council held on 27 July 2021	A motion to confirm the Minutes of the previous meeting
AC081-21	Applications for Leave of Absence	A report to consider any requests for leave of absence by a Councillor
AC082-21	General Manager's Report – Closed Session	A report that considers various operational updates of a confidential nature
AC083-21	Application - Financial Hardship Assistance Policy	A report to consider an application for support under the Financial Hardship Assistance Policy
AC084-21	Issue of Licence – Creative Paper	A report to consider applications from the Expression of Interest in Creative Paper
AC085-21	Communications Journal – Director of Local Government – Workplace Safety and Proposed Review	A report to consider feedback to the Director of Local Government relating to Workplace Safety
AC086-21	Communications Journal – Realty Developments Pty Ltd – Proposed Development – 1 North Terrace, Burnie	A report to consider correspondence from Realty Developments Pty Ltd regarding property at 1 North Terrace, Burnie
AC087-21	Burnie City Council Audit Panel Unconfirmed Minutes of Meeting held on 7 July 2021	A report to receive the Minutes of the Burnie City Council Audit Committee and consider any recommendations
AC088-21	Burnie City Council Audit Panel Unconfirmed Minutes of Extraordinary Meeting held on 21 July 2021	A report to receive the Minutes of the Burnie City Council Audit Committee and consider any recommendations
AC089-21	Non Agenda Items	A report to consider dealing with any matter that is not on the Council Agenda
AC090-21	Matters Considered in Closed Session	A report containing a brief description of all reports considered by Council in the Closed Session
AC091-21	Authorisation to Disclose Confidential Information	A report that authorises the Mayor and General Manager to disclose information if required during the course of implementing the decisions of Council
AC092-21	Completion of Closed Session/Meeting Adjournment	This report confirms the completion of Closed Session

## RESUMPTION

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

## ACKNOWLEDGEMENT OF COUNTRY

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

***The Burnie City Council acknowledges Tasmanian Aborigines as the traditional owners of the land on which we are meeting and on which this building stands.***

## AUDIO RECORDING

It is noted that the Open Session of the Meeting will be audio recorded. The audio recording will be made available to the public in accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*.

## PRAYER

The meeting was opened with prayer by Pastor Phil McCorkell of Recharge Church.

## AO136-21 COUNCILLOR DECLARATIONS OF INTEREST

The Mayor requested Councillors to declare any interest that they or a close associate may have in respect of any matter appearing on the agenda.

Cr S Kons declared an interested in Item AO147-21 Land Use Planning - Tasmanian Planning Scheme – Permit Application DA 2021/84 – Residential Crisis Accommodation – 103-105 Wilson Street, Burnie

Cr A Boyd declared an interest in Item AO148-21 Land Use Planning - Housing Land Supply Act 2018 - Draft Housing Land Supply Orders – Order No 8 – PID 7695853 Roslyn Avenue, Romaine – Order No 10 – 16-20 Mooreville Road, Park Grove

Cr C Lynch declared an interest in AO148-21 Land Use Planning - Housing Land Supply Act 2018 - Draft Housing Land Supply Orders – Order No 8 – PID 7695853 Roslyn Avenue, Romaine – Order No 10 – 16-20 Mooreville Road, Park Grove and Item AO151 -21 Burnie Works Partnership 2021-22

Cr K Dorsey declared an interest in Item AO150-21 Business North West Partnership 2021-22

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**AO137-21 CONFIRMATION OF MINUTES OF THE 'OPEN SESSION' MEETING  
OF COUNCIL HELD ON 27 JULY 2021****RECOMMENDATION:**

*“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Offices on 27 July 2021, be confirmed as true and correct.”*

**COUNCIL RESOLUTION**

Resolution number: MO128-21

**MOVED:** Cr T Brumby

**SECONDED:** Cr A Keygan

*“THAT the minutes of the ‘Open Session’ of the Burnie City Council, held at the City Offices on 27 July 2021, be confirmed as true and correct.”*

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

Against: Cr K Dorsey.

**CARRIED**

**QUESTIONS ON NOTICE****AO138-21 QUESTION ON NOTICE - PROGRESS UPDATES - COASTAL PATHWAY, BURNIE PUMP TRACK, BAND ROOMS AT WEST PARK**

**FILE NO:** 15/5/5, 21/44548  
**PREVIOUS MIN:**

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

*For the benefit of the public could the General Manager please advise on:*

- 1) Progress of the Coastal Pathway – it has been reported that the state has promised funds to perform the remedial work to stop the coastal erosion, the train line has been secured and funds are available for the pathway. Could you please provide an update?*
- 2) Progress with the Burnie Pump Track?*
- 3) Progress with the Band Rooms at West Park. Can the GM please provide an estimated time of completion and when the pathway will be open from the board walk to the western entrance to West Park*

**GENERAL MANAGER'S COMMENTS****Coastal Pathway**

At the Council meeting held on 23 March 2021 (AO050-21) Council considered a report in relation to the Coastal Pathway project and the erosion control works and determined the following:

*“THAT Council write to the Minister for State Growth advising that Council will not accept responsibility for the care and management of planned erosion control structures built to enable the Coastal Pathway project (Cooee to Wynyard) and that the project cannot proceed until such time as this issue is resolved to Council's satisfaction.”*

Correspondence was directed to the Minister in that regard.

Due to the State Election there was delay in progressing discussions on this matter with State Government representatives.

However discussions have now progressed and some changes in the project intent has been proposed by Council Officers, to mitigate future financial risks for Council.

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At the writing of this advice, a revised funding deed is expected to be provided to Council, by COB on 20 August 2021, for consideration.

While resolving concerns with the funding deed has been slower than expected, it is noted that design of the coastal pathway element has progressed using internal design resources.

It is anticipated that latter in the year a development application for the pathway works will be lodged.

### **Pump Track**

An update to the community on this project was provided in early July 2021 through Council's website.

The information provided is reproduced below:

*The View Road Reserve Pump Track and Cycle Path is progressing as planned, however as many in the community would have observed, works on the site paused over the Easter break, and consistent rainfall since that time has prevented the Contractor Ridemore from resuming substantive work.*

*Rainfall during June has impacted ground conditions and clay materials on site which has prevented resumption of work on the pump track, and the weather is not expected to improve in the next two months as higher than average rainfall is forecast.*

*Based on the forward weather forecast, to ensure the safety of operators and to avoid the potential for re-work, there will be a delay in the resumption of the Pump Track work until around September, conditions pending.*

*Ridemore are committed to keeping the project moving forward and will continue to work on the Mountain Bike Trails as ground conditions and the weather allow. Both Council and Ridemore are very much looking forward to substantive resumption of works later in the year and completion of the project in readiness for warmer weather before Christmas. The site will remain secure when works are not in progress.*

*Council would like to thank the community, and particularly the cycling community for their patience in the progress of the project, and will keep you updated.*

The weather over the last month and a half has been relatively wet as per the long range forecast. Work will progress on site, as the weather improves.

### **Band Rooms at West Park**

The University of Tasmania is responsible for the construction of the new band rooms at West Park. Construction has commenced and the current estimated completion time is around March/April 2022.

The construction of the pathway from the board walk to the western entrance to West Park oval is also the responsibility of the University of Tasmania. Estimated completion of the pathway is late December 2021.

Construction of both has been delayed because of the poor weather and completion dates may be compromised by a continuation of poor weather or other unplanned circumstances.

**RECOMMENDATION:**

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

**COUNCIL RESOLUTION**

**Resolution number: MO129-21**

**MOVED:**            *Cr K Dorsey*

**SECONDED:**      *Cr D Pease*

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

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

**Against:**

***CARRIED UNANIMOUSLY***

**QUESTIONS ON NOTICE****AO139-21 QUESTION ON NOTICE - INTERSECTION - MOUNT STREET, THREE MILE LINE AND ATKINS DRIVE**

**FILE NO:** 15/5/5, 21/44567  
**PREVIOUS MIN:**

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

*Could the General Manager please advise Council of the action being taken with regards to the current and future traffic flows completed by the Department of State Growth regarding Mount Street and whether or not a determination (not on cost) to either build a roundabout or install lights at the intersection of Mount Street, Three Mile Line and Atkins Drive has been made?*

**COUNCILLOR'S COMMENTS**

Gavin Pearce has secured \$500,000 towards lights on Mount Street. He has indicated that he doesn't have a preference on whether or not the funds are used for lights (as suggested by State Growth) or a roundabout.

There are a few arterial roads in Burnie all of which experience delays and build-ups during peak periods (school zones):

- Mount Street
- West Park Grove
- Mooreville Road
- Brickport Road
- Stowport Road

There are many intersections that experience traffic mayhem during peak periods that include:

- Stowport Road – Main Road and the Bass Highway
- Throne Street and Mount Street
- Roslyn Avenue and Mount Street
- Van Deimens Crescent and Mooreville Road
- Mount Street, Three Mile Line and Atkins Drive
- Futuna Avenue and West Park Grove

Mount Street, Three Mile Line and Atkins Drive intersection has been on Council radar for the past 5 years with no solution due to cost. Initially, it was estimated the cost to be \$650,000 for a roundabout which to anyone seemed excessive.

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Following another Council motion and study by the Department of State Growth (State Government Road), they (SG) determined that traffic lights would be the best solution due to the cost involved and peak traffic periods. Lights provide for controlled walkways across the highway, a round-about doesn't.

The rationale for either lights or a roundabout must be made with regards to the current and future usages of Mount Street and how the above noted intersection may actually reduce congestion and improve other points of access onto Mount Street.

### **GENERAL MANAGER'S COMMENTS**

Council has been successful in securing blackspot funding to improve the intersection of Mount Street, Three Mile Line and Atkins Drive. As noted in the Councillors comments a set of traffic signals was identified as the planned improvement solution in Council's funding submission.

The key outcome for the community in the improvement of this intersection is to address road safety concerns.

To ensure that the most appropriate long term improvement solution is implemented, Officers have proposed to the Department of State Growth that a detailed review of the roundabout and traffic signals options, considering safety benefits, cost and other such criteria should occur at the early stage of the project to ensure that the best outcome for the community and road users is identified.

In that regard Council staff are developing a project brief and will progress a competitive process to engage a suitably qualified traffic engineering consultant to undertake this review and will liaise / consult with Officers of the Department of State Growth during that process.

It is noted that funds are identified in the 2021/22 Capital works program to support investigation and design work for this project.

The Department of State Growth is aware of the planned approach by Council and is supportive of the assessment being progressed.

The outcome of the traffic study will inform further discussion in respect to the funding allocated

The draft funding deed for the blackspot funding notes a completion timeline of 30 June 2023, this allows a suitable period of time to permit the investigation, design and implementation of an appropriate improvement solution to occur.

### **RECOMMENDATION:**

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

**COUNCIL RESOLUTION**

**Resolution number: MO130-21**

**MOVED:**            *Cr K Dorsey*

**SECONDED:**      *Cr D Pease*

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

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

**Against:**

***CARRIED UNANIMOUSLY***

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**MOTIONS ON NOTICE****AO140-21 MOTION ON NOTICE - VICTORIA LEAGUE**

**FILE NO:** 15/5/2, 21/41821  
**PREVIOUS MIN:**

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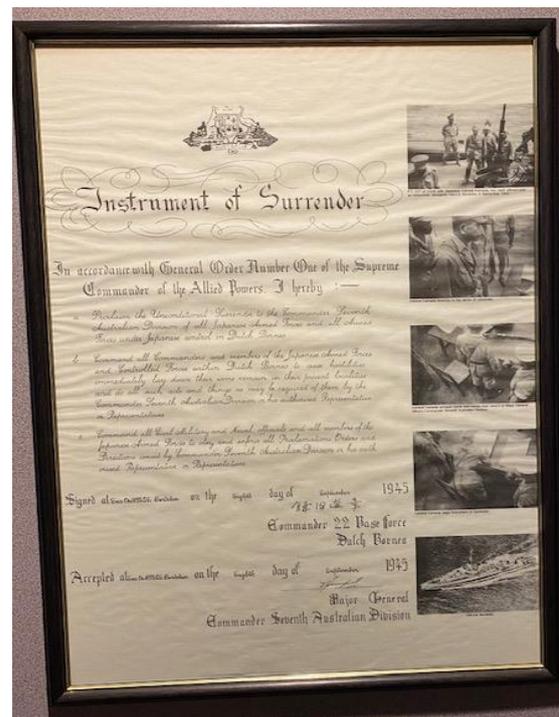
Councillor Ken Dorsey has given notice that he would move the following motion at this meeting:-

***“THAT Council:***

- 1) Place the Victoria League plaque, representing 100 years of service to the community, on a ground floor wall of the Council Chambers. Preferably on the column to the right on entering the building; and***
- 2) Consider, at a later date, the placement of a portion of Council memorabilia, currently on display on the third floor of the Council Chamber, to the ground floor.”***

**COUNCILLOR’S COMMENTS**

- 1) Victoria League have been instrumental in forming the Burnie we live in today. The recognition of 100 years of service is a testament to the organization and the members who continue to give, placing the plaque on the ground floor of the Council Chambers is a fitting memorial to a group that worked out of their lounge rooms for a better Burnie.
- 2) In keeping with the theme of the newly planned Cultural Centre (The Burnie) the Council Chambers should also share the history and art of Burnie with the people of Burnie. The ground floor is an ideal location allowing the people of Burnie an opportunity to share and appreciate the rich history of the city.
  - a) Placement of the memorabilia on the third floor walls is inappropriate, allowing only the fortunate (privileged) few access or viewing. The items include an official “Instrument of Surrender” by the Japanese to the Australian forces in Dutch Borneo; the “Tasmanian Proclamation” of Burnie city status; and the plaques from various RN ships that have visited the port. Included on the thirds floor is a pictorial history of the city mayors, managers and wardens that date back to the 1800’s.
  - b) This is Burnie – pride in the city starts with recognizing the history and appreciating the vision and efforts of those that preceded us and set the stage for the current and future.



**GENERAL MANAGER'S COMMENTS**

Council first considered the placement of the Burnie Victoria League 100 years' commemoration plaque on 27 January 2021 under a request from the Burnie Victoria League to have the plaque placed in either of Burnie Park, Hilder Parade, or Oakleigh Park. Council resolved to place the plaque in Oakleigh Park.

Council later considered a Motion on Notice in relation to this matter at its meetings on 23 March 2021, Item AO044-21 and further information provided to the meeting of 22 June, Item AO108-21.

This request for installation of the plaque on a ground floor wall of the Council Chambers Atrium, was on the basis that the finished plaque is unsuitable for the conditions of an outdoor location in Oakleigh Park as initially agreed.

The responses previously provided to the Council advised that the Council Atrium does not hold other recognition plaques for community service clubs or groups, as a matter of equity so as not to provide a precedence to one group over another.

The column to the right on entering the building is not considered a suitable location to commence this practice into the future for either recognition plaques or other Council memorabilia.

Each month the public are encouraged to attend Council Meetings, and though there are COVID restrictions to numbers currently, the second floor Chambers foyer is a suitable location for any members of the public attending the meeting to access and view Council memorabilia.

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**COUNCIL RESOLUTION****Resolution number: MO131-21****MOVED:** Cr K Dorsey**SECONDED:** Cr D Pease

- 1) *Place the Victoria League plaque, representing 100 years of service to the community, on a ground floor wall of the Council Chambers. Preferably on the column to the right on entering the building; and*
- 2) *Consider, at a later date, the placement of a portion of Council memorabilia, currently on display on the third floor of the Council Chamber, to the ground floor."*

***The motion was not put.***

**MOVED:** Cr T Brumby**SECONDED:** Cr G Simpson

***"That the Victoria League plaque be placed amongst the other plaques and memorabilia situated outside the council chamber on the second floor, and that in the future, consideration be given to relocating the plaque to the refurbished Arts and Function Centre."***

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

**Against:**

***CARRIED UNANIMOUSLY***

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**MOTIONS ON NOTICE****AO141-21 RECONSIDERATION OF DEFERRED MATTER  
MOTION ON NOTICE - CRADLE COAST AUTHORITY**

FILE NO: 15/5/2, 21/41333  
PREVIOUS MIN: AO116-21

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**1.0 RECOMMENDATION:**

***“THAT Council resume consideration of the previously deferred matter ‘Motion on Notice – Cradle Coast Authority.’”***

**2.0 SUMMARY****Procedural Comments**

At its meeting of 27 July 2021, Council considered Item AO116-21 Motion on Notice – Cradle Coast Authority. The following motion was moved and seconded:

***MOVED: Cr K Dorsey  
SECONDED: Cr T Brumby***

***“THAT Council as a full fee paying non attending member of the Cradle Coast Authority, submit a motion of no-confidence in the organization and vote accordingly.***

***In the motion of no-confidence, a proviso that if the motion passes, that the Cradle Coast Authority be wound up as of 31 December 2021.”***

Before the vote, a procedural motion was moved and seconded ***“That the matter be deferred.”*** The procedural motion was carried.

Should Council agreed to reconsider the report, the process for dealing with a deferred matter is:

- 1) Council is to consider a motion agreeing to consider the deferred matter (this recommendation is contained in this report).
  - a. If passed, Council proceeds to consider the original motion (see step 2)
  - b. If lost, the deferred matter is not brought back to the table for discussion.
- 2) When Council moves to the next report, the original motion is then again live for discussion, with the original mover and seconder as shown above (note that the motion is the same as previously tabled).

- 3) Any minor change to the motion must be done by moving and seconding an amendment:
- a. If passed, the amended motion becomes the motion
  - b. If rejected, the original motion continues.
- 4) The motion is put to the vote.

Should a more significant change of intent to the motion be desired, a different motion may be foreshadowed during debate of the original motion. If the original motion is not carried, an alternative motion can then be moved.

The following report AO142-21 Motion on Notice – Cradle Coast Authority presents the deferred matter in its original form.

### COUNCILLOR'S COMMENTS

Those that voted to lay the motion on the table voted, as a block, to not previously provide on-going notice to the CCA which would, had it passed, saved Burnie Ratepayers the current \$250,000 expenditure. Many of the same Councillors continually voted to remain in the CCA at a cost, since I have been on Council, of approximately \$1,157,000.

The same Councillors then voted unanimously to leave the CCA and to no longer participate? Therefore, the motion should be debated honestly, it represents an opportunity for the city of Burnie to save \$80,000. Whilst maybe a slim chance – doing nothing provides **no chance**. If there was ever a time to do this – now is the time prior to the CCA appointing “another” CEO.

### COUNCIL RESOLUTION

**Resolution number: MO132-21**

**MOVED:**            *Cr K Dorsey*

**SECONDED:**      *Cr T Bulle*

***“THAT Council resume consideration of the previously deferred matter ‘Motion on Notice – Cradle Coast Authority.’”***

For:            Cr A Boyd, Cr K Dorsey, Cr T Bulle, Cr D Pease.

Against:      Cr S Kons, Cr T Brumby, Cr C Lynch, Cr A Keygan, Cr G Simpson.

***LOST***

***MOTIONS ON NOTICE***

**AO142-21 MOTION ON NOTICE - CRADLE COAST AUTHORITY**

**FILE NO: 15/5/2, 21/41333**  
**PREVIOUS MIN: AO116-21**

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The Mayor advised that Item AO142-21 Motion on Notice – Cradle Coast Authority would not be considered due to the previous procedural motion, Item AO141-20 Reconsideration of Deferred Matter – Motion on Notice – Cradle Coast Authority, being Lost.

**MOTIONS ON NOTICE****AO143-21 MOTION ON NOTICE - INSTALLATION OF PENGUIN SIGNAGE****FILE NO: 15/5/2, 21/44548****PREVIOUS MIN:**

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

***“THAT Council install Penguin signage providing a pictorial explanation as to why dogs are prohibited in the area behind West Park.”***

**COUNCILLOR’S COMMENTS**

It was decided that Burnie be noted as a Penguin Sanctuary and that all reasonable efforts be made to ensure the safety of the Burnie Penguin colonies.

To this end, restricted dog areas have long been established to protect the penguins (behind West Park). We have signage declaring dog free zones that too many would seem to be illogical; the area behind West Park has extended areas of parking, a skatepark, running track, band rooms, machinery, etc etc. Why restrict dogs?

The fencing protecting the Penguin Colonies is, at best, average and would not stop a dog that was keen on plunder. In addition, a wayward unattended dog could find other entry points and wreak havoc on the colonies. The Friends of the Burnie Penguins advise that whilst they appreciate responsible dog owners, the fear is based on dogs “marking” territories therefore attracting strays to the area.

The current signage in place is obviously not working – or we have one overly defecating dog? To provide both an upgrade, deterrent and a better understanding in protecting the Penguins; pictorial signage would, at the minimum, advise those miscreant dog owners of why the area is protected. In addition, it is assumed that Penguins would feel the same as any individual that inadvertently stepped on the proverbial and took it home their burrow – to be quickly told to go have a long swim.

There is minimal cost involved with signage estimated to cost less than \$50 each – say 5 signs or \$250.00 – cheep.



Image sourced from: <https://www.roadtrafficsigns.com/penguin-crossing-symbol-sign/sku-k-9506-penguin>

### GENERAL MANAGER'S COMMENTS

The Council's current Dog Management Plan prohibits access by dogs into the area at West Park north of the Bass Highway as a measure to protect the Little Penguin colonies. The prohibition is consistent with statutory requirements for management of areas containing sensitive habitat for wildlife, including under the *Dog Control Act 2000*.

The Act requires a council is to erect and maintain signs sufficient to identify any prohibited area.

The use of standard pictogram signs to indicate existence of a prohibition is held to be reasonable notice.

It is an offence under the Act for the owner of a dog to allow that dog to enter a prohibited area.

It is not a defence to say the prohibition was not understood.

The provision of additional signs explaining reasons for the prohibition may assist general understanding. For fairness, the approach should be applied wherever a prohibition of any kind exists. It is also unlikely to deter those intent on taking their dog into the prohibited area.

The use of a 'penguin' illustration sign does not of itself provide a sufficient nexus to explain the prohibition on dogs.

Land north of the railway line is currently undergoing a significant physical and administrative transition as the UTAS development nears completion.

The development will provide two formed walkways around the north side of West Park – one on the general alignment of the current pathway, and the other as a new pathway within the railway corridor as an alternate part of the Coastal Pathway. There will also be an enhancement of the landscape and foreshore vegetation areas to strengthen performance as a habitat for native wildlife.

Work is in hand to prepare a West Park Precinct agreement for future use and management of the space. Opportunity is available to include within the agreement arrangements for the identification and explanation of environmental and habitat values of land within the precinct, and to review the approach to dog management.

#### **ALTERNATE RECOMMENDATION**

***“That Council refer the matter of improved identification and explanation material, including signs, relating to protection of sensitive habit for native wildlife at West Park, including arrangements for the prohibition on use by dogs, for consideration under the West Park Precinct Agreement.”***

#### **COUNCIL RESOLUTION**

**Resolution number: MO133-21**

**MOVED: Cr K Dorsey**

**SECONDED:**

***“THAT Council install Penguin signage providing a pictorial explanation as to why dogs are prohibited in the area behind West Park.”***

**MOTION LAPSED FOR WANT OF A SECONDER**

**MOTIONS ON NOTICE****AO144-21 MOTION ON NOTICE - PIGEONS IN THE CBD****FILE NO:** 15/5/2, 21/44663**PREVIOUS MIN:**

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

***“THAT Council begin, continue, conclude culling of the pigeon population in Burnie.”***

**COUNCILLOR’S COMMENTS**

We live in a city obsessed with the little things. Burnie is a city that encompasses 600 square kilometres and finding issues is as easy as finding Easter eggs during a toddler’s Easter egg hunt. It is always appreciated when citizens provide feedback and advise of issues in the city. Many times staff wouldn’t be aware that a light has blown, a tree has fallen, graffiti has appeared and it is incumbent upon us as Councillors to address the issues noted.

The BCC staff are forever addressing issues throughout the city (many times created by our citizenry) and they are endless along with trying to initiate and complete new projects deemed important by the community including the new cultural centre, pump track, toilets on South Burnie Beach, basketball stadiums, parks, footy grounds, road maintenance, community buildings etc etc.

We have previously initiated reducing pigeon numbers in the city. Pigeons are not native. They like all birds, hmmm animals and humans create waste. This is as natural as the sun rising in the east. Our pigeon problem is as big as the Indian Ocean - it seems like an endless sea of concern that creates angst in the community that is unwilling to share a small part of the city with a specific specie of bird that inhabit cities and lives well off humans.

Native Pigeons in New Zealand are considered a delicacy, but if the acronym is right - that you are what you eat - I wouldn’t suggest having Burnie Pigeon for dinner. Therefore; if we are unable to clean pigeon poo on a regular basis (daily or weekly) and if this is a major concern to the citizens of Burnie - we need to cull the pigeon population.

**GENERAL MANAGER’S COMMENTS**

Council has previously considered the management of pigeons in the Burnie CBD, most recently at the Council Meeting held on 30 January 2018. A copy of the report minutes (AO018-18) is **attached**.

As noted in that report Council has no specific responsibility to manage / control pigeon populations, however, it is acknowledged that concerns continue to be expressed in the community in respect to the mess created by the increasing population of pigeons.

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Officers have explored the reintroduction of a capture program to reduce the pigeon population, with an indicative cost of \$1,600 per week. It is proposed to trial this program commencing September as the weather improves, for a period of eight (8) weeks, and then review impact on pigeon numbers.

It should be acknowledged that as resident pigeons are removed, other birds including pigeons may migrate to the CBD.

Property owners in the CBD can also do their part to manage the pigeon population though blocking off convenient nesting points in eaves and awning, on building roofs and the like.

The community can also do their part though not feeding birds and ensuring that food sources e.g. discarded food, food dropped on the ground etc. are minimised.

While the intent of this motion is supported it is recommended that the two month trial be conducted as planned. This will allow its effectiveness to be evaluated against the cost, which is not insignificant and has not been budgeted for this financial year. Should Council wish to continue to assume responsibility for pigeon management in the CBD a proper plan will need to be developed and funded.

#### **ALTERNATIVE MOTION**

***“That Council supports the planned two month pigeon capture program trial in the CBD commencing September 2021 and receive a report from officers on its effectiveness and cost benefit.”***

#### **ATTACHMENTS**

1. [Council Meeting Minutes from 30 January 2018 - AO018-18 Pigeon Control Burnie CBD](#)

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**COUNCIL RESOLUTION****Resolution number: MO134-21****MOVED:** Cr K Dorsey**SECONDED:** Cr T Bulle***“THAT Council begin, continue, conclude culling of the pigeon population in Burnie.”******The motion was not put.*****COUNCIL RESOLUTION****MOVED:** Cr D Pease**SECONDED:** Cr A Keygan***“That Council supports the planned two month pigeon capture program trial in the CBD commencing September 2021 and receive a report from officers on its effectiveness and cost benefit.”*****For:** Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr C Lynch, Cr A Keygan, Cr T Bulle, Cr D Pease.**Against:** Cr G Simpson.***CARRIED***

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 30 JANUARY 2018**WORKS AND SERVICES****AO018-18 PIGEON CONTROL - BURNIE CBD**FILE NO: 15/5/2; 870596  
PREVIOUS MIN: AO266-17

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:***“THAT Council note the information contained in the following report.”***2.0 SUMMARY**

This report advises Alderman as to the outcome of discussion with the Department of Primary Industries, Parks, Wildlife and Environment in regard to pigeon management.

**3.0 BACKGROUND**

At the November 2017 meeting, Council considered a motion on notice in regard to concerns with the resident pigeon population in the Burnie CBD and determined:-

*“THAT Council seeks the assistance of the appropriate Government Agency to assist in kind and financially for the removal of the pigeon problem in the CBD.”*

The Department of Primary Industries, Parks, Wildlife and Environment (Invasive Species Branch) was contacted to seek advice in regard to the information and support sought by Council.

**4.0 LEGISLATIVE REQUIREMENTS**

The use of chemical controls to manage a pigeon population must be in accordance with relevant legislation and be undertaken by a licensed pest control company.

**5.0 POLICY CONSIDERATIONS**

Council has in the past undertaken some pigeon control activities on land it manages in the CBD, generally where a specific issue or concern has been raised.

Council has no jurisdiction over or responsibility for pigeon control activities on private lands.

**6.0 FINANCIAL IMPACT**

The report does not present any financial implications for Council.

**7.0 DISCUSSION**

The Department of Primary Industries, Parks, Wildlife and Environment (Invasive Species Branch) was contacted in regard to the request from Council.

Officers from the Department have advised that pigeons are considered a pest bird rather than an invasive species. As such the Department has no active control programs for such species and is only able to provide assistance in the form of advice as to appropriate methodologies for bird control.

The recommended method for pest pigeon control is the use of Alpha Chloralose by an appropriately licensed pest control company.

At the November 2017 meeting there was some discussion about the use of chemicals to sterilise the bird population. The Department were queried in regard to such a control methodology and advised that there are no such methodologies approved for use in Tasmania. Council officers explored various information sources and noted that chemical sterilisation has been trialled in other Countries but not in Australia to their knowledge.

Other methods for pigeon control include the installation of physical deterrents to birds roosting and nesting.

In the previous advice to Council it was suggested a practical solution to the concern noted in the motion on notice may be for Council to consider working with relevant CBD businesses/property owners to co-fund a pigeon control program.

To support that approach, Officers could obtain indicative costs for a whole of CBD control program from a licensed pest control company, seek the level of interest of business/property owners in participating and provide a further report to Council.

It is noted that there will be a range of views within the community in relation to the progression of a pigeon control program

**8.0 RISK**

The report provides advice to Council on the outcome of discussions with DPIPWE officers and in itself presents no risk to Council.

There may be an expectation in the CBD business community that Council will take action in regard to pigeon management in the CBD given the previous decision of Council.

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 30 JANUARY 2018

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**9.0 CONSULTATION**

Officers have consulted with Officers of the Department of Primary Industries, Parks, Wildlife and Environment in the preparation of this report.

**COUNCIL RESOLUTION****Resolution number: MO028-18****MOVED: Ald R Bentley****SECONDED: Ald S French AM*****"THAT Council note the information contained in the following report."***

**For:** Ald R Blake OAM, Ald S French AM, Ald S Kons, Ald A Boyd, Ald R Bentley, Ald T Brumby, Ald K Dorsey, Ald C Lynch.

**Against:**

**CARRIED UNANIMOUSLY**

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**PUBLIC QUESTION TIME****AO145-21 PUBLIC QUESTION TIME****FILE NO: 15/5/5**

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

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**Our Process for Public Questions**

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

You can submit your question online at [www.burnie.net](http://www.burnie.net) or obtain a form from Customer Services. There is a limit of two questions per person.

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

Please note:

- Due to COVID safe measures limiting the number of people who can physically attend Council Meetings, you do not have to be present at the meeting. Your question will be read out by the Mayor during the meeting
- 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

Katinka Walker of Circular Head asked:

- 1) *SPP 16.3.2 P1(b) is relevant; and requires that the proposed Residential use must “be of an intensity that respects the character of the area.” Local character is the combination of built and natural, public and private environments which give a place its unique feel. It is distinctive, differentiates one area from another and is often highly valued by the community. How will the crisis centre fit in with the current character of what is the CBZ? By this we mean the importance of independent businesses who are the true lifeblood of town centres, as are the buildings, streets and public spaces which create personality and a unique sense of place. How will the crisis centre contribute to the shopping, arts, music, tourism or food industry that are the life line of a city's success?*
  - 2) *16.1.3 To encourage activity at pedestrian levels with active frontages and shop windows offering interest and engagement to shoppers. How does council propose to attract shoppers and clientele to an area where there are unsavoury persons loitering*
-

*the streets, and furthermore how will the crisis centre offer active frontage and shop window offerings that will encourage shoppers? According to their submission, they do not need to encourage activity at pedestrian level. Is this not a requirement from the Planning Scheme in the Central Business Zone? At this point we would also like to point out that the crisis centre will actually have a negative impact on this requirement.*

The Mayor provided the following response:

Your questions relates to a planning decision that is before Council this evening in its capacity as a planning authority. There is a statutory process for determining planning applications. In this instance that has included opportunity for public submissions and you have availed yourself of that opportunity, as is your right. Your submission has been considered in the report from officers which is before Council this evening.

Your questions are argumentative in response to the officers report and I do not intend to provide a response outside of the statutory process which are required to follow, which includes appeal rights in the event any party is dissatisfied with Council's decision as the planning authority.

As you are aware there is an appeal process available to either party as part of this process.

Trent Aitken of Burnie asked:

- 1) *Can you please advise when the West Beach Boardwalk will be re-open to the public and will it go all the way thru, past the penguin viewing platform and on to the skate park ?*

The Mayor provided the following response:

The closure of the path around the north side of the west park precinct is associated with the carpark construction occurring at present, as part of the university development. The wet weather has delayed the works to some extent. And Council understands this work will be completed by the end of this year.

UTAS have previously confirmed that the northern pathway will be integrated in to the new works.

- 2) *How much money did the Burnie City Council lose in the last financial year?*

The Mayor provided the following response:

Council's projected deficit for 2020-21 is \$2.713 million, against a budgeted deficit of \$2.185 million. These figures are subject to Tasmanian Audit Office.

The deficit has an additional \$528,000 higher than originally budgeted in 2020-21 on the basis that:

- The Council incurred redundancy payments of \$1 million associated with the recent changes to the way it delivers some discretionary services to the community. These costs were all recognised in 2020-21 in accordance with the accounting standards; offset by
- Additional investment income of \$449,000 from dividends paid by TasWater and Tas Communications that were not budgeted.

It is important to note that despite these amounts not being originally included in the 2020-21 budget, once known they have been included in predicted forecasts and reported to the Council during the year.

With the redundancy payments now taken up in the 2020-21 financial year, and the other service delivery changes implemented, the Council has now positioned itself to realise the significant annual saving that are derived from these decisions.

Amanda Uggenkiz of Burnie asked:

- 1) *I don't see a lot of work happening on the revisions to the Cam River Bridge. Can Council please advise of the current status of the proposed works and an estimated completion date?*

The Mayor provided the following response:

The replacement of the Cam River Bridge is a project being managed by the Department of State Growth.

In May of this year, correspondence from the Consultant engaged to assist the Department with this project indicated that a tender process was to progress in the latter half of 2021.

A review of the Department of State Growth project page for the Cam River Bridge does not provide any additional information on project timing but Officers will reach out to the department to obtain a project update.

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

The Mayor advised that for items AO146-20 to AO148-20 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.

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**PLANNING AUTHORITY****AO146-21 TASMANIAN PLANNING SCHEME  
STATE PLANNING PROVISIONS  
RESIDENTIAL USE AND DEVELOPMENT WITHIN THE BURNIE  
TOWN CENTRE****FILE NO: 20/5/6  
PREVIOUS MIN: AO083-21**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:**

***“THAT the Planning Authority note the decision of the Minister for Planning not to initiate a draft amendment of the State Planning Provisions to change the requirements for residential use and development on land to which the Central Business zone applies.”***

**2.0 SUMMARY**

The Minister for Planning has advised by letter dated 20 July 2021 (**copy attached**) that no action will be taken in response the Burnie City Council’s request to amend the requirements in the State Planning Provisions for residential use on land to which the Central Business zone applies.

**3.0 BACKGROUND**

The Council in its role a planning authority determined at its meeting of 25 May 2021 (AO083-21) –

***“THAT in accordance with section 30C(4) Land Use Planning and Approvals Act 1993 the Burnie planning authority request the Minister for Planning to prepare terms of reference to initiate a draft amendment of the State Planning Provisions to –***

- a) revoke the requirement in the Use Table under clause 16.2 that the Residential use class is a use for which a Permitted permit is required if located above ground level, and insert instead in the Use Table to clause 16.2 that the Residential use class is a No Permit Required use if located above ground level;***

- b) modify clause 16.4.6 to provide that it does not apply to require a dwelling must provide adequate and useable private open space and storage for the needs of residents if the dwelling is development for a new Residential use located above ground level in an existing building; and*
- c) modify clause C2.5.1 to provide that it does not apply to require new Residential use make provision for parking space to service the needs of residents if the new Residential use is located above ground level in an existing building.”*

Burnie City Council had identified a concern that the current planning laws applying for use and development within the Burnie town centre unreasonably constrain conversion of floors above ground level in an existing building to Residential use.

The Council sought to improve vitality and viability of the Burnie town centre by increasing residential occupancy; and to better utilise existing vacant building space for conversion to new residential use as a means to assist Tasmania’s current housing shortage.

The Council had expressed a view that new Residential use in the upper floors of existing buildings should not require a permit under the *Land Use Planning and Approvals Act 1993*.

The Council had also indicated that new Residential use in an existing building should not be required to make provision for resident’s parking for the reason inner city living reduces or extinguishes need for a private motor vehicle; and that if parking is required, it is matter for each individual resident, and no one for which a planning scheme should attach a requirement to use of a building.

#### **4.0 LEGISLATIVE REQUIREMENTS**

The *Land Use Planning and Approvals Act 1993* is the applicable legislation.

Section 30P provides the Minister for Planning with discretion to make an amendment that will modify, insert, revoke, or substitute one or more provisions in the SPPs.

There is no available review or appeal process if the Minister determines not to initiate a draft amendment for the State Planning Provisions.

#### **5.0 POLICY CONSIDERATIONS**

The State Planning Provisions are intended to give effect to the strategic and policy considerations referenced through the SPP criteria, and have State wide application.

A request by a planning authority to initiate a draft amendment must relate to broader land use policy considerations, and not be particular to matters of concern within the municipal area.

#### **6.0 FINANCIAL IMPACT**

There are no financial impacts for Council in the Minister’s decision.

## **7.0 DISCUSSION**

The Council as a planning authority has requested that the Minister for Planning initiate action to amend requirements in the State Planning Provisions for residential use and development on land to which the Central Business zone applies.

The amendment was considered necessary to remove obstacles to efficient re-use of vacant upper floor space in existing buildings.

The Minister has not agreed to commence a process to amend the State Planning Provisions.

The Minister advises the decision is made on an understanding that the policy settings which underpin the Central Business zone are appropriate for State wide application, and already provide an adequate pathway for approval of residential use within the Burnie town centre.

It is also considered that the specific amendments proposed by the planning authority are unlikely to meet the statutory criteria for preparation of State Planning Provisions.

The Minister's response is not unexpected; and the reasoning is consistent with advice contained in the report provided to the planning authority in May 2021.

There is no appeal on the Minister's decision.

The State Planning Provisions must be reviewed every five years, with the next review scheduled to commence in 2022.

If dissatisfied with the Minister's decision and explanation, Council may again submit a concern with the current requirements for residential use within the Burnie town centre for consideration as part of that review.

## **8.0 RISK**

There are no particular risks arising from the Minister's decision.

The planning authority has exercised its right to request that the Minister reconsider requirements contained in the State Planning Provisions; and the Minister has exercised the authority available under the Act to determine the current provisions are appropriate and to refuse to initiate a draft amendment.

The decision does not alter the current opportunities under the Tasmanian Planning Scheme for conversion of existing premises within the Burnie town centre to residential use.

## **9.0 CONSULTATION**

This report has been prepared in consultation with the relevant employees of the Council.

**ATTACHMENTS**

1. Correspondence from Minister for Planning in reply to request to initiate amendment to State Planning Provisions

**COUNCIL RESOLUTION**

Resolution number: MO135-21

**MOVED:** Cr C Lynch

**SECONDED:** Cr A Keygan

***“THAT the Planning Authority note the decision of the Minister for Planning not to initiate a draft amendment of the State Planning Provisions to change the requirements for residential use and development on land to which the Central Business zone applies.”***

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

Against:

**CARRIED UNANIMOUSLY**

**Minister for State Growth**  
**Minister for Environment**  
**Minister for Local Government and Planning**  
**Minister for Aboriginal Affairs**  
**Minister for Heritage**

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20 JUL 2021

Mr Simon Overland  
General Manager  
Burnie City Council  
[burnie@burnie.net](mailto:burnie@burnie.net)

Dear Mr Overland,

**Request to prepare Terms of Reference for a draft amendment to the State Planning Provisions (SPPs)**

I refer to correspondence of 26 May 2021, from Mr Patrick Earle, then Acting General Manager, requesting that terms of reference be drafted for an amendment to the State Planning Provisions (SPPs).

I note Council's desire to improve the vitality and viability of the Burnie town centre by increasing residential occupancy through the conversion of existing vacant building space to new residential use.

I also note Council's concern that the current provisions of the SPPs for residential use and development on land to which the Central Business Zone applies are inflexible, restrictive and unreasonably constrain conversion of floors above ground level in an existing building to residential use.

However, I understand that the Central Business Zone and Sustainable Transport and Car Parking Code SPPs already provide pathways for the approval of residential use and development in the Central Business Zone, which support Council's desire to improve vitality in the city centre.

In the Central Business Zone, residential use above the ground floor is permitted, which provides certainty that the use can occur and in itself does not unreasonably impede the conversion of upper floors to a residential use. This also provides planning authorities with the means to impose appropriate conditions to avoid or mitigate any adverse impacts of the proposed use or development.

Council's concerns appear to largely relate to the car parking spaces requirements in the SPPs. However, I understand that the Sustainable Transport and Car Parking Code provides an opportunity for the preparation of a 'parking precinct plan', which would enable use and development to occur within the precinct without necessarily having to provide on-site car parking.

On this basis, I do not consider that there is an impediment in the SPPs in relation to limiting the provision (or otherwise) of car parking within central Burnie. Council may like to consider amending their LPS to include a 'parking precinct plan', or potentially reconsider the current Burnie Town Centre Parking Specific Area Plan.

The Central Business Zone requirements for residential use to be provided with private open space and storage, are there to ensure future residents are provided with high levels of amenity and liveability and a

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MIN/1-478

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pleasant living environment, thus furthering the Schedule 1 Objectives of the *Land Use Planning and Approvals Act 1993* (LUPAA).

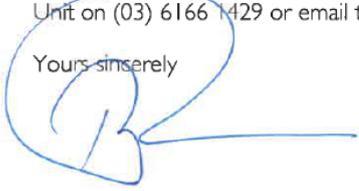
I therefore consider the current policy settings in the Central Business Zone are appropriate for the statewide application of the SPPs. Similar provisions have been in effect through interim planning schemes for some time.

Consequently, I have determined not to prepare terms of reference in accordance with the request. I am not satisfied that a draft amendment of the SPPs, prepared in accordance with the requested terms of reference, will meet the SPPs criteria as required under section 30C(3) of LUPAA.

Finally, under LUPAA, the SPPs are required to be reviewed every five years, and a review will commence in 2022. This review will provide an opportunity for the requirements of the Central Business Zone to be considered further with input from all councils, industry, State agencies and the broader community.

Should you wish to discuss this matter further, please contact the Department of Justice's Planning Policy Unit on (03) 6166 1429 or email to [planning.unit@justice.tas.gov.au](mailto:planning.unit@justice.tas.gov.au).

Yours sincerely



Hon Roger Jaensch MP  
Minister for Local Government and Planning

Cr S Kons vacated the chair and left the meeting, and Cr G Simpson took the chair, the time being 7.30pm.

## PLANNING AUTHORITY

### AO147-21 LAND USE PLANNING TASMANIAN PLANNING SCHEME PERMIT APPLICATION DA 2021/84 RESIDENTIAL CRISIS ACCOMMODATION 103-105 WILSON STREET, BURNIE

FILE NO: DD001.2021.84.1, 3173134  
PREVIOUS MIN:

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	7~AN ENGAGING AND ACCOUNTABLE LEADERSHIP FOCUSED ON A STRONG FUTURE
Objective	7.3~Council is compliant in all areas and carries out the role of regulatory enforcement in a fair and effective manner.
Strategy	7.3.1~Ensure Council remains compliant with all its statutory and regulatory obligations and contributes to the regulatory environment which affects our community.

#### 1.0 RECOMMENDATION:

***“THAT Council in its role as a planning authority under the Land Use Planning and Approvals Act 1993 determine –***

- a) ***in accordance with section 51(2)(c) and State Planning Provision 6.10.1(b) that the matters contained in each of the representations made under s57(5) of the Act on the permit application DA 2021/84 are not matters relevant to the matters on which the planning authority is required to exercise discretion; and***
- b) ***in accordance with section 57(6) of the Act and State Planning Provision 6.8.1, that application DA 2021/84 be approved and a permit be granted to carry out a Residential use (crisis accommodation) in part of existing premises on land at 103 – 105 Wilson Street, Burnie described on certificates of title 84593/1, 84593/3, 247058/1, 63012/1 and 161489/2 subject to the use being carried out generally in accordance with the descriptions and undertakings set out in the permit application documents.”***

#### 2.0 SUMMARY

Application has been made seeking grant of a permit under the *Land Use Planning and Approvals Act 1993* to continue part use of an existing building on land at 103-105 Wilson Street, Burnie for overnight crisis Residential accommodation.

The provisions of the Tasmanian Planning Scheme apply to require a discretionary permit for Residential use on land to which the Central Business zone applies.

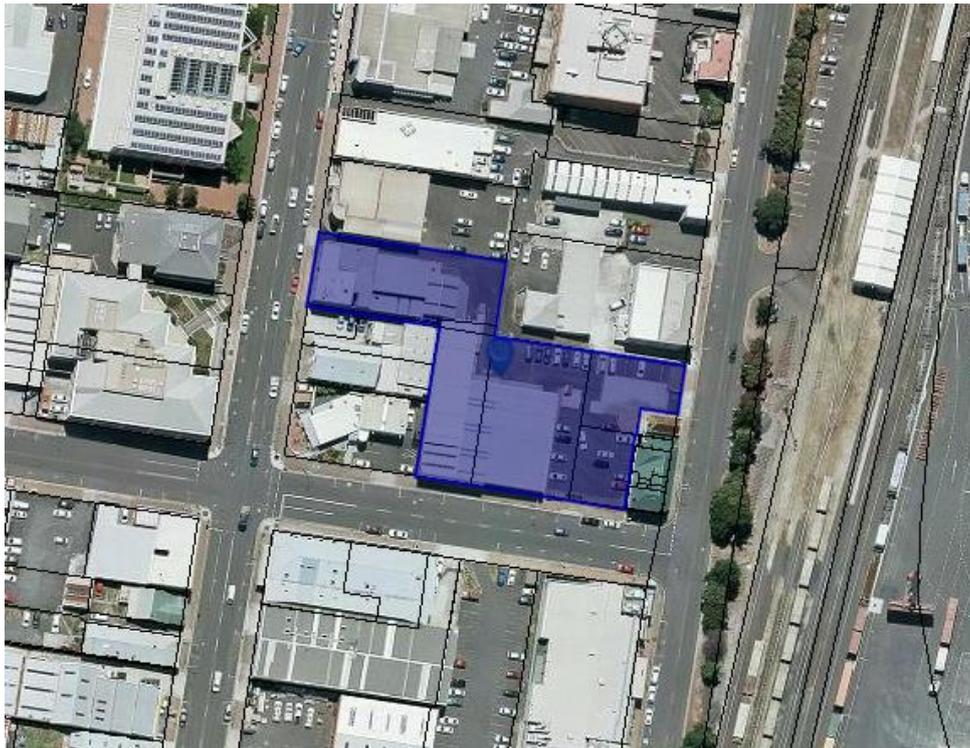
Representations objecting to the proposed use were received during the public exhibition period.

This report describes the proposed use and provides advice relating to compliance with the applicable requirements of the Tasmanian Planning Scheme, and the relevance to the exercise of discretion of the matters contained in representations.

It is recommended that a permit be granted.

### 3.0 BACKGROUND

The applicant occupies a parcel of land containing an area of approximately 4,500 m<sup>2</sup> described on CT 84593/1, CT 84593/3, CT 247058/1, CT 63012/1 and CT 161489/2 located between Wilson Street, Marine Terrace, and Ladbrook Street within the Burnie town centre as shown shaded blue on the diagram below.



The holding contains a number of buildings which are variously used as a place of worship, provision of community support services for people in need, and retail premises.

The application seeks grant of a permit to continue use of part of a building located primarily located on CT 84593/3 for crisis accommodation as a supervised safe overnight sleeping space for people who are homeless and sleep rough.

The safe sleep area will utilise a floor area of approximately 290 m<sup>2</sup> within part of a building internal to the site, and which contains space also designated for a playroom, lounge,

training, offices, kitchen and toilet areas. The use will operate in addition to, but at a time separate from, other uses in that part of the building. There will be no change to the interior or exterior of the building, and the safe sleeping use will be additional to the existing uses.

The use was lawfully established in July 2020 under a permit granted in accordance with Interim Planning Directive No 7 - Permits for Temporary Housing issued by the Minister for Planning under the *Land Use Planning and Approvals Act 1993*.

The relevant provisions of the Directive required that a permit must be granted for use and development of an existing building, including a building on land to which the Central Business zone applies, for temporary housing for a period of not more than twelve (12) months if undertaken by the government or a housing support provider for eligible persons as defined by the *Homes Act 1935*.

The Planning Directive applies to any land the subject of an interim planning scheme.

The use of part premises at 103-105 Wilson Street, Burnie as crisis accommodation satisfied requirements of the Planning Directive for grant of a temporary housing permit because the Burnie Interim Planning Scheme was then in effect.

The Tasmanian Planning Scheme came into effect for the Burnie municipal area in July 2020.

Planning Directive No 7 does not apply for land to which the Tasmanian Planning Scheme applies.

The permit expired in late July 2021.

The application indicates there is continuing demand for crisis accommodation in Burnie, and seeks to obtain a permit under the Tasmanian Planning Scheme for ongoing use of the premises in the established manner as a place for temporary housing.

The application is made only in respect of use, and does not involve any development.

#### **4.0 LEGISLATIVE REQUIREMENTS**

##### ***Land Use Planning and Approvals Act 1993***

The relevant legislation is the *Land Use Planning and Approvals Act 1993*.

The Act requires in section 51 that –

- a) a person must not commence or carry out use or development of land for which a permit is required under a planning scheme applying in the municipal area unless such a permit has been granted and is in effect; and
- b) a decision of a planning authority on a permit application must be made by reference to the planning scheme in force for the municipal area on the day the decision is made.

The Act requires in section 57 that a planning authority must notify and provide a 14 day public exhibition period and invite representations relating to any aspect of a permit application for which grant of a permit is discretionary under the provisions of a planning scheme in effect in the municipal area.

Section 51(2)(c) requires a planning authority must take into consideration the matters set out in representations relating to the application that were made during the period referred to in section 57(5).

A representation is a written statement of support or opposition to a proposed use or development received during the exhibition period, and is under SPP 6.10.1 relevant to determination of a permit application only in so far as the matters set out in the representation directly relate to the particular discretion being exercised.

### Tasmanian Planning Scheme

The Tasmanian Planning Scheme (TPS) is the relevant planning scheme, and is comprised of the State Planning Provisions (SPPs) and the Burnie Local Provisions Schedule (BUR LPS).

The following provisions of the TPS are applicable –

- SPP 6.1 requires a permit application must provide details of the locality and a full description of the proposed use.

An application is not bound to specifically reference and address each of the applicable standards. However, it must contain sufficient information to satisfy the planning authority that the proposed use or development will comply with each relevant standard and purpose statement in the zone and code provisions applicable to the use or development.

In this regard, section 54 of the Act allows a planning authority may request the applicant provide additional information to assist understanding for compliance.

A further information request was made on application DA 2021/84; and responses are included within the **attached application documents**.

- SPP 6.2.1 requires each use must be categorised into one of the specified use classes identified in SPP Table 6.2

If a use or development does not readily fit any Use Class, SPP 6.2.4 requires it must be categorised into the most similar Use Class.

There are two likely candidate use classes described in SPP Table 6.2–

**Residential** – being “*the use of land for self-contained or shared accommodation. Examples include a secondary residence, boarding house, communal residence, home-based business, home-based child care, residential care facility, residential college, respite centre, assisted housing, retirement village and single or multiple dwellings.*”

**Visitor Accommodation** being “use of land for providing short or medium-term accommodation for persons away from their normal place of residence on a commercial basis or otherwise available to the general public at no cost. Examples include a backpackers hostel, camping and caravan park, holiday cabin, motel, overnight camping area, residential hotel and serviced apartment complex.”

The proposed use best fits within the Residential use class, as persons using the facility are described as requiring accommodation because they do not have a “normal place of residence”.

- The **Central Business zone** and the applicable zone provisions of SPP 16.0 apply for the land at 103 Wilson Street, Burnie.

Purpose of the Central Business zone is stated in SPP 16.1 as –

*16.1.1 To provide for the concentration of the higher order business, retail, administrative, professional, community, and entertainment functions within Tasmania’s primary centres.*

*16.1.2 To provide for a type and scale of use and development supports and does not compromise or distort the activity centre hierarchy.*

*16.1.3 To encourage activity at pedestrian levels with active frontages and shop windows offering interest and engagement to shoppers.*

*16.1.4 To encourage Residential and Visitor Accommodation use above ground floor level if it supports the viability of the activity centre and an active street frontage is maintained.*

- The Use Table to SPP 16.2 indicates a permit is required for use in the Residential use class, and that grant of a permit is ‘Discretionary’ unless the use is on a floor of a building above ground level.

SPP 6.8.2 provides a permit may be either granted or refused if the use class is shown on the Zone Use Table as ‘Discretionary’, or the proposed use or development relies on performance criteria to satisfy one or more of the applicable requirements of the TPS.

A permit must not be granted unless the planning authority is satisfied the proposed use and development will comply with each of the relevant tests in each of the applicable zone and code standards for the proposed uses and for the development as a whole.

- SPP 6.10.1 requires a decision on a permit application must take into consideration –
  - *all applicable standards and requirements of the TPS*

The application seeks only to commence (continue) a use, and does not propose any development.

The applicable zone use standards is **16.3.2 (Discretionary Uses)** the objective of which is that use is to encourage activity at pedestrian level; and not compromise or distort the activity centre hierarchy.

The standard only contains performance criteria tests.

- *any representation made in accordance with s57 but only in so far as it is relevant to the particular discretion being exercised*
- SPP 6.10.2 requires that if the Use Table in 16.2 indicates a permit for a use is 'Discretionary', a planning authority must "*have regard*" to the purpose of the zone and the purpose of any applicable code insofar as each is relevant to the particular discretion being exercised

6.10.2 is not an 'applicable standard', and cannot of itself stand as a test for compliance.

However, it is a valid consideration in deciding whether a proposed use will accord to the general purpose and objectives of the planning scheme, and is to be given some weight in the decision.

Purpose of the Parking and Sustainable Transport Code is to ensure an appropriate provision of parking to service the needs of the use and development, and that parking spaces and accesses meet appropriate design and construction standards

- SPP 6.11 provides a permit may only contain conditions and restrictions which are for a purpose relevant to the Act or the TPS; and are necessary, reasonable and fairly related to the proposed use and development.
- **C2.5.1 P1.1 in SPP Code C2 Parking and Sustainable Parking Code** the objective of which is to require a Residential use must make appropriate arrangements for provision of parking.

Residential use is not afforded benefit of the exemption from a requirement to consider provision for parking provided by BUR-S-1 Burnie Town Centre Specific Area Plan.

The application must also be agreed by the relevant entity under the *Water and Sewerage Industry Act 2008*; and any requirements of the entity must be included as conditions on any permit granted.

TasWater advised on 8 July 2021 –

*"Pursuant to the Water and Sewerage Industry Act 2008 (TAS) Section 56P(1) TasWater has assessed the application for the above mentioned permit and has determined that the proposed development does not require a submission from TasWater.*

There are no other relevant regulatory requirements.

## 5.0 POLICY CONSIDERATIONS

There are no Council policy considerations relevant to determination of a permit application under the *Land Use Planning and Approvals Act 1993*.

A planning authority must limit its consideration to whether the information provided with the permit application is sufficient and relevant to allow it can be satisfied there will be compliance to the applicable standards in the planning scheme.

Strategic and policy matters which underpin the current provisions of the planning scheme, or which may inform a potential to amend the planning scheme, are not relevant and have no part in the decision.

The Tasmanian Planning Scheme identifies use which are permissible within a zone, and sets out the matters that are to be taken into account when determining a permit application.

## 6.0 FINANCIAL IMPACT

There are no financial impacts directly associated with the requirement for a planning authority to make a decision on a permit.

There may be a subsequent cost to engage legal and specialist representation and to appear and give evidence if the decision of the planning authority is appealed.

The nature of these impacts are that the planning authority may be required to meet the costs of the applicant or a third party if the decision of an appeals tribunal goes against the planning authority.

These are inherent structural costs associated with operation of the land use planning system.

## 7.0 DISCUSSION

The planning authority must –

- determine whether the proposed use is eligible for a permit; and
- consider whether the use will comply with the applicable zone and code standards

A decision on whether to refuse or grant a permit must be made having regard only to the relevant requirements of the Tasmanian Planning Scheme.

All relevant matters must be satisfied for a permit to grant.

The Central Business zone applies to the land at 103-105 Wilson Street, Burnie.

**a) Permit requirements**

SPP 16.2 Table of Use identifies Residential use requires a permit on land to which the Central Business zone applies.

A permit is discretionary if Residential use does not occur at or above the ground floor level of a building.

The purpose of a discretionary permit application is to test the eligibility of a use against the relevant purpose and requirements of the planning scheme.

**b) Representations**

SPP 6.10.1 and section 57 of the Act each require a decision on a permit application must give consideration to each of the matters in any representation received during the exhibition period, but only in relation to any matter that is relevant to the discretions to be exercised.

Six (6) representations were received during the exhibition period, copies of which are attached.

One (1) representation was received after close of the exhibition period, and is not valid in accordance with s57(5). A copy is attached.

Several of those who had made a representation have submitted further comment after close of the exhibition period. These latter matters are not valid representations.

<b>Person making Representation</b>	<b>Received during Exhibition Period</b>
Shane Palmer (owner) and staff of Factory Direct Nutrition	Yes
Lyndall Farrell (Director) JLAM Investments Pty Ltd	Yes
Katinka Walker (Manager/Owner) Burnie City Apartments	Yes
Nelson Humber (Managing Director) Ascot Commercial Group	Yes
Emily Penhall (Marketing Manager) Ascot Commercial Group	Yes
Alexia Humber (Ascot Commercial Group)	Yes
Nick Baldock Strength Den	No

The matters contained in representations are summarised in Table 1 –

Summary of Matters Raised in Representation	Persons making Representation	Available Discretion under Tasmanian Planning Scheme
<p>Location for homeless accommodation within the Burnie town centre is inappropriate and detrimental to image and advancement of the Burnie town centre</p>	<p>Lyndall Farrell Katinka Walker Shane Palmer</p>	<p>A planning authority must confine consideration of a permit application to whether it will comply on the land to which the application relates.</p> <p>The planning scheme does not invite enquiry or consideration for whether there is an alternate site, and whether the use could be better located elsewhere.</p> <p>The Central Business zone creates opportunity for Residential use as an activity consistent with purpose of a central business area. The scheme does not invite consideration for whether the town centre is the best location to accommodate a particular class of resident.</p> <p>The only available discretion is in SPP 16.3.2 P1(b) for whether the proposed residential use will <i>“be of an intensity that respects the character of the area”</i>; and in 16.3.2 P2 for whether the proposed use will <i>“compromise or distort the activity centre hierarchy”</i></p> <p>16.3.2 P1(b) and 16.3.2 P2 are addressed in the body of this report.</p>
<p>Describe residents as frequently visible on the land and adjoining properties and road areas, and engage in abusive, aggressive, argumentative, anti-social, disruptive, intrusive, obstructive, offensive, noisy, and threatening behaviours at all hours by residents, and includes apparent mental illness and substance abuse.</p> <p>The alleged behaviours are said to intimidate, threaten and violate the safety and well-being of the general community, including more particularly employees and guests of adjacent business premises, children, and users of the coastal pathway, and</p>	<p>Nelson Humber Alexia Humber Emily Penhall Lyndall Farrell Katinka Walker Shane Palmer</p>	<p>A decision on the permit application must be confined to whether a use will conform to the purpose and objectives for land use set out in the Scheme. It cannot be concerned with who may or may not occupy a Residential use and how they may behave.</p> <p>There are separate jurisdictions, resources, and processes intended to manage and protect agreed norms of civil behaviour and public order.</p> <p>It is not within the competence of a decision on a permit application to examine the validity or directly address the particular allegations of behaviour</p>

security of premises		<p>and impact made in the representations.</p> <p>The only available discretion is in SPP 16.3.2 P1(b) for whether the proposed residential use will <i>“be of an intensity that respects the character of the area”</i>; and in 16.3.2 P2 for whether the proposed use will <i>“compromise or distort the activity centre hierarchy”</i></p> <p>16.3.2 P1(b) and 16.3.2 P2 are addressed in the body of this report.</p>
Trespass, and uninvited or unwelcome presence of residents in adjacent premises, including to use toilet and shower facilities	<p>Nelson Humber</p> <p>Alexia Humber</p> <p>Emily Penhall</p> <p>Katinka Walker</p>	<p>A decision on the permit application must be confined to whether a use will conform to the purpose and objectives for land use set out in the Scheme.</p> <p>It is not relevant to examine and address the likelihood for the users of one property to enter uninvited and use the property of another.</p> <p>There are separate jurisdictions, resources, and processes intended to manage and protect the rights and interests of a landowner or occupier against trespass and misuse.</p>
Residents allegedly engage in criminal activity, including consumption of alcohol, drug dealing and use, shop lifting, littering, begging, and unlawful dog activity in a public place	<p>Nelson Humber</p> <p>Shane Palmer</p>	<p>The planning scheme is concerned with whether a use will conform to the purpose and objectives for land use. It is not an instrument concerned to examine the likelihood of unlawful behaviour and prevent its occurrence.</p> <p>There are separate public order and safety jurisdictions, resources and processes intended to manage and protect against criminal and other unlawful action and behaviour.</p> <p>It is not within the competence of a decision on a permit application to examine the validity or address the particular concerns raised in the representations.</p>
The behaviour of residents in the crisis accommodation is disruptive and potentially threatening to viability of adjoining businesses, including commercial office fitters and visitor accommodation.	<p>Nelson Humber</p> <p>Alexia Humber</p> <p>Lyndall Farrell</p>	<p>The concern is with management of attendees at the use rather than the use itself.</p> <p>The only possible discretion relating to impact of a use is in 16.3.2 P2 for</p>

	Katinka Walker	<p>whether the proposed use will “<i>compromise or distort the activity centre hierarchy</i>”.</p> <p>The standard examines likely impact of a proposed use on performance of the activity centre hierarchy, and not on individual businesses. While the crisis accommodation may create some level of conflict with business in adjoining premises, the use is not a threat to the activity centre hierarchy. Concerns held by adjoining business are not matters within the competence of the planning scheme, and can have no bearing on the decision.</p>
Supervisors and police are slow or reluctant to respond.	Nelson Humber Shane Palmer	<p>A planning authority cannot instruct an owner or occupier of property act in relation to matters over which it has no jurisdiction.</p> <p>Tasmania Police is an independent agency with its own service delivery standards.</p> <p>A concern by adjoining owners and occupiers for the adequacy or timeliness of response by the accommodation manager and other agencies is not a matter relevant to determination of the permit application.</p>
Need to improve security, including by control on access by closing entry gates on Ladbrook Street and Marine Terrace, and limit entrance from Wilson Street	Nelson Humber Nick Baldock	A requirement to control pedestrian access to the site is not within a relevant jurisdiction available to the planning authority relating to the permit application.
Inadequate car parking if rough sleepers abandon use of cars and attend the premises	Lyndall Farrell	The requirements for car parking are addressed in the body of the report.
Inadequate provision for bathroom and toilets within the premises	Lyndall Farrell Nick Baldock	There is no power in the planning scheme to require installation of bathroom facilities. Rather, it is a matter to be determined by a building surveyor as part of an occupancy permit issued under the <i>Building Act 2016</i> .

**c) Zone Purpose**

SPP 6.10.2(a) requires determination of a discretionary permit use application must have regard for purpose of the Central Business zone.

Each of the TPS zones has a particular and unique purpose.

SPP 16.1.4 identifies Residential use is actively encouraged above ground floor level if it supports the viability of the activity centre and maintains an active street frontage.

Residential use on the ground floor level of a building is not prohibited.

It is apparent the Central Business zone intends a comprehensive mix of use types, including Residential.

**d) Discretionary Permit Use**

The proposed Residential use must satisfy each applicable Use Standard in SPP 16.3.

- **SPP 16.3.1** is not applicable because the land at 103 Wilson Street is not within 50 m of land to which a residential zone applies.
- **SPP 16.3.2** is applicable.

The objective for SPP 16.3.2 is that a discretionary permit use is to encourage activity at pedestrian levels with active frontages; and is not to compromise or distort the activity centre hierarchy.

The outcome for SPP 16.3.2 is comparable with the zone purpose statements in SPP 16.1.2, 16.1.3 and 16.1.4, and is a test that must be satisfied.

There are two separate tests within 16.3.2, and each is expressed only as a performance criteria.

*P1 A use listed as Discretionary must:*

*(a) not cause an unreasonable loss of amenity to properties in adjoining residential zones; and*

*(b) be of an intensity that respects the character of the area.*

The consideration in **SPP 16.3.2 P1(a)** is not relevant because the land at 103-105 Wilson Street does not adjoin land to which a residential zone applies.

**SPP 16.3.2 P1(b)** is relevant; and requires that the proposed Residential use must “*be of an intensity that respects the character of the area.*”

'Intensity' is a relative measure, and in context of the proposed use the standard asks whether matters such as scale, proportion, duration, volume, and spatial extent of the use have due regard or deference for, or relate to, the character of the area to which the Central Business zone applies.

'Character' is not defined in the Tasmanian Planning Scheme; and there is no published guideline or available authority which address its use within context of the Tasmanian Planning Scheme or specifically SPP 16.3.2.

In common usage, 'character' is something which assists in the identification of a person, thing or place.

In land use planning 'character' is often used to distinguish one area from another by describing the features and the activities which give it unique identity.

The Victorian Department of Environment, Land, Water and Planning Practice Note 43 Understanding Neighbourhood Character (January 2018) advises –

*"Neighbourhood character is essentially the combination of the public and private realms. Every property, public place or piece of infrastructure makes a contribution, whether great or small. It is the cumulative impact of all these contributions that establishes neighbourhood character.*

*The key to understanding character is being able to describe how the features of an area come together to give that area its own particular character. Breaking up character into discrete features and characteristics misses out on the relationships between these features and characteristics. Understanding how these relationships physically appear on the ground is usually the most important aspect in establishing the character of the area."*

The Local Character and Place Guide (February 2019) published by the NWS Department of Planning says –

*"Local character is the combination of built and natural, public and private environments which give a place its unique feel. It is distinctive, differentiates one area from another and is often highly valued by the community. It is important to understand local character in a holistic way, involving examining the relationship with people and the social, environmental and economic factors of a place."*

While neither publication has status in Tasmania, each provides a contemporary perspective. Both documents stress the need to establish character by reference to the whole; and not to rely on any select or particular attribute.

Neither the application, nor any party making a representation discuss character of the area. The absence of a direct reference does not preclude the planning authority from considering whether the information otherwise provided is sufficient to make a conclusion on compliance.

The character of the Burnie town centre area has most recently been examined in the Burnie City Centre Master Plan – Existing Conditions Report (2016), which contains a detailed analysis of existing conditions in relation to land use and built form, landscape and open space, circulation and movement, parking, condition of natural environment.

The Master Plan identified the character of the Burnie town centre as having a strong sense of physical containment bounded by major road, sea and rail transport infrastructure, and the shoreline with Bass Strait. Built form is based on an internal grid road system with limited external entry/exit points, and buildings of varied architectural style, period, materials, height and condition.

Character is also defined by a diverse and dynamic mix of retail, business, commercial, government, profession service, hospitality, accommodation and entertainment uses, together with arts, cultural, community and civic uses. Residential use is limited, but is an active component of existing character.

The varied and changing mix is consistent with purpose of the Central Business zone.

While presenting as a whole, the spatial distribution and focus of uses within the Burnie town centre are said to allow identification of several distinctive precincts.

Land south of Cattley Street and east of Wilson Street is described as the ‘Southern Service Precinct’, and contains *“a clustering of general service activity such as Post Office, Police Station and Emergency Services. The area also features a range of service retail and a lower proportion of speciality and F&B retail.”*

The application describes the proposed use and how it is to operate. In essence it involves utilising existing floor area without extension or alteration of the building for an additional (continuing) use. In so doing may further diversify use and intensify the hours of occupation within that part of the premises. However, the proposed use will not introduce an activity that is additional to that which exists within the Burnie town centre; and is not of sufficient scale to create an apparent, separate or disproportionate identity.

Representations do not argue Residential use is at odds with character of the town centre area. Rather, the focus of concern is on avoiding the impact of persons who may use the premises.

Character is not about compatibility. The nature of an area or place typically includes multiple physical, economic, social and environmental relationships and interactions, not all of which are benevolent or benign. Conflict may be a feature of character, particularly in locations where there is close spaced occupation by uses of differing purpose and performance.

Safety, a matter raised in representations, may be an element of character, but is far from a sole determinant. Many factors may influence the perception and reality of safety. Most are outside the immediate province of a planning scheme, including the

ability to manage behaviour of an individual or group, or to prevent the commission of a crime.

It is open to confidently conclude there is nothing in the intensity of the proposed residential use which is likely to disrupt, deviate or distort the existing character of the Burnie town centre and the 'southern service precinct'. The proposed use is not disrespectful of the character of the town centre as a diverse and dynamic mixed use area within which opportunity and reality allow for many forms of residential occupation.

- **16.3.2 P2** is relevant to a decision.

*P2*

*A use listed as Discretionary must not compromise or distort the activity centre hierarchy, having regard to:*

*(a) the characteristics of the site;*

*(b) the need to encourage activity at pedestrian levels;*

*(c) the size and scale of the proposed use;*

*(d) the functions of the activity centre and the surrounding activity centres; and*

*(e) the extent that the proposed use impacts on other activity centres.*

The Scheme defines "activity centre hierarchy" in SPP 3.1 to mean "a place that provides a focus for retail, commercial, services, employment, and social interaction in cities and towns".

The TPS does not define "support" or 'distort', and each must be given their ordinary meaning.

"Support" can be taken as having a secondary role to assist, sustain, or maintain an existence or function. "Distort" means to twist away or out of shape, make crooked or deform; or to pervert.

Fact Sheet No 5 – Tasmanian Planning Scheme – Business and Commercial Zones  
published on the Tasmanian Planning Reform website states –

*"The Tasmanian Planning Scheme includes a suite of six zones that broadly provide for business and commercial activities. These consist of the Local Business Zone, General Business Zone, Central Business Zone, Commercial Zone, Urban Mixed Use Zone and Village Zone. These zones align with those established under Planning Directive No.1 (PD1) and used in Interim Planning Schemes.*

*Together, the six business and commercial zones deliver the activity centre hierarchy across Tasmania as well as reflect the centre's functions."*

Fact Sheet No 5 further states –

*“The Central Business Zone is aimed at the primary activity centres which service the State or region, and provides for the concentration of higher order commercial, business, community and administrative functions in CBD city areas.”*

Clause 16.3.2 requires a permissible use must not compete with or cause or be likely to cause any deterioration in the role, function or performance of the activity centre hierarchy.

The “activity centre hierarchy” is discussed above against SPP 6.10.2 for zone purpose.

Successive planning schemes and land use strategy for the Burnie municipal area have consistently sought to identify and protect a principle focus for retail, commercial, services, employment, and social interaction within the Burnie town centre. Secondary foci occur at Upper Burnie, Shorewell Park, Terrylands, and Wivenhoe.

These strategies underpin how the TPS-Burnie applies the Central Business and Local Business zones to provide land for retail and business purposes.

It is clear the Central Business zone provides opportunity for residential use as a core component of land use.

SPP 16.3.2 P2 is not particular to residential use.

In terms of the matters for consideration in determining whether the proposed use will compromise or distort the activity centre hierarchy –

*(a) the characteristics of the site;*

The site is the land on which the use will occur, being the whole of the land forming the current parcel, and which has frontage to Wilson Street, Ladbrook Street, and Marine Terrace, being an area of 4,500 m<sup>2</sup>.

The site is used for worship and community service and support purposes.

There is nothing particular about the site which distinguishes it physically.

There is a complex of buildings on the land of varying design and construction containing worship, meeting, administration and gathering space, and a retail outlet.

Vehicle access is available from Ladbrook Street and Marine Terrace to an internal sealed and marked carpark, and service entries.

There will be no addition or change to the extent or appearance of existing buildings and other facilities on the land.

*(b) the need to encourage activity at pedestrian levels;*

The proposed use will be an additional occupation within that part of an existing building which does not have direct frontage to a road. The use will not alter the existing relationship between use and development on the land and any need to encourage activity at pedestrian level.

*(c) the size and scale of the proposed use;*

There is some 290 m<sup>2</sup> floor area available to the proposed use. The existing internal layout and use of the space is shown on the submitted plan A03 prepared by PhilpLighton Architects.

The use will occupy a relatively small part of the existing buildings on the land; and does not constitute a large scale or independent use.

*(d) the functions of the activity centre and the surrounding activity centres; and*

The relevant activity centre is the Burnie town centre. The surrounding activity centres are the land within the Burnie municipal area to which the Tasmanian Planning scheme applies the Local Business, Commercial and Village zones.

The nature and scale of the proposed use will not displace an existing use or create additional floor space that may have been used for other purposes. It is unlikely to compromise or distort the function of the town centre and other centres to provide respectively for the range of permitted retail, business and community activity.

*(e) the extent that the proposed use impacts on other activity centres.*

The residential nature of the proposed use is unlikely to impact on function or performance of the local business centres at Upper Burnie, Shorewell Park, Terryland and Wivenhoe, or the commercial service areas at Cooe, South Burnie and Wivenhoe.

It is reasonable to conclude the proposed use will not compromise or distort the activity centre hierarchy for Burnie.

**f) Provision for Car Parking**

Residential use must address the objective to provide for an appropriate level of parking facilities.

The application submits there is no requirement to make provision for parking because the majority of residents are unlikely to use a private motor vehicle. Existing car parking space will be available for resident parking during the safe-sleeping use period.

SPP C2.5.1 A1(d)(i) provides there is no requirement for additional car parking space if the number of spaces provided for an existing or former development is more than the number of spaces that would be required by a new or intensified use.

The existing uses on the land do not attract a requirement for car parking because of the provision under BUR-S-2 Burnie Town Centre Specific Area Plan.

SPP C2.5.1 and Table C2.1 set the Residential use car parking requirement as 1 space per one bedroom dwelling or 2 spaces per three bedroom dwelling; plus one additional visitor space for every 10 bedrooms.

The formula is not directly relevant because the proposed use is not a dwelling, and will not contain bedrooms. The number of residents will be variable.

The land contains some 44 existing parking spaces available to residents during the safe sleeping period.

The requirement to make appropriate provision for parking is satisfied.

## **8.0 RISK**

There is risk –

- a) The decision of the planning authority may be appealed if the applicant, or a third party who has made a representation, is dissatisfied.
- b) The applicant or a third party may allege breach of procedural fairness in relation to the execution of one or more of the statutory processes applicable for determining a permit application.

Both categories of risk are inherent in the statutory land use planning process.

A planning authority may minimise likelihood of an appeal or a challenge on procedural fairness by –

- a) determining a permit application by reference only to the information provided with the permit application and in any representation received;
- b) determining compliance by reference only to the relevant tests which are applicable for the permit application; and
- c) by remaining impartial and not indicating any position on the application until the matter is raised for decision

**9.0 CONSULTATION**

This report has been prepared following consultation with all relevant officers of the Council.

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**ATTACHMENTS**

1. Application and Documentations
2. Representations received during exhibition period
3. Representation received out of time
4. Extension of Time

**COUNCIL RESOLUTION**

**Resolution number: MO136-21**

**MOVED:** Cr A Keygan

**SECONDED:** Cr A Boyd

***“THAT Council in its role as a planning authority under the Land Use Planning and Approvals Act 1993 determine –***

- a) in accordance with section 51(2)(c) and State Planning Provision 6.10.1(b) that the matters contained in each of the representations made under s57(5) of the Act on the permit application DA 2021/84 are not matters relevant to the matters on which the planning authority is required to exercise discretion; and***
- b) in accordance with section 57(6) of the Act and State Planning Provision 6.8.1, that application DA 2021/84 be approved and a permit be granted to carry out a Residential use (crisis accommodation) in part of existing premises on land at 103 – 105 Wilson Street, Burnie described on certificates of title 84593/1, 84593/3, 247058/1, 63012/1 and 161489/2 subject to the use being carried out generally in accordance with the descriptions and undertakings set out in the permit application documents.”***

**For:** Cr A Boyd, Cr C Lynch, Cr A Keygan, Cr T Bulle.

**Against:** Cr T Brumby, Cr K Dorsey, Cr G Simpson, Cr D Pease.

**LOST**

Cr G Simpson vacated the chair and S Kons returned to the meeting and resumed the chair, the time being 7.46pm.

**BURNIE CITY COUNCIL**  
PO Box 973, BURNIE, TASMANIA 7320.  
Ph : (03) 6430 5700  
Email : [burnie@burnie.net](mailto:burnie@burnie.net)



<b>Land Use Planning and Approvals Act 1993</b>	<i>Office use only</i> _____
<b>Tasmanian Planning Scheme</b>	Application No _____
<b>PERMIT APPLICATION</b>	Date Received _____
	Permit Pathway - <i>Permitted/Discretionary</i>

**Use or Development Site:**

Street Address: 103 Wilson Street, Burnie, Tasmania 7320

Certificate of Title Reference: 84593/1, 84593/3, 247058/1, 63012/1, 161489/2

**Applicant**

First Name	Nathan	Second Name	Noel
Surname	Hughes		



**Owner** (note – if more than one owner, all names must be indicated)

First Name	The Salvation Army (Tasmania)	Second Name	
Surname	Property Trust		



**Instruction for making a permit application****a) Use or development?**

The application must provide a full description of the proposed use and/or development and of the manner in which the use and/or development is to operate.

“Use” is the purpose or manner for which land is utilised. “Development” is any site works (including any change in natural condition or topography of land and the clearing or conversion of vegetation), and the construction, alteration, or removal of buildings, structures and signs, required in order to prepare a site for use or to change existing conditions within a site. Subdivision is development.

Clause 6.2 Tasmanian Planning Scheme provides the use classes by which all use or development must be described. Development must be categorised by reference to the use class it is to serve.

**b) Required Information**

Adequate statements, plans and specifications must be included within the permit application to address and demonstrate compliance with all applicable requirements of the planning scheme, including any site analysis, impact report and recommendation, and advice, consent or determination required from a State agency or utility entity.

The application must clearly identify the documents relied upon for determination.

Section 51(1AC) *Land Use Planning and Approvals Act 1993* provides that a permit application is not valid unless it includes all of the information required by a planning scheme. Clause 6.1 Tasmanian Planning Scheme prescribes the minimum information that is necessary in order to complete a valid permit application.

Section 54 *Land Use Planning and Approvals Act 1993* provides that the planning authority may require the applicant to supply further information before it considers a permit application. If the planning authority requires further information to more particularly address one or more of the applicable requirements of the Tasmanian Planning Scheme, the statutory period for determination of a permit application does not run until that information is answered to the satisfaction of the planning authority

**c) Applicable Provisions and Standards**

The permit application must be assessed against the applicable provisions and standards of the Tasmanian Planning Scheme. The application is to identify by reference the clauses it relies upon to demonstrate compliance. (eg clause 8.4.3 (A1 – A4, and P5)

**d) Discretionary Permits**

If a permit is discretionary the permit application must be notified for a period of 14 days to allow opportunity for any interested person to consider the proposed use and/or development and to provide comment on the discretionary matter.

If a permit application relies on performance criteria to satisfy an applicable standard or is discretionary under another provision of the interim planning scheme, the permit is discretionary only with respect to that standard.

The Council must have regard to all representations received during the notification period on a discretionary matter when determining whether to grant or refuse a permit.

**e) If the applicant is not the landowner**

If the applicant is not the owner of the land in the use or development site, the applicant is required to notify all of the owners either prior to or within 7 days from the date of making the permit application.

The permit application must identify all of the landowners; and the applicant must sign the application form to acknowledge the obligation to advise such landowners that the permit application has been made.

If the site includes land owned or administered by the Burnie City Council or by a State government agency, the consent in writing from the Council or the Minister responsible for Crown land must be provided at the time of making the application.

**f) Applicant declaration**

It is an offence for a person to do any act that is contrary to a compliance requirement created under the section 63 *Land Use Planning and Approvals Act 1993*. The applicant is required to complete a declaration that the information given in the permit application is true and correct.

**g) Payment of Fees**

The Council is not required to take any action on the permit application until all the relevant fees have been paid.



<b>Value of use and/or development</b>

<b>Notification of Landowner/s</b>
<b>If land is not in applicant's ownership</b>
I, <b>Nathan Noel Hughes</b> , declare that the owner/each of the owners of the land has been notified of the intention to make this permit application.
Signature of Applicant  Date <b>24/06/2021</b>

<b>If the permit application involves land owned or administered by the BURNIE CITY COUNCIL</b>
Burnie City Council consents to the making of this permit application.
General Manager (Signature) _____ Date _____

<b>If the permit application involves land owned or administered by the CROWN</b>
I, the Minister responsible for the land, consent to the making of this permit application.
Minister (Signature) _____ Date _____

<b>Applicant Declaration</b>
I, <b>Nathan Noel Hughes</b> declare that the information I have given in this permit application to be true and correct to the best of my knowledge.
Signature of Applicant  Date <b>24/06/2021</b>

<b>Office use only</b>

**CERTIFICATE OF TITLE**

LAND TITLES ACT 1980



TASMANIA

**TORRENS TITLE**

VOLUME		FOLIO
84593		3
EDITION	DATE OF ISSUE	
2	02-Sep-2011	
Page 1		of 1

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

*Alice Kawa*

Recorder of Titles.



DESCRIPTION OF LAND

City of BURNIE  
Lot 3 on Diagram 84593 (formerly being 512-2D)  
Derivation : Part of 50,000 Acres Gtd. to the V.D.L. Co.  
Prior CT 2204/2

SCHEDULE 1

C904360 TRANSFER to THE SALVATION ARMY (TASMANIA) PROPERTY TRUST Registered 02-Sep-2011 at 12.02 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
SUBJECT TO the covenants contained in and the royalties reserved by Conveyance dated 24th. Novemver, 1874, registered number 6/810 by the Van Diemens Land Company to James Smith.

**WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER**

**CERTIFICATE OF TITLE**

LAND TITLES ACT 1980



TASMANIA

**TORRENS TITLE**

VOLUME		FOLIO
84593		1
EDITION	DATE OF ISSUE	
2	02-Sep-2011	
Page 2		of 2

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

*Alice Hawa*

Recorder of Titles.



BURDENING EASEMENT a right for the owners for the time being of all or any part of one rood or thereabouts of land known as Lot 40 on the Company's Plan of Burnie and all persons going to or from any part of the last mentioned land a perpetual right of way in common with the registered proprietor for the time being of the said land at all times and for all purposes with or without vehicles and animals from and to Wilson Street over and across the strip of land referred to in Conveyance dated 1st. August, 1949 and made between Christina Beatrice Winter and The Farmers Co-Operative Auctioneers Ltd. registered number 24/5558 which created the said right.

SUBJECT TO a covenant contained in the last mentioned Conveyance that notwithstanding the provisions of any statute relating to boundary fences for the time being in force the said Christina Beatrice Winter should not be bound to erect or repair or contribute to the erection or repair of any boundary fence between the lands thereby conveyed and any other adjoining lands of the said Christina Beatrice Winter which Covenant was expressed to cease and determine when and so soon as the adjoining lands of the said Christina Beatrice Winter should have been sold for valuable consideration.

**WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER**

**CERTIFICATE OF TITLE**

LAND TITLES ACT 1980



TASMANIA

**TORRENS TITLE**

VOLUME		FOLIO
84593		1
EDITION	DATE OF ISSUE	
2	02-Sep-2011	
Page 1		of 2

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*Alice Kawa*

Recorder of Titles.



DESCRIPTION OF LAND

City of BURNIE  
Lot 1 on Diagram 84593 (formerly being 512-2D)  
Derivation : Part of 50,000 Acres Gtd. to V.D.L. Co.  
Prior CT 2204/3

SCHEDULE 1

C904360 TRANSFER to THE SALVATION ARMY (TASMANIA) PROPERTY TRUST Registered 02-Sep-2011 at 12.02 PM

SCHEDULE 2

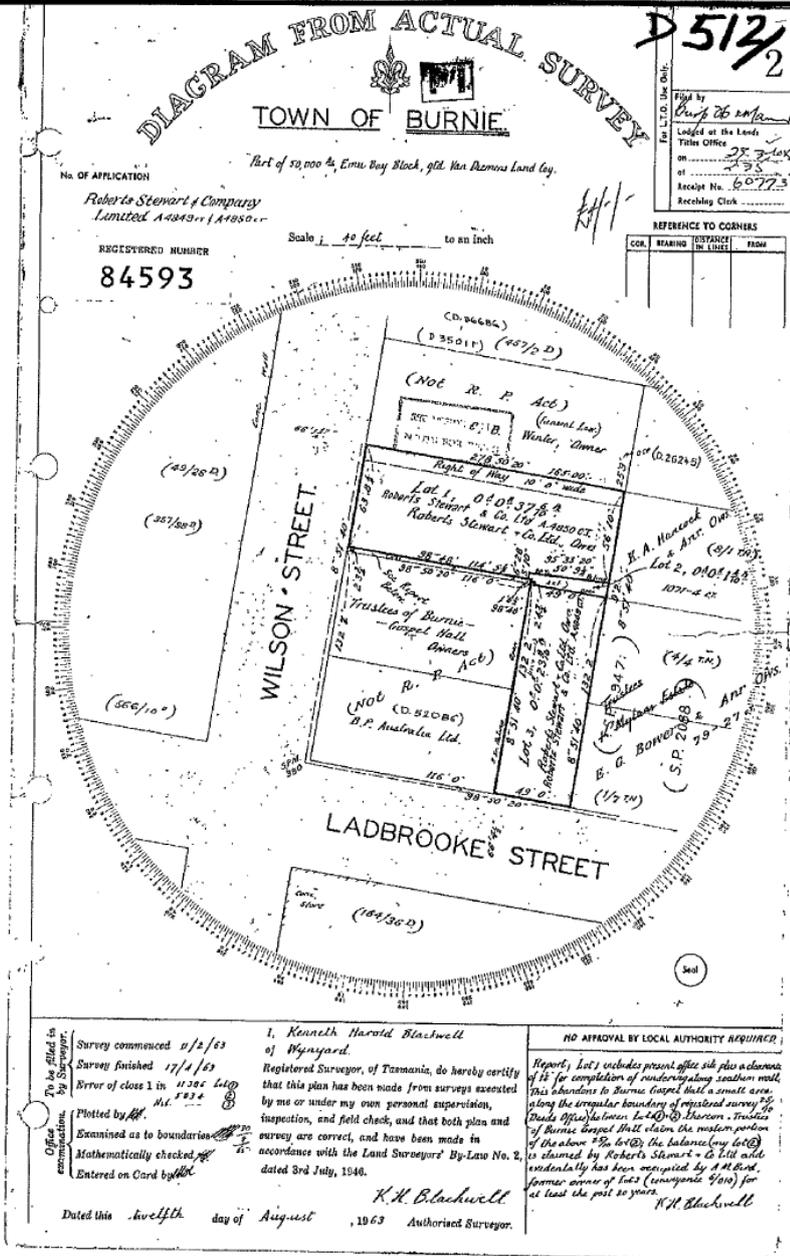
Reservations and conditions in the Crown Grant if any  
BURDENING EASEMENT the right for the Van Diemens Land Company (herein called "the Company") (a) to carry electric and other wires and cables through or over the said land and to erect poles or other supports and to lay pipes for the purpose of carrying such wires and cables, and (b) to enter upon the said land for the purpose of exploring searching for and working the said mines and minerals and erecting laying maintaining and improving the said wires and cables poles supports or pipes in as full and free manner as if the Conveyance by the Company to Christina Beatrice Winter, Registered No. 15/4839 had not been made, the owner for the time being of the said land being compensated for any actual damage occasioned thereby.

SUBJECT TO (so far as the same is capable of taking effect) a covenant by the said Christina Beatrice Winter with the Company contained in the said Conveyance No. 15/4839 for herself her heirs executors administrators and assigns that she and they would at all times at her and their own expense when required by the Company erect and keep in repair any boundary fences between the land and hereditaments conveyed by the said Conveyance and any adjoining lands of the Company and would not take any proceedings against the Company their successors or assigns under any act relating to boundary fences for the time being in force.

**WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER**

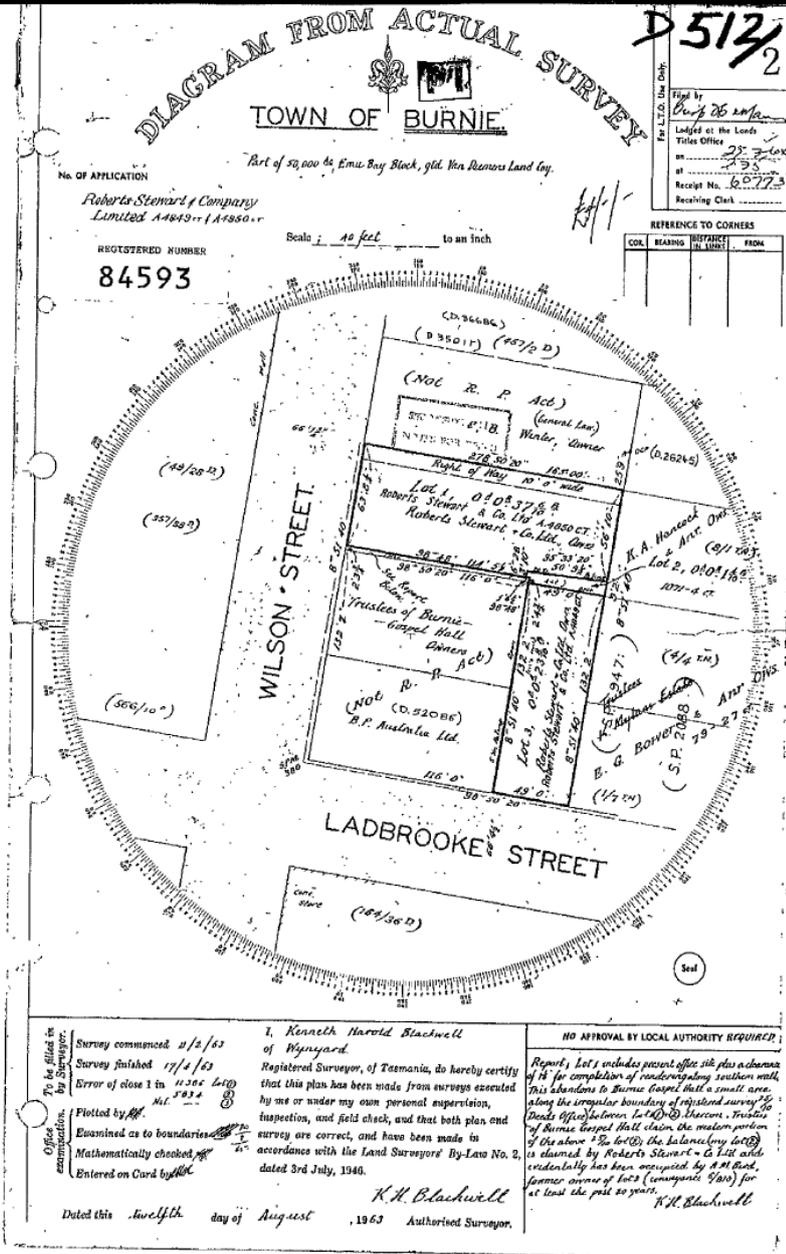
the **LIST.**

**FOLIO PLAN**  
RECORDER OF TITLES  
Issued Pursuant to the Land Titles Act 1980



the LIST.

FOLIO PLAN  
RECORDER OF TITLES  
Issued Pursuant to the Land Titles Act 1980



**CERTIFICATE OF TITLE**

LAND TITLES ACT 1980



**TORRENS TITLE**

VOLUME		FOLIO	
247058		1	
EDITION	DATE OF ISSUE		
2	02-Sep-2011		
Page 1		of 1	

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

*Alice Kawa*  
Recorder of Titles. 

DESCRIPTION OF LAND

City of BURNIE  
Lot 1 on Plan 247058  
Derivation : Part of 50,000 acres Gtd. to The Van Diemens Land Co.  
Prior CT 2527/93

SCHEDULE 1

C904360 TRANSFER to THE SALVATION ARMY (TASMANIA) PROPERTY TRUST Registered 02-Sep-2011 at 12.02 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
BURDENING EASEMENT a right of carriage way (as appurtenant to Lot 1 on Sealed Plan No. 2009) over the land marked A.  
B.C.D. on Sealed Plan No. 63079  
SP 947 FENCING COVENANT in Schedule of Easements  
A317253 FENCING PROVISION in Transfer

**WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER**

the **LIST.**

**FOLIO PLAN**  
RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



ORIGINAL - NOT TO BE REMOVED FROM TITLES OFFICE

R.F. 140  
TASMANIA  
REAL PROPERTY ACT, 1862, as amended



CERTIFICATE OF TITLE

Register Book  
Vol. Fol.

2527 93

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple in the land within described together with such interests and subject to such encumbrances and interests as are shown in the Second Schedule. In witness whereof I have hereunto signed my name and affixed my seal.

*Mitchinson*

Recorder of Titles.



DESCRIPTION OF LAND

TOWN OF BURNIE  
ONE RODD ONE PERCH AND NINE TENTHS OF A PERCH on the Plan hereon

FIRST SCHEDULE (continued overleaf)

ROBERTS STEWART AND COMPANY LIMITED.

SECOND SCHEDULE (continued overleaf)

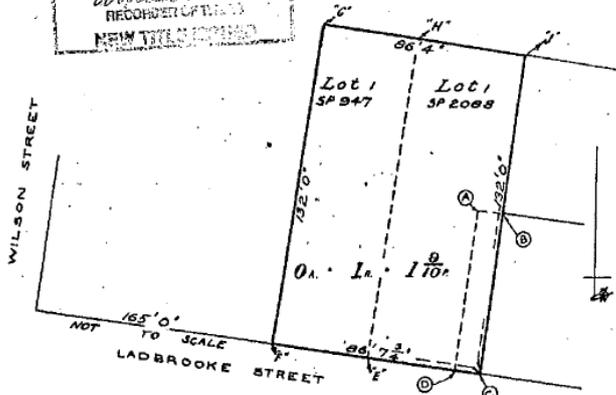
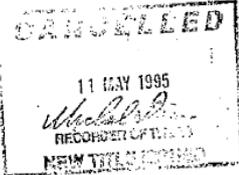
SUBJECT TO a right of carriage way (as appurtenant to Lot 1 on Sealed Plan No. 2009) over the land marked A.B.G.D. hereon, on SP 3079 FENCING COVENANT created by Sealed Plan No. 947 (affects the land marked E.F.G.H. hereon).

TRANSFER NO. A317253 was made SUBJECT TO fencing provision (relating to the land marked G.E.H.J. hereon).

THE RECORDER OF TITLES ARE NO LONGER SUBSISTING.

Lot 1 of this plan consists of all the land comprised in the above-mentioned cancelled folio of the Register

REGISTERED NUMBER  
**247058**



Part of 50,000 acres - Gtd. to The Van Diemens Land Co. Meas.  
FIRST Edition. Registered in Ft. & Ins. Sealed Plan 947, Sealed Plan 2088.  
Derived from O.T. Vol. 2195 Fol. 18. Transfer A252701 E.G. Bower & snor.  
C.T. Vol. 2482 Fol. 10. Transfer A317253 E.G. Bower & snor.  
Application A317254.

**CERTIFICATE OF TITLE**

LAND TITLES ACT 1980



TASMANIA

**TORRENS TITLE**

VOLUME		FOLIO
63012		1
EDITION	DATE OF ISSUE	
2	02-Sep-2011	
Page 1		of 1

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

*Alice Kawa*

Recorder of Titles.



DESCRIPTION OF LAND

City of BURNIE  
Lot 1 on Sealed Plan 63012 (formerly being SP2009)  
Derivation : Part of 50000 Acres Gtd to The Van Diemens Land  
Company  
Prior CT 2447/89

SCHEDULE 1

C904360 TRANSFER to THE SALVATION ARMY (TASMANIA) PROPERTY  
TRUST Registered 02-Sep-2011 at 12.02 PM

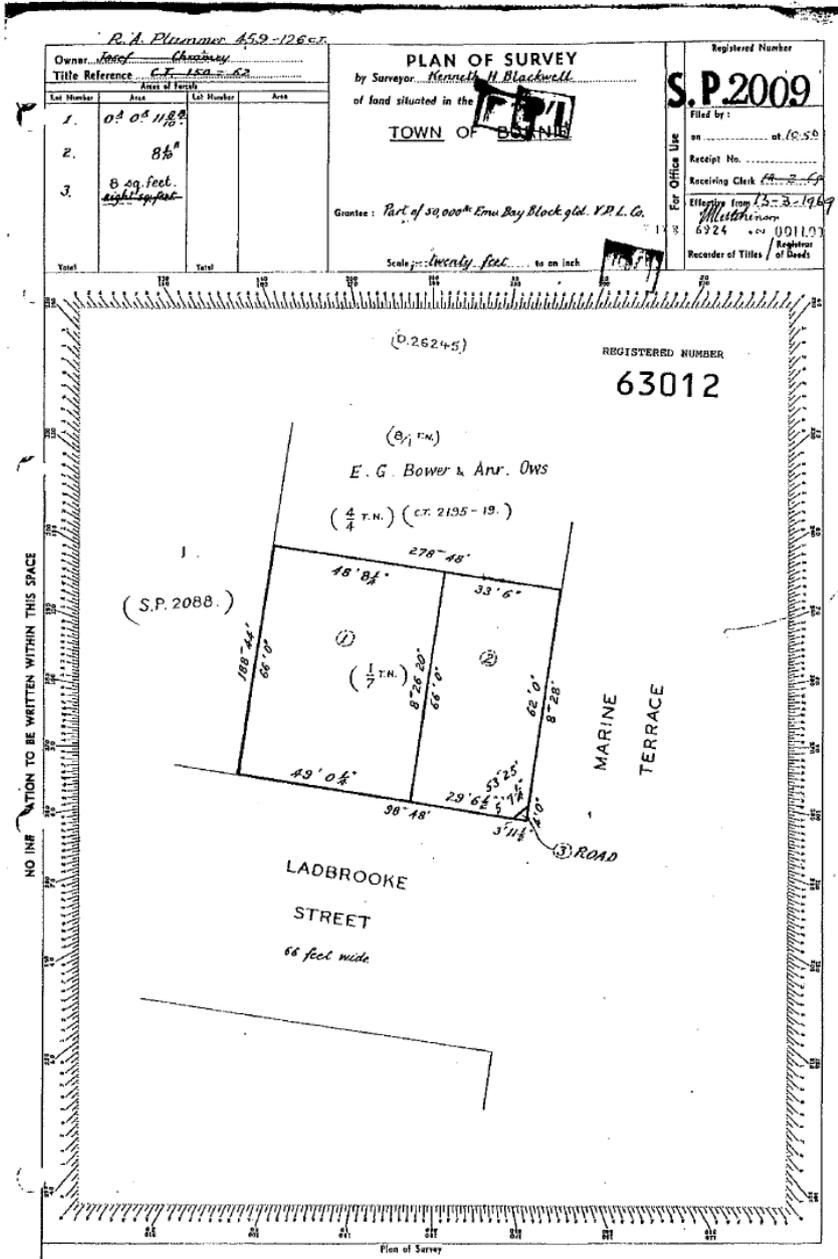
SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
BENEFITING EASEMENT: a right of carriage way over the land  
marked A B C D on SP 63079  
LOT NO. 1 is approved only for business purposes as defined by  
Section 472 (7) of the Local Government Act 1962

**WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER**

the **LIST.**

**FOLIO PLAN**  
RECORDER OF TITLES  
Issued Pursuant to the Land Titles Act 1980



**CERTIFICATE OF TITLE**

LAND TITLES ACT 1980



TASMANIA

**TORRENS TITLE**

VOLUME		FOLIO
161489		2
EDITION	DATE OF ISSUE	
2	02-Sep-2011	
Page 1		of 1

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

*Alice Kawa*  
Recorder of Titles.

DESCRIPTION OF LAND

City of BURNIE  
Lot 2 on Sealed Plan 161489  
Derivation : Part of 50,000 Acres Gtd. to The Van Diemens Land Company  
Prior CT 212594/1

SCHEDULE 1

C904360 TRANSFER to THE SALVATION ARMY (TASMANIA) PROPERTY TRUST Registered 02-Sep-2011 at 12.02 PM

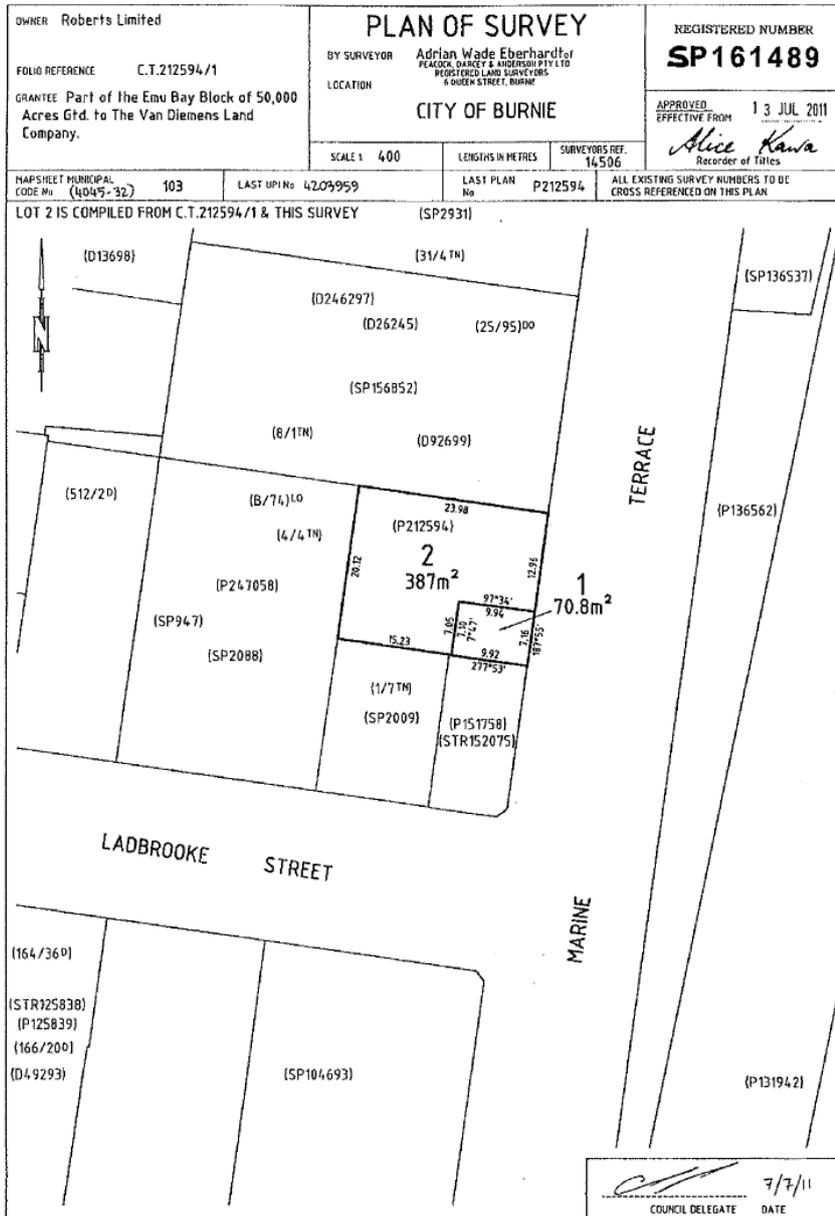
SCHEDULE 2

Reservations and conditions in the Crown Grant if any

**WARNING: BEFORE DEALING WITH THIS LAND SEARCH THE CURRENT FOLIO OF THE REGISTER**



**FOLIO PLAN**  
RECORDER OF TITLES  
Issued Pursuant to the Land Titles Act 1980



**Annexure " A "****16.3.1**

N/A as we are not within 50 metres of a residential zone, the closest is 250m away from site.

**16.3.2**

There are no residential areas adjoining the address. Impact to our usual neighbours (largely TSA services) is mitigated via policies and protocols to ensure a harmonious professional relationship with neighbours, key stakeholders and all others who may have potential cause or concern.

Furthermore, there will be no distortion to the stated activity centre that could impact on parking, security or other quiet enjoyment of adjoining properties. TSA meet regularly with key stakeholders to ensure harmonious relations.

**C2.5.1**

very few of the guests of Safe Space have vehicles. If guests have cars, we expect them to be roadworthy, registered and in compliance with all legal Transport Authority legislation. The Salvation Army makes allowance for those guests who may have vehicles in their off-street car park.

**C2.7**

**A1b-** In regard to on-site parking the Salvation Army and Burnie Safe Space will not be increasing numbers above the existing Parking Numbers.

Notice of intent re. Theof use at 103 Wilson Street Burnie, for the Burnie City Council. 24/06/2021

Burnie Safe Space 24/7 is a program that the state Government has funded through to June 2022 at this stage, to help tackle the high number of people throughout the State suffering Homelessness. Since opening the doors in Burnie on July 21, 2020, the Burnie Safe Space has accommodated 3,214 beds of a night for people who need them. We have also accommodated 3,493 people during the day to help them with Housing, Centrelink, Mental Health, AOD issues, Doctors appointments, NDIS referrals and more.

The Salvation Army Australia's Homelessness Stream provides high quality, person centred services to people at risk, and or experiencing homelessness. We support adults with accommodation, case management, outreach support, financial assistance, connection and referrals to other specialist services.

Our philosophy is that every person deserves dignity, respect and quality of service and that no one should be without a safe, affordable and secure home. Services are free, voluntary, accredited and delivered by professional and committed staff.

The Safe Space Program has been set up to provide an immediate solution for those who are sleeping rough in NW Tasmania. It now provides safe shelter at night and during the day with emotional wellbeing and physical support to those who use the program.

#### THE ROLE OF A SAFE SPACE CASE MANAGER

- Engage with rough sleepers and participants to develop rapport and trust.
- Provide immediate emotional and physical support/comfort to participants.
- Make participants feel safe/wanted/comfortable while ensuring they understand the house rules to be able to use the shelter: (operating in a harm minimisation environment, with no alcohol or drugs allowed on the premises).
- Assess each participant to ensure it is safe to provide shelter; reviewing their safety and the safety of others if they are under the influence of drugs/alcohol.
- Collect personal data about their current situation (with their consent).
- Provide participants with information about other support services they can access to assist them move into transitional housing/support.
- Develop an individual plan to identify and assess their immediate needs.
- Ensure the highest levels of confidentiality and privacy are maintained for each participant.

We believe that Burnie Safe Space in the last 11 months has provided a vital service to the Burnie community. We work with all service providers like Housing Connect, Housing Choices, Anglicare, YFCC, NWRH, Spencer Clinic, the Burnie Police Department and more. We have been given feedback that our service has provided a long-needed lifeline to this community and our results have been felt by over 42% of our guests who have come through our door that now have permanent housing through the support that we have provided.

As times are getting tougher in the Housing market, we hope we can continue our great work for this community, and support Burnie residents that are doing it tough.

Burnie Safe Space is well equipped to handle the challenges we all face as a community regarding people suffering Homelessness or are new to it.

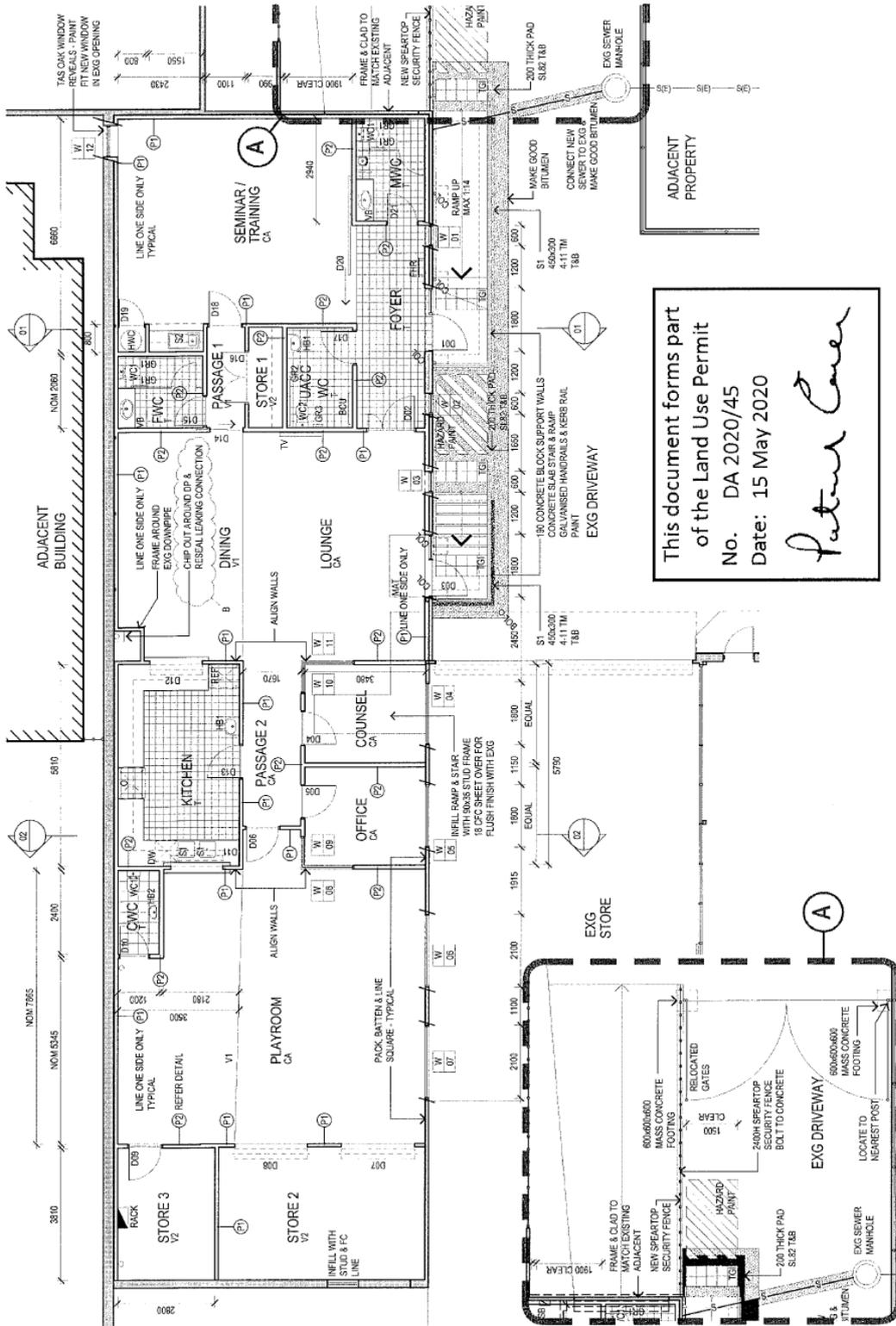
On-Site we always have 3 people on shift during the day, and 2 people on shift at all other times. We have a security team that does 3 check in appointments per day at site to make sure all persons are ok.

We have engaged the Burnie City Council front line workers to offer support and education regarding rough sleepers and we have provided the same information to the Burnie Police Department officers.

The Burnie Safe Space provides 24/7 professional staffing inside and outside the building in addition to assertive outreach to people experiencing homelessness in the local community to ensure that we maintain harmonious relationships with all our neighbours and key stakeholders in the local area. And we are highly sensitive to make sure that our neighbours in no way are affected by our program and take this as a very high priority to do so.

There are no residential areas adjoining the address. Impact to our usual neighbours (largely TSA services) is mitigated via policies and protocols to ensure a harmonious professional relationship with neighbours, key stakeholders and all others who may have potential cause or concern.

Furthermore, there will be no distortion to the stated activity centre that could impact on parking, security or other quiet enjoyment of adjoining properties. TSA meet regularly with key stakeholders to ensure harmonious relations.



This document forms part  
of the Land Use Permit  
No. DA 2020/45  
Date: 15 May 2020  
*Patricia Carter*

Project No:	DA13127
Client:	SALVATION ARMY (AS) PROPERTY TRUST
Address:	103-105 WILSON STREET DODDWAYS TO PARLANTOS PROGRAM
Scale:	1:100
Sheet:	FLOOR PLAN
Revision:	
Drawn by:	
Checked by:	
Project Name:	103-105 WILSON STREET DODDWAYS TO PARLANTOS PROGRAM
Scale:	1:100
Sheet:	FLOOR PLAN
Revision:	
Drawn by:	
Checked by:	

**Philplighton Architects**  
49 SANDY BAY ROAD, HOBART TASMANIA 7004  
T +61 (0) 6223 2333 F +61 (0) 6223 2433  
hobart@philplighton.com.au

Date: 15/05/20

Scale: 1:100

Revision: 0

Project No: DA13127

Client: SALVATION ARMY (AS) PROPERTY TRUST

Address: 103-105 WILSON STREET  
DODDWAYS TO PARLANTOS PROGRAM

Scale: 1:100

Sheet: FLOOR PLAN

Revision: 0

Drawn by: [Blank]

Checked by: [Blank]









Burnie City Council  
PO Box 973,  
Burnie, Tasmania, 7320

To the General Manager,

We are writing to strongly object to any further development of the Safe Space program as outlined in proposal Application Number DA 2021/84, Proposal: Residential Crisis Accommodation.

While we believe it is important for the homeless community in Tasmania to be assisted in obtaining shelter, referrals to mental and medical health services, and other much needed services, we believe the location of Safe Space itself has not been well thought out and has come at the tremendous cost of violating the safety and wellbeing of the general community.

Being very closely located to Safe Space, we can attest to the fact that the antisocial and criminal behaviours of many (not all) lodgers at Safe Space is a threat to the safety of the Burnie community. Daily, we witness members of Safe Space members engage in several of the following acts:

**Abusing and/or threatening either other members of Safe Space or members of the community who are at no fault, or exhibiting behaviours which indicate mentally unstable mindsets or a threat to the community:**

A staff member has been verbally abused by an intoxicated member of Safe Space, which has caused extreme stress and anxiety for herself and her children (who were in the car at the time).

The small children of a staff member have been approached by other intoxicated and/or mentally unwell members, while stumbling around and speaking to them incoherently, also using profanities. These children no longer feel safe in the area, with one suffering from lasting anxiety over the incident.

Safe Space members screaming and yelling profanities at the sky, cars passing by, or to themselves for unknown reasons. We have had members of the public seek shelter in store due to the perceived threat of this behaviour until it ceases. Members of Safe Space have been found standing in the middle of the road stopping traffic and screaming profanities. Staff no longer feel safe.

Members of the public being randomly approached and verbally abused at night while the Safe Space members are intoxicated with drugs and/or alcohol.

Users of the bike/walking track being approached for money, cigarettes etc., by those who are clearly unstable and thus, frightening community members.

Members of Safe Space walking up and down Marine Terrace talking to themselves using abusive language.

**Illegal Activities:**

We have witnessed the non-discrete handling and distribution of drugs outside the abandoned building on Marine Terrace and across the road on the bike/walking track after leaving or returning to Safe Space.

Almost every day we witness at least one member of Safe Space urinating in the bushes/trees at the bike track.

Every day, there are members of Safe Space drinking alcohol in public, either pre-mixed cans, or more often, casks of wine hidden in bags. Many members are intoxicated to the point where they cannot stand up easily, stumble down the footpath, have issues crossing the road etc. This behaviour is not banned by Safe Space, as we witness extremely intoxicated people come and go from Safe Space. It is clear that they are not allowed to drink on the premises, so they come out to do their drinking in public.

Drug use in public. We often witness the use of (and smell of) marijuana in public by Safe Space members. They come out to the street, smoke, and then return to Safe Space. Other drug paraphernalia is being disposed of around buildings, including used syringes which is also a direct threat to our community.

We have witnessed members of Safe Space take their dogs across the road to defecate in the bushes of the bike track and not clean up afterwards. Even more concerning, we have witnessed members of Safe Space intentionally training their dogs to be aggressive. These dogs (and other non-aggressive dogs) are often let of their leads on the bike track.

One local member of Safe Space (many are not local as we have been informed of by the members themselves during their often-incoherent rants in store) that has been given accommodation is a well-known thief, who has cost ourselves, and other businesses in Burnie due to his shoplifting. This member is known to be mentally unstable which makes approaching the member dangerous for staff. Housing aggressive thieves in the CBD is not in the best interests of the city or to the general public.

This is but a short list of incidents that we have witnessed. Many of the members of Safe Space are mentally unstable, intoxicated and/or drug affected and are simply unable to follow societal expectations, rules, and laws enforced by our governing bodies, and the Safe Space organisation themselves. Creating a safe place for these members is costing the members of Burnie *their* safety. What was initially proposed to be a short-term project is now applying for expansion, which we believe will cost the city greatly. Many members of Safe Space are a direct threat to society, and we fear that any expansion will increase this threat to the safety of the community.

We have already witnessed many antisocial and criminal behaviours from residents of Safe Space of whom we physically witness enter and leave the premises. This is not a case of guilty by association as previously indicated in the media.

The use of the bike track has subsided dramatically, even throughout the warmer months. Customers advise they no longer feel safe and often leave Burnie to do their shopping due to the increased antisocial activity. We can only imagine that the many cruise ship passengers (once they return) who frequent the once safe and serene walk along the bike track will also witness this behaviour which will tarnish Burnie's name and cause a negative reflection on our city.

Many calls to the police have been made in relation to these behaviours. Often, when we have called, by the time police arrive, the members have returned to Safe Space, or the activity has ceased. Additionally, we know from previous experiences, that calling the police on these individuals may pose a threat to our business and our staff.

Housing those who are mentally unwell, drug or alcohol affected, criminals etc. in the CBD of a city as small as Burnie was never a good idea in terms of the safety of our community. We are not safe. The community is not safe. Expanding on this organisation will only increase the behaviours outlined above and we strongly object to these proposals.

Please take action to make Burnie a 'Safe Space' for its community.

Regards,

Shane Palmer (owner) & Staff of Factory Direct Nutrition.

Marine Terrace, Burnie

JLAM Investments Pty Ltd

12 July, 2021

General Manager  
Burnie City Council  
PO Box 973  
Burnie TAS 7320

To Whom it May Concern,

Planning Application – DA2021/84

I am writing to strongly oppose the establishment of permanent Crisis Accommodation at 103-105 Wilson Street, Burnie.

Whilst I understand the need for such a facility, the CBD of Burnie is definitely not the place for this.

This type of facility will impact on the security and quiet enjoyment of other people within the area, either residential or tourists to the town. I have witnessed first hand the anti-social behavior that has been created by allowing this facility to 'run' in it's current state. There is always people loitering within the gates of the proposed area, near the road for extended periods of time. They will sit there on chairs that have been relocated from perhaps inside, smoking, swearing, drinking and generally making the environment unpleasant for passers by.

As an adjoining property we are providing high-end accommodation for tourists and travelling professionals. This crisis accommodation will detract from our ability to provide this style of accommodation as tourist and crisis accommodation most certainly do not compliment each other.

Quality accommodation is something that Burnie lacks and at a time when we need to revitalize the city, we need to be finding ways to attract people to Burnie, NOT deter them.

I note, that there is the assumption that most guests do not have vehicles therefore there is no need for the extension of the parking facilities. Many people 'sleep rough' in there cars and with the permanent establishment of this facility more people will be drawn to the area and most likely more cars.

Another concern, that has not been addressed, is the provision of adequate toilet, bathroom and laundry facilities. Due to the establishment of a permanent facility attracting more people I doubt that there are a suitable number of these facillities for 'residents'. Particularly during the time of a

global pandemic where we are obligated to physically distance, clean and sanitise.

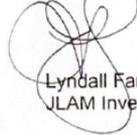
I do understand the need for this type of facility to be provided for people sleeping rough, however these facilities are better suited to the outskirts of the CBD and tourist areas NOT right in the middle. More consideration needs to be given to find a more suitable site for this.

I also understand and agree that every person deserves dignity, respect and quality of service and that no one, including our tourists, should be without safe accommodation.

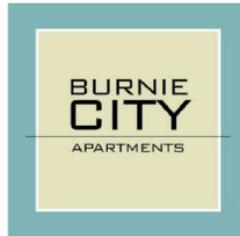
By approving this facility the Burnie City Council would also be taking away the ability for small business operators to earn a respectable living and rate payers the ability to pay rates, as buildings in this area would be hard to attract suitable long term commercial tenants.

I urge council to reconsider this proposal and request that a more suitable location be found to establish this crisis accommodation.

Yours sincerely



Lyndall Farrell – Director  
JLAM Investments Pty Ltd



Regarding Notice of Application For Land Use Permit no. DA 2021/84  
103-105 Wilson St BURNIE

In recent years Burnie has gone through a transformation which has made it a very attractive seaside city to visit. The city centre itself is vibrant and inviting with an attractive shopping precinct. Marine Terrace has also, more recently, had a facelift with the arrival of the cruise ships into the port and the waterfront precinct has become a place for visitors and locals to enjoy. We were very encouraged when we saw the improvements being made along Marine Terrace as it had looked very ordinary for many years and very industrial for such close proximity to the CBD.

We recognise that there is a need for crisis accommodation for those that struggle with day to day life, whatever their circumstances. Also acknowledging that we are lucky enough to have services available to help where help is needed.

It is not the services we are questioning but rather the location. Why would you have the crisis centre right in the middle of town?

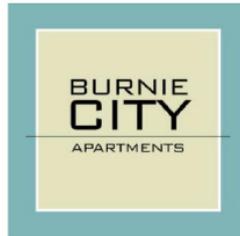
We have apartments located at 22 Marine Terrace, it is an accommodation business which adjoins the proposed site for the centre. Whilst this crisis accommodation has been in its trial phase we have had several complaints from guests staying at the apartments. I have approached the staff at the centre's office to ask them to please not have the residents hanging around at the bottom of the driveway smoking, drinking and swearing loudly. The late night arrivals that are in a drunken state and are loud and abusive. The comings and goings and the loitering is considered a nuisance and has an ugliness to it. Whilst you are providing a safe place for those that may be under the influence of drugs and alcohol you are literally making our guests feel vulnerable and unsafe.

The problem seems to be that your residents are not allowed to drink or smoke on the premises but they can on ours? What kind of double standard is this? They also leave their cigarette butts and other rubbish right beside the building where they tend to migrate. You can see that this has a negative impact on anyone approaching the building at 22 Marine Terrace. There are four residential apartments and a shop in this building even though the planning permit states: 'There are no residential areas adjoining the address'. This is simply untrue.

This will have a significant negative impact on our business, as we rely on guests having a good experience when they stay with us. We also rely heavily on repeat corporate clients, they will simply stay elsewhere, and our reputation will be ruined. With a direct fall in revenue and profits this will weigh heavily on our family who rely on this business for income.

Please consider the surrounding businesses who have also had negative experiences with the residents at the crisis centre. This is affecting them in the same way.





Think of new investors wanting to create business along Marine Terrace (specifically the derelict building next door to 22 Marine Terrace, which has recently been sold and is also earmarked to become overnight accommodation, another residential property). New projects that will beautify Marine Terrace rather than retract from it.

Mostly we are just disappointed to see how far Burnie has come only to take this action which we consider to be a step backwards.

Needless to say we would like to object to this permit being granted.

We look forward to your response.

Regards  
Katinka Walker  
Burnie City Apartments  
Manager/Owner





14 July 2021

**Reference DA2021/84**

Development site 103-105 Wilson Street, Burnie

Residential Crisis Accommodation

General Manager  
Burnie City Council

Dear Sir

I write in reference to the above-mentioned proposal for residential crisis accommodation in Burnie CBD. As a neighbouring property, and possibly the most affected neighbour to this property I ask you sincerely and strongly to reject this proposal. Our main office is at 19-20 Marine Terrace, Burnie.

We received no notification from the council of this development application and were only alerted by another neighbour, and ask you to review why this is so, we have been long standing occupants of Burnie CBD across various sites.

We object to this proposal mainly on the basis of safety for our staff and customers, we have frequent problems with the occupants of the centre coming onto our premises blocking driveways, and frequently occupying the front entrance to our Building, restricting staff leaving and more importantly our clients entering. These people get aggressive when asked to move, they have threatened staff including my wife when trying to enter our premises. We have frequent rubbish to clean up on our site, in our entrances and the rear warehouse areas.

There are frequent loud shouting arguments outside our building which has enormous penetration into our offices, our sales teams are talking to large national corporations, and many have commented on the noise and unsuitable language in the background, which reflects poorly on our image.

We have a lot of footage and photos to substantiate our claims.

We are in uncertain times, and we don't have the means to install increased security systems and lighting which needs to be increased along with proper automatic security gates to keep these people away, but this still won't eliminate the noise from the shouting. If this proposal is accepted,



to allow this development to proceed, we will be applying to the council and governments for the cost to ensure the needed security is available on this premises.

We have had a government minister and government members visit our site to look at issue, we have contacted police, and numerous times contacted the manager of this organization with our problems, who all can see and agree with our concerns, but unfortunately the issues still continue.

As also the Tasmanian Team leader for Rapid Relief team, I have spent a lot of private time assisting charities and homeless organisations, and my record will show the support I have personally given for such organisations, but this is not the right location for such services to be undertaken. RRT has given food boxes free to support this organization in the past, all evidence we are supportive of this mission, but it can't stay in that location for the safety of our staff and the continuation of our business.

We ask you to reject this proposal and recommend an alternative site be found. I invite you to visit our premises or call to discuss any time on [REDACTED]

Kind Regards

A handwritten signature in blue ink, appearing to read 'N. Humber', is written over a light blue rectangular background.

**Nelson Humber**  
Managing Director

See attached photos of some of the forementioned issues:





Regarding the people next door, I never feel safe now leaving work at night as they have been up the driveway and also sitting at our front entrance door smoking and drinking. They leave broken glass and cigarettes and dog droppings which it terrible for our clients when using front entry. The yelling and screaming that happens up the street and in their driveway while we are on the phones here is very disturbing. Of recent they have also been sitting at the end of the drive when I leave work at night

Kind regards,

**Emily Penhall**  
Marketing Manager



To whom it may concern,

I feel concerned with regards to this proposal for a number of reasons. It doesn't feel safe leaving work in the evenings, particularly in the winter when it is dark earlier. I often have to request other staff wait with me so that we can leave together.

There have also been a number of instances of loud yelling and swearing that we can hear from outside. In more than one instance we have had comments that the people on the other end of the phone can hear it. This is disruptive and does not present a professional light when talking to clients or suppliers.

On several occasions we have had people on our property, sitting in our front door or on the driveway. In one case they wouldn't move themselves or their dog out of the way when a car turned into the drive, or a postie delivered mail. I have also had to personally remove cigarette packets from the front door when letting in customers and ask our installers to spend time cleaning up the broken glass from our driveway. I have been told by a friend that when they left our workplace one evening, someone was sitting in our front entry, and didn't move when they were leaving. They had to step over them to exit. I have seen them sitting on the neighbour's property also. These are private properties.

I would appreciate you taking these concerns into strong consideration, as these incidents happen too frequently.

Alexia Humber

ASCOT COMMERCIAL GROUP



# T.S.D

## THE STRENGTH DEN



To Whom it may concern,

I am writing this letter as I am concerned that the current amount of infrastructure for the clients using the Safe Space at Salvation Army is in need for review as certain items are affecting our business in Burnie.

The Strength Den is a Burnie fitness facility that operates 24.7 with members from as young as 13 to 50+ accessing the premises at all hours of the day and night.

The main issues are roaming Ladbrook St and using the gym as a shower block and hang out.

1. There are many safe space clients that linger for a smoke or chat in a group on the Ladbrook st gate entrance to Salvo's car park and on both sides of Ladbrook St. Which I have had many complaints from female and male members and staff of TSD that they feel very uncomfortable and intimidated as some have been approached for cigarettes and lighters. As we have so many junior members training at TSD it is also of high importance that these young members are kept safe.

**Solution:** Lock the access gate on Ladbrook st and the gate on the Marine Terrace entry then notify all Safe Space clients that this area is out of bounds once gates are locked, and they are to use the Wilson st entry. This will limit the use of Ladbrook st and the police station is in eye shot so it may deter any unsatisfactory behavior. A Better managed curfew time would also help considerably to prevent these issues.

2. The safe space clients are enquiring regularly to use the gym and I am happy they are wanting to get into fitness, but the issue is that they are only interested in the shower block and the other amenities. They really have no interest as they have said so. I have turned these enquiries away as this is not the type of business I run.

**Solution:** Adequate shower and bathroom facilities for all Safe Space members to use. Even a temporary shower block until a permanent solution is implemented.

These are only 2 issues that I feel can be resolved easily and if there is anything we at TSD can do to help please let us know.

Kind regards

**Nick Baldock**

Director | The Strength Den & Portside Barbell



PLEASE QUOTE  
Your Ref:  
Our Ref: PJE:SP 3173134  
Enquiries: S Pearce

80 Wilson Street, Burnie Tasmania  
PO Box 973, Burnie TAS 7320  
ABN: 29 846 979 690  
Phone: (03) 6430 5700  
Email: burnie@burnie.net  
Web: www.burnie.net  
We value your feedback on our service.  
Tell us about it at www.burnie.net/feedback



AGREEMENT FOR AN EXTENSION OF TIME

Pursuant to Clause 57(6A) of the *Land Use Planning and Approvals Act 1993*

I, Nathan Noel Hughes, as a representative of the Salvation Army,  
agree to an extension of time until **Friday 27 August 2021** for DA 2021/84 for Residential  
Crisis Accommodation at 103-105 Wilson Street BURNIE.

Signed 

Date: 29-07-2021

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Cr C Lynch and Cr A Boyd left the meeting, the time being 7.46pm.

## **PLANNING AUTHORITY**

### **AO148-21 LAND USE PLANNING HOUSING LAND SUPPLY ACT 2018 DRAFT HOUSING LAND SUPPLY ORDERS ORDER NO 8 - PID 7695853 ROSLYN AVENUE, ROMAINE ORDER NO 10 - 16-20 MOOREVILLE ROAD, PARK GROVE**

**FILE NO: 16/16/3**  
**PREVIOUS MIN:**

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

#### **1.0 RECOMMENDATION:**

***“THAT Council in its role as a planning authority under the Land Use Planning and Approvals Act 1993 and in accordance with section 13 Housing Land Supply Act 2018 make a submission on the proposed Housing Land Supply Orders indicating for the reasons set out in this Report that it is not satisfied on the suitability of amending the Burnie Local Provision Schedule and applying the intended General Residential zone in relation to –***

- a) proposed Housing Supply Land Order No 8 for land in PID 7695853 Roslyn Avenue, Romaine; and***
- b) proposed Housing Supply Land Order No 10 for land at 16-20 Mooreville Road, Park Grove.”***

#### **2.0 SUMMARY**

The Minister for Local Government and Planning has advised an intention to apply the *Housing Land Supply Act 2018* and make Housing Land Supply Order No 8 relating to land off Roslyn Avenue, Romaine, and Housing Land Supply Order No 10 relating to land at 16-20 Mooreville Road, Park Grove.

Purpose of each Order is to “fast track” rezoning of suitable land by overruling the standard scheme amendment requirements of the *Land Use Planning and Approvals Act 1993* and

make more land available under the *Homes Act 1935* for construction of additional affordable housing in Tasmania.

The Council is an 'interested person' for purposes of the *Housing Land Supply Act 2018* and is provided with an opportunity to provide comment relating to the matters in section 13 of the Act.

This report recommends a response from the planning authority on the proposed Orders.

### **3.0 BACKGROUND**

The government of Tasmania has committed through the *Affordable Housing Strategy 2015-2025* and *Affordable Housing Action Plan 2015-2019* to assist the acute demand for housing.

The government has legislated the *Housing Land Supply Act 2018* to enable the rapid and appropriate rezoning of certain government land, or the alteration of planning scheme provisions that apply to such land, to enable provision of additional housing supply land.

The Minister for Planning has identified two separate areas of government land in Burnie as proposed for use and development under the Act.

The Minister indicates it is considered both land areas are suitable for residential use

A Housing Land Supply Order is proposed to amend the Burnie Local Provision Schedule contained in the Tasmanian Planning Scheme and apply the General Residential zone to each site.

The amended zone will enable subsequent development of the land under direction of Communities Tasmania for affordable housing to assist people eligible for government housing under the *Housing Act 1935*.

The proposed sites are –

- **Housing Land Supply Order No 8 - Roslyn Avenue, Romaine**

The land in PID 7695853 is a narrow rectangle of land 32 m wide and 175 m deep aligned north/south with an area of approximately 5,750 m<sup>2</sup> and a frontage to the northern side of Roslyn Avenue – shown shaded blue on the diagram below.

The land falls from east to west into an incised drainage line.

The Tasmanian Planning Scheme - Burnie applies the Open Space zone to the land. Residential use is not currently permitted.

Application of the General Residential zone will permit subdivision to create lots of not less than 450 m<sup>2</sup> for single dwelling development, or multiple dwelling development at a density of not more than one dwelling per 325 m<sup>2</sup>.

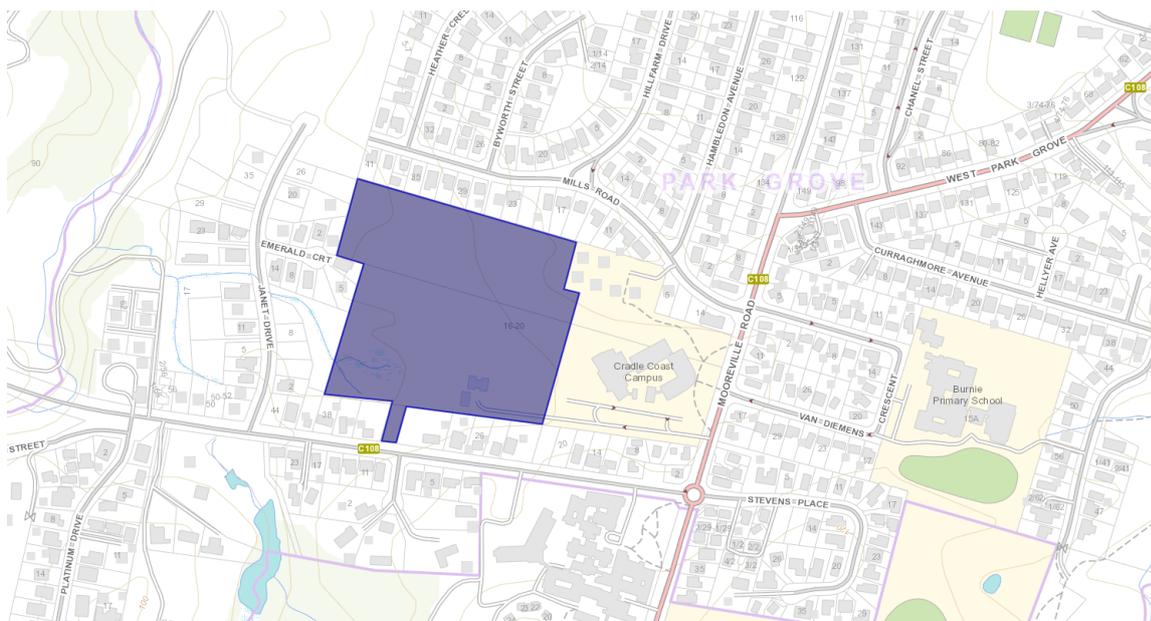


- **Housing Land Supply Order No 10 - 16 – 20 Mooreville Road, Park Grove**

The land comprises some 6.2 ha, and is the largely vacant western (rear) part of a larger holding currently occupied by UTAS, shown shaded blue on the diagram below.

The Tasmanian Planning Scheme – Burnie applies the Community Purpose zone to the land. Residential use is not currently permitted.

Application of the General Residential zone will permit subdivision to create lots of not less than 450 m<sup>2</sup> for single dwelling development, or multiple dwelling development at a density of not more than one dwelling per 325 m<sup>2</sup>.



**The Minister's advice and documents relating to the proposed Housing Land Supply Orders No 8 and No 10 are attached.**

#### **4.0 LEGISLATIVE REQUIREMENTS**

The *Housing Land Supply Act 2018* is the relevant legislation.

Section 4 allows the Minister for Planning may make a Housing Land Supply Order.

The purpose of an Order is to override the standard planning scheme amendment process under the *Land Use Planning and Approvals Act 1993* and provide a more efficient and appropriate process for rezoning government owned land that has been assessed as suitable for residential use by affordable housing.

An order may also modify the planning controls that apply for residential use and development to optimise housing outcomes on State land.

Section 5 provides the Minister must only make a Housing Land Supply Order if satisfied -

- the land is owned by the Government
- the owner's or administrator's landowner consent has been obtained;
- there is a need for land to be made available for the purposes of the *Homes Act 1935*;
- the area of land is suitable for residential use by virtue of close proximity to public and commercial services, public transport and places that may provide opportunities for employment

Section 6 provides the Minister must not make a Housing Land Supply Order to rezone an area of Government land unless satisfied -

- assigning the intended zone to the area of land would be consistent with the State Policies and the Regional Land Use Strategy that applies to the land;
- application of the relevant zone would not be significantly restricted by any codes that apply to the land under the relevant planning scheme;
- assigning the intended zone would further the objectives of the *Land Use Planning and Approvals Act 1993* (LUPAA);
- having regard to any Guidelines under section 8A of the LUPAA, assigning the intended zone to the area of land would be consistent with the zone purpose contained in the State Planning Provisions for the intended zone;
- on the environmental, economic and social effects, and the effects on Aboriginal and cultural heritage, of the proposed zone;

- assigning the intended zone for residential use would not be likely to create any significant land use conflict any existing use on the land or the use or development of adjacent or any other land; and
- the Order will not permit a lots size or dwelling density which is less than permitted under the General Residential zone

Section 10 requires that before a proposed Housing Land Supply Order is made, the Minister is required to give notice to and consult with prescribed 'interested persons' as defined in section 11, and invite them to make a submission on relevant matters in respect to the proposed order.

The role of 'interested persons', including the local council as the relevant planning authority, is limited by Section 13 to providing comment and advice in relation to the relevant matters, being –

- the suitability for residential use of land that is not zoned for residential purposes; and
- the suitability, in relation to the area of the land, of the intended zone

Once the Minister has assessed the request and considered any submissions received from the 'interested persons', he must table a draft Order and prepare a report in both Houses of Parliament the parliament setting out:

- the reasons why the Minister wants to make the proposed order;
- the reasons why the Minister is satisfied that the proposed order may be made;
- a copy of each submission received from the 'interested persons';
- the Minister's response to the issues raised in submissions; and
- if the proposed order has been altered by the Minister following consideration of submissions received from 'interested persons', a statement of reasons why the order was altered

The role of the Parliament is identified in section 9 as being to provide an over-riding check on whether the powers of the Minister have been appropriately exercised in the rezoning approval process.

Once a five-day disallowance period has expired for a proposed Housing Land Supply Order without a motion for a disallowance by either House of Parliament, the Minister must notify the making of the order and direct the Tasmanian Planning Commission (the Commission) to amend the relevant planning scheme within 14 days of receiving a notice from the Minister.

Once the relevant planning scheme has been amended, the Minister is then responsible for notifying the making of the amendment. The Minister must notify the day on which the

amendment takes effect in the Tasmanian Government Gazette and in a newspaper that is published and circulates in Tasmania.

The Minister must also notify the 'interested persons' about the making of the amendment.

## 5.0 POLICY CONSIDERATIONS

The Council has no specific policy relating to the supply of land for affordable housing.

The primary policy document which includes reference to housing land supply is the Burnie Settlement and Investment Strategy.

The Strategy is currently given operational effect through the Tasmanian Planning Scheme – Burnie.

## 6.0 FINANCIAL IMPACT

There are no financial impacts on Council if it makes a submission on the proposed Housing Land Supply Orders.

## 7.0 DISCUSSION

The proposed draft Orders may present a potential policy dilemma for Council.

Council has committed to support reasonable and affordable opportunity for all people to access suitable housing; and has a concern to address the current affordable housing shortfall.

The *Housing Land Supply Act* intends an Order as a by-pass mechanism to provide a rapid and effective solution to a crisis. Strict criteria apply under sections 5 and 6 of the Act to prove need, and to observe the general principles and considerations for land use planning.

Council has a responsibility as a planning authority to manage the use and development of land in a fair, orderly and sustainable manner.

A planning authority may support use of Housing Land Supply Orders in circumstances where there is an evidenced shortfall in supply and a proven urgency to provide additional affordable housing. It should not support use of an Order in circumstances where it cannot be satisfied on compliance with the necessary criteria.

The Council has not been provided with any information on need or compliance other than the attached brief and relatively uninformative **Statement of reasons for wanting to make a proposed Housing Land Supply Order** signed by the Minister for Planning and dated 9 August 2021 for each site. The statement of reasons each indicate -

- orders under the *Housing Industry Supply Act* were identified at the Housing Summit of 15 March 2018 as necessary to make more land available under the *Homes Act 1935* to enable provision of additional affordable housing in Tasmania; and

- more suitable residential land can be made available and contribute toward achieving targets for supply of more affordable housing if each of the land areas at Roslyn Avenue and Mooreville Road are rezoned to permit construction of new homes under a General Residential zone

The lack of supporting material places Council at a considerable disadvantage as a planning authority in understanding why the Orders are needed, why the land is considered suitable, and how the proposed changes to the Burnie Local Provision Schedule will be meet the relevant criteria under the Act for amendment of a planning scheme.

Section 13 of the *Housing Land Supply Act 2018* provide the planning authority may only provide its views and opinions on the proposed Housing Land Supply Orders in relation to the “relevant matters”.

The relevant matters are –

- whether the land is suitable for residential use; and
- the suitability of applying the General Residential zone

In this regard –

- ***The suitability for residential use of land that is not zoned for residential purposes***

The land at Roslyn Avenue, Romaine, while not inherently unsuitable, presents challenges for residential use by reason of the long and narrow configuration and frontage, and severity of cross fall.

The land at 16 – 20 Mooreville Road, Park Grove is inherently suited to residential use.

It is relatively level, and contains a substantial and regular area, with potential to yield approximately 100 minimum size lots, or up to 190 multiple dwellings.

Access is limited to a single point on an 18m frontage to West Mooreville Road.

- ***the suitability, in relation to the area of the land, of the intended zone***

The Orders propose application of the General Residential zone to each land area.

The General Residential zone is described in Guideline No 1 issued under section 8A *Land Use Planning and Approvals Act 1993* to be applied to the main urban residential area within each municipality which are not targeted for higher density development where connections are available to reticulated water supply and sewerage systems, and the land is not exposed to risk from natural hazards or required for protection of primary production, natural or cultural values.

- a) The Act requires in section 5(2)(a) that before issuing a housing supply order the Minister must be satisfied there is a need for the land to be made available to provide for or to enable the provision of housing assistance to persons eligible under the *Homes Act 1935*.

The requirement is consistent with considerations that would otherwise apply for determination of an application for scheme amendment under the standard LUPAA process.

It is said in the Minister's reasons for each of the proposed Burnie Orders that there is a need to make more land available under the *Homes Act 1935* to enable the provision of additional affordable housing in Tasmania.

There is no explanation for how the proposed Order will contribute toward achieving targets for the supply of more affordable housing; particularly when it is advised in the FAQ material that Communities Tasmania do not have any set plans for development of the land.

The *Affordable Housing Strategy 2015-2025* sets out the principles on which the government will assist provision of safe, secure and affordable housing for all Tasmanians. It does not identify any specific need to make additional land available for housing within the Burnie municipal area.

Action 1 of the *Affordable Housing Action Plan 2015-2019* identifies a regional supply need for 50 additional social housing units State-wide, but does not specify whether provision in whole or part is to occur within Burnie. Action 12 intends new supply for 25 disability housing units within Burnie.

The *Affordable Housing Action Plan 2019 – 2023* also indicates an intention under Action 1 to release sufficient government land State-wide to provide 670 new lots by 30 June 2023, of which 290 lots were expected to be released under the 2015-2019 Action Plan. The Summary of Actions and Targets at page 22 indicates 116 of these lots are to be provided in the northwest. There is no specific target to supply all or some of these lots from land within the Burnie municipal area.

The Plan does not identify a shortfall in available housing land supply within Burnie that can only be met by a release of government land.

The Tasmanian Government's Department of Treasury and Finance report: *Housing Supply Option: A review of Government owned land holdings potentially suitable for conversion to residential housing (March 2018)* identified State owned land at Roslyn Avenue, Romaine and at 16-20 Mooreville Road, Park Grove as potentially suitable for conversion to residential dwellings.

While the report identified the land as highly suitable for residential use, it did not include any assessment for availability of alternate existing zoned vacant residential land in Burnie or the northwest.

The Treasury's 2018 Report cannot be relied upon to justify a need to make more housing land available in Burnie by release of non-residential government land.

Any decision to amend a planning scheme and provide a new housing land supply must be made in the context of the municipal area and its sub-region as a whole.

In this regard the Act requires the effects of an Order must be consistent with the relevant Cradle Coast Regional Land Use Strategy (CCR LUS).

Clause 4.3.1(d) of the CCR LUS requires the land use planning process is to –

*Match land supply to need and provide sufficient land within the designated urban settlement boundaries of each centre to meet forecast need for a time horizon of not less than 10 years but not exceeding 20 years*

The *Burnie Local Provisions Schedule Supporting Report* (October 2019) [exhibited with the draft BUR LPS in October 2019] identified 217 ha of vacant zoned General Residential land at February 2019 in both private and public ownership.

Part of the identified vacant residential land stock includes land at Shorewell Park owned by Housing Tasmania which remains undeveloped.

Assuming a conservative density of 16 – 20 dwellings per hectare, the then existing vacant urban residential land stock had capacity for between 3,480 and 4,350 new dwellings. Applying a Low Growth<sup>1</sup> scenario to population growth, and Burnie's 10 - year average of 60 new dwellings per annum, zoned vacant residential land had sufficient capacity to meet demand for new release lots over a period of 58 to 72 years.

Infill, redevelopment and intensification within established residential areas has accounted for some 30% of new housing in recent years. The vacant residential land supply then had capacity to meet demand over a period considerable longer than the timeframe set by the CCR LUS.

Given the considerable oversupply of vacant zoned residential land, the approved BUR LPS reduced the area of vacant zoned residential land from 217 ha to 155 ha, effective from July 2020, and returned some 62 ha of viable prime land to a strategic purpose for agriculture.

The remaining vacant zoned residential land has potential on a Low Growth scenario for between 2,480 and 3,110 new dwellings; or a supply capacity of 40 – 50 years, and still in excess of the CCR LUS formula.

The Act requires in section 6(1)(a)(ii) that an intention to apply the General Residential zone to the land to which the Order applies must be consistent with the regional land use strategy in relation to that area of land.

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<sup>1</sup> Tasmanian Department of Treasury

The Tasmanian Planning Commission has examined the question of consistency with clause 4.3.1(d) in the Cradle Coast Regional Land Use Strategy on a number of occasions.

Council had previously supported two separate requests to initiate a draft amendment to the then Burnie Interim Planning Scheme 2013 to create small areas of additional zoned residential land for infill development.

Both draft amendments were rejected by the Tasmanian Planning Commission<sup>2</sup> immediately prior to approval of the BUR LPS for the reason there is an existing oversupply of vacant zoned residential land within the Burnie municipal, sufficient to meet foreseeable demand in all housing sectors for at least the next 20 years.

The Commission's decisions were based on the February 2019 residential land supply data.

The Commission said in *Burnie Interim Planning Scheme 2013 amendment 2019-1 [2019] TASPComm 33 (19 November 2019)* –

27. *The Commission considers the regional strategy is to be read as a whole and the regional strategy does not give priority or primacy to specific policies and outcomes. The Commission may consider the relevance and weight that should be given to specific policies and outcomes with reference to the circumstances of a particular draft amendment in coming to an opinion about whether, taking into account the regional strategy as a whole, the draft amendment is 'as far as is practicable, consistent with the regional strategy'.*
28. *In relation to the regional strategy's policies for housing land, the Commission considers that although the effect of the draft amendment is to allow for residential development within an existing urban area, there is already an oversupply of residential land which is inconsistent with 4.3.1 (d) which establishes that land supply for housing should not exceed 20 years supply.*
29. *As a result, the Commission concludes that adequate residential zoned land has been provided and will continue to be developed and supplied as market demand requires.*

The Commission made similar observations and conclusions in *Burnie Interim Planning Scheme 2013 amendment 2019-1 [2019] TASPComm 33 (19 November 2019)* where it said -

26. *The Commission agrees with the parties that section 300 means a draft amendment must do whatever is possible to be consistent to the regional strategy but that complete consistency is not required. It also agrees that it is intended that the regional strategy is to be read as a whole, and that the regional strategy does not give priority or primacy to specific policies and outcomes.*

27. *It is for the Commission to form an opinion about whether, on balance, taking into account the regional strategy as a whole, the draft amendment is 'as far as is practicable, consistent with the regional strategy'. In doing this, it may consider the relevance and weight that should be given to specific policies and outcomes with reference to the circumstances of a particular draft amendment.*
28. *That the Commission sought further submissions on clause 4.3.1 (d) specifically does not mean that it did not consider each other part of the strategy.*
29. *However, the Commission is of the opinion that clause 4.3.1 (d) is relevant to the draft amendment which seeks to rezone land from Rural Resource to General Residential at the outskirts of Burnie. It is complementary to other policies for urban settlement areas such as, 4.3.1 (b) and 4.3.1 (g) which promote settlement in established areas and a planned approach to intensification and expansion for urban settlement. Understanding land supply is fundamental to the consideration of the intensification or expansion of settlements.*

The Commission rejected an argument that land supply is determined by what is actually available or approved to be available, and formed the view that supply is a measure of the potential supply determined by the land to which a residential zone applies.

The Commission's later decision in May 2020 on representations to the draft BUR LPS rejected three separate applications to increase the area of zoned residential land; and supported the reduction on the land to which the general residential zone applied under the former interim planning scheme.

Any decision in make a Housing Land Supply Order must have regard to the independent and recent findings of the Commission on consistency to the CCR LUS.

Lead times for approvals and development mean arrangements to provide additional housing land must be made in advance of exhausting existing supply. However, there is no imperative for urgent contemporary action to zone additional residential land given the current area of vacant zoned residential land in Burnie.

The development industry has been relatively effective in predicting local land demand, and has geared release of approved subdivision lots to keep pace with new house starts.

A surge in demand for new lots in late 2020 can be attributed to the impact of stimulus programs to support the building industry through COVID 19. The situation requires monitoring to determine any continuing demand. Even if sustained, there is sufficient undeveloped residential to meet demand within the timeframes set under the regional land use strategy without need for new releases.

Council cannot be confident application of the General Residential zone to government land at Romaine and Park Grove will be consistent with the Cradle Coast Regional Land Use Strategy as it is currently stated.

- a) There is a significant likelihood of inequity in use of the *Housing Land Supply Act*.

Purpose of the *Housing Land Supply Act* is to provide for faster rezoning and potential adjustment of planning controls in circumstances where there is an evident and urgent need for more affordable housing land, and only where the specific eligibility criteria set out in the Act can be satisfied.

The requirements in sections 5(2)(a) appear intended to prevent the making of a housing land supply order in circumstances where there is no need to do so, including where the land use planning process has already made adequate provision for supply of housing land.

The Act should not be applied simply because it is convenient to do so. There must be an existing failure of the land use planning process which has resulted in an evident shortfall in the available housing land supply.

There should also be an intention to develop the land for a specific residential use.

The Tasmanian Planning Scheme – Burnie does not make distinction in application of the General Residential zone between residential land available for private housing investment and land for public or social housing. All zoned residential land is available for use and development in accordance with Tasmania's Affordable Housing Strategy.

Recent application of the planning process under the *Land Use Planning and Approvals Act 1993* has denied private landowners the opportunity to utilise comparably sized and suitable non-residential zoned land within the Burnie urban boundaries for infill housing development.

The *Housing Land Supply Act* should not be applied to obtain an advantage that is not otherwise available to a private land owner through the normal land use planning process.

Consideration must be given the effect of a housing land supply order on the interests of other vacant zoned residential land owners; including the impact for timing of release, and why that land is not currently available in whole or part for provision of housing for persons eligible under the *Homes Act 1935*.

- b) Purpose of the *Housing Land Supply Act* is to accelerate, not circumvent, the land rezoning process set out in the *Land Use Planning and Approvals Act 1993*.

The Act should not be applied to deliver an outcome that would not otherwise pass muster against the relevant criteria under any alternate rezoning process.

An Order must further the objectives set out in Schedule 1 of the planning Act.

The intended application of the General Residential zone does not appear to represent a logical approach to the fair, orderly and sustainable use and development of land as intended by Schedule 1 Part 1(b).

The objective is not satisfied by pre-determining application of the General Residential zone, and relying thereafter on the common SPP standards to manage future use and development.

The Commission's decision in TASPComm 33 (19 November 2019) concluded that any release of additional zoned vacant residential land in the Burnie municipal area would not be consistent with the objective in Schedule 1 Part 1(b) the Act and provide for the "*fair, orderly and sustainable use and development of air, land and water resources*".

The intent of the planning processes under the Act to support of the objectives in Part 1 are stated in Schedule 2 Part 2(a), and include "*to require sound strategic planning and co-ordinated action by State and local government*".

There is no Tasmanian planning policy or strategy on settlement and residential land release; and no information provided with the proposed Orders to support a contrary analysis on the capacity of existing zoned residential land to meet demand in Burnie.

The *Burnie Settlement and Investment Strategy* 2007 and 2017 addresses population and housing. It discusses background issues and considerations, and sets out a number of planning principles and strategic actions in paragraphs 7.4 and 7.5.

The Strategy recognise an inadequate supply of residential land will constrain growth and place upward pressure on prices. Objectives are set to ensure adequate, suitably serviced, and affordable and appropriately located land is available and located to meet projected housing needs; and to ensure housing options address emerging market needs and aspirations.

A 2017 review of the Strategy confirmed there is a significant existing supply of zoned vacant residential land which precludes need for any new land releases in the immediate to longer-term -

*A summary of residential supply and demand indicates there is sufficient dedicated residential land in Burnie to cater for each future growth scenario. Therefore, the future residential development strategy will need to carefully consider the need for new residential release areas to avoid unnecessary dispersion/urban sprawl and to achieve best practice planning outcomes from a triple bottom line perspective. [BSIS (2007) p26]*

The Strategy also addressed the need to provide diversity and choice in housing form, location, and affordability.

*Trend demand would give rise to the projected take up of an estimated 6.9 hectares of residential land over the ten years to 2026. Demand would range from 3.8 hectares under the Low scenario to 10.6 hectares under the high. [BSIS (2017) p23]*

Council cannot be satisfied application of the general residential land to the proposed housing land supply sites will further objectives for the Tasmanian land use planning system.

- c) The *Housing Industry Supply Act* requires in section 6(1)(f) that if the intended zone is applied to the land the subject of the Order, the use or development of that land for residential purposes will not create significant land use conflict for any existing use on the land, or on any adjacent or other land.

Again, the consideration is consistent with that which applies under a standard approach to amendment of a planning scheme and application of the General Residential zone.

The land at 16-20 Mooreville Road forms part of the land on which the University of Tasmania currently operates a teaching and research facility.

Council is aware the majority of university activities will not remain on the land after the end of August 2021. It is understood the agricultural research facilities may remain on the land.

Council is aware of a commitment by the State government to relocate court house activities from the Burnie town centre into the former UTAS building complex.

There is no indication the draft Order has acknowledged the current and proposed alternate uses on the residual UTAS land, or has given any consideration to the likelihood for conflict between the proposed residential use and existing use on the land or on adjacent and other land.

Council cannot be comfortable the General Residential zone is suitable for application to the balance land within the current UTAS site.

**8.0 RISK**

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

<b>Risk Category</b>	<b>Risk identified</b>	<b>Ways to eliminate or reduce the risk</b>
Strategic	The proposed Orders each appear inconsistent with the current regional and municipal land use strategies for Burnie, and the existing supply of zoned vacant residential land.  While both sites are logical candidates for infill development in support of objectives to constrain the extension of settlement boundaries and optimize use of infrastructure, rezoning to permit new residential use and development is premature.	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land and a need to make use of vacant government land.
Financial	There are no immediate financial risks for Council. Release of new land for residential lease may have financial impact on private investors engaged in residential subdivision.	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land and a need to make use of vacant government land.
Workers	There is no risk to Council workers	NA
Assets and infrastructure	There is no known enquiry or assessment showing capacity of the local road network and the urban drainage system to accommodate additional residential use and development on either site.	Defer making of a Housing Land Supply Order until Council has determined the capacity of additional demand on the road and stormwater networks.
Environment	There are no known environmental risks associated with residential use on either site	NA
Public Safety	There are no known risks to public safety associated with residential use on either site. The likelihood for conflict with existing and proposed use on adjoining land has not been disclosed.	Defer making of a Housing Land Supply Order until it can be shown there no significant risk of conflict between new residential use and existing or permitted use on other land.
Emergency Management	There are no known risks for emergency management associated with residential use on either site	NA

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Strategic	<p>The proposed Orders each appear inconsistent with the current regional and municipal land use strategies for Burnie, and the existing supply of zoned vacant residential land.</p> <p>While both sites are logical candidates for infill development in support of objectives to constrain the extension of settlement boundaries and optimize use of infrastructure, rezoning to permit new residential use and development is premature.</p>	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land and a need to make use of vacant government land.
Financial	There are no immediate financial risks for Council. Release of new land for residential lease may have financial impact on private investors engaged in residential subdivision.	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land and a need to make use of vacant government land.
Workers	There is no risk to Council workers	NA
Service Delivery	There is no known enquiry or assessment showing capacity of the local road network and the urban drainage system to accommodate additional residential use and development on either site.	Defer making of a Housing Land Supply Order until Council has determined the capacity of additional demand on the road and stormwater networks.
Technology	There are no know technology risks associated with residential use on either site.	
Legal and Compliance	There is risk the proposed Orders do not comply with requirements in section 5 and section 6 of the <i>Housing Land Supply Act 2018</i>	Defer making of a Housing Land Supply Order until compliance with the Act can be satisfactorily demonstrated.

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Strategic	<p>The proposed Orders each appear inconsistent with the current regional and municipal land use strategies for Burnie, and the existing supply of zoned vacant residential land.</p> <p>While both sites are logical candidates for infill development in support of objectives to constrain the extension of settlement boundaries and optimize use of infrastructure, rezoning to permit new residential use and development is premature.</p>	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land and a need to make use of vacant government land.
Financial	There are no immediate financial risks for Council. Release of new land for residential lease may have financial impact on private investors engaged in residential subdivision.	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land and a need to make use of vacant government land.
Workers	There is no risk to Council workers	NA
Political	<p>There is political risk in that any objection to the proposed Orders may be perceived as obstructing delivery of the government's affordable housing program. There is a contrary risk that agreement may be perceived as inconsistent with the obligation on a planning authority to make fair, orderly and sustainable use and development of land, and on the Council to promote and protect the interests and welfare of the community, including those who comply with the processes required for use and development of land.</p>	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land, a need to make use of vacant government land, and an ability to comply with the land use planning criteria set out in the Act.
Reputational	There is likely risk to the reputation of the Council if it supports the proposed Orders in the absence of appropriate information on the relevant matters in section 13 of the Act.	Defer making of a Housing Land Supply Order until it can be shown there is an existing under-supply of vacant residential land, a need to make use of vacant government land, and an ability to comply with the land use planning criteria set out in the Act.

## 9.0 CONSULTATION

This report has been prepared in consultation with the relevant areas of the Council's administration.

**ATTACHMENTS**

1. [Housing Land supply Order](#)
2. [Housing Land Supply Order](#)
3. [Housing Land Supply Order](#)
4. [Housing Land Supply Order](#)
5. [Housing Land Supply Order](#)
6. [Housing Land Supply Order](#)
7. [Housing Land Supply Order No 8](#)
8. [Housing Land Supply Order No 10](#)

**COUNCIL RESOLUTION**

**Resolution number: MO137-21**

**MOVED:** Cr K Dorsey

**SECONDED:** Cr G Simpson

***“THAT Council in its role as a planning authority under the Land Use Planning and Approvals Act 1993 and in accordance with section 13 Housing Land Supply Act 2018 make a submission on the proposed Housing Land Supply Orders indicating for the reasons set out in this Report that it is not satisfied on the suitability of amending the Burnie Local Provision Schedule and applying the intended General Residential zone in relation to –***

- a) proposed Housing Supply Land Order No 8 for land in PID 7695853 Roslyn Avenue, Romaine; and***
- b) proposed Housing Supply Land Order No 10 for land at 16-20 Mooreville Road, Park Grove.”***

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

**Against:**

**CARRIED UNANIMOUSLY**

Cr C Lynch and Cr A Boyd returned to the meeting, the time being 7.47pm.

Drafted in the Office of  
Parliamentary Counsel

TASMANIA

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**HOUSING LAND SUPPLY (BURNIE) ORDER 2021**  
**STATUTORY RULES 2021, No.**

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**CONTENTS**

1. Short title
  2. Commencement
  3. Interpretation
  4. Declaration of housing supply land
  5. Declaration of intended zone
- Schedule 1 – Area of land  
Schedule 2 – Plan

Version v2  
22 July 2021

Draft

### HOUSING LAND SUPPLY (BURNIE) ORDER 2021

I make the following order under section 4 of the *Housing Land Supply Act 2018*.

Dated 20 .

Minister for Local Government and Planning

#### 1. Short title

This order may be cited as the *Housing Land Supply (Burnie) Order 2021*.

#### 2. Commencement

This order takes effect on the day on which its making is notified in the *Gazette*.

#### 3. Interpretation

In this order –

*Act* means the *Housing Land Supply Act 2018*;

*applicable area* means the area of land declared by clause 4 to be housing supply land;

*grid reference* means the grid reference taken from the Universal Grid Reference System used in Tasmania and based on the Geocentric Datum of Australia (also known as the “the GDA” or “GDA94”)

*Housing Land Supply (Burnie) Order 2021*  
*Statutory Rules 2021, No.*

c. 4

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as defined in the Commonwealth Gazette  
No. GN 35, 6 September 1995;

*property identification number*, in respect of  
a property, means the property  
identification number for the property  
contained in the Land Information  
System Tasmania administered by the  
department responsible for the  
administration of the *Land Titles Act*  
*1980*.

**4. Declaration of housing supply land**

For the purposes of section 4(1) of the Act, the  
area of land specified in Schedule 1 to this order  
is declared to be housing supply land.

**5. Declaration of intended zone**

For the purposes of section 4(2) of the Act, the  
intended zone in relation to the applicable area is  
declared to be the General Residential Zone  
referred to in the applicable planning scheme.

*Housing Land Supply (Burnie) Order 2021*  
*Statutory Rules 2021, No.*

sch. 1

**SCHEDULE 1 – AREA OF LAND**

Clause 4

The area of land that –

- (a) is situated at 16-20 Mooreville Road, Park Grove, Burnie in Tasmania; and
- (b) comprises –
  - (i) that land forming part of the land identified by property identification number 6187275 that is west of an imaginary line made up of the following straight lines:
    - (A) a line from grid reference E405866.224 N5454360.880 to grid reference E405851.469 N5454303.359;
    - (B) a line from grid reference E405851.469 N5454303.359 to grid reference E405879.164 N5454295.236;
    - (C) a line from grid reference E405879.164 N5454295.236 to grid reference E405832.218 N5454144.767; and

5

*Housing Land Supply (Burnie) Order 2021*  
*Statutory Rules 2021, No.*

**sch. 1**

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- (ii) that land described in certificate of title Volume 26609, Folio 2 of the register kept under section 33 of the Land Titles Act 1980; and
- (c) is shown bounded by a heavy black line in the plan set out, by way of illustration only, in Schedule 2 to this order.

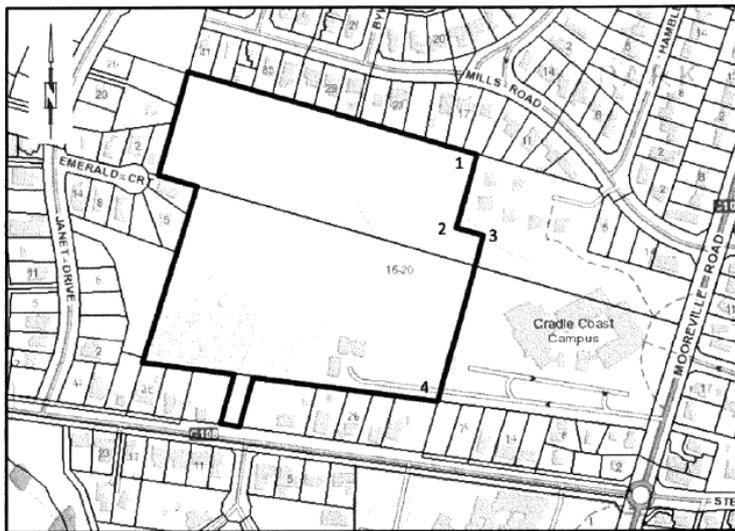
Draft

*Housing Land Supply (Burnie) Order 2021  
Statutory Rules 2021, No.*

sch. 2

**SCHEDULE 2 – PLAN**

Schedule 1



**COORDINATE TABLE - MGA1994 (GDA94)**

POINT	EASTING	NORTHING
1	405866.224	5454360.880
2	405851.469	5454303.359
3	405879.164	5454295.236
4	405832.218	5454144.767

*Housing Land Supply (Burnie) Order 2021*  
*Statutory Rules 2021, No.*

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Printed and numbered in accordance with the *Rules Publication Act 1953*.

Notified in the *Gazette* on 20 .

This order is administered in the Department of Justice.

**EXPLANATORY NOTE**

*(This note is not part of the order)*

This order –

- (a) declares part of the area of land at 16-20 Mooreville Road, Park Grove, Burnie to be housing supply land; and
- (b) declares the intended zone in relation to that land to be the General Residential Zone referred to in the applicable planning scheme.

Drafted in the Office of  
Parliamentary Counsel

TASMANIA

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**HOUSING LAND SUPPLY (ROMAINE) ORDER  
2021**

**STATUTORY RULES 2021, No.**

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**CONTENTS**

1. Short title
  2. Commencement
  3. Interpretation
  4. Declaration of housing supply land
  5. Declaration of intended zone
- Schedule 1 – Plan

Version v02  
16 July 2021

Draft

## HOUSING LAND SUPPLY (ROMAINE) ORDER 2021

I make the following order under section 4 of the *Housing Land Supply Act 2018*.

Dated 20 .

Minister for Local Government and Planning

### 1. Short title

This order may be cited as the *Housing Land Supply (Romaine) Order 2021*.

### 2. Commencement

This order takes effect on the day on which its making is notified in the *Gazette*.

### 3. Interpretation

In this order –

*Act* means the *Housing Land Supply Act 2018*;

*applicable area* means the area of land declared by clause 4 to be housing supply land.

### 4. Declaration of housing supply land

For the purposes of section 4(1) of the Act, the area of land –

*Housing Land Supply (Romaine) Order 2021*  
*Statutory Rules 2021, No.*

c. 5

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- (a) situated at Roslyn Avenue, Romaine in Tasmania, as identified by property identification number 7695853 contained in the Land Information System Tasmania administered by the department responsible for the administration of the *Land Titles Act 1980*; and
- (b) shown bounded by a heavy black line in the plan set out, by way of illustration only, in Schedule 1 to this order –

is declared to be housing supply land.

**5. Declaration of intended zone**

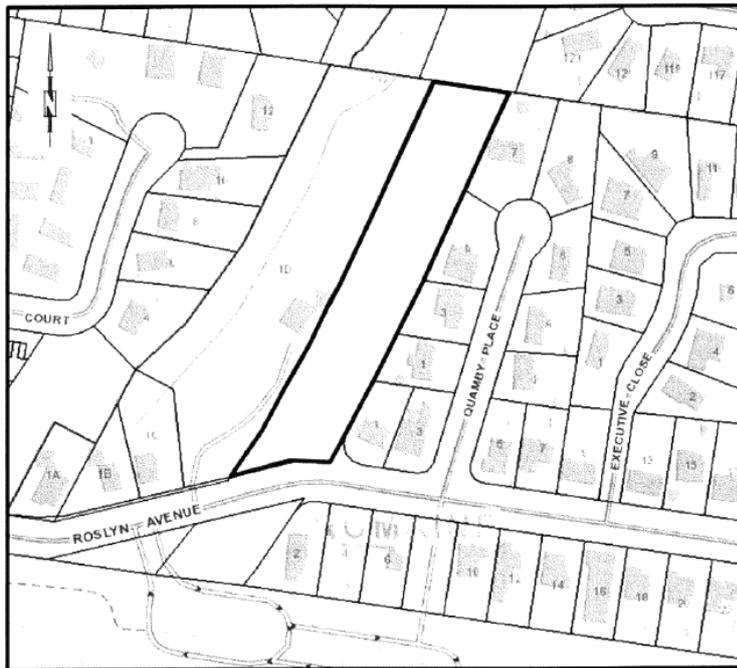
For the purposes of section 4(2) of the Act, the intended zone in relation to the applicable area is declared to be the General Residential Zone referred to in the applicable planning scheme.

*Housing Land Supply (Romaine) Order 2021  
Statutory Rules 2021, No.*

sch. 1

**SCHEDULE 1 – PLAN**

Clause 4



5

*Housing Land Supply (Romaine) Order 2021*  
*Statutory Rules 2021, No.*

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Printed and numbered in accordance with the *Rules Publication Act 1953*.

Notified in the *Gazette* on 20 .

This order is administered in the Department of Justice.

**EXPLANATORY NOTE**

*(This note is not part of the order)*

This order –

- (a) declares certain land at Rosyln Avenue, Romaine, to be housing supply land; and
- (b) declares the intended zone in relation to that land to be the General Residential Zone referred to in the applicable planning scheme.

## Housing Land Supply Act 2018

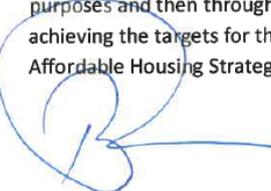
### Statement of reasons for wanting to make a proposed Housing Land Supply Order

I, Roger Charles Jaensch, Minister for Local Government and Planning, in accordance with the *Housing Land Supply Act 2018*, wish to make a Housing Land Supply Order to part of the land at 16-20 Mooreville Road, Burnie and described by PID6187275 and covering 3 titles.

Where the Housing Land Supply Order would rezone part of the land to General Residential.

In accordance with Section 12(2)(c) of the *Housing Land Supply Act 2018*, for the purposes of consultation with an 'interested person', these are my reasons for wishing to make the proposed Housing Land Supply Order –

1. Preparation of the *Housing Land Supply Act 2018 (the Act)* was a key action identified at the Housing Summit hosted by the Premier of Tasmania on 15 March 2018.
2. The next step for that action, is to apply the provisions of the new Act to provide for the 'fast track' rezoning of land for residential use for affordable housing for specific sites in Tasmania. Where the 'fast track' rezoning of land is achieved through the making of Housing Land Supply Orders under the Act.
3. There is a need to make more land available under the *Homes Act 1935* to enable the provision of additional affordable housing in Tasmania.
4. This site is suitable for future development for affordable housing, but needs to be rezoned before the approval and construction of new homes; and
5. The proposed Housing Land Supply Order will provide more land zoned for residential purposes and then through the construction of homes on this land, contribute toward achieving the targets for the supply of more affordable homes, as set out in Tasmania's Affordable Housing Strategy 2015-2025.



Hon Roger Jaensch MP  
Minister for Local Government and Planning

9 August 2021  
~~July 2021~~

## Housing Land Supply Act 2018

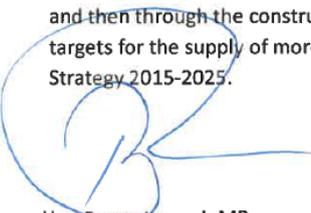
### Statement of reasons for wanting to make a proposed Housing Land Supply Order

I, Roger Charles Jaensch, Minister for Local Government and Planning, in accordance with the *Housing Land Supply Act 2018*, wish to make a Housing Land Supply Order to part of the land at Roslyn Avenue, Romaine and described by PID7695853.

Where the Housing Land Supply Order would rezone the land to General Residential.

In accordance with Section 12(2)(c) of the *Housing Land Supply Act 2018*, for the purposes of consultation with an 'interested person', these are my reasons for wishing to make the proposed Housing Land Supply Order –

1. Preparation of the *Housing Land Supply Act 2018 (the Act)* was a key action identified at the Housing Summit hosted by the Premier of Tasmania on 15 March 2018.
2. The next step for that action, is to apply the provisions of the new Act to provide for the 'fast track' rezoning of land for residential use for affordable housing for specific sites in Tasmania. Where the 'fast track' rezoning of land is achieved through the making of Housing Land Supply Orders under the Act.
3. There is a need to make more land available under the *Homes Act 1935* to enable the provision of additional affordable housing in Tasmania.
4. This site is suitable for future development for affordable housing, but needs to be rezoned before the approval and construction of new homes; and
5. The proposed Housing Land Supply Order will provide more land zoned for residential purposes and then through the construction of homes on this land, contribute toward achieving the targets for the supply of more affordable homes, as set out in Tasmania's Affordable Housing Strategy 2015-2025.



Hon Roger Jaensch MP  
Minister for Local Government and Planning

9 August 2021

**Burnie HLSO – Frequently Asked Questions****The Process in General***Why was the Housing Land Supply Act 2018 created?*

With over 3,000 people on the waiting list for housing assistance in 2018, the Act was created in 2018 to help address housing supply issues in Hobart and around the State with respect to social and affordable housing.

The Act created a process that can run more quickly than the normal planning processes to help accelerate the supply of land for social and affordable housing. Only government land is eligible for consideration under this Act.

Further information on the Act and previous Orders can be found here - <https://planningreform.tas.gov.au/updates/housing-land-supply-orders> or by contacting the Department of Justice Planning Policy Unit on 6166 1429 or [Planning.Unit@justice.tas.gov.au](mailto:Planning.Unit@justice.tas.gov.au)

*How does the process work under the Housing Land Supply Act 2018?*

The Department of Communities Tasmania, identify a surplus Government land site that is suitable for affordable housing and prepare a report demonstrating that the site meets with the requirements of the Act. The Act requires that the site must be suitable for residential development and located in close proximity to public transport, business and social services.

The Minister for Planning considers the report and consults with government service providers, people who live or own property surrounding the site of the proposed Order and any identified interest groups or persons who may have an interest in the proposed Order.

The Minister for Planning considers any submissions received during the consultation and prepares a report to table in Parliament. Parliament gets to see all submissions that are made during the consultation.

For the Order to be considered by Parliament, it must meet the requirements set out in the Act including that: a site must be eligible and suitable for residential development; is consistent with the relevant regional land use strategy; is consistent with relevant State policies; and also furthers the objectives of the *Land Use Planning and Approvals Act 1993* (which is the same level of assessment applied to rezoning applications under the normal planning processes).

Both houses of Parliament consider the Minister's report and the proposed Order and may disallow the proposed Order or allow the proposed Order to proceed.

If the proposed Order proceeds, the Minister for Planning then directs the Tasmanian Planning Commission to amend the relevant planning scheme to align with the made Order.

*How can I present my views on the proposed Order in person?*

As you have been contacted by the Minister for Planning to seek your views on the proposed Order, you can lodge a written submission with the Minister for Planning.

The process ensures the Minister for Planning considers the written submissions in reference to the requirements set out in the Act before tabling a report to Parliament. You have the opportunity to speak to a Member of Parliament before the proposed Order is tabled in Parliament.

*Who will assess development proposals on the land?*

The Minister for Local Government and Planning does not assess future development proposals on the land once the land is rezoned.

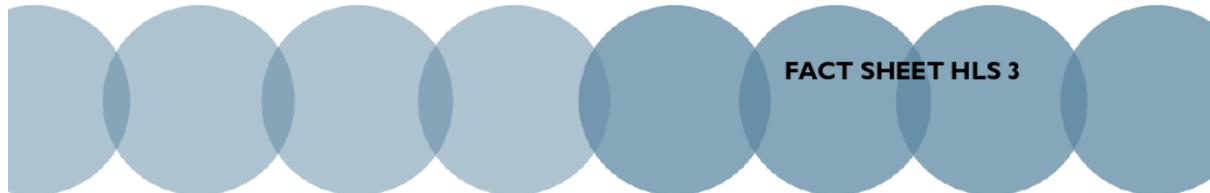
Communities Tasmania will lodge a development application with the local Council planning authority. The planning authority will determine the application in accordance with the local planning scheme that applies at the time.

**Specific to the Burnie Order***What development will occur on the site?*

At the time of proposing the Order, Communities Tasmania did not have a set plan for development of the land. Further information on their plans can be obtained by contacting Communities Tasmania Portfolio and Supply unit on 1800 995 653.

Some examples of residential development that may occur under the General Residential Zone are single dwellings, multiple dwellings, subdivision of the land or residential boarding house type of accommodation. These are similar in nature to the development that already surrounds this land.

After the land is rezoned, the proposal for the land will be submitted to Burnie City Council for assessment against the provisions of the Burnie Local Provisions Schedule and the State Planning Provisions. This follows the normal planning processes. The planning scheme can be viewed at [www.iplan.tas.gov.au](http://www.iplan.tas.gov.au).



## HOUSING LAND SUPPLY ACT 2018: ROLES & RESPONSIBILITIES

### Overview

The *Housing Land Supply Act 2018* (the Act) provides a more efficient and appropriate process for rezoning land owned by Housing Tasmania and surplus Crown land (Government land) that has been assessed as being suitable for residential use for affordable housing. It also enables the residential planning rules to be modified to optimise the use of Government land used for that purpose.

This fact sheet provides a high-level summary of the roles and responsibilities of the key decision-makers and other stakeholders in the making or revocation of an order (a Housing Land Supply Order).

Key decision-makers are the:

- the Minister for Planning (the Minister); and
- the Parliament of Tasmania (that includes the House of Assembly and the Legislative Council).

Other stakeholders that have a role in the rezoning of Government land or the nomination of specific planning controls for residential use include State agencies that own or administer Government land, the

Tasmanian Planning Commission (the Commission) and prescribed 'interested persons'.

### Role of the Minister

The Minister's primary role is to determine whether an area of Government land that has been identified as suitable for residential use for affordable housing should be rezoned. The Minister may also nominate specific planning controls for residential use and development to areas of Government land that are already zoned for residential purposes and other land that may be subject to rezoning in accordance with the provisions of this Act (see Fact Sheet 2).

### *Making a Housing Land Supply Order*

Subject to meeting strict eligibility and suitability criteria, the Act enables the Minister to make a Housing Land Supply Order declaring an area of Government land (i.e. Crown land or land held by the Director of Housing under the *Homes Act 1935*) to be 'housing supply land'.

The Minister may only make a Housing Land Supply Order if he or she has ensured that:

- the land is owned by the Government;



FACT SHEET HLS 3 – HOUSING LAND SUPPLY: ROLES & RESPONSIBILITIES

- the owner’s or administrator’s landowner consent has been obtained;
- there is a need for land to be made available for the purposes of the *Homes Act 1935* (the Homes Act); and
- the land is in close proximity to public and commercial services, public transport and places that may provide opportunities for employment.

The Minister can only make a Housing Land Supply Order to rezone an area of Government land if he or she is satisfied that:

- assigning the intended zone to the area of land would be consistent with the State Policies and the Regional Land Use Strategy that applies to the land;
- application of the relevant zone would not be significantly restricted by any codes that apply to the land under the relevant planning scheme;
- assigning the intended zone would further the objectives of the *Land Use Planning and Approvals Act 1993* (LUPAA);
- having regard to any Guidelines under section 8A of the LUPAA, assigning the intended zone to the area of land would be consistent with the zone purpose contained in the State Planning Provisions for the intended zone; and

- assigning the intended zone would not be likely to create any significant land use conflict.

The Minister must also consider the environmental, economic and social effects and the effects on Aboriginal and cultural heritage of assigning the intended zone to the area of land.

The Minister may also only make a Housing Land Supply Order if he or she has invited the prescribed ‘interested persons’ (see further below) to comment on a proposed rezoning.

After considering any submissions received from ‘interested persons’, the Minister can alter a proposed order providing that the alteration does not result in a significant change to either the character or effect of the original proposed order that was notified to the ‘interested persons’.

*Preparing an assessment report*

Once the Minister has assessed the request and considered any submissions received from the ‘interested persons’, he or she must prepare a report setting out:

- the reasons why the Minister wants to make the proposed order;
- the reasons why the Minister is satisfied that the proposed order may be made;
- a copy of each submission received from the ‘interested persons’;
- the Minister’s response to the issues raised in submissions; and



### FACT SHEET HLS 3 – HOUSING LAND SUPPLY: ROLES & RESPONSIBILITIES

- if the proposed order has been altered by the Minister following consideration of submissions received from ‘interested persons’, a statement of reasons why the order was altered.

#### *Seeking approval of Parliament*

After consulting with ‘interested persons’, the Minister must consider any submissions before tabling the proposed Housing Land Supply Order in both Houses of Parliament, together with his or her report (see Fact Sheet 2).

#### *Notification of the effective date of an amendment*

Once the five-day disallowance period has expired for a proposed Housing Land Supply Order without a motion for a disallowance by either House of Parliament, the Minister must notify the making of the order and direct the Tasmanian Planning Commission (the Commission) to amend the relevant planning scheme within 14 days of receiving a notice from the Minister.

Once the relevant planning scheme has been amended, the Minister is then responsible for notifying the making of the amendment. The Minister must notify the day on which the amendment takes effect in the *Tasmanian Government Gazette* and in a newspaper that is published and circulates in Tasmania.

The Minister must also notify the ‘interested persons’ about the making of the amendment.

#### *Revoking a Housing Land Supply Order*

The Minister can also revoke a Housing Land Supply Order (that may include a rezoning or an order applying specific planning controls to an area of Government land) in prescribed circumstances. These are where the area of Government land is no longer required to be made available for the purposes of the Homes Act, or where the land has been developed for residential use after a Housing Land Supply Order was made.

Once the Minister has revoked a Housing Land Supply Order, he or she must notify each House of Parliament that the Government land has ceased to be ‘housing supply land’, and provide a statement of reasons for revoking the order and the grounds on which the order has been revoked.

The Minister must also publish a notice in the *Tasmanian Government Gazette* and in a newspaper that is published and circulates in Tasmania notifying that the area of land is no longer ‘housing supply land’ and the date on which this occurred.

#### *Transferring undeveloped land back to the Crown*

If the former Crown land has not been developed for the purposes of residential housing within 10 years of becoming ‘housing supply land’ and being vested in the Director of Housing, the Minister may transfer the land back to the Crown.

If an area of ‘housing supply land’ is transferred back to the Crown, the Minister



### FACT SHEET HLS 3 – HOUSING LAND SUPPLY: ROLES & RESPONSIBILITIES

must publish a notice in the *Tasmanian Government Gazette* specifying that the transfer has occurred and the day on which the transfer takes effect.

#### Role of the Parliament

The role of the Parliament is to provide the over-riding check on whether the powers of the Minister have been appropriately exercised in the rezoning approval process.

After the Minister has tabled a proposed Housing Land Supply Order in both Houses of Parliament, together with the reasons why the Minister is satisfied that the proposed order may be made, either House of Parliament may disallow the order within five sitting days of it being tabled.

#### Role of State agencies who own or administer Government land

State agencies who own or administer Crown land (and their relevant business units) and the Director of Housing as the owner and manager of land under the Homes Act (within the Department of Communities Tasmania) have differing roles under the Act.

The Minister for Planning is required to obtain the consent of the Minister responsible for administering Crown land under the *Crown Lands Act 1976*, and the Secretary of the department responsible for controlling or administering the relevant land before a Housing Land Supply Order can be made.

The Minister is also required to obtain the consent of the Director of Housing where

the land is already managed under the Homes Act.

Once a Housing Land Supply Order has been made, any Crown land that is declared as 'housing supply land' vests in the Director of Housing for the purposes of the Homes Act.

This means that the Director of Housing is to take all reasonable steps to ensure that 'housing supply land' is used to deliver housing support programs, including affordable housing solutions, in accordance with the Homes Act.

#### Role of 'interested persons'

Before a proposed Housing Land Supply Order is made, the Minister is required to give notice to prescribed 'interested persons' and invite them to make a submission on relevant matters in respect to the proposed order.

The role of 'interested persons', including the local council as the relevant planning authority, is to provide comment and advice in relation to any rezoning of land or the alteration of a planning provision to ensure its interests are fully taken into account by the Minister.

In relation to the identified Government land, the 'interested persons' are:

- the planning authority for the area of land and any other planning authority that the Minister considers may be affected by the proposal;



### FACT SHEET HLS 3 – HOUSING LAND SUPPLY: ROLES & RESPONSIBILITIES

- the State agency that the Minister considers has an interest in the proposal;
  - a statutory authority that the Minister considers likely to be required to provide water, sewerage, telecommunications, electricity or gas to the area of land or which may have its services impacted by the proposal;
  - a landowner or occupier of adjoining land or land that the Minister considers likely to be affected by the proposal; and
  - the Tasmanian Fire Service, the Tasmanian Heritage Council and the Aboriginal Heritage Council.
- amending an LPS to include a site-specific qualification or a SAP containing the modified planning provisions that apply to the identified area of land; or
  - amending an applicable planning scheme or LPS to alter or remove any zoning, specified planning provisions, a site-specific qualification or a SAP that applies to the identified area of land.

The Commission is also responsible for notifying the Minister that it has amended a planning scheme that applies to an area of Government land.

#### Where do I find the Act?

A copy of the Act and accompanying Fact Sheets are available at the Tasmanian Planning Reform website at: [www.planningreform.tas.gov.au](http://www.planningreform.tas.gov.au) or at [www.justice.tas.gov.au](http://www.justice.tas.gov.au).

A copy of the Act is also available on the Tasmanian Legislation online website at: <https://www.legislation.tas.gov.au/>.

#### Enquiries

Any enquiries can be directed to the Planning Policy Unit within the Department of Justice at [Planning.Unit@justice.tas.gov.au](mailto:Planning.Unit@justice.tas.gov.au) or by telephoning (03) 6166 1429.

27 July 2018

#### Role of the Tasmanian Planning Commission

The role of the Commission is to comply with the directions issued by the Minister once the Parliamentary disallowance period has finished. The Ministerial directions are limited to any of the following:

- amending the zoning map in a relevant planning scheme (i.e. an interim planning scheme or a Local Provisions Schedule (LPS) that forms part of the Tasmanian Planning Scheme);
- including a specific area plan (SAP) in an applicable planning scheme (i.e. an interim planning scheme), containing the replaced or modified planning provisions that apply to the identified area of land;

Minister for State Growth  
Minister for Environment  
Minister for Local Government and Planning  
Minister for Aboriginal Affairs  
Minister for Heritage

Level 9 15 Murray Street, HOBART TAS 7000 Australia  
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Ph: +61 3 6165 7670  
Email: [minister.jaensch@dpac.tas.gov.au](mailto:minister.jaensch@dpac.tas.gov.au)



13 August 2021

Alderman Steve Kons  
Mayor  
Burnie City Council  
PO Box 973  
BURNIE TAS 7320

By email: [burnie@burnie.net](mailto:burnie@burnie.net)

Dear Mayor

#### Housing Land Supply Act 2018

##### Proposed Housing Land Supply Order – 16-20 Mooreville Road, Burnie

The State Government aims to increase the ready supply of affordable homes to address the real social need in the State. To do this the Government passed legislation in 2018 that allows for the making of Housing Land Supply Orders. The Orders enable surplus Government land that meets strict eligibility and suitability criteria to be rezoned for residential development more quickly. More affordable homes are then able to be built sooner.

The legislation for this is the *Housing Land Supply Act 2018* (the Act). More details about the Act and Housing Land Supply Orders can be found at [www.planningreform.tas.gov.au](http://www.planningreform.tas.gov.au). The Act provides for consultation with persons who may have an interest in a proposed Housing Land Supply Order. I understand you may live or own property or have an interest in the site at 16-20 Mooreville Road, Burnie.

The proposed Housing Land Supply Order intends to rezone part of the land at 16-20 Mooreville Road, Burnie to General Residential. The area of land proposed to be rezoned has an area of approximately 6.22 hectares, as shown in the attached proposed Housing Land Supply Order.

It is anticipated that traffic from the future development of the land will enter and leave the site onto West Mooreville Road near Jordan Court, or through the campus and will be determined based on future development plans and traffic engineering advice.

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Future development of the land will be subject to a development application to be considered by the Burnie City Council in accordance with the Burnie Local Provisions Schedule. The provisions (rules and maps) of the Burnie Local Provisions Schedule can be viewed at [www.iplan.tas.gov.au](http://www.iplan.tas.gov.au)

The Department of Education has advised that the land is surplus to the needs of the campus, and the operations of the campus will not be affected by the proposed Order.

Further information on the actual development plans for the land can be obtained by contacting Portfolio and Supply unit of Communities Tasmania, by phoning 1800 995 653.

The Act also requires me to provide you with a 'statement of reasons' as to why I wish to make the Housing Land Supply Order. This 'statement of reasons' is also attached.

Consultation on the proposed Order also involves seeking the views of service providers in this area, such as Burnie City Council and Taswater, to make sure that the proposed Order is appropriate for local conditions and strategic planning.

#### **How to make a submission**

Submissions on the proposed Housing Land Supply Order can be made until close of business on **Monday, 30 August 2021** in one of the following ways.

1. Via email to: [planning.unit@justice.tas.gov.au](mailto:planning.unit@justice.tas.gov.au)
2. Or posted to:  
Planning Policy Unit  
Department of Justice  
PO BOX 825  
Hobart TAS 7001

Any submissions are to be made in respect of the relevant matters that are listed in section 13 of the Act. Broadly, the relevant matters are whether the land is suitable for residential use and whether the intended zone is suitable.

Please note that when the final Housing Land Supply Order is made, a report will be tabled in Parliament and this report will be a public document. This report is required under the Act to include any submissions that have been made. Essentially, your submission will become part of a document on the public record.

If you would like your submission to be treated as confidential then please indicate this in writing at the time of making your submission and give reasons why.

Please note that once the final report is tabled in Parliament, the proposed Order may be disallowed by either House of Parliament. This means that your local member for Parliament is also able to consider any concerns you may have with the proposed Order.

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If you would like to discuss any aspect of the proposed Housing Land Supply Order, or would like a briefing, please contact the Planning Policy Unit within the Department of Justice on telephone (03) 6166 1429 or email [planning.unit@justice.tas.gov.au](mailto:planning.unit@justice.tas.gov.au).

Thank you for your consideration of this important issue.

Yours sincerely



Hon Roger Jaensch MP  
**Minister for Local Government and Planning**

Cc Simon Overland, General Manager

**Attachments:**

1. Draft Housing Land Supply (Burnie) Order 2021
2. Statement of Reasons for wanting to make the Order
3. Burnie Housing Land Supply Order – Frequently Asked Questions
- 1.

Minister for State Growth  
Minister for Environment  
Minister for Local Government and Planning  
Minister for Aboriginal Affairs  
Minister for Heritage

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GPO Box 123 HOBART TAS 7001 Australia  
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Email: [minister.jaensch@dpac.tas.gov.au](mailto:minister.jaensch@dpac.tas.gov.au)



**Please Note:**

The parcel of land in second paragraph in the attached letter has been amended to the correct Housing Land Supply Order address, and the reference to Clarence City Council has been amended to Burnie City Council in the FAQs attachment.

Minister for State Growth  
Minister for Environment  
Minister for Local Government and Planning  
Minister for Aboriginal Affairs  
Minister for Heritage

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13 August 2021

Ald Steve Kons  
Mayor  
Burnie City Council  
PO Box 973  
BURNIE TAS 7320

By email: [burnie@burnie.net](mailto:burnie@burnie.net)

Dear Mayor

**Housing Land Supply Act 2018  
Proposed Housing Land Supply Order – Roslyn Avenue, Romaine**

The State Government aims to increase the ready supply of affordable homes to address the real social need in the State. To do this the Government passed legislation in 2018 that allows for the making of Housing Land Supply Orders. The Orders enable surplus Government land that meets strict eligibility and suitability criteria to be rezoned for residential development more quickly. More affordable homes are then able to be built sooner.

The legislation for this is the *Housing Land Supply Act 2018* (the Act). More details about the Act and Housing Land Supply Orders can be found at [www.planningreform.tas.gov.au](http://www.planningreform.tas.gov.au). The Act provides for consultation with persons who may have an interest in a proposed Housing Land Supply Order. I understand you may live or own property or have an interest in the site at Roslyn Avenue, Burnie.

The proposed Housing Land Supply Order intends to rezone the land at Roslyn Avenue, Romaine to General Residential. The area of land proposed to be rezoned has an area of approximately 5700m<sup>2</sup>, as shown in the attached proposed Housing Land Supply Order.

Future development of the land will be subject to a development application to be considered by the Burnie City Council in accordance with the Burnie Local Provisions Schedule. The provisions (rules and maps) of the Burnie Local Provisions Schedule can be viewed at [www.iplan.tas.gov.au](http://www.iplan.tas.gov.au)

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Further information on the actual development plans for the land can be obtained by contacting Portfolio and Supply unit of Communities Tasmania, by phoning 1800 995 653.

The Act also requires me to provide you with a 'statement of reasons' as to why I wish to make the Housing Land Supply Order. This 'statement of reasons' is also attached.

Consultation on the proposed Order also involves seeking the views of service providers in this area, such as Burnie City Council and Taswater, to make sure that the proposed Order is appropriate for local conditions and strategic planning.

#### How to make a submission

Submissions on the proposed Housing Land Supply Order can be made until close of business on **Monday, 30 August 2021** in one of the following ways.

1. Via email to: [planning.unit@justice.tas.gov.au](mailto:planning.unit@justice.tas.gov.au)
2. Or posted to:  
Planning Policy Unit  
Department of Justice  
PO BOX 825  
Hobart TAS 7001

Any submissions are to be made in respect of the relevant matters that are listed in section 13 of the Act. Broadly, the relevant matters are whether the land is suitable for residential use and whether the intended zone is suitable.

Please note that when the final Housing Land Supply Order is made, a report will be tabled in Parliament and this report will be a public document. This report is required under the Act to include any submissions that have been made. Essentially, your submission will become part of a document on the public record.

If you would like your submission to be treated as confidential then please indicate this in writing at the time of making your submission and give reasons why.

If you would like to discuss any aspect of the proposed Housing Land Supply Order, or would like a briefing, please contact the Planning Policy Unit within the Department of Justice on telephone (03) 6166 1429 or email [planning.unit@justice.tas.gov.au](mailto:planning.unit@justice.tas.gov.au).

Thank you for your consideration of this important issue.

Yours sincerely



Hon Roger Jaensch MP  
**Minister for Local Government and Planning**

3

Cc: Mr Simon Overland, General Manager

**Attachments:**

1. Draft Housing Land Supply (Romaine) Order 2021
2. Statement of Reasons for wanting to make the Order
3. FAQs

**Burnie HLSO – Frequently Asked Questions****The Process in General***Why was the Housing Land Supply Act 2018 created?*

With over 3,000 people on the waiting list for housing assistance in 2018, the Act was created in 2018 to help address housing supply issues in Hobart and around the State with respect to social and affordable housing.

The Act created a process that can run more quickly than the normal planning processes to help accelerate the supply of land for social and affordable housing. Only government land is eligible for consideration under this Act.

Further information on the Act and previous Orders can be found here - <https://planningreform.tas.gov.au/updates/housing-land-supply-orders> or by contacting the Department of Justice Planning Policy Unit on 6166 1429 or [Planning.Unit@justice.tas.gov.au](mailto:Planning.Unit@justice.tas.gov.au)

*How does the process work under the Housing Land Supply Act 2018?*

The Department of Communities Tasmania, identify a surplus Government land site that is suitable for affordable housing and prepare a report demonstrating that the site meets with the requirements of the Act. The Act requires that the site must be suitable for residential development and located in close proximity to public transport, business and social services.

The Minister for Planning considers the report and consults with government service providers, people who live or own property surrounding the site of the proposed Order and any identified interest groups or persons who may have an interest in the proposed Order.

The Minister for Planning considers any submissions received during the consultation and prepares a report to table in Parliament. Parliament gets to see all submissions that are made during the consultation.

For the Order to be considered by Parliament, it must meet the requirements set out in the Act including that: a site must be eligible and suitable for residential development; is consistent with the relevant regional land use strategy; is consistent with relevant State policies; and also furthers the objectives of the *Land Use Planning and Approvals Act 1993* (which is the same level of assessment applied to rezoning applications under the normal planning processes).

Both houses of Parliament consider the Minister's report and the proposed Order and may disallow the proposed Order or allow the proposed Order to proceed.

If the proposed Order proceeds, the Minister for Planning then directs the Tasmanian Planning Commission to amend the relevant planning scheme to align with the made Order.

*How can I present my views on the proposed Order in person?*

As you have been contacted by the Minister for Planning to seek your views on the proposed Order, you can lodge a written submission with the Minister for Planning.

The process ensures the Minister for Planning considers the written submissions in reference to the requirements set out in the Act before tabling a report to Parliament. You have the opportunity to speak to a Member of Parliament before the proposed Order is tabled in Parliament.

*Who will assess development proposals on the land?*

The Minister for Local Government and Planning does not assess future development proposals on the land once the land is rezoned.

Communities Tasmania will lodge a development application with the local Council planning authority. The planning authority will determine the application in accordance with the local planning scheme that applies at the time.

**Specific to the Romaine Order***What development will occur on the site?*

At the time of proposing the Order, Communities Tasmania did not have a set plan for development of the land. Further information on their plans can be obtained by contacting Communities Tasmania Portfolio and Supply unit on 1800 995 653.

Some examples of residential development that may occur under the General Residential Zone are single dwellings, multiple dwellings, subdivision of the land or residential boarding house type of accommodation. These are similar in nature to the development that already surrounds this land.

After the land is rezoned, the proposal for the land will be submitted to Burnie City Council for assessment against the provisions of the Burnie Local Provisions Schedule and the State Planning Provisions. This follows the normal planning processes. The planning scheme can be viewed at [www.iplan.tas.gov.au](http://www.iplan.tas.gov.au).

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**WORKS AND SERVICES**

**AO149-21 LAND DISPOSAL (VIA A LEASE) - PROPOSAL TO DISPOSE OF VARIOUS PORTIONS OF PUBLIC LAND TO BURNIE SPORTS CLUB INC, CT VOLUME 149149, FOLIO 1; SOUTH BURNIE FOOTBALL CLUB INC, CT VOLUME 152607, FOLIO 1; NATONE FOOTBALL CLUB INC, CT VOLUME 223526, FOLIO 1; BURNIE CONCERT BAND INC, CT VOLUME 13555, FOLIO 1**

**FILE NO: 5/2/5; 7629792; 7721484; 7254644; 3104964**  
**PREVIOUS MIN: AO102-21**

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**RECOMMENDATION:**

***“THAT Council:***

- 1) *Determines to dispose (via a lease) of portions of public land, located at:***
  - a) *2 Southwell Street, Upper Burnie (being part of CT Volume 149149, Folio 1, the area identified on the plan attached), to Burnie Sports Club Inc;***
  - b) *1-7 Pearl Street, Wivenhoe (being part of CT Volume 152607, Folio 1, the area identified on the plan attached), to South Burnie Football Club Inc;***
  - c) *Upper Natone Road, Natone (being part of CT Volume 223526, Folio 1, the area identified on the plan attached), to Natone Football Club Inc;***
  - d) *15 Fidler Street, Cooe (being part of CT Volume 13555, Folio 1, the area identified on the plan attached), to Burnie Concert Band; and***
- 2) *Authorises the General Manager to execute lease agreements with the Groups, subject to minor amendments that do not change the substance of the leases and being consistent with the Community Leases Policy.”***

**2.0 SUMMARY**

There being no representations made in regard to this public land disposal process, it is recommended to Council that the disposal (via a lease) of the respective portions of public

lands as noted in this report progress **and** that authorisation be given to the General Manager to execute lease agreements with the respective groups.

### 3.0 BACKGROUND

At the Council Meeting held on 22 June 2021 (AO102-2121), Council considered a report recommending that a public land disposal process be commenced in regard to the disposal (via a lease) of portions of land, as noted in the table below.

GROUP	FACILITY OCCUPIED	TITLE DETAILS
Burnie Sports Club Inc.	Clubrooms adjacent to the Upper Burnie Sports Centre Upper Burnie Recreation Ground 2 Southwell Street, Upper Burnie.	Part of Volume 149149, Folio 1.
South Burnie Football Club Inc.	Clubrooms at Wivenhoe Oval 1-7 Pearl Street, Wivenhoe.	Part of Volume 152607, Folio 1.
Natone Football Club Inc.	Clubrooms at Natone Oval Upper Natone Road, Natone	Part of Volume 223526, Folio 1.
Burnie Concert Band Inc.	Cooee Memorial Hall 15 Fidler Street, Cooee	Part of Volume 13555, Folio 1.

In that matter, Council determined:

***“THAT Council:***

- 1) ***Determines its intention to dispose (via a lease) of portions of public land, located at:***
  - a. ***2 Southwell Street, Upper Burnie (being part of CT Volume 149149, Folio 1, the area identified on the plan attached), to Burnie Sports Club Inc;***
  - b. ***1-7 Pearl Street, Wivenhoe (being part of CT Volume 152607, Folio 1, the area identified on the plan attached), to South Burnie Football Club Inc;***
  - c. ***Upper Natone Road, Natone (being part of CT Volume 223526, Folio 1, the area identified on the plan attached), to Natone Football Club Inc; and***
  - d. ***15 Fidler Street, Cooee (being part of CT Volume 13555, Folio 1, the area identified on the plan attached), to Burnie Concert Band; and***
- 2) ***Receives a further report as to the outcome of the submission process.”***

In implementing this determination, public notices were published twice in The Advocate newspaper on Saturday, 26 June 2021 and on Wednesday, 30 June 2021 (copies **attached**). Notices placed on the property boundaries contained the same information as the public notice.

Submissions in respect to the public land disposal process were required to be received by Council, no later than 21 days from the publication of the initial public notice.

At the completion of that period no submissions were received.

This report seeks to conclude the Public Land Disposal process.

#### **4.0 LEGISLATIVE REQUIREMENTS**

The *Local Government Act 1993* intends that a Council may own and deal with land in the same manner as any private corporation or individual.

A Council may purchase, lease or compulsorily acquire land for any reason which it considers of benefit to the Council or the community.

A Council may also sell, lease, donate, exchange or otherwise dispose of land owned by it in any manner it considers appropriate subject only to first obtaining a valuation.

However, the *Act* recognises a Council may own land for purposes specifically intended to allow public access and use, including for development of health, recreation, amusement or sporting facilities, to gain access to water, to create a public park or garden, or to provide public open space for a residential estate.

The *Act* in *Section 178* instructs that if a Council has acquired or declared land to be available for public access and use, it must not make a decision to dispose of the land unless first providing an opportunity for the community to consider and make comment on the proposal.

A determination on whether to dispose of the land must take into account any submission received from the community.

*Section 178A* provides that any person who made an objection and is dissatisfied with the decision of the Council may appeal to the Resource Management and Planning Appeals Tribunal, on grounds that disposal of the land is not in the public interest in that:

- a) The community may suffer undue hardship due to the loss of access to, and the use of, the public land; or
- b) There is no similar facility available to the users of the facility.

There have been no representations received in respect to this public land disposal process.

#### **5.0 POLICY CONSIDERATIONS**

The public land disposal process is a statutory process and in itself has no policy implications for Council.

The four (4) groups have occupied the subject lands for many years.

Council has previously entered into community leases with the groups for the occupation and use of the subject lands.

The new lease with the groups will be in accordance with Council's policy *Community Leases CP-CBS-SG-036*.

## 6.0 FINANCIAL IMPACT

Section 177 of the *Local Government Act 1993* requires that a valuation for land be obtained before Council disposes of the land through a lease.

Council engaged a company to provide a valuations for the premises occupied.

GROUP	FACILITY OCCUPIED	RENTAL VALUATION (P.A.) EXC GST
Burnie Sports Club Inc.	Clubrooms adjacent to the Upper Burnie Sports Centre Upper Burnie Recreation Ground 2 Southwell Street, Upper Burnie	\$12,000
South Burnie Football Club Inc.	Clubrooms at Wivenhoe Oval 1-7 Pearl Street, Wivenhoe	\$12,000
Natone Football Club Inc.	Clubrooms at Natone Oval Upper Natone Road, Natone	\$8,000
Burnie Concert Band Inc.	Cooee Memorial Hall 15 Fidler Street, Cooee	\$21,500

It is noted that the proposed lease arrangement with the four (4) groups would be in accordance with the Council's policy *Community Leases CP-CBS-SG-036*.

The lease fee payable by an eligible community organisation is specified in the policy. For 2021-2022 the applicable annual lease fee is \$407.20, including GST.

In addition, an organisation must reimburse Council the cost of the building insurance premium associated with the facility occupied.

## 7.0 DISCUSSION

The current lease arrangements with the following four (4) groups will expire in the near future:

- Burnie Sports Club Inc.
- South Burnie Football Club Inc.
- Natone Football Club Inc.
- Burnie Concert Band Inc.

It is planned to renew the leases with the groups, in accordance with Council's policy *Community Leases CP-CBS-SG-036*.

The plans **attached** shows the footprint of the land occupied, including building and common area.

The land occupied by the groups can be designated as public land under the relevant provisions of the *Local Government Act 1993* and the lands are listed as such on Council's Public Land Register.

Council has followed the prescribed processes under the *Local Government Act 1993* associated with the disposal of public land, including the lease of land, where the period of the lease term is to be greater than five years.

No representations were made in respect to this public land disposal process.

## **8.0 RISK**

The primary risk in the public land disposal process is not following the procedural requirements as detailed within *Section 178* of the *Local Government Act 1993*.

The actions taken by Officers to progress the public land disposal process have been compliant with the *Act*.

## **9.0 CONSULTATION**

The *Act* does not require that a specific consultation process occur in regard to the disposal of public land.

It does require that Council advise the community of its intention to dispose of public land, seek submissions in regard to the disposal, and consider any objections lodged in its further deliberation of the disposal.

This notification process was implemented as per the requirements of the *Act*.

## **ATTACHMENTS**

1. [↓](#) Copy of Public Notice Advertisements from The Advocate on Saturday 26 June and Wednesday 30 June 2021
2. [↓](#) Plans of leased areas

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**COUNCIL RESOLUTION****Resolution number: MO138-21****MOVED:** Cr A Keygan**SECONDED:** Cr K Dorsey**“THAT Council:**

- 1) Determines to dispose (via a lease) of portions of public land, located at:**
  - a) 2 Southwell Street, Upper Burnie (being part of CT Volume 149149, Folio 1, the area identified on the plan attached), to Burnie Sports Club Inc;**
  - b) 1-7 Pearl Street, Wivenhoe (being part of CT Volume 152607, Folio 1, the area identified on the plan attached), to South Burnie Football Club Inc;**
  - c) Upper Natone Road, Natone (being part of CT Volume 223526, Folio 1, the area identified on the plan attached), to Natone Football Club Inc;**
  - d) 15 Fidler Street, Cooe (being part of CT Volume 13555, Folio 1, the area identified on the plan attached), to Burnie Concert Band; and**
- 2) Authorises the General Manager to execute lease agreements with the Groups, subject to minor amendments that do not change the substance of the leases and being consistent with the Community Leases Policy.”**

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

**Against:**

**CARRIED UNANIMOUSLY**

**BURNIE CITY COUNCIL****NOTICE OF DISPOSAL (Via a Lease)  
OF PUBLIC LAND**

Burnie City Council determined at its meeting on 22 June 2021 its intention to dispose by a lease a portion of land contained within part of CT Volume 13555, Folio 1, located at 15 Fidler Street, Cooee to the Burnie Concert Band. This process supports the renewal of an existing lease. The land is "public land" for the purposes of Section 178 *Local Government Act 1993*.

A plan detailing the land can be viewed at Customer Services at the City Offices, 80 Wilson Street, Burnie or online at [www.burnie.net](http://www.burnie.net)

Submissions regarding the disposal of the land by a lease are to be made in writing to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or [burnie@burnie.net](mailto:burnie@burnie.net) to be received no later than 4pm on **Monday, 19 July 2021**. Council will consider submissions before making a final decision on disposing of the land.

Dated: 26 June 2021

Simon Overland  
**GENERAL MANAGER**

TA5731247

**[www.burnie.net](http://www.burnie.net)**

**BURNIE CITY COUNCIL****NOTICE OF DISPOSAL (Via a Lease)  
OF PUBLIC LAND**

Burnie City Council determined at its meeting on 22 June 2021 its intention to dispose by a lease a portion of land contained within part of CT Volume 223526, Folio 1, located at Upper Natone Road, Natone, to the Natone Football Club Inc. This process supports the renewal of an existing lease. The land is "public land" for the purposes of Section 178 *Local Government Act 1993*.

A plan detailing the land can be viewed at Customer Services at the City Offices, 80 Wilson Street, Burnie or online at [www.burnie.net](http://www.burnie.net)

Submissions regarding the disposal of the land by a lease are to be made in writing to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or [burnie@burnie.net](mailto:burnie@burnie.net) to be received no later than **4pm on Monday, 19 July 2021**. Council will consider submissions before making a final decision on disposing of the land.

Dated: 26 June 2021

Simon Overland  
**GENERAL MANAGER**

TA5731257

**[www.burnie.net](http://www.burnie.net)**

**BURNIE CITY COUNCIL****NOTICE OF DISPOSAL (Via a Lease)  
OF PUBLIC LAND**

Burnie City Council determined at its meeting on 22 June 2021 its intention to dispose by a lease a portion of land contained within part of CT Volume 152607, Folio 1, located at 1-7 Pearl Street, Wivenhoe, to the South Burnie Football Club Inc. This process supports the renewal of an existing lease. The land is "public land" for the purposes of Section 178 *Local Government Act 1993*.

A plan detailing the land can be viewed at Customer Services at the City Offices, 80 Wilson Street, Burnie or online at [www.burnie.net](http://www.burnie.net)

Submissions regarding the disposal of the land by a lease are to be made in writing to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or [burnie@burnie.net](mailto:burnie@burnie.net) to be received no later than **4pm on Monday, 19 July 2021**. Council will consider submissions before making a final decision on disposing of the land.

Dated: 26 June 2021

Simon Overland  
**GENERAL MANAGER**

TA5731260

**[www.burnie.net](http://www.burnie.net)**

**BURNIE CITY COUNCIL****NOTICE OF DISPOSAL (Via a Lease)  
OF PUBLIC LAND**

Burnie City Council determined at its meeting on 22 June 2021 its intention to dispose by a lease a portion of land contained within part of CT Volume 149149, Folio 1, located at 2 Southwell Street, Upper Burnie, to the Burnie Sports Club Inc. This process supports the renewal of an existing lease. The land is "public land" for the purposes of Section 178 *Local Government Act 1993*.

A plan detailing the land can be viewed at Customer Services at the City Offices, 80 Wilson Street, Burnie or online at [www.burnie.net](http://www.burnie.net)

Submissions regarding the disposal of the land by a lease are to be made in writing to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or [burnie@burnie.net](mailto:burnie@burnie.net) to be received no later than **4pm on Monday, 19 July 2021**. Council will consider submissions before making a final decision on disposing of the land.

Dated: 26 June 2021

Simon Overland  
**GENERAL MANAGER**

TA5731252

**[www.burnie.net](http://www.burnie.net)**









Cr K Dorsey left the meeting, the time being 7.48pm.

## **CORPORATE AND COMMERCIAL SERVICES**

### **AO150-21 BUSINESS NORTH WEST PARTNERSHIP 2021-22**

**FILE NO:** 8/5/7

**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	1~AN ATTRACTIVE PLACE TO LIVE, WORK AND PLAY
Objective	1.2~A community that celebrates and participates in its arts, culture and heritage.
Strategy	1.2.2~Facilitate and support open community events that embrace our values and celebrate our place.

#### **1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Adopt the activities outlined in Table 1, as the primary focus of the partnership between Business North West and the Council, for the 2021-22 financial year; and***
- 2) Invite Business North West to provide an update report on the progress of these activities at Council workshops to be conducted in January and July 2022.”***

#### **2.0 SUMMARY**

This report seeks endorsement for the prioritisation of effort for Business North West with regard to activities funded by the Burnie City Council, for the 2021-22 financial year.

#### **3.0 BACKGROUND**

In May 2020, a funding agreement was signed with the Burnie Promotions Committee as a subsidiary committee of Business North West.

The agreement establishes a funding contribution until 2023-24 that enables dedicated resources to the promotion and activation of Burnie including destination marketing activities. The quantum of the investment by the Council was \$20,000 in 2019-20, and \$40,000 in the remaining four financial years.

Additionally the Council contribute 40% of a full time equivalent administrative officer to support Business North West in their activities.

#### **4.0 LEGISLATIVE REQUIREMENTS**

There are no specific legislative matters that arise from this report.

**5.0 POLICY CONSIDERATIONS**

There are no specific policy considerations that arise from this report.

**6.0 FINANCIAL IMPACT**

The financial impact in the 2021-22 financial year is \$40,000 cash contribution and a 40% resource which is estimated at \$32,300 per annum.

Both financial provisions have been included in full within the Council's Annual Plan and Budget Estimates 2021-22.

**7.0 DISCUSSION**

This report has been tabled to provide clarity to Business North West and Council officers, as to the focus of effort and resources during the next period of the agreement.

The matter was discussed at a Council Workshop conducted on 10 August 2021. The recommended priorities for Business North West during this financial year are as follows:

Table 1

<b>Activity</b>	<b>Description of Activity</b>
Promotional Image Library	Continue to develop library content and collateral for promotional purposes and the development of written content
Web Development	Continue the development of web platforms, specifically the 'Burnie – Nothing to See Here' campaign
Annual Business Excellence Awards	Host a reimagined annual event, previously conducted as the Service Excellence Awards
Light up The Tree Christmas Market	Traditional Christmas Tree activation including Christmas market and activation of the waterfront precinct
Burnie in a Box	Development of the Burnie in a Box pop up visitor experience for events and activation purposes
Annual Survey	Conduct a Sentiment Survey of Burnie businesses to establish the effectiveness of promotional activities; and the wider community in respect to the value derived from the annual community activation program

It is important that as the custodian of public monies that the Council regularly monitor the investment of funding to Business North West to ensure that the priorities remain aligned to the Council's broader strategies and that the investment is achieving value for the community.

It is subsequently recommended that Business North West representatives be provided the opportunity to attend Council Workshops every six month period, in order to update the Councillors on the progress of these matters along with any risks, obstacles or opportunities that may have arisen.

Additionally it is recommended that the program from hereon includes the requirement for Business North West to undertake a sentiment survey of Burnie businesses in order to determine their views on the value of the program on their business.

## 8.0 RISK

There are no significant risks that arise from this report. There may be risks to the individual programs as they are delivered. The mitigation for this risk is easily managed through regular communication with Council officers, and six month reporting to the Council as recommended.

## 9.0 CONSULTATION

The content of this report was discussed at a Council Workshop conducted on 10 August 2021.

Additionally Council officers have discussed these matters on a number of occasions with Business North West members.

## COUNCIL RESOLUTION

**Resolution number: MO139-21**

**MOVED:** Cr C Lynch

**SECONDED:** Cr D Pease

**“THAT Council:**

- 1) Adopt the activities outlined in Table 1, as the primary focus of the partnership between Business North West and the Council, for the 2021-22 financial year; and**
- 2) Invite Business North West to provide an update report on the progress of these activities at Council workshops to be conducted in January and July 2022.”**

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

**Against:**

**CARRIED UNANIMOUSLY**

Cr K Dorsey returned to the meeting, the time being 7.50pm.

Cr C Lynch left the meeting, the time being 7.50pm.

## **CORPORATE AND COMMERCIAL SERVICES**

### **AO151-21 BURNIE WORKS PARTNERSHIP 2021-22**

**FILE NO:** 17/9/14

**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

Direction	2~AN INCLUSIVE AND HEALTHY COMMUNITY
Objective	2.3~A place where everyone feels accepted and participates freely in community activities.
Strategy	2.3.2~Support initiatives aimed at improving social outcomes by removing barriers to participation in learning and employment opportunities.

#### **1.0 RECOMMENDATION:**

***“THAT Council:***

- 1) Adopt the activities outlined in Table 1, as the primary focus of the partnership between Burnie Works Inc. and the Council, for the 2021-22 financial year.***
- 2) Invite Burnie Works Inc. representatives to provide an update on the progress of these activities at Council workshops to be conducted in January and July 2022.***
- 3) Note that Council officers will now develop and execute a funding agreement with Burnie Works Inc. for funding of \$57,000 annually until 2023-24, noting that the key priority areas for the focus of effort and resources will be determined annually by the Council.”***

#### **2.0 SUMMARY**

The purpose of this report is to establish the priority actions for Burnie Works to deliver on behalf of the Burnie City Council, for the 2021-22 financial year.

#### **3.0 BACKGROUND**

Burnie Works was established in 2014 by the Council to assist in the development of whole of community responses to strengthen education and employment outcomes and child, youth and family wellbeing, using a Place-Based Collective Impact approach.

In July 2021 Burnie Works was transferred out of the Council, as a standalone incorporated body under the auspice of the Burnie Local Enabling Group. At that time, the Council resolved to contribute \$50,000 annually to the continuation of Burnie Works, to enable a number of important social programs within Burnie to continue. The funding is committed for the life of the current Stronger Places Stronger People funding, being June 2024.

Burnie Works provided a presentation to the Council at the Workshop conducted on 6 July 2021 to enable councillors to give consideration to the priority actions that the team pursue on the communities behalf in the 2021-22 financial year.

#### **4.0 LEGISLATIVE REQUIREMENTS**

There are no legislative considerations that arise from this report.

#### **5.0 POLICY CONSIDERATIONS**

There are no policy considerations that arise from this report.

This partnership aligns with the Council's commitment to Making Burnie 2030, specifically in Future Direction 2 being 'An Inclusive and Healthy Community'.

#### **6.0 FINANCIAL IMPACT**

The financial commitment of the Council is \$50,000 which is essentially the cost of the 0.6 Full Time Equivalent position that the Council previously funded independently, when Burnie Works was an entity of the Council. With on-costs added to this amount, on the basis of the commitment being a wage, the overall cost is \$57,000.

The commitment has been fully budgeted in the 2021-22 financial year Annual Plan and Budget Estimates.

Additionally there may be some minor costs associated with the delivery of some programs, such as supporting the International Women's Day event which in the past has supported the strong participation of young local women. These incidental costs will be negotiated with Burnie Works Inc. by Council officers and where needed, funded from the Community Assistance Grants allocation approved in the 2021-22 Annual Plan and Budget Estimates.

#### **7.0 DISCUSSION**

In 2019 Burnie was invited to be one of ten communities around Australia to be included in the Stronger Places Stronger People (SPSP) program which was seeking to pilot Place Based Collective Impact as a means to create positive community change.

The program is jointly funded by the Commonwealth Department of Social Services and Tasmanian Department of Communities. Burnie Works Inc. receive \$450,000 per annum for the next three financial years, along with \$30,000 for capacity building (conferences and training). This funding is tied to the outcomes of the SPSP national initiative.

Therefore to ensure alignment with Burnie Works Inc. core principles, it is suggested that the following programs, previously administered by Burnie Works prior to their transition from Council, form the basis of the 2021-22 priority deliveries associated with the Council's funding contribution:

Table 1:

Program	Description of Program
Youth development and support	Continue to deliver and support youth programs such as but not limited to: <ul style="list-style-type: none"> <li>• Burnie City Council Youth Council</li> <li>• Dream BIG</li> <li>• Youth Making Changes around Burnie</li> <li>• North West Action for Youth</li> </ul>
Social recovery from COVID	Continuation of the social recovery work commenced in 2020-21 in order to inform the roll out of the Regional Social Recovery Committees
Alcohol and other drugs	Continue to support the Local Drug Action Team and associated initiatives and outcomes
Indigenous relationships	Consider opportunities for the engagement of local Aboriginal communities with the Council on matters of collective interest and broader reconciliation activities
Community capacity building	Consider opportunities to upskill Burnie community groups to deliver community events in order to support the Council's new 'funding and enabling' model, as a means of providing financial assistance to local groups in building local capacity within the City

## 8.0 RISK

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

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Service Delivery	There is a risk that the delivery of services may not be prioritized sufficiently given the current breadth of the Burnie Works program	Regular six monthly reporting by Burnie Works Inc. to update the Council on progress of the priority Council programs

## 9.0 CONSULTATION

The matter has been the subject of a Council Workshop conducted on 6 July 2021. Additionally Council officers have discussed the matter with Burnie Works representatives.

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**COUNCIL RESOLUTION****Resolution number: MO140-21****MOVED:** Cr A Keygan**SECONDED:** Cr T Bulle**“THAT Council:**

- 1) Adopt the activities outlined in Table 1, as the primary focus of the partnership between Burnie Works Inc. and the Council, for the 2021-22 financial year.**
- 2) Invite Burnie Works Inc. representatives to provide an update on the progress of these activities at Council workshops to be conducted in January and July 2022.**
- 3) Note that Council officers will now develop and execute a funding agreement with Burnie Works Inc. for funding of \$57,000 annually until 2023-24, noting that the key priority areas for the focus of effort and resources will be determined annually by the Council.”**

**For:** Cr S Kons, Cr A Boyd, Cr T Brumby, Cr K Dorsey, Cr A Keygan, Cr G Simpson, Cr T Bulle, Cr D Pease.**Against:****CARRIED UNANIMOUSLY**

Cr C Lynch returned to the meeting, the time being 7.51pm.

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**CORPORATE AND COMMERCIAL SERVICES****AO152-21 POLICY - PORTABLE AND ATTRACTIVE ASSETS CP-CCS-SG-051**

**FILE NO:** 4/14/2, 13/9/1  
**PREVIOUS MIN:**

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MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:**

***“THAT the Council adopt the Portable and Attractive Assets Policy CP-CCS-SG-051, as attached to this report.”***

**2.0 SUMMARY**

This report seeks the Council’s endorsement of the **attached** Portable and Attractive Assets Policy.

**3.0 BACKGROUND**

The Burnie City Council manages significant assets that by their nature and value, can be susceptible to theft or loss. These assets are referred to as ‘Portable and Attractive Assets’.

The objective of this policy is to ensure consistency and transparency in the way that the Council acquires, captures, reports, audits and eventually disposes of portable and attractive assets.

As part of the 2016-17 audit undertaken by the Tasmanian Audit Office, the following finding was observed:

*“Probity is a special consideration in the public sector that requires an understanding of the expectations and standards required for the use of public resources.*

*We undertook procedures to review controls and safeguards that management has in place to ensure ethical and appropriate management of public resources.*

*Our review identified that improvements could be made to ensure assets that may be considered attractive and portable, although below Council’s capitalisation threshold, are recorded, tracked and only used for legitimate business (or their personal use is limited and managed).”*

The recommendation made by the Tasmanian Audit Office resulting from this finding, which was outlined in the 2016-17 end of year report was that the Council:

- (1) develops and implements a policy and procedures for the management of portable and attractive items; and
- (2) establishes guidelines relating to the provision and usage of Council owned mobile phones, tablets, tools and similar items with the view that private usage should be kept to a minimum.

Since that time the matter has remained on respective Tasmanian Audit Office end of year reports as an outstanding action to be implemented.

#### **4.0 LEGISLATIVE REQUIREMENTS**

The treatment of assets by the Council is outlined in the Australian Accounting Standards AASB116 Property, Plant and Equipment.

#### **5.0 POLICY CONSIDERATIONS**

As the Accounting Standards only deal with the principles of accounting for assets, Councils are encouraged to have policy which outlined the mechanisms that will be used to operationalise these overarching principles.

The Burnie City Council has policy that governs our larger and more significant assets that are capitalised, however is yet to adopt such a policy and the associated procedures around assets of a lower value that can be more susceptible to loss or theft.

#### **6.0 FINANCIAL IMPACT**

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

#### **7.0 DISCUSSION**

Portable and attractive assets are those items that, due to their nature and value, have the following characteristics:

- are in particular subject to risk of loss or theft due to their attractiveness;
- have a GST exclusive value of between \$500 to \$1,000; (i.e. they do not meet the definition of an assets under other policy);
- are readily moveable/detachable and easily portable; or
- may be easily concealed and readily disposed of.

On the basis of the above characteristics the following assets are examples of portable and attractive items:

- Cameras, video and audio equipment;
- Mobile phones, iPads, tablets and laptops;
- Power tools and trade equipment;
- Automated External Defibrillator (AEDs); or

- GPS and dash cams.

This policy will be the impetus for Council officers to determine and implement the necessary procedures to operationalise the policy. This is on the basis that at this time there are no sound practices in place to support a Portable and Attractive Assets Register, or any delineation between equipment generally, and portable and attractive items.

## 8.0 RISK

Risk Category	Risk identified	Ways to eliminate or reduce the risk
Financial	The Tasmanian Audit Office may again raise this matter in their newest 2020-21 end of year report	Specifically talk TAO through the process we are embarking upon to demonstrate that the matter is now being progressed
Assets and infrastructure	There will be work needed to align the new procedures across many different business units across the Council for continuity of process	Develop a stakeholder group to work through the necessary procedural elements and establish clear expectations of staff
Technology	The Civica Authority product may not be configured to accommodate the capture and tracking of portable and attractive assets	Process map the requirements for the new process with a view to having the system configured to support this activity

## 9.0 CONSULTATION

The draft policy was discussed with the Audit Panel at the meeting conducted on 7 July 2021 at which they gave endorsement of the policy. Feedback provided at that meeting has been included in the document presented.

## ATTACHMENTS

1. [Portable and Attractive Assets Policy \(Draft\)](#)

**COUNCIL RESOLUTION**

**Resolution number: MO141-21**

**MOVED:**            *Cr T Bulle*

**SECONDED:**      *Cr G Simpson*

***“THAT the Council adopt the Portable and Attractive Assets Policy CP-CCS-SG-051, as attached to this report.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

 <p><b>BURNIE</b> CITY COUNCIL</p>	COUNCIL POLICY	
	<b>Portable and Attractive Assets DRAFT</b>	
	Approved By: <b>XXX</b>	Document Code: <b>CP-CCS-CG-051</b>
	Doc Controller: <b>Director Corporate and Commercial Services</b>	Version: <b>1.0</b>
File: 18/11/1	Approved Date: <b>DD Mon 20XX</b>	Next Review Date: <b>DD Mon 20XX</b>

## 1 PURPOSE

The Burnie City Council manages significant assets that by their nature and value, can be particularly susceptible to theft or loss. These assets are referred to as 'Portable and Attractive Assets'.

This policy details how the City will account for and manage these items.

## 2 OBJECTIVE

The objective of this policy is to ensure consistency and transparency in the way that the Council acquires, reports, audits and disposes of portable and attractive assets.

## 3 SCOPE

Definitions that relate to this policy include:

*Attractive:* 'by its nature' (size, utility, marketability) may be susceptible to theft or loss.

*Portable:* the item can be easily moved between locations by one person.

Portable and attractive assets are those items that, due to their nature and value, have the following characteristics:

- are in particular subject to risk of loss or theft due to their attractiveness;
- have a GST exclusive value of between \$500 to \$1,000; (i.e. they do not meet the definition of an assets);
- are readily moveable/detachable and easily portable; or
- may be easily concealed and readily disposed of.

On the basis of the above characteristics and without restricting the application of this section, the following assets are automatically classified as portable and attractive items:

- Cameras, video and audio equipment;
- Mobile phones, iPads, tablets and laptops;
- Power tools and trade equipment;
- Floating plant and loose tools;
- Automated External Defibrillator (AEDs);
- GPS and dash cams;
- Duress alarms; and
- Any other items so classified from time to time by the relevant Director.

## 4 POLICY

To ensure that portable and attractive assets are managed effectively, it is important that the Council maintain a Portable and Attractive Asset Register (PAAR). The PAAR will include the following

 <p><b>BURNIE</b> CITY COUNCIL</p>	COUNCIL POLICY	
	<b>Portable and Attractive Assets DRAFT</b>	
	Approved By: <b>XXX</b>	Document Code: <b>CP-CCS-CG-051</b>
	Doc Controller: <b>Director Corporate and Commercial Services</b>	Version: <b>1.0</b>
File: 18/11/1	Approved Date: <b>DD Mon 20XX</b>	Next Review Date: <b>DD Mon 20XX</b>

information as a minimum:

- a description of the asset;
- the cost (for insurance purposes);
- any unique identification numbers such as serial number and asset tags;
- the identity of the asset custodian and their respective business unit; and
- the purchase and disposal date of the asset;

#### **Asset recording**

To facilitate effective internal management, reporting and control over these assets, the assets will be registered and maintained in the PAAR by the Assistant Accountant - Assets.

It is the responsibility of the employee purchasing the asset, to complete the necessary form to identify the purchase for inclusion on the PAAR by completing the Asset Acquisition Form.

Costs for portable and attractive assets are to be expensed using the appropriate natural account as determined by the Council's chart of accounts. Given their low value and the asset not meeting the criteria of an asset, capital funding is not able to be used to procure these items.

The PAAR will detail the location and custodian of the asset. Due to their ability to directly exercise management and control over the asset, the custodian will be responsible for the safe custody of the asset.

Portable and attractive assets are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair), lost or stolen. Ideally assets should be removed at the time of the disposal; however assets that are lost or stolen are typically only identified during a PAAR stocktake. It is the responsibility of the asset custodian or their business unit to provide the appropriate form that indicates an asset must be disposed, by completing the Asset Retirement Form.

#### **Asset care and use**

All staff responsible for portable and attractive assets will ensure all possible means are taken for their proper use, care and safekeeping. Any damage incurred or repairs required will be brought to the attention of the relevant manager as soon as possible.

Managers and supervisors will need to ensure that consideration is given to the most adequate method of security of the asset depending upon the item. Considerations to be made include:

- alleviating fraud through misappropriation of the asset – subsequent prevention measures must be taken into account;
- appropriate controls exist to track the asset throughout its lifecycle;
- the method chosen to track the asset is an effective and efficient when taking account of the type, size and cost of the item.

 <p><b>BURNIE</b> CITY COUNCIL</p>	COUNCIL POLICY	
	<b>Portable and Attractive Assets DRAFT</b>	
	Approved By: <b>XXX</b>	Document Code: <b>CP-CCS-CG-051</b>
	Doc Controller: <b>Director Corporate and Commercial Services</b>	Version: <b>1.0</b>
File: 18/11/1	Approved Date: <b>DD Mon 20XX</b>	Next Review Date: <b>DD Mon 20XX</b>

Whilst a limited amount of private use for some portable and attractive items is considered reasonable, managers are to actively ensure that any private use of these items is limited and kept to a minimum.

#### Stocktake

The relevant manager or supervisor of each business unit, will be responsible for ensuring that a stocktake of all registered portable and attractive assets within their jurisdiction, is carried out on an annual basis. The coordination of the stocktake will be facilitated by the Assistant Accountant – Assets.

To enable this, a report will be produced annually for each business unit outlining the assets that have custodians of portable and attractive assets within that unit; the last time the asset was part of a stocktake; and where applicable, the condition of the individual assets and its location.

Upon completion of the stocktake the Director of the respective business unit is to approve the submission of the stocktake to ensure that they are satisfied that effective management controls are in place to both monitor and track portable and attractive items.

The overall outcome of the annual stocktake will be reported to Director Corporate and Commercial Services and the Chief Financial Officer.

In addition to this regular annual stocktake, all registered portable and attractive assets may be subject to individual spot audits on a periodic basis to ensure that adequate control over these assets is being maintained.

#### Disposal of portable and attractive assets

Once a decision has been made that a portable and attractive asset has reached the end of its useful life it is imperative that the asset is ethically disposed.

Disposal is a two phased process, entailing deactivation from the PAAR and the physical disposal of the item.

This function is often referred to as the asset retirement process. The completion of the Asset Retirement Form is mandatory for the disposal of an asset and must be completed and approved by the respective manager, prior to the disposal occurring. The general steps in the process are:

- Identify the asset for disposal.
- Determine the reason for disposal to support the retirement of the asset from the register. The reason shall be one of the following categories, that is the asset is:
  - Obsolete – no longer provides benefit to the Council or business unit or is outdated technology and no longer performs the function required
  - Destroyed – damaged beyond economical repair
  - Lost – unable to be located
  - Stolen

 <p><b>BURNIE</b> CITY COUNCIL</p>	COUNCIL POLICY	
	<b>Portable and Attractive Assets DRAFT</b>	
Approved By: <b>XXX</b> Doc Controller: <b>Director Corporate and Commercial Services</b> File: 18/11/1	Document Code: <b>CP-CCS-CG-051</b> Version: <b>1.0</b> Approved Date: <b>DD Mon 20XX</b> Next Review Date: <b>DD Mon 20XX</b>	

- Exchanged under warranty
- Stocktake write-off – items not located during the annual stocktake
- Donated
- Other – specific details must be proved.
- Complete the Asset Retirement Form.
- Obtain signoff from the respective manager.
- Where an asset still exists and an ethical means of disposal is recommended, the approval of the respective Director is required.
- Ensure that assets that need to be physically disposed are ethically disposed, confirmed by two employees and documented on the Asset Retirement Form.
- Record the final documentation in Content Manager.
- Provide the Asset Retirement Form to the Assistant Accountant – Assets who will retire the asset.

From time to time there may be other reasons where disposal of an asset is considered appropriate, such as a terminating employee being provided the opportunity to acquire their technology if there is no operational need for the equipment ongoing. In these situations only the respective Director or General Manager is able to approve such arrangements.

The purchase arrangements negotiated in these situations are to be in line with the written down value of the asset, or fair value of the asset as determined by a suitably qualified technician.

**5 LEGISLATION**

Audit Act 2008  
 Financial Management Act 2016  
 AASB 116 Property, Plant and Equipment  
 AASB 13 Fair Value Measurement  
 Local Government Act (TAS) 1993

**6 RELATED DOCUMENTS**

- Asset Management Policy CP-CBS-SG-016
- Property, Infrastructure, Plant and Equipment Accounting Policy WP-CBS-FIN-002
- Portable and Attractive Asset Acquisition Form
- Portable and Attractive Asset Retirement Form

**7 RESPONSIBILITIES**

Parties or Persons	Responsibilities
General Manager	Overall responsibility to ensure that the Council complies with its obligations and responsibilities of the relevant legislative requirements.

 <p><b>BURNIE</b> CITY COUNCIL</p>	COUNCIL POLICY	
	<b>Portable and Attractive Assets DRAFT</b>	
Approved By: <b>XXX</b>	Document Code: <b>CP-CCS-CG-051</b>	
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File: 18/11/1	Approved Date: <b>DD Mon 20XX</b>	
	Next Review Date: <b>DD Mon 20XX</b>	

Parties or Persons	Responsibilities
Director Corporate and Commercial Services	Responsibility for monitoring compliance and suitability of this policy. Ensuring that appropriate procedures and practices are in place across the organisation.
Directors	To ensure that Departments are actively monitoring and safeguarding portable and attractive assets.
Managers and Supervisors	Responsibility for undertaking the annual stocktake for respective business units and ensuring that staff meet the operational requirements of this policy.
Assistant Accountant – Assets	Oversight of the maintenance and good governance of the Portable and Attractive Asset Register, and for coordinating the annual stocktake process.
Individual Asset Custodians	The safe custody of portable and attractive assets and ensuring that reporting requirements are facilitated in a timely manner, as required.

Policy Endorsement	
Minute Reference:	TBC
Council Meeting Date:	TBC
Strategic Plan Reference:	Strategy 7.4.2 Demonstrate financial accountability and ensure strong internal controls underpin performance
Previous Policies Replaced:	This is a new policy.
Date of Commencement:	TBC
Publication of Policy:	This policy may be accessed on the Intranet or by accessing the document from Content Manager (refer document: XXX).

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**GENERAL MANAGER****AO153-21 CONSIDERATION OF COMMUNITY FEEDBACK AND  
ENDORSEMENT OF HIRST PROJECT REPORT**

**FILE NO:** 2/17/8  
**PREVIOUS MIN:**

---

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

---

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

- 1) *Thank the individuals and organisations that have made formal submissions on the draft Hirst Project Report;***
- 2) *Acknowledge that the Burnie community has sustained a rich artistic and cultural life over many years;***
- 3) *Acknowledge the invaluable contribution of the many volunteers in achieving this history;***
- 4) *Undertake to maintain the current status as a regional art gallery in the planned redevelopment and operation of the new Cultural Centre;***
- 5) *Acknowledge concerns expressed about the financial modelling in the draft Hirst Project Report and commit to providing transparency about future business and financial planning for the Cultural Centre through Council's annual budget processes;***
- 6) *Note that councillors have considered and discussed all community feedback and requested amendments to the draft Hirst Project Report to include appropriate acknowledgements of points 2, 3 and 4 of this resolution;***
- 7) *Agree to build on this rich history by endorsing the concepts proposed for the refurbishment and operation of the new Cultural Centre recommended in the amended Hirst Project Report attached to this report; and***
- 8) *Commit to on-going consultation with the whole community in the redevelopment of the cultural centre and the development and implementation of a cultural***

*strategy for Burnie.”*

## **2.0 SUMMARY**

The draft Hirst Project Report recommends key concepts to inform the redevelopment of the Burnie Arts and Function Centre and the operations of the newly created centre. There were 35 formal submissions received from individuals and community groups both within Burnie and from the region generally. This report provides the evaluation of the community feedback and seeks Council’s determination of the way forward.

## **3.0 BACKGROUND**

On 29<sup>th</sup> June 2021, Councillors considered at Workshop the draft Hirst Projects Report on the proposed Burnie Cultural Centre. The draft Report was then released publicly for community consultation, which closed at the end of July 2021. Thirty five submissions were received from individuals or groups.

All councillors have been provided with and reviewed the full submissions and discussed the community feedback at a recent Workshop conducted on 17 August 2021. The amended Hirst Project Report is now before Council for consideration and endorsement of the approach it recommends to the refurbishment and operation of the proposed Cultural Centre for Burnie.

## **4.0 LEGISLATIVE REQUIREMENTS**

There are no legislative requirements.

## **5.0 POLICY CONSIDERATIONS**

There are no policy considerations.

## **6.0 FINANCIAL IMPACT**

There is no immediate financial impact in endorsing the amended Hirst Project Report. The Report will now be submitted to the Commonwealth Government along with other supporting information to secure the committed \$5 million capital grant. This decision enables Council officers to proceed with planning for the re-development of the current Arts and Function Centre, including in architectural design and developing project costing, which will be subject of further community consultation before being considered by the Council.

## **7.0 DISCUSSION**

The community consultation on the draft Hirst Project Report intended to elicit responses to the concepts proposed in it. As is to be expected there is a range of views expressed in the feedback, including on matters not relevant to the concepts.

The full submissions are accessible to all councillors through the Council Portal and hard copies have been available for those councillors who prefer access to printed material. All

councillors have read the full submissions and discussed the community feedback at a recent Workshop. As a consequence a number of amendments have been made to the draft Hirst Project Report. These are to acknowledge Burnie's rich artistic and cultural history, the contribution made by many volunteers to this history and commit to maintaining the status as a regional art gallery in the future redevelopment and operation of the new Cultural Centre.

Following is an analysis of the thematic issues raised in the submissions.

### **7.1 Failure to acknowledge Burnie's rich artistic and cultural history and the contribution of many volunteers**

There is a general theme amongst submissions that express concerns Hirst Project Report does not recognise or acknowledge Burnie's rich artistic and cultural history or the invaluable contribution of the many volunteers. Hirst Projects was tasked with developing a business case for a new cultural centre and as such the draft report is forward looking and initially did not address these considerations.

To address this matter the Hirst Project Report has been updated to reflect the significant investment the community has made in establishing a culture of arts and heritage within Burnie that should be celebrated. In addition the report has been amended to include context that supports the Council's view that this investment of effort now positions us well with the new reimaged Centre, as we are commencing from a position of strength.

Continuing with this theme, there is criticism of past and present Councils for failing to properly acknowledge, support and resource Burnie's artistic and cultural life. The criticisms reference inadequate financial support, poor staffing decisions and failures to properly consult with the community over many years. A number of respondents say that they feel disrespected by this and other processes and this has understandably informed their views of the proposal.

It is recommended that Council acknowledges these criticisms and commits to on-going open and genuine consultation with the whole community in the redevelopment of the cultural centre and the development and implementation of a cultural strategy for Burnie.

### **7.2 Level of support for the concepts set out in the draft Hirst Project Report**

Approximately half the submissions express full or qualified support for the concepts set out in the draft Hirst Project Report. When support was qualified, the concern was often for greater detail and clarity about what was being proposed, or about the capacity and resourcing to deliver the concepts. These qualifications will be addressed in the other thematic issues identified and responded to below.

In the responses that did not support the concepts, two major themes are evident. First, is a desire to return to the proposed North West Museum and Art Gallery (or a version thereof). Some of these responses advocate for the borrowing of capital costs given historically low interest rates, but none recognise or acknowledge the significant (and unsustainable) operating costs of this proposal. While this is an understandable response, it is not a viable

option for the reasons that Council has already considered and determined it needed to change its approach.

The second theme is to pause the current process and undertake detailed community consultation to determine community need. At its most extreme this feedback suggests that forgoing the \$5 million grant from the Commonwealth is a price worth paying in order to ensure that community need is identified and supported.

Ideally there would have been more community consultation about these recent service changes, but for reasons that have been explained, most significantly in protecting the health and wellbeing of impacted staff, that was not possible. Council is developing a Community Consultation Framework to guide future consultation with our community so that moving forward there can be a collective understanding of when and how the Council engages with its community.

Pausing the process now to undertake detailed community consultation, presumably in an attempt to arrive at a consensus about how best to proceed, is fraught with risk. First, those suggesting it may only accept the outcome if their view prevails and their view may be unaffordable. It is unrealistic to consider that there would be collective consensus on a matter such as this. Second, the timeframe is unclear and will leave a number of uncertainties for our community unanswered for a period of time. Third, it means forgoing significant grant opportunities. Fourth, it means disappointing those supporters of the new model recommended in the draft Hirst Projects Report.

It is recommended that this current process continue, in order to secure the current Commonwealth grant commitment and to advocate for additional financial support in the coming Federal election and from the State Government. Having made difficult decisions, Council should continue with its bold vision for the future and continue to work with the whole community in making it a reality.

### **7.3 Comments about Burnie Creative and the Co-creation model**

The concept of Burnie Creative as the co-creation model was largely supported in the submissions. Some of the critical submissions either did not specifically comment on Burnie Creative or stated that it is already operating in Burnie. It should be noted that this is true in some sectors of the community, a co-creation model did operate for a certain demographic within the community. What the Council wishes to deliver is a true co-creation model that encompasses all aspects and demographics of the community, with equal opportunity for participation. A number of submissions expressed concern about staffing, community capacity and financial support. This is addressed in the section of the report below at point 7.6.4. Overall, however, the feedback was strongly positive.

Realising the Burnie Creative vision will require leadership and commitment of resources on the part of Council and a dedicated and genuine commitment to community engagement. The commitment to co-creation will require the development of extensive networks across our community and an embracing of inclusive volunteerism. For this reason, it will be particularly important to re-engage with those volunteers who are understandably feeling

dis-respected and dis-engaged presently, as well as building new volunteer networks through our community.

#### **7.4 Comments on Burnie Stages**

The concept of Burnie Stages was largely supported in the submissions. Observations included that this is already happening in the current Arts and Function Centre; caution about the café concept; concerns about resourcing and for further details about the operation of Burnie Stages. The submission from Ten Days on the Island made a number of insightful observations about the need to consider strategic audience development and mixing centre curated events with venue for hire events. This submission also urged caution against being too insular and Burnie centric and needing to reach outwards to embrace new and different experiences for the Burnie community.

#### **7.5 The Museum**

A number of submissions raise concern about the status of the Museum, given the Hirst Project Report indicates that moving Federation Street into the new centre is inconsistent with the proposed approach. There have been some preliminary discussions with supporters of the Museum about leaving Federation Street in situ, with Council continuing to bear the cost of housing the Museum and volunteers operating it for selected times.

It is recommended that the Council commit to leaving Federation Street in situ and continue to explore options as to how this might be run by other organisations into the future.

#### **7.6 Art Gallery Status**

There is concern raised in the feedback about the loss of the respected regional art gallery status. The draft Hirst Project Report deliberately did not cover spatial application of the proposed model within the refurbished building. This will occur as part of the next stage. The proposed model contemplates the whole building being available to house and display exhibitions and it is intended that there will continue to be a space that can be used to house art exhibitions. It is likely that the area currently housing the art gallery will continue to provide this facility.

It is not envisaged that these changes will negatively impact on the status as an art gallery, rather it is anticipated that the proposal will enhance the reputation and status.

To address the concerns raised by the community, the Hirst Project Report has been amended to include a statement confirming that the Council commits to ensuring that there is no loss of status or reputation as a Gallery due to the introduction of the new vision.

#### **7.7 Financial modelling, resourcing and staffing**

While not clearly reflected in the written submissions, concern was expressed about the financial detail contained in the report and that the financial observations in particular in respect to the delivery of the new vision at a cost of ~\$650,000 were considered unachievable. The scope of the consultation at this time was about the concepts and vision

being outlined in the Hirst Project Report, not the financial modelling which is based on those concepts and a number of assumptions. It is understandable however that predicated on the Council's recent decision, taken largely on the basis of improving the overall financial position of the Council for the long term, that the community feel the need to ensure the Council will realise their objectives.

This did not dissuade interrogation of the financial data, which was perhaps generated by concerns that the new approach will not be adequately resourced or that the requirement for savings that precipitated these service changes will not be realised.

In response to the concern, the Hirst Project Report does not recognise the full savings that have been achieved by Council's decisions to restructure its services. The required level of savings has been realised and is factored into Council's long-term Financial Management Strategy.

Additionally it is important to note that the financials that were included in the Hirst Project Report were indicative only and the consultant's view of what a potential operating model may look like. However these figures were based upon a draft concept as we know and were always therefore subjective. It is useful to appreciate that even with a margin for contingency of say 20% of what was outlined, the new operating model would still deliver an approximate \$1 million saving each year.

As with any financial forecast, issue can be taken with assumptions and costings. It is not productive to be focussed at this level of detail at this time, as invariably the financial figures will change as the new direction is set. It is recognised that the new model will need to be adequately funded and appropriately staffed. Recruitment of key personnel is already underway and the critical point remains that the new model has inbuilt operating efficiencies that will produce substantial savings to Council, without compromising service delivery.

We know that the new annual budget process adopted by Council will also see a draft budget released for public comment in March each year as a means of a more open and transparent budgeting process. This will be designed to enable the community to provide feedback and make submissions about the budget and Council will take that feedback into account in setting its annual budget estimates. This will ensure high levels of transparency.

Subsequently to address the community concern, Council officers will produce the Draft Business Plan for the new Cultural Precinct for the 2022-23 financial year, and distribute this to the community as part of the budget estimates community consultation process, to enable feedback to be received in an open and transparent way.

**8.0 RISK**

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

<b>Risk Category</b>	<b>Risk identified</b>	<b>Ways to eliminate or reduce the risk</b>
Strategic	Failure to deliver the vision for the new Centre and Burnie's artistic life	Development of cultural strategy, business plan and budget
Financial	Lack of capital to complete the refurbishing of the current Arts and Function Centre building  Lack of recurrent funding to support the new operating model	Secure the \$5 million capital grant commitment from the Commonwealth Government  Continue to lobby Commonwealth and State Governments for support for the capital costs  Previously announced service reforms provide a sustainable basis to operate the new Centre  Continue to defer other major new capital projects to prioritize this project for delivery
Service Delivery	Insufficient resources to deliver services	See comments above under Financial Modeling, Resource and Staffing  Recruit and retain sufficient skilled staff to deliver the planned services  Re-engage with our existing volunteers and new volunteers interested in creating a co-creation model which underpins the new Cultural Centre ethos
Political	Failure to achieve Council's vision and reforms	See comments above
Reputational	Burnie is regarded as an artistic backwater	See comments above

**9.0 CONSULTATION**

There has been a month long period of public consultation on the draft report. Council is committing to on-going community consultation.

**ATTACHMENTS**

1. [Burnie Culture Centre Report - Final - 18 August 2021](#)

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**COUNCIL RESOLUTION****Resolution number: MO142-21****MOVED:** *Cr T Bulle***SECONDED:** *Cr A Keygan***THAT Council:**

- 1) *Thank the individuals and organisations that have made formal submissions on the draft Hirst Project Report;*
- 2) *Acknowledge that the Burnie community has sustained a rich artistic and cultural life over many years;*
- 3) *Acknowledge the invaluable contribution of the many volunteers in achieving this history;*
- 4) *Undertake to maintain the current status as a regional art gallery in the planned redevelopment and operation of the new Cultural Centre;*
- 5) *Acknowledge concerns expressed about the financial modelling in the draft Hirst Project Report and commit to providing transparency about future business and financial planning for the Cultural Centre through Council's annual budget processes;*
- 6) *Note that councillors have considered and discussed all community feedback and requested amendments to the draft Hirst Project Report to include appropriate acknowledgements of points 2, 3 and 4 of this resolution;*
- 7) *Agree to build on this rich history by endorsing the concepts proposed for the refurbishment and operation of the new Cultural Centre recommended in the amended Hirst Project Report attached to this report; and*
- 8) *Commit to on-going consultation with the whole community in the redevelopment of the cultural centre and the development and implementation of a cultural strategy for Burnie."*

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

**Against:**

***CARRIED UNANIMOUSLY***



# **BURNIE**

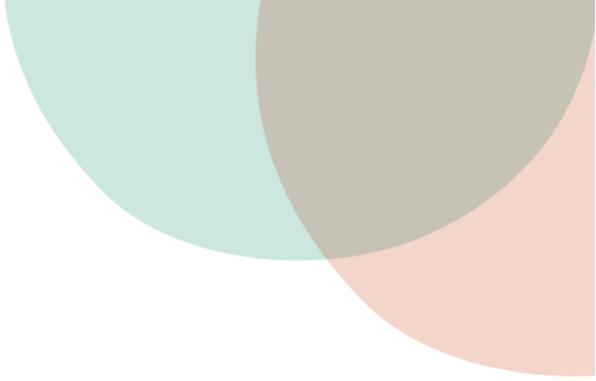
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# **CULTURAL**

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# **CENTRE**

Final Report 18 August 2021



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# **BURNIE**

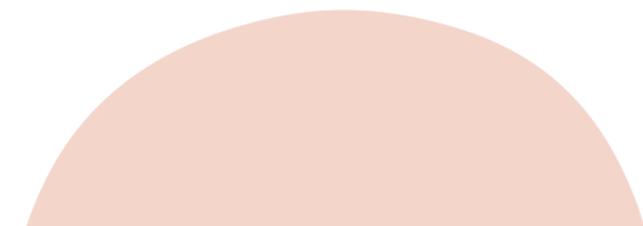
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# **CULTURAL**

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# **CENTRE**

*Culture and creativity represented through the arts, history, performance and stories of contemporary life, is valued in Burnie as a means of expressing local identity, sharing ideas, innovating and bringing communities together.*



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## SECTION 1.

# INTRODUCTION

*Hirst Projects and Michael Connell & Associates have been appointed to undertake a Business Case for a new Burnie Cultural Centre based in the existing Burnie Arts and Function Centre. This Centre would be the main component of the Burnie Cultural Precinct, including the open space and other elements of cultural significance.*

This follows a series of options for cultural developments that Council has considered over recent times. The COVID 19 pandemic has brought to the fore new challenges and opportunities, and these have been taken into consideration throughout the investigation.

## A GLOBAL CHANGE

This is a defining moment for Burnie. The world is experiencing a pandemic. Money is scarce and there is a lot to do, to maintain services and improve infrastructure. The current challenge is to give the community a sense of a future in which they can not only survive but thrive.

Before the pandemic the Council had plans for a major new regional gallery and museum. Whilst based in a traditional model, the plan was ambitious. As well as celebrating the culture and heritage of Tasmania's northwest region, it was aimed to draw in the tourist markets and then send them out to explore. But it was based on a belief that international tourism was growing and that there were no limits to domestic tourism.

The pandemic has changed all that. It has stalled international tourism, and for a time domestic tourism. It has put jobs at risk. It requires a new plan for the future.

## A NEW FUTURE: BURNIE CULTURAL CENTRE

The Council recognises that the Burnie community is still brave and ambitious. Council knows the value that the community places on its social infrastructure and in particular its arts and cultural assets. Council and the community know that the cultural and creative industries play an important role in the economy. Research has shown that they also bring health and well-being, enjoyment, celebration of a valued past and can inspire the imagination to create a bright future.

The existing Burnie Arts and Function Centre is a building with 'good bones' at the edge of the cbd. Burnie owns amazing assets - collections of art and objects that tell the most marvellous stories. There are people with experience, expertise and enthusiasm living in and around Burnie.

The decision has been made to develop a new Burnie Cultural Centre, bringing these assets together and making more of them. This initiative reimagines the building. It shines a light on the art and objects. It brings together the Burnie community of makers and doers. It will spark creativity in the children and young people of Burnie. Importantly, it will be based on a new model of operation, a model that empowers the community.

The community wants innovation and growth, despite the changed circumstances. This will be a true Cultural Centre for Burnie, contributing to its 2030 Vision to showcase its vibrancy and beauty, to lead in its creativity and culture and to be that city that realises its dreams.

# THE PRINCIPLES

There are four key principles that are guiding the redevelopment of the Museum, Gallery and Arts and Function Centre within a new Cultural Precinct:

1. **Culture and creativity are valued:** Culture and creativity represented through the arts, history, performance and stories of contemporary life, is valued in Burnie as a means of expressing local identity, sharing ideas, innovating and bringing communities together.
2. **Culture and creativity is experiential:** they create opportunities for the community to express themselves, enjoy themselves and derive an income through all aspects of the visual and performing arts and craft in forms ranging from exhibition, concerts, and events to more individual activities such as writing and photography.
3. **Culture and creativity evolve:** Culture spans time, it must remain relevant to the communities of today and be continually evolving.
4. **The community members are active participants:** Everyone is equally able to benefit from our cultural assets and to actively create and participate in our cultural experiences. The community members are considered to be shareholders in the Precinct and are invited to participate in what is done there.



# THE CULTURAL CENTRE CONCEPT

*Council recognises that the world continues to change. It is committed to evolving and growing with the Burnie community to deliver on their vision, values and the aspirations.*

It is evident that there is a need to both honour the heritage, continue the strong arts and making traditions in Burnie and deliver more dynamic and meaningful cultural experiences.

This concept brings together the Arts and Functions Centre, the Gallery and the Museum into a single integrated Cultural Centre that will enable Council, the community and strategic partners to work together over time to deliver the experiences that current and future audiences need and demand.

## A CENTRE FOR BURNIE

It is an arts, cultural, creative and social centre first of all for the local community. It embraces the local creative and cultural communities and the richness that the arts bring to our lives. It reflects on the past but also focuses on living memory and contemporary life.

## A CENTRE WITH CREATIVITY AT ITS HEART

It delivers a set of experiences which reflect Burnie, the identity of the place and the region and its place in Tasmania and Australia. It represents the Burnie community and the resilience, creativity, innovation and industriousness that has always characterised this region. It embraces change, offers fresh perspectives and will drive innovative thinking.

## A SOCIAL CENTRE

It brings people together through arts and cultural activity to build a stronger, more connected

community. It is an integrated and innovative centre with performance spaces, art and history spaces, gathering places, meeting space and working places – all on one inclusive and accessible site in Burnie's CBD.

## AN ACTIVE CENTRE

It is designed to be a place with something for everyone. Each element offers opportunity for a different kind of activity and engagement - where the arts can be enjoyed through making, learning, practising, listening, watching and engaging in conversation, where the business community can gather for functions and conferences and formal and informal meetings, where groups can celebrate and hold events and where friends and family can gather for a coffee, or celebration.

## AN ANCHOR ATTRACTION

It is the anchor and heart of the Cultural Precinct. It is primarily for the people of Burnie but will share experiences with the region and visitors to Burnie, and with the world, strengthening bonds with friends and family, building bridges of understanding and sharing the civic and creative voices of Burnie within the region and beyond. It will promote Burnie as a place to live, work, play and stay.

The Burnie and the regional and Tasmanian communities will be able to enjoy the Cultural Centre through its own programs and also, by using the function and event facilities to host their guests at meetings, forums, theatrical presentations, concerts, events and festivals.

The Burnie community and visitors to Burnie will be attracted to visit the Precinct and its Cultural Centre because there are creative elements at key points in the CBD that lead them into the active heart. Street art, each piece respected in its own right, is utilised as a sign that there is more to come and encourages people to step along the streets and lanes into the Precinct and through the doors of the Centre.

## SECTION 2.

# THE INVESTIGATIVE PROCESS

In developing the concept, there was an intensive investigative process, building on knowledge gained during the North West Museum and Art Gallery Project.

This includes the following activities that have been undertaken to address the Burnie Cultural Centre project scope and to ensure that there has been thorough consideration of the issues raised.

#### SITE REVIEW AND ANALYSIS

The team was already familiar with the Burnie Arts and Function Centre, including the Burnie Regional Gallery and the Burnie Regional Museum.

For the purposes of this Report the team revisited the site and focused attention on the Arts and Function Centre, noting the function of each of the spaces, the scale and quality of the spaces, the connectivity between spaces and the relationship of the building to the wider Precinct. A number of issues were raised in staff reports and during the investigation as there is evidence of poor functionality, poor connectivity and changes in markets and demand that have led to the building's original configuration being compromised.

Recent analyses, documented by architects and staff experts, have identified specific problems.

#### DOCUMENT REVIEW

The team reviewed a number of Strategic Plans, policies and assessments. Many of these are formally endorsed by Council, some compiled by staff in order to direct operations.

These are listed below in the sections of the report below, dealing with the Burnie Council Strategic Context and Cultural Plans and Policy Context.

#### STAKEHOLDER CONSULTATION

Consultation related to the North West Museum and Art Gallery project was revisited. This consultation process included regional tourism authorities, regional arts leaders and practitioners, the University of Tasmania, and staff at the Gallery and Museum. It involved face to face, telephone interviews and a number of strategic planning workshops. For this Project additional consultation was undertaken with staff directly responsible for the operation of the three cultural entities that are being combined in this project to better understand the impacts of the pandemic and opportunities that are now afforded.



BURNIE CULTURALCENTRE | Draft Report 7

# BURNIE CITY COUNCIL STRATEGIC CONTEXT

*The new concept for the Burnie Arts and Function Centre and its transformation into a more integrated Cultural Centre has been informed by the deep connection to the arts and cultural values that exist within the Burnie community and information related to existing destinations and the following Strategic Plans.*

## EXISTING ARTS AND CULTURAL ASSETS AND DESTINATIONS

Burnie has an existing range of cultural destinations – the Burnie Regional Art Gallery, the Burnie Regional Museum (including the exhibit, Federation Street), the Burnie Arts and Function Centre and elements of the Makers' Workshop. These are sited relatively close together creating an arts precinct in central Burnie.

### **The Burnie Regional Art Gallery**

has been in existence since 1978. It is recognized as a leading art gallery, exhibiting works of State and national importance and drawing visitors from the region and across Australia. It has a substantial permanent collection (some 1,379 works as of 2020, of which approximately 80% are works on paper). The reputation of the Gallery that has been built over decades of investment by dedicated locals, is of regional significance. The Council recognises its importance and commits to upholding the reputation of the Gallery under the new vision,

with the aim of continuing to enhance the status that already exists. It has been a policy of the Gallery to acquire works of art, primarily works on paper by contemporary Australian artists and with a focus on the north west of Tasmania. This reflects Burnie's long association with paper production and the skills still residing in the community. In 2006 the Gallery opened a space known as the 'Printmakers' Gallery which was largely used for the ongoing display of original prints from the permanent collection. In more mission to promote community ownership of the Gallery and to develop its educative role.

### The Burnie Regional Museum

was established in 1971. The collection, and the long-term and temporary exhibitions, have reflected the city's indigenous past, its important industrial heritage and its current status as a major port exporting timber and farm produce grown along the State's north west coast. A local resident, Peter Mercer, started the museum's collection in the period 1954-69 as a private passion. This was purchased by Council in 1970 and since then many important artefacts have been donated by local families. A major collection asset is the series of photographic collections all related to significant moments relating to the region's past. The Federation Streetscape is a primarily static display comprising domestic, mercantile, professional and light industrial artefacts from 1890 -1910, all arranged in shop-front settings. The Museum does not have a Collection Policy, though its collections are currently being digitized to make them accessible for research and viewing by the general public and other interested parties.

### The Burnie Arts and Function Centre

was the first purpose-built fully professional regional arts centre in Tasmania, opening as the Burnie Civic Centre in 1976. It incorporates performing arts and functions venues as well as the Burnie Regional Art Gallery. It continues to host concerts, theatre and dance and is the only venue in the north west of the state able to host large-scale indoor functions. The Centre has an annual subscription season and a wide-ranging program of performing arts events.

**The Makers Workshop**, which is licenced to the University of Tasmania, also hosts some important cultural activities related to Burnie's industrial past. These include interpretive exhibits and spaces for creatives to showcase their practice and products. Until recently the Council's Creative Paper workshop was also conducted from the site.

These destinations have created a reputation for Burnie as a place of creativity and making. They have been spaces and places that held collection assets, showcased the history, heritage and creativity of the City and region and have been important attractions for visitors to the area. All of these places and activities have been made possible by the strong, long-term commitment and passion of individuals and groups of volunteers that have given their time and skills to their operation. These people are also considered as vital contributors to continuing to build the arts and cultural reputation of Burnie.

The closure of these separate entities of the Burnie Regional Art Gallery, Burnie Regional Museum and the Burnie Arts and Function Centre in their traditional form, is not intended to reduce their impact. These rich cultural assets are fully acknowledged as the building blocks of a new cultural destination. It is the work undertaken over the years to build collections, create exhibitions, host activities and events and celebrate the creativity and ingenuity of Burnie that is the inspiration for a new, more integrated offering. They will endure and be reimaged.

The branding of the Centre will consider the naming of the place as a single destination, and of its component parts to ensure that none of its reputation is lost.



**THE BURNIE CITY CENTRE  
MASTERPLAN**

The Masterplan is a guiding document for the Burnie Cultural Centre Business Case. It has been developed following significant consultation and the future of the Burnie Arts and Function Centre site is a major component of the Plan for Burnie.

- The vision is based on the commitment to build upon the character and identity of Burnie as the ‘City of Makers’, and to promote a vision that speaks directly to the role and purpose of arts and culture in the city.
- The Master Plan objectives emphasise building upon existing assets, improving community spaces, and responding to the natural, social and built heritage are important aspirations for this project.
- Of particular note is the proposal in the Master Plan to re-orient the Centre to the Civic Plaza and enhance its connection across the city centre through the laneways and arcades.

The re-imagining of the Burnie Arts and Function Centre will build the cultural precinct and strengthen its connections to the retail centre, to the Makers’ Quarter, West Park and the UTAS Campus.

**SETTLEMENT AND INVESTMENT  
STRATEGY**

This Report acknowledges the Civic Precinct and its cultural infrastructure.

The stated objective for cultural assets is related to improving financial self-sufficiency through use maximization and proposes that the operation, fee structure and management of the cultural assets be reviewed.

**MAKING BURNIE 2030**

This sets out the overarching ambition for Burnie:

- A vibrant, thriving beautiful place
- A caring community
- A regional leader engaging the world
- A city that realizes its dreams.

Making Burnie recognizes the importance of gathering, of inclusivity, of education and innovation. Its special environmental characteristics – a spectacular coast and near wild places – are to be enjoyed and promoted. Its willingness to embrace learning, to communicate and collaborate are central to its success.

In considering the future of the Burnie Arts and Function Centre, and in creating a Cultural Precinct, Council has identified that its role is as both a provider and a facilitator of the services offered there.

Making Burnie 2030 also notes that success will be measured in the number of people from the region engaging in cultural activities and in influencing population growth in Burnie as a place to live, work and play.

**BURNIE CITY COUNCIL  
CORPORATE PLAN 2020 – 2024**

This Plan is directly linked to Making Burnie 2030 and to the Settlement and Investment Strategy and sets out how the vision might be realized over the next 4 years. The arts and culture are confirmed as central to achieving the objective to be an attractive place to live, work and play. Supporting, facilitating and promoting the arts is a key strategy. It advocates the Maker brand and the need for entrepreneurship.

Importantly the Plan emphasizes the need for maintenance, development and renewal of key assets along with a sustainable, viable approach to financial performance.



# BURNIE CULTURAL PLANS AND POLICY CONTEXT

There are some plans and policies that are current and have been created in recent times but have not been formally endorsed. These do provide valuable insights into the potential of the existing Arts and Functions Centre, Gallery and Museum to retain the value of their assets and deliver new visions. They can continue to guide the operation of any new entity.

## BURNIE REGIONAL ART GALLERY (BRAG)

### Business Plan 2010 – 2015

BRAG has focused on acquiring works of art, principally works on paper, by contemporary Australian artists, aligning with Burnie's long association with paper production. Its exhibition policy is to present high quality and varied exhibitions, both curated in-house and sourced from touring networks, representing all aspects of the arts. BRAG has staged the prestigious biennial Burnie Print Prize for works on Paper, up to and including 2021. It has provided other related art related experiences for the Burnie community, including school programs, workshops and other learning experiences.

## BURNIE REGIONAL MUSEUM (BRM)

### Collection Management Policy (2021)

This addresses the areas of acquiring, documenting, caring for and disposal of the BRM Collection, in some detail. It provides guidance also, into many operational procedures with respect to the activities.

### Significance Assessment

This assessment of the BRM Collection authored in 2006 was updated in 2020. This provides a very detailed description of the Collection, the areas of strength that could benefit from an active collecting program.

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**BURNIE REGIONAL MUSEUM AND GALLERY**

**Preservation Needs Assessment 2020 (PNA)**

The PNA was undertaken to look at what would be required to safeguard the joint collections of the Museum and Gallery. This is a detailed document which, in summary, noted the following:

**Existing Collections**

The current BRM and BRAG have collections that are rich and varied. Like many museum collections they tend to have been built passively by local donations and opportunistic collecting of both objects and archives. The BRAG collection is largely based around important works on paper and has a strong Tasmanian emphasis.

**Future Collection Needs**

The two existing collections have been described recently in the PNA, with the end view to managing them as a combined entity. Whilst some excellent progress has been made in cataloguing and storage of parts of the BRM Collection, there remains much to be done to fully understand what is in the Collection and make it both accessible and safe.





# INFRASTRUCTURE REVIEWS

Some preliminary analyses of infrastructure have been reviewed:

## FIVE YEAR PLAN 2020 – 2025

This Plan proposed major upgrades to the Town Hall, Braddon Hall, Arts Theatre, Box/Office and Reception, Courtyard, Bass and Flinders Room and the VIP Room. Importantly it proposes installation of a DDA lift, DDA compliant toilets on all levels and upgrading of audio, lighting and vision equipment.

## CUMULUS STUDIO REPORT 2015

This concept presented expressed some similar goals as the Five-Year Plan and attempted to provide solutions for a more integrated facility, with improved circulation and universal access.

**SECTION 3.****LOCAL & REGIONAL  
DEMOGRAPHIC  
CONTEXT****OVERVIEW**

Burnie LGA has a number of characteristics that are relevant for the development of the Burnie Cultural Centre and new programs and events.

- **Demographics:** Burnie LGA has lower levels of income and education relative to other regions in Tasmania. It has a low SEIFA score, which measures the existence of substantial pockets of relative socio-economic disadvantage. (See Appendix A for full details).
- **Arts and Culture:** The West and North West region (which includes Burnie LGA) has a lower level of participation in arts and creative activities as measured by attendance at venues and events and participation in creative activities (in visual arts, performing arts, writing and other creative activities (fashion, digital design, graphic design)). (See Appendix B for full details)).

*The creation of the Burnie Cultural Centre and the introduction of new programs and events will increase participation rates in arts and creative activities. This will generate major education and social benefits for the community.*

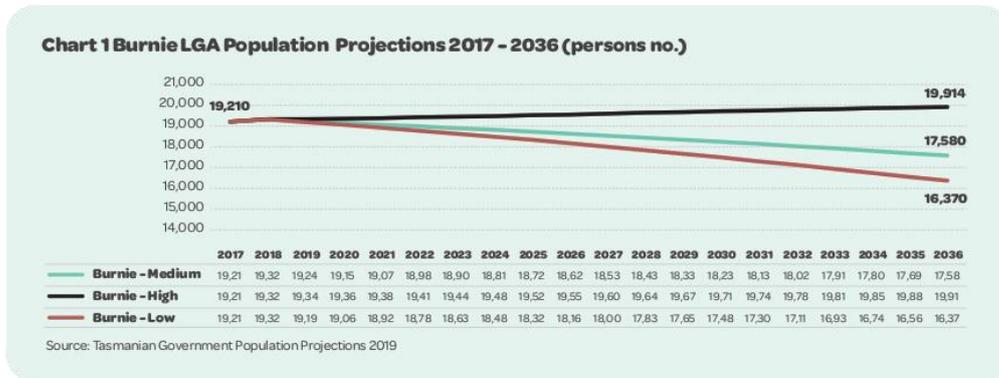
**BURNIE DEMOGRAPHICS**

Compared with Hobart and the averages for Tasmania overall, Burnie LGA has: lower median income levels; a lower percentage of residents with Year 12 and with university qualifications; and a significant level of socio-economic disadvantage as measured the ABS SEIFA indexes.

**Population**

Census data for the period 2006 to 2016 shows a largely static population (which is ageing), with an increase in the number of residents 65 years and over, and a decline in younger age groups (persons under 15 years and in the 25 to 54 age group). In 2016 Burnie LGA had a population of almost 19,000 (18,895).

Long term population projections to 2036 for Burnie LGA, show the population continuing to decline under the low and medium growth scenarios and an increase of only 700 residents with the high scenario. This static or falling population will be associated with an ageing population.



**Indigenous Population**

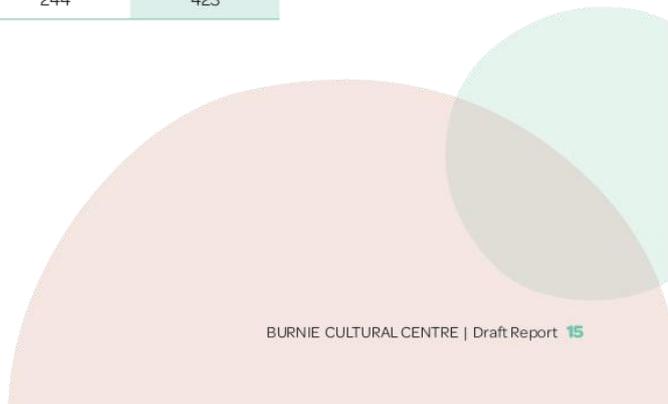
Burnie has a significant Indigenous population, who comprised 6.9% of Burnie LGA's population (1310 persons) in 2016. It has a relatively young age structure - 54% were under 25 and 23% were in the 25-44 age group. The population has been increasing from 887 in 2006 to 1310 in 2016 (an increase of 423 or 48%).

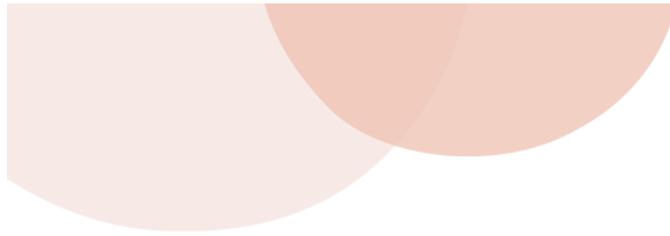
*This Indigenous heritage needs to be reflected in program and events in the Cultural Centre and across the precinct.*

**Table 1 Indigenous Population 2006-2016 (no.)**

Aboriginal and/or Torres Strait Islander persons	Males	Females	Persons
2006	418	464	887
2011	539	565	1,104
2016	604	708	1,310
Increase 2006-2016	186	244	423

Source: ABS Census 2016 Time Series Profile, Table G02





**Income Levels**

Median income levels (individuals, families and households) in Burnie are lower than for Tasmania overall and substantially below Hobart and Launceston.

The median weekly personal income in 2016 for Burnie LGA was \$523 - \$195 below that for Hobart (\$718) and

\$50 below that for Tasmania. The pattern for weekly family income and household income is similar.

Median income levels for other LGAs in the North West are substantially below those for Hobart and more in line with Burnie (e.g., Devonport).

**Table 2 Median Income Comparisons 2016 (\$)**

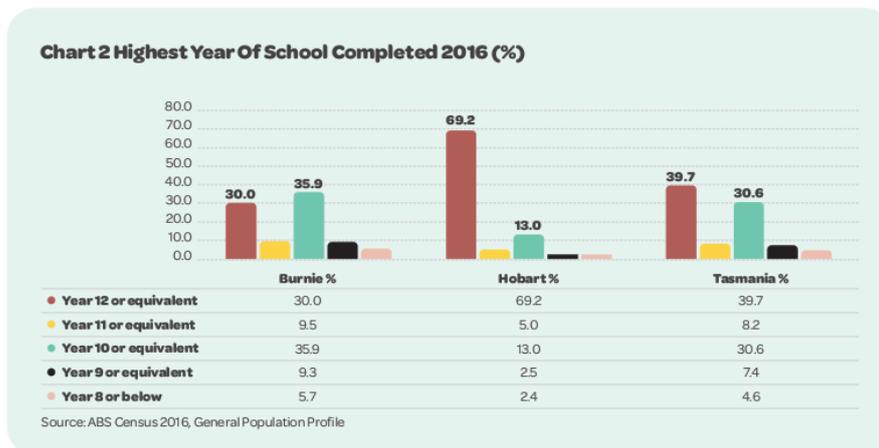
Comparisons Median Income 2016	Burnie LGA	Hobart LGA	Launceston LGA	Devonport LGA	Tasmania
Median Total Personal Income (\$/Weekly)	\$523	\$718	\$562	\$514	\$573
Median Total Family Income (\$/Weekly)	\$1,272	\$2,053	\$1,382	\$1,224	\$1,399
Median Total Household Income (\$/Weekly)	\$993	\$1,439	\$1,042	\$949	\$1,100

Source: ABS Census 2016 General Population Profile Table G02

**Education Levels**

*Burnie’s resident population has significantly lower education levels compared with Hobart and Tasmania overall.*

In 2016 only 30% of Burnie LGA residents had completed Year 12 (compared with 69% for Hobart LGA and 40% for Tasmania. For Burnie 36% had only completed year 10.

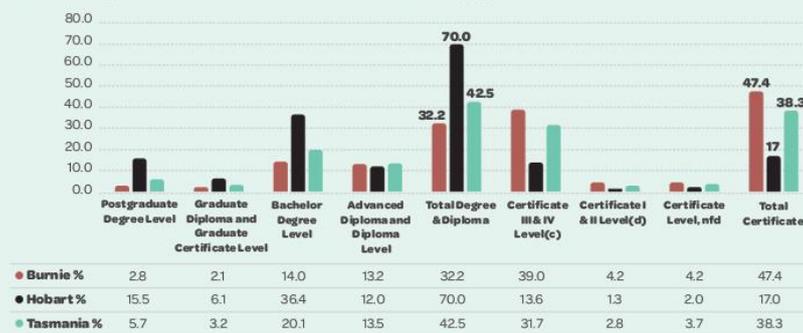




Burnie residents were more likely to hold a certificate qualification than a university qualification.

For Burnie LGA in 2016, only 32% of residents had a degree or diploma qualification, and this compares with 70% for Hobart LGA and 43% for Tasmania overall. For certificate level qualifications, 47% in Burnie had these qualifications, compared with 17% for Hobart and 38% for Tasmania.

**Chart 3 Highest Post School Qualification 2016 (%)**



### Volunteering

Around 20% of the Burnie LGA population 15 years and over undertook voluntary work for an organisation. This is below levels for Hobart LGA (27%) and for Tasmania (21%).

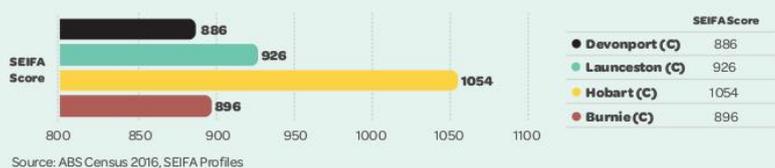
conditions by geographic area. The indexes rank areas in Australia according to indicators of relative socio-economic advantage and disadvantage.

### Socio-Economic Indexes for Areas (SEIFA)

SEIFA provides measures of socio-economic

Burnie has a low SEIFA score, which indicates substantial pockets of relative disadvantage. For the Relative Socio-economic Advantage and Disadvantage measure, Burnie had a score of 896 compared with 1054 for Hobart LGA and 926 for Launceston.

**Chart 4 Index of Relative Socio-economic Advantage and Disadvantage, 2016**



SECTION 4.

# ARTS AND CREATIVE ENGAGEMENT

The West and North West region (which includes Burnie LGA) has a lower level of participation in arts and creative activities as measured by attendance at venues and events and participation in creative activities (in visual arts, performing arts, writing and other creative activities - fashion, digital design, graphic design).

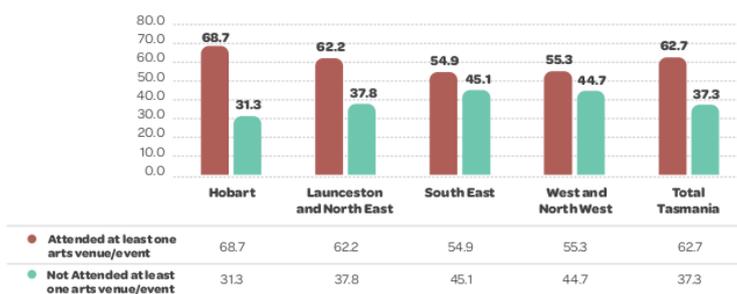
Some data is available on community engagement in arts and creative activities. The latest available data is for 2013-14 and is based on a survey conducted by the ABS. Some special analysis was undertaken for the Australia Council to provide information at

a regional level. Data is not available at a LGA level but is provided for the West and North West Region, which includes Burnie LGA (see Appendix B for more details).

### ATTENDANCE AT ARTS EVENTS

The West and North West region (which includes Burnie LGA) has a lower level of attendance at venues and events than Tasmania overall, Hobart and Launceston. Attendance is similar to the South East Region. In 2013/14, 55% of residents attended at least one arts venue or event.

Chart 5 Attendance at Arts Venues/Events - Last 12 months 2013/14 (%)



Source: ABS Participation in Selected Cultural Activities, Cat. No. 4921.0: July 2013-June 2014

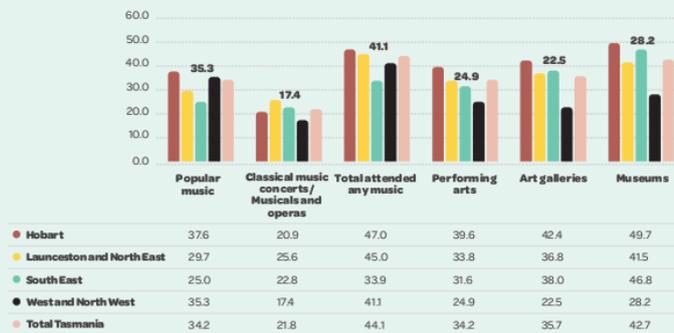
Persons in the West and North West Region were more likely to attend popular music venue/events. Attendance at performing arts, art galleries and museums was much lower than the other regions.

*Attendance by local residents can be influenced by a number of factors, including the availability and quality of facilities and events in a region.*

### PARTICIPATION IN ARTS & CULTURAL ACTIVITIES

Participation levels in arts and cultural activities are lower than attendance at events. For the West and North West only 24% were participants, and this compares with 28% for Hobart and 28% for Tasmania. Participation is higher in the South East Region at 38%.

**Chart 6 Attendance at Arts Venues /Events by Type - Last 12 months 2013/14 (%)**



Source: ABS Participation in Selected Cultural Activities, Cat. No. 4921.0: July 2013-June 2014

**Chart 7 Participation in Arts & Cultural Activities (residents %)**

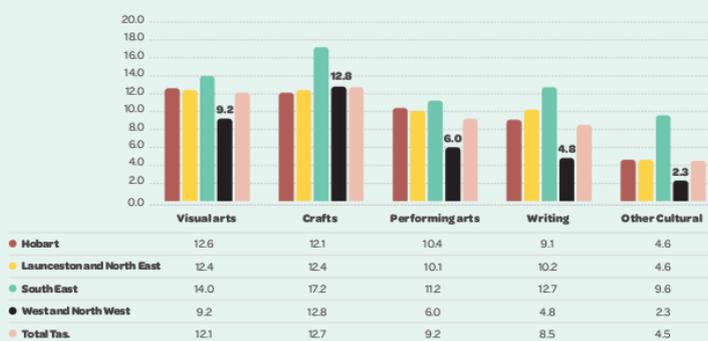


Source: ABS Participation in Selected Cultural Activities, Cat. No. 4921.0: July 2013-June 2014.

The West and North West region has similar levels participation in crafts (13%) but much lower levels across other arts categories. Only 9% were engage in visual arts, 6% in performing arts, 5% in writing and 2% in other cultural activities.

*The creation of the Burnie Cultural Centre and new programs and events will increase participation rates in arts and creative activities.*

**Chart 8 Participation in Arts and Cultural Activities 2013/14 (residents %)**



Source: ABS Participation in Selected Cultural Activities, Cat. No. 4921.0: July 2013-June 2014.

## SECTION 5.

# ARTS/CULTURE & TOURISM

The arts and culture influence visits and tend to generate longer stays and more spending by visitors.

- The Australia Council has published some recent research on the impacts of the arts tourism (including museums and galleries) on regional areas. It also highlights that arts tourism is a growing market.
- As part of tourist travel, arts activities including gallery and museum visits, attending events and festivals and visiting workshops have been increasing. In 2018 there were a total of 12.3 million daytrips (up 14% on 2014 numbers) and 13.4 million overnight trips (up 20% on 2014) within Australia that included arts activities. These increases were across all categories: visiting museums and art galleries; attending performing arts; visiting art or craft workshops or studios; attending festivals; and experiencing First Nations arts and craft.

*“Domestic tourism provides an opportunity for Australians to immerse themselves in exceptional cultural experiences, and many Australians are travelling to experience the arts: at concerts, in galleries, on stages, or through more niche opportunities across the country.”*

Dr Wendy Were, Executive Director Strategic Development and Advocacy.

Australia Council <https://www.australiacouncil.gov.au/research/domestic-arts-tourism-connecting-the-country/>

## Museums & Galleries

For both daytrips and overnight trips in Australia, attending museums or art galleries is the most popular activity. This is due to accessibility and affordability in regional areas and in most case being a walk-up activity, without pre-booking. They also enable tourists to understand a local area through its arts and exhibits.





**Tourist Visitors**

The visitor data used is for visitors to Burnie LGA, with the latest available data being the Burnie LGA Profile for 2019.

Burnie LGA had a total of 410,000 visitors. Of these around three quarters were domestic day visitors (306,000) and only a quarter were overnight visitors (92,000 domestic and 12 international). Of the domestic overnights 54,000 were intrastate visitors from elsewhere in Tasmania and 38,000 were interstate visitors.

**Table 3 Tourist Visitors 2019 – Burnie LGA**

Burnie LGA 2019	Visitors			Total	Domestic O/night Visitors	
	International O/night	Domestic O/night	Domestic Day		Interstate	Intrastate
<b>Visitors</b>						
Visitors ('000)	12	92	306	410	38	54
Nights ('000)	62	269	0	331	144	126
Average Stay (nights)	5	3		3		
<b>Visitor Spending</b>						
Expend (\$m)	\$5	\$33	\$40	\$78		
Spend per trip (\$)	\$452	\$363	\$131	\$192		
Spend per night (\$)	\$84	\$124		\$117		
Spend per night (\$) in commercial accommodation	\$109	\$173		\$156		

Source: Tourism Research Australia, Local Government Area Profile, Burnie 2019. Note based on averages for 4 years to 2019.

**Future Projections - Visitors**

Burnie is likely to see an increase in interstate visitors, with recent strong growth in visits to Tasmania and project future growth.

Based on modest growth assumptions (an annual increase in overnight visitors of 2% per year, with day

visitors increasing by 1.5% per year), total visitors to Burnie LGA would increase from 410,000 in 2019 and reach around 482,000 in year 10.

***A number of these visitors would be attracted to a vibrant Cultural Centre***

**Table 4 Tourist Visitor Projections Burnie LGA 10 Years (no.)**

Visitor Projections	Base Year	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
<b>Burnie LGA</b>											
<b>Overnight Visitors (Growth 2% per year)</b>	<b>2019 (4 yr. ave)</b>										
Intrastate O/Nights	54,000	55,080	56,182	57,305	58,451	59,620	60,813	62,029	63,270	64,535	65,826
Interstate O/Nights	38,000	38,760	39,535	40,326	41,132	41,955	42,794	43,650	44,523	45,414	46,322
Internationals O/Nights	12,000	12,240	12,485	12,734	12,989	13,249	13,514	13,784	14,060	14,341	14,628
Total Overnight Visitors	104,000	106,080	108,202	110,366	112,573	114,824	117,121	119,463	121,853	124,290	126,775
<b>Day Visitors (Growth 1.5% per year)</b>											
Interstate & International Day Visitors	116,286	118,030	119,801	121,598	123,422	125,273	127,152	129,059	130,995	132,960	134,955
Intrastate - Day Visitors	189,714	192,560	195,448	198,380	201,356	204,376	207,441	210,553	213,711	216,917	220,171
Total Day Visitors	306,000	310,590	315,249	319,978	324,777	329,649	334,594	339,613	344,707	349,877	355,125
<b>Total Visitors</b>											
<b>Total Visitors</b>	<b>410,000</b>	<b>416,670</b>	<b>423,450</b>	<b>430,343</b>	<b>437,350</b>	<b>444,473</b>	<b>451,715</b>	<b>459,076</b>	<b>466,559</b>	<b>474,167</b>	<b>481,901</b>

Source: Base Year - Tourism Research Australia, Local Government Area Profile, Burnie 2019, Projections MCA analysis - December 2020



**Potential Visitors to Cultural Centre**

The table below combines the estimates of local & regional visitors and tourist visitors and shows the potential visitor numbers to a Cultural Centre. The estimates are based a combination of population estimates (locals and regionals) and tourist projections combined with cultural data on visits to museums/galleries (% of resident population and % of different types of tourist visitors).

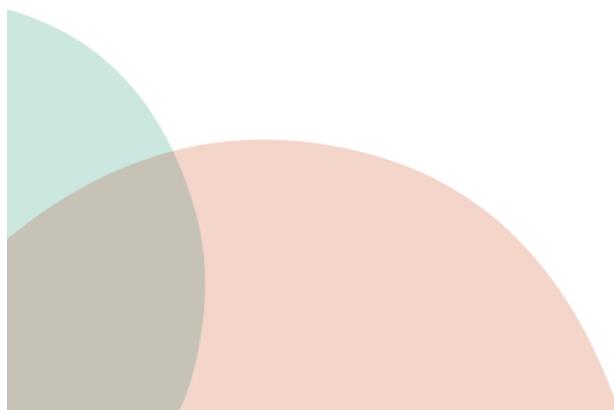
They comprise person who are interested in arts and cultural activities and provide an estimate of potential visitors to the Cultural Centre, providing visual arts and museum components and a series of creative programs are included. Local and regional residents are the main market for performances and events staged at the Town Hall and Arts Theatre, with tourist attendances likely to be limited,

For a medium scenario total visitors increase from around 104,000 in year 1 to around 111,000 in year 10.

**Table 5 Estimated Persons - Projected Visitors Years 1-10(no.)**

Visitors to Cultural Centre	Base Year 2019	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
<b>Medium Scenario</b>											
Local and Regional Residents	53,062	52,927	52,861	52,784	52,694	52,593	52,479	52,352	52,210	52,054	51,884
Tourist Visitors Total	49,954	50,792	51,644	52,510	53,391	54,288	55,199	56,127	57,070	58,029	59,005
<b>Total NWMAG Visitors-Medium</b>	<b>103,017</b>	<b>103,718</b>	<b>104,505</b>	<b>105,294</b>	<b>106,085</b>	<b>106,880</b>	<b>107,679</b>	<b>108,478</b>	<b>109,280</b>	<b>110,084</b>	<b>110,890</b>

Source: MCA modelling & estimates, December 2020



## SECTION 6.

# CURRENT FACILITIES - BACKGROUND

### THE CULTURAL PRECINCT

The Cultural Precinct sits at a strategic location on the edge of the CBD. It is a large site with multiple buildings, of varying age and design, a major Civic Plaza which is largely unused and a series of car parking areas.

### PRECINCT VENUES

#### Federation Street

Federation Street is a streetscape that was a feature of the Burnie Regional Museum. It opened in 1971 to exemplify a streetscape circa 1900. It is a static, permanent display with a soundscape and interpretation designed to minimise the intrusion on the visual and enhance the atmospheric appeal. Visitors can walk through and look into the shop windows to see a variety of objects that pertain to that era.

The display has been added to and has attracted many visitors over the past 50 years. It is valued by members of the community and some, mainly primary level, school groups.

This exhibit does not fit with the concept proposed for the Cultural Centre - Burnie Creative, however it could complement the offering for those visitors seeking this type of museum experience and be operated as an attraction in its own right, within the Precinct.





**Burnie Regional Museum Collection Store**

This is a storage and research centre for Museum objects.

**Adjacent Facilities**

The existing Burnie Arts and Function Centre is adjacent to nearby facilities that relate to the future of the Precinct.

**The Burnie Regional Library**

This is a vital resource and well used by the community. Many of its activities are relevant to a Cultural Precinct, particularly the activities for young children, the creative workshops and the work of the Family History Association.

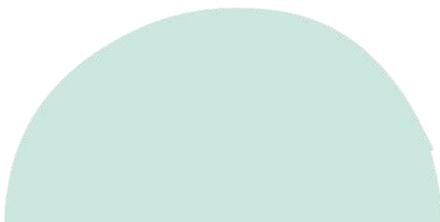
**The Magistrates Court**

This building has been identified as having major problems. The court may move to another site, leaving this building, or site, available for redevelopment

**ACCESS AND CONNECTIVITY**

The Burnie Arts and Function Centre is connected to the rest of the CBD via both walkways and roads:

- High Street and Wilmott Street connect to the CBD. Wilmot Street also acts as a barrier as it rises to cross the Bass Highway.
- Little Alexandra Street has the potential to act as a 'laneway' activating the connection between the library and the new Cultural Centre, whilst protecting its use as a loading area for the facilities adjacent.
- Library Lane is a walkway, already welcoming people from Alexander St and providing potential to lead pedestrians to the Cultural Centre



## SECTION 7.

# REIMAGINING ARTS AND CULTURE: THE BURNIE CULTURAL CENTRE

*The new Burnie Cultural Centre is more than a place. It is a set of experiences that represent and engage the residents of Burnie, and those that work in and visit this city. The experiences will change regularly, and evolve over time, always maintaining their relevance and interest.*

The Burnie Cultural Centre is also part of a wider Precinct that represents many elements of key social infrastructure for the City. Social infrastructure is characterised by its welcoming, inclusive, accessible and comfortable qualities. These places facilitate connections between people, encouraging new connections and ensuring that members of the community are not isolated in recognition of the fact that connected people are happier, safer and more successful.

The redevelopment of the Burnie Arts and Function Centre into a more inclusive Cultural Centre is a project designed to address the key issues and challenges that have been identified during the investigative process and to realise the visions and directions endorsed by Council through its strategic planning processes. It will bring the Precinct to life.

## THE PRINCIPLES

There are three key principles that are guiding the redevelopment of the Museum, Gallery and Arts and Function Centre within a new Cultural Precinct:

1. Culture and creativity are valued: Culture and creativity represented through the arts, history, performance and stories of contemporary life, is valued in Burnie as a means of expressing local identity, sharing ideas, innovating and bringing communities together.
2. Culture and creativity is experiential: they create opportunities for the community to express themselves, enjoy themselves and derive an income through all aspects of the visual and performing arts and craft in forms ranging from exhibition, concerts, and events to more individual activities such as writing and photography.
3. Culture and creativity evolve: Culture spans time, it must remain relevant to the communities of today and be continually evolving.
4. The community members are active participants: Everyone is equally able to benefit from our cultural assets and to actively create and participate in our cultural experiences. The community members are considered to be shareholders in the Precinct and are invited to participate in what is done there.

## THE CULTURAL CENTRE CONCEPT

Council recognises that the world continues to change. It is committed to evolving and growing with the Burnie community to deliver on their vision, values and the aspirations. It is evident that there is a need to both honour the heritage, continue the strong arts and making traditions in Burnie and deliver more dynamic and meaningful arts experiences.

This concept brings together the Arts and Functions Centre, the Gallery and the Museum into a single integrated Cultural Centre that will enable Council, the community and strategic partners to work together over time to deliver the experiences that current and future audiences need and demand.

### A Centre for Burnie

It is an arts, cultural, creative and social centre first of all for the local community. It embraces the local creative and cultural communities and the richness that the arts bring to our lives. It reflects on the past but also focuses on living memory and contemporary life.

### A Centre with Creativity at its Heart

It delivers a set of experiences which reflect Burnie, the identity of the place and the region and its place in Tasmania and Australia. It represents the Burnie community and the resilience, creativity, innovation and industriousness that has always characterised this region. It embraces change, offers fresh perspectives and will drive innovative thinking.

### A Social Centre

It brings people together through arts and cultural activity to build a stronger, more connected community. It is an integrated and innovative centre with performance spaces, art and history spaces, gathering places, meeting space and working places – all on one inclusive and accessible site in Burnie's CBD.

### An Active Centre

It is designed to be a place with something for everyone. Each element offers opportunity for a different kind of activity and engagement - where the arts can be enjoyed through making, learning, practising, listening, watching and engaging in conversation, where the business community can gather for functions and conferences and formal and informal meetings, where groups can celebrate and hold events and where friends and family can gather for a coffee, or a party.

### An Anchor Attraction

It is the anchor and heart of the Cultural Precinct. It will share experiences with visitors to Burnie, and with the world, strengthening bonds with friends and family, building bridges of understanding and sharing the civic and creative voices of Burnie within the region and beyond as well as promoting Burnie as a place to live, work, play and stay.

The Burnie and the regional and Tasmanian communities will be able to enjoy the Cultural Centre through its own programs and also, by using the function and event facilities to host their guests at meetings, forums, theatrical presentations, concerts, events and festivals.

The Burnie community and visitors to Burnie will be attracted to visit the Precinct and its Cultural Centre because there are creative elements at key points in the CBD that lead them into the active heart. Street art, each piece respected in its own right, is utilised as a sign that there is more to come and encourages people to step along the streets and lanes into the Precinct and through the doors of the Centre.

## THE EXPERIENCE FRAMEWORK

The Burnie Cultural Centre will offer a wide range of experiences, day and evening, throughout the year. These will be achieved through two frames:

### Burnie Creative

One focus of the Cultural Centre is Burnie Creative. This comprises a program of experiences that bring Burnie culture and heritage to life and bring the arts and culture from outside the region for the Burnie community and visitors to enjoy.

**The Burnie Journey:** this is a major exhibition, integrating pieces from the art and museum collections, interspersed with new works that respond to Burnie's story in a contemporary way. It comprises both long-term and short-term elements and is displayed in 'chapters' that be 'read' in any order. It will tell multiple stories of the Burnie region and these stories will be added to and vary over time to ensure that they remain relevant and responsive to community interests. The Journey includes current experiences of members of the Burnie community.

The exhibition is the inspiration for performance (music, dance, theatre) – adding experiences into the various chapters - that are enjoyed throughout the year, and at various times of day and evening. The exhibition is the core of a learning program for all ages.

The exhibition is also the backdrop and adds to the attraction for events and functions held in the various venues within the complex.

**Stories from Storage:** These are micro-exhibitions that change more frequently and examine important and relevant themes through seldom-seen works of art and objects from Burnie's own collections.

**The Generator Gallery:** The Generator Gallery will present changing displays of art, images and objects from the collection, recognizing that creativity involves constantly generating ideas, showcasing ingenuity and investigating possibilities. It will host temporary shows from within and outside the region, and major events such as the Burnie Print Prize, Art Rage and 10 Days on the Island. It is proposed that there will be seasonal change for major exhibitions.

**The Artcade:** This is a showcase for enjoying contemporary experimental arts. It will provide emerging artists of all ages and art forms with a space to create and try different techniques. Casual seating will allow visitors to enjoy a unique encounter with the process of making art.

**Burnie Creative Play:** These are experiences for the 0 - 5 age group. Parents and children can enjoy interactive displays, play areas as well as learning and cultural programs that stimulate creativity for this age group.

**Burnie Creative Learning:** Hands-on activities, masterclasses and talks directed at those who want to participate and take their own creative journey. School groups, adult learners and special interest groups will be engaged and challenged as they deep-dive into a range of topics.

**Creative Hideaways:** these are small spaces, hidden from view that can be booked to host creative pursuits. These might include an artist-in-residence, a start-up entrepreneur or a youth exchange group. The outcomes of these will be shared in public spaces within the Cultural Centre or wider Precinct.

**BURNIE STAGES**

The other Frame for the Cultural Centre is a series of performance, event, conference, function and meeting spaces that are available to hire for public, personal or private gatherings as well as less formal spaces that can be used for work and social occasions.

**The Town Hall:** This is the venue for major community events and functions.

**The Town Hall Balcony:** A quirky space, overlooking the Town Hall venue suited to small groups who want to meet and chat or host a talk.

**Braddon Hall:** This is a venue for events and functions. On occasion it can be made private by drawing in the folding walls on either side.

**The Arts Theatre:** This is a major venue for performance such as theatre and music events.

**The Long Room:** This is a space for working, meeting

and spending time in conversation with friends. It includes The Burnie Journey exhibition, which gives it character. It is an attractive multi-functional space to sit and meet, work and socialise. The space has free fast wifi and is an attractive setting for young people to play games, for visiting businesspeople to bring a computer and sit and work or for a tourist to tap into the attractions of Burnie. It is the venue for small gatherings eg for a visiting DJ to run a casual event. It has contemporary, flexible and moveable furniture that can be adjusted to suit particular uses.

**The Culture Café and Bar:** This is a place for coffee, a drink and casual dining. It is a space to meet friends and family. It is themed to celebrate the arts and culture and to inspire further exploration. A visit to the Culture Café and Bar may be programmed with another of the experiences at the Cultural Centre. It is also host to regular live performance eg live music gigs as well as a display space for small exhibitions (as an adjunct to the Generator Gallery).



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## SECTION 8.

# THE BUSINESS MODELS: EXPERIENCE DEVELOPMENT AND DELIVERY

Experience development and delivery is undertaken within two distinct Business Models.

### **BURNIE CREATIVE: CO-CREATION MODEL**

Co-creation is an established model which has been the subject of much research. It recognises that creativity and innovation are generally not the product of one mind, rather it requires involvement from external resources eg consumers as well as a wider range of internal expertise. Co-creation not only enhances the development of new products and services people attribute more value to products that they have helped to create.

In this co-creation model the Council paid staff and the Burnie community will come together to develop and deliver the programs, exhibitions and activities that will take place in the Cultural Centre using all the Burnie Creative assets – the spaces, facilities, collections and staff expertise.

An Assembly of community members will be invited and assisted to develop programs and events. This will be achieved through a community engagement program to empower volunteer members to become involved and to give time to this work through purposeful participation.

**Exemplars**

Examples of the impact of co-creation outside the cultural sector have been felt in companies such as IKEA and Starbucks. Within the cultural sector two exemplars stand out:

**Santa Cruz Museum of Art and History, California, USA**

This institution was transformed by its then Director Nina Simon, who instituted the co-creation model in 2011. It had a radical and positive impact on the Museum's financial position and achieved an increase of nine times the 2011 attendance over an 8-year period. 90% of the programmes are developed using this model.

**The Museum of Making, Derby, UK**

This Museum has just opened in the city's original silk mill, now a UNESCO site. It tells of Derby's 300-year history of making using contemporary exhibits, workshops, activities and events to inspire new creativity. It has similar aspirations to the Burnie Council and states that "meaningful co-production is at the heart of all we do and by working alongside our team of Volunteer Co-producers, we create inspiring museums built with, and for, the people of Derby."



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### Assets

Delivering experiences requires an appropriate set of assets and activities. Burnie Creative uses the existing assets in different ways, recognising their unique qualities and draws on them to optimise the opportunities that they provide.

#### These assets include:

**Collections:** the Burnie historical and art collections (currently utilised by the gallery and museum) are key to articulating the identity of the Burnie region. The Burnie Cultural Centre will utilise them through long and short-term exhibitions, as part of the Burnie Journey and for learning activities.

**Infrastructure:** Each of the experiences is supported by appropriate technical, digital, lighting and other resources. Storage for equipment and furniture is accessible and designed for efficient operation.

**Experienced staff:** Knowledgeable staff, working as cohesive team, direct, curate and manage the Cultural Centre. The experiences are all seen as a connected whole, delivering the brand values.

**Community:** community members from all walks of life and from across the Burnie LGA, and beyond can bring their time, enthusiasm, expertise, experience and knowledge to all aspects of Burnie Creative.

**Partners and supporters:** Commercial partners, suppliers and contractors work with the brand values of the Burnie Cultural Centre to achieve the mission and agreed outcomes. Financial supporters are acknowledged at the entry.

### Experience Delivery Process

The experiences will be delivered according to a specified set of strategies, policies and procedures to manage the quality of outputs and to minimise risk.

Groups of community members will be assembled to develop these and to ensure that the Burnie Cultural Centre meets its goals and targets.

### BURNIE STAGES: COMMERCIAL MODEL

This element of the Cultural Centre will be delivered using a more traditional commercial business model including cultural ticketed programmes and commercial venue hire. The Cultural Centre will support a number of key events aimed at providing opportunities for local artists, community groups, businesses and individuals as well as stimulating the economy and improving business opportunities across the region. As a part of the Cultural Centre, the spaces have a cultural ambience and are inspired by the cultural assets. All spaces designated as part of this model are bookable, with costing dependant on the type of organisation requesting the venue.

**Assets**

The assets available to hirers will include:

**Spaces:** The Town Hall, Braddon Hall and the Arts Theatre as well as smaller work-meet spaces and open booths in the Long Room are the primary resources. Other Burnie Creative spaces such as the Generator Gallery, Play Space and Learning spaces are also open for hire when not in use for Centre programs.

**Equipment:** lighting, projection equipment, electronic equipment, projectors, piano – specific to each of the spaces

**Seating and Tables:** supporting various configurations

**Experienced staff:** Knowledgeable staff, working as cohesive team, direct, curate and manage the Cultural Centre. The experiences are all seen as a connected whole, delivering the brand values.

**Experience Delivery Process**

All spaces will be subject to a process including bookings, permits and procedures with professional assistance to support the delivery of the quality of outputs and to minimise risk. MEMBERSHIP

Membership is part of the commercial model and straddles both Burnie Creative and Burnie Stages. Members join a creative and cultural community to network, share ideas, access peer support, learn, teach and take part in creative conversations. Special member events will be developed, and members will have access to discounts in the café and in hiring venues.

**STAFFING**

**Paid Staff**

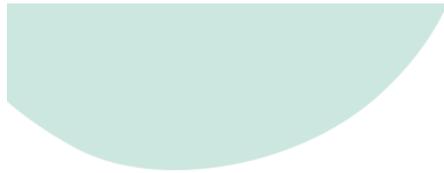
Professional paid staff are focussed on the areas that are most central to delivering the vision and business models. Staff are recruited for their ability to inspire and work with others, as well as for their expertise and experience. They are master facilitators of ideas and their implementation.

**Community Assembly**

Members of the community are not paid staff, nor are they volunteers in the traditional sense. They are participants in developing and delivering the experiences across all aspects of Burnie Creative. The Assembly is an evolving group with opportunities that may be regular and longer term, or project based. Roles will be diverse, flexible and may be done on site or from home. Training will be offered where appropriate. The Assembly will come from all the demographic segments of the Burnie population so that they can represent this diversity and attract audiences from across the City and region



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**PROJECTS**

The Collections of both the Museum and Gallery are being combined from a usage perspective. However, at this point, there are differences in the way they are stored, catalogued, digitised and managed. This gives rise to the need for two significant Projects that can be considered as separate to the ongoing operation set out in the Business Case.

**Storage**

The storage issues have not been specifically addressed in this report as it will require an investigation of the infrastructure to understand how this function can be undertaken to deliver an efficient result and one that can cope with future developments. This Storage Infrastructure Assessment is a separate project. Once complete and implemented, there need be no ongoing activity.

**Digitisation**

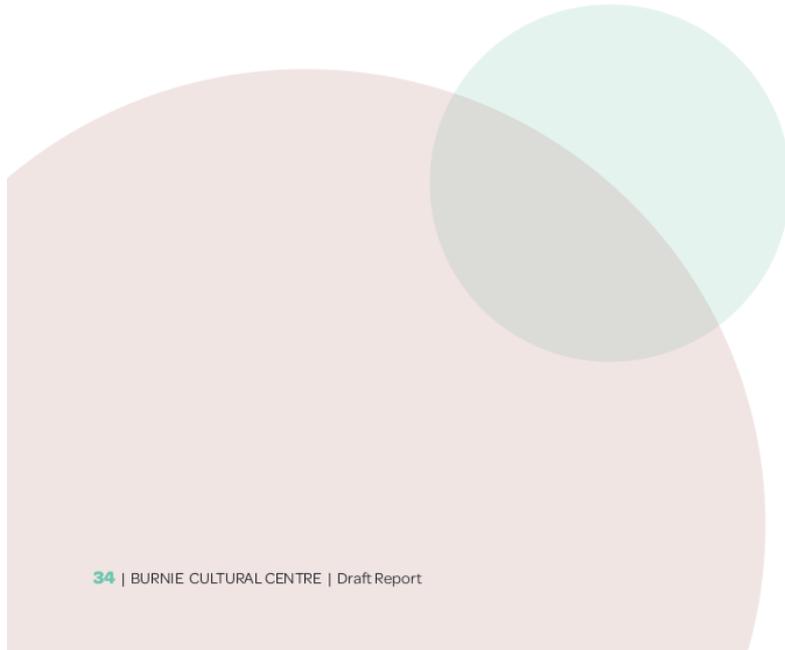
This is also largely a finite project. It is underway for the Museum Collections. Whilst digitisation will be an ongoing activity, once the backlog is dealt with it will depend on the extent of acquisition and can be managed within the normal day-to-day activities of the Burnie Creative experience.

**MEASURES OF SUCCESS**

The proposed measures of success for the Cultural Centre are:

- Numbers of attending the Centre
- Demographic spread of community attendees
- Community participants in experience development and delivery
- Programs developed and delivered
- Increase in community attendance at cultural events and increase in participation in creative activities
- Optimised revenue (various products and services)
- Partner engagement and satisfaction

These will be prioritised across the whole of the Cultural Centre business, and be specific for each of the products and services



## SECTION 9.

# THE BUSINESS CASE

## SECTION 9.1

# CURRENT OPERATIONS AND FINANCIALS

The current model of operations (Functions Centre, Gallery and Museum) is unsustainable. The combined operations were delivering annual operating losses of around \$1.7 million to \$1.8 million. Even with relatively high levels of space bookings in the Functions Centre accounts for around \$1 million of the annual losses.

The financials subsequently included in the report are based upon Hirst Project's assessment of the relative costs attributed to the new vision, taking account of the historical costs incurred under previous models. The information is not designed to detail what the budget for the new Cultural Centre will be, on the basis that the decisions around the experience to be delivered is yet to be determined, and the associated planning and modifications needed to the building, not yet known.

Therefore it is important to understand that the financial estimates included in this report will change as the Business Plan for the new Cultural Centre evolves.

It is important that the community is able to consider the new operating model once known and to enable opportunity for this, the Council will submit the 2022-23 Business Plan for the new Cultural Centre to the community for consultation, as part of the annual budget process.



**BURNIE REGIONAL MUSEUM & GALLERY**

**Current Visitation**

Current visitation to Burnie Regional Museum and Burnie Regional Gallery (BRMAG) was examined.

The following table and chart shows attendance at the current Burnie Regional Museum and Burnie Regional Gallery for the period 2013/14 to 2019/20. The 2019/20 attendance has been affected by COVID-19 closures. In 2018/19 the combined attendance was 46,520 and the 6-year average to 2018/19 was 50,156.

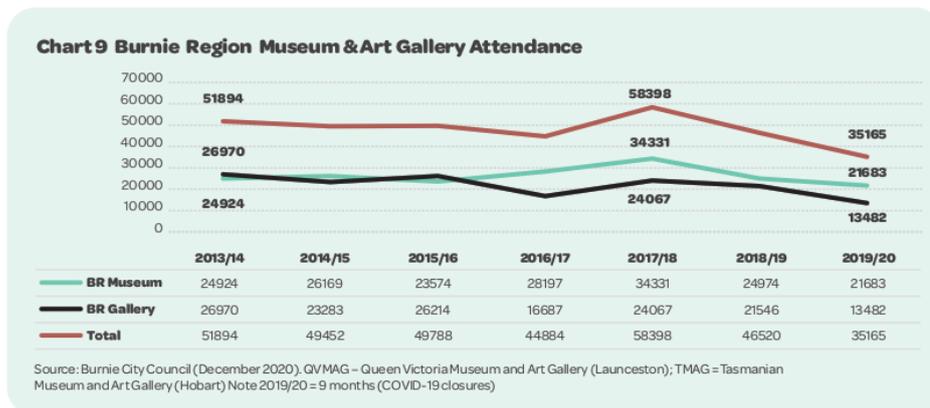
Attendees comprised local residents of Burnie LGA, regional visitors from adjacent areas in the North West and tourist visitors to Burnie. Data was not collected on the residential location of visitors to identify the numbers in each visitor category.

The data indicates that in 2018/19 there was an average of 480 visitors per week to the Museum (24,974 total) and 414 per week to the Gallery (21,546 total). Combined there were an average of 894 visitors per week. While these indicate local/regional interest in the arts, they are relatively low compared with other galleries and museums.

**Table 6 Current Visitors to Museum & Gallery**

Visitors	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Burnie Regional Museum	24,924	26,169	23,574	28,197	34,331	24,974	21,683
Burnie Regional Gallery	26,970	23,283	26,214	16,687	24,067	21,546	13,482
<b>Total BRMAG</b>	<b>51,894</b>	<b>49,452</b>	<b>49,788</b>	<b>44,884</b>	<b>58,398</b>	<b>46,520</b>	<b>35,165</b>
<b>BRMAG Average (6 years to 2018/19)</b>						<b>50,156</b>	
<b>Comparisons</b>							
QVMAG (Launceston)	-	127,238	126,758	137,462	137,240	125,320	-
TMAG (Hobart)	475,702	359,825	383,026	403,662	436,341	439,574	-

Source: Burnie City Council (December 2020). QVMAG – Queen Victoria Museum & Gallery (Launceston); TMAG – Tasmania Museum & Gallery (Hobart). Note 2019/20 and 2020/21 affected by covid 19 restrictions.



This pattern aligns with regional data on museum and gallery visits. ABS survey data is available on gallery and museum visits at a regional level for Tasmania (latest regional data is for 2013/14 but it can be used to show differences between regions) and includes the West and North West region.

For the West and Northwest, the percentage of the population visiting galleries or museums is substantially below that for Launceston and North East and the average for Tasmania overall. For example, museum visits for the West and North West were 28% compared with Launceston and North East 41% and Tasmania around 43%.

These differences are likely to reflect the facilities that are available in the larger population centres (e.g., QVMAG in Launceston and TMAG in Hobart).

**The Gallery and Museum are currently closed. They are being integrated with the Arts and Function Centre as part of the new Burnie Cultural Centre.**

**Current Operations and Financials – Gallery**

The following charts show the operational financials for the Gallery for the period 2016/17 to 2020/21 (ytd).

- The Gallery has limited revenue (in the range \$106,000 to \$181,000) and annual operating costs of over \$600,000.
- Operating deficits were in the range of \$424,000 (2017/18) to \$565,000 (2018/19).

**Chart 10 Gallery Operations - 5 Years (\$'000)**



Source: MCA Modelling and Analysis, June 2021

**Current Operations and Financials - Museum**

The following chart shows the operational financials for the Museum for the period 2016/17 to 2020/21 (ytd).

- The Museum has limited revenue (in the range \$77,000 to \$205,000) and annual operating costs of around \$370,000 to \$437,000
- Operating deficits were in the range of \$232,000 (2019/20) to \$306,000 (2017/18).

**Chart 11 Museum Operations - 5 Years (\$'000)**



Source: MCA Modelling and Analysis, June 2021

**Current Operations and Financials - Arts & Functions Centre**

**CENTRE BOOKINGS**

**Event Spaces**

The Arts and Function Centre has a number of spaces that are available for use. They comprise a Theatre, Town Hall and a number of meeting/ functions spaces. They are hired by a range of government, community and business organisation

for meetings, events and functions. Burnie City Council uses the Town Hall for its major events and the functions spaces for internal meetings , community consultations and advisory group meetings. The Theatre space is used by local and regional groups (including schools) for performances and seminars , by national /state promoters for their regional tours and for Subscription Series performances.

**Table 7 Burnie Arts & Function Centre - Event Spaces**

Burnie Arts & Function Centre	
Functions Spaces	Arts Space
Bass Room	Arts Theatre
Flinders Room	
Braddon Hall	
VIP Room	
Town Hall	
Foyers	
Board Room	



**Event Space Hire**

The Arts and Functions Centre has extensive bookings across the year covering the Town Hall, function and meeting Rooms and the Theatre.

- A comparison of all bookings over a 4-year period, show that most are regular users and repeat business (from Burnie and the region). This is particularly the case with the function and meeting rooms. There are also regular users of the Town Hall spaces for larger events.
- The major users of the Theatre are the Subscription Series performances and promoters with regional tours (bands, comedy, musicals) and schools performing arts and events.
- Some event bookings are for multiple days. For major events using the Town Hall or Theatre there is usually a set up day and a set down day in addition to performance days.
- Some schools and regional performing arts organisations also book the space for rehearsals and for extended seasons.
- School performing arts events usually have multiple performances. This is also the case for local performing arts organisations (e.g. local music and dance organisations).
- Several health services providers have monthly bookings of function rooms for community health programs delivery.
- Businesses tend to book space for meetings, training programs and product presentations.
- Government departments and agencies use spaces for regional consultations and meetings and for training programs for regional employees.
- Burnie City Council use the spaces for internal meetings, staff training and community meetings

**Table 8 Burnie Arts & Function Centre - Summary of Users**

Spaces	
Town Hall	Use is a mixture of local and regional major events, expos and performances. This includes Council; schools (speech nights and performances); associations; government (e.g. police medal ceremonies); performing arts (e.g. dance groups, music, some Subscriber Series performances); sports groups (e.g. medal nights) ; touring performances by promoters; and UTAS for graduation ceremonies. Some limited use for private events (weddings, memorial services)
Function and meeting Rooms	Users are a mix of local and regional businesses and associations, Council, government departments , health services, and functions for the Gallery and Museum. The main uses are meetings, seminars, workshops , training programs, luncheons, and regional health programs delivery
Arts Theatre	Theatre use includes: Subscriber Series performances (major user – music , dance, comedy; promoters for touring artists/shows (music, circus, comedy); local and regional organisations (e.g. Burnie Eisteddfod Society, Burnie School of Irish Dance, North West Academy Of Ballet); other touring performances (e.g. Tasmanian Symphony Orchestra); schools – concerts, musicals, and seminars.

Source: Burnie City Council May 2021 – Details of Bookings 2018-2021



The following is aggregate data (calendar year) provided by Burnie Arts and Functions Centre and shows the number of event bookings and indicative numbers of persons attending. The events data take account of: multiple day bookings for some events (e.g. set up and set down times for major events; and multiple performances - schools performing arts and some Subscriber Series events; and rehearsal spaces booked in the lead up to an event.

*Persons data is indicative of total attendance at events. However the data has limitations as not all event entries had the estimated number of persons attending.*

**Table 9 Burnie Arts & Function Centre – Booking Details**

Functions & Attendance	2018	2019	2020	2021 (4 months)
Events	511	549	299	210
Persons	1292	3977	9459	5490

Source: Burnie City Council May 2021 – Details of Bookings 2018-2021

The Centre has two rates, one for commercial hires and another for community hires. Data was provided for 2019 and 2020 for hirers by type. Of space hirers, commercial bookings are 60% and community are 40%.

**Financials - Burnie Arts & Function Centre**

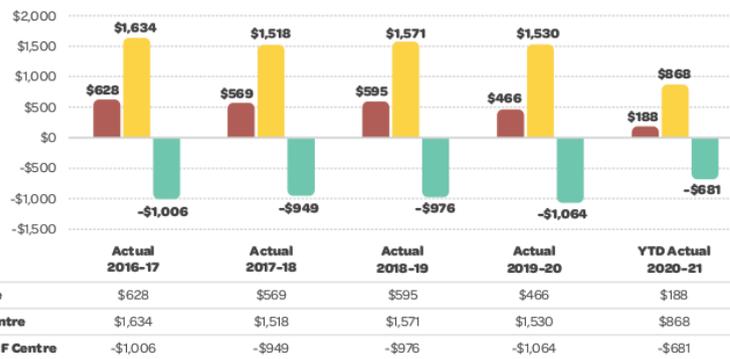
The following chart shows the operational financials for the Arts & Function Centre for the period 2016/17 to 2020/21. Despite high levels of activity and space bookings the Centre has an annual operating deficit of around \$1 million in the 4 year period 2016/17 to 2019/20.

There are several reasons for this.

- The Centre has 2 hire rates – a commercial rate and a lower rate for community organisation hires. Many of the hirers (around 40%) are community organisations and are paying the lower rate.
- Operating costs of the Centre are high. This includes staff costs and building related costs and overheads which are high.
- Many of the support services are provided in house – catering and equipment hire.
- The Centre operates a Subscription Series to bring performances to the Burnie community. However, the Subscription Revenue generates a limited margin on direct Subscription Series costs.
- While gross margins are positive for kiosk sales and barsales, they are limited.
- Catering revenue is generally less than the full costs of the providing the service.



**Chart 12 Arts & Function Centre Operations - 5 Years (\$'000)**



Source: MCA Modelling and Analysis, June 2021

Employees and wages are a major part of the current costs of operation. Wages represent over 50% of all operating expenses and between 133% and 174% of revenue.

**Table 10 Burnie Arts & Function Centre – Wage Cost Comparisons**

Arts & Function Centre	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
<b>Wages &amp; Turnover (total expenses)</b>					
A&FC total expenses	\$1,634,255	\$1,518,044	\$1,571,404	\$1,530,005	\$868,499
Wages	\$833,074	\$759,998	\$858,222	\$811,590	\$404,262
<b>Share of Total Expenses (%)</b>	<b>51.0</b>	<b>50.1</b>	<b>54.6</b>	<b>53.0</b>	<b>46.5</b>
<b>Wages &amp; Revenue</b>					
A&FC total Revenue	\$628,488	\$568,793	\$595,402	\$466,350	\$187,971
Wages	\$833,074	\$759,998	\$858,222	\$811,590	\$404,262
<b>Share of Revenue (%)</b>	<b>132.6</b>	<b>133.6</b>	<b>144.1</b>	<b>174.0</b>	<b>215.1</b>

Source: MCA Modelling and Analysis, June 2021



**Current Operations – Combined Cultural Facilities**

The following chart shows the combined current financial results for the three facilities to be integrated as part of the Cultural Centre.

The combined operating results (in the 4 years 2016/17 to 2019/20) are annual operating deficits of around \$1.7 million to \$1.8 million. These have been recognised as unsustainable.



Across the 3 facilities, wages are the major component of operating costs. Wages represent over 50% of total operating expenses and between 144% and 181% of total revenue.

**Table 11 Total 3 Centres – Wage Cost Comparisons**

Total 3 Cultural Facilities	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21
Total 3 Organisations Expenses	\$2,615,075	\$2,527,776	\$2,603,346	\$2,566,679	\$1,590,647
Wages	\$1,330,051	\$1,217,956	\$1,404,349	\$1,320,030	\$839,314
<b>Share of Total Expenses (%)</b>	<b>50.9</b>	<b>48.2</b>	<b>53.9</b>	<b>51.4</b>	<b>52.8</b>
Total 3 Organisations Revenue	\$851,775	\$848,426	\$774,610	\$776,685	\$323,239
Wages	\$1,330,051	\$1,217,956	\$1,404,349	\$1,320,030	\$839,314
<b>Share of Revenue (%)</b>	<b>156.2</b>	<b>143.6</b>	<b>181.3</b>	<b>170.0</b>	<b>259.7</b>

Source: MCA Modelling and Analysis, June 2021

**THE BUSINESS MODELS**

This Business Case is based on the concept outlined above. It proposes two business models:

1. Burnie Creative: A co-creation model that is a strategic mix of professional paid staff with specific expertise related to the business activities and highly developed Facilitation skills together with strong participation from a wide spectrum of community members willing to donate their time, skills and expertise to creating an exceptional arts and culture offer.
2. Burnie Stages: A commercial model in which professional paid staff direct, manage and operate the business.

These two models work together to deliver the brand value, products and services.

**Projects**

Alongside these two models will sit unique projects, with a finite lifecycle and specific goals. The first of these, and already in train, is the digitization of the museum collection. Once this project is finished, the digitization process will be embedded into the Burnie Creative business model but will require relatively small amount of time and effort, depending on the rate of acquisition. Projects will be funded through targeted grants and donations.

**Sponsorship and Donation**

Most cultural institutions rely on sponsorship and donation for a component of their revenue. These contributions are often project, program or task specific. They cannot be relied on to maintain everyday operation.

*SECTION 9.2*

**FUTURE OPERATIONS  
– BURNIE CULTURAL  
CENTRE**





**OVERVIEW & DIRECTIONS**

The current model of operations (Functions Centre, Gallery and Museum) is unsustainable. The combined operations were delivering annual operating losses of around \$1.7 million to \$1.8 million. Even with relatively high levels of space bookings, the Functions Centre accounts for around \$1 million of the annual operating deficits.

*This section operationalises the new model for Burnie Cultural Centre and outlines high level financials. These financials are indicative to show the results for the Centre over a 5-year period.*

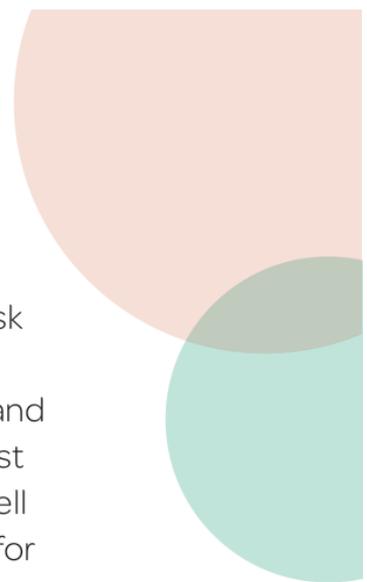
The major challenge is to reduce operating deficits to as sustainable level, as arts centres do not generate surpluses. The new model for the Centre provides the opportunity to achieve sustainable results. This can be achieved through changes in activities and services; a new staffing structure to deliver the new model; and outsourcing of some services.

**OPERATIONS & SERVICES**

The following is a high-level financial analysis of the new operations model for the Cultural Centre to show its feasibility. The revenue and expenditure categories relate to the new operations. There are several major elements.

**Table 14 Directions for Operations**

Some Directions	
Spaces	
Space Hire (theatre, town hall and meeting rooms)	Continuation of commercial and community hires Adjust rates (commercial and community)
Event attraction	Attraction of entertainment and cultural events to Burnie – utilising the theatre and town hall. Through active engagement with promoters and performing arts organisations.
Café	A new café & shop Revenue – rent on lease
Hospitality & catering	Contract out – catering, kiosk and bar operations. Could be a combined contract with the café operator (with use of the commercial kitchen) or a separate catering operator. Revenue from a lease.
AV & Equipment Hire & space set up	Contract out the service. Could be rolled into a single Operations Services contract. This would be largely servicing meeting room use and community use of spaces. For major concerts and performances, promoters would bring in their own AV teams. Revenue - commissions (10%)
Subscription Series	Continue performances seasons
Centre Membership	Establishment of a Members Group, based on annual subscription and with provision of some benefits.
Ticketing commissions	For tickets sold for promoters
Arts and creative programs	Development of arts and creative programs, including kids’ programs. Fees charged for programs at the Centre
Staging of free events	To attract visitors to the Centre and precinct – e.g., music in the Long Room, talks by artists and authors and performers. Temporary exhibitions of art works from the gallery collection or from the museum



It is possible that the café, catering and bar and kiosk operations could be by a single operator. With a contract and leases being established (café lease and commercial kitchen lease). An expression of interest process would be required to test the market. As well as catering the commercial kitchen could be used for food and cooking programs.

**CENTRE STAFFING**

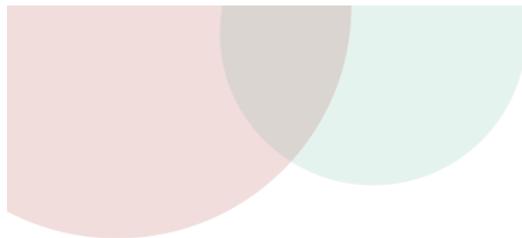
The following is the new staffing structure for the operations team. Allowance has been made in the operating budget projections for casual staff to support events and programs.

*With the hospitality and catering contracted out , the hospitality operator would be responsible for staffing (kitchen, waiters, bar staff, kiosk staff). There would be use of volunteers in program development and delivery.*

**Table 15 Burnie Cultural Centre Staffing**

<b>Some Directions</b>	
<b>Spaces</b>	
<b>New Team</b>	
Executive Manager - BurnieArts & Function Centre	New position
Curator	New position
Collections Officer	New position
Functions & Events Coordinator	New position
Functions & Events Officer	New position
<b>Casual Employment</b>	
Casual Support Staff - Burnie Stages	Support for events
Casual Support Staff - Burnie Creative	Support for creative programs
<b>Volunteers</b>	
Creative programs	Use of volunteers in development and delivery of arts & creative programs

Source: Staff positions Burnie City Council



**FINANCIAL ANALYSIS**

The new operations of the Burnie Cultural Centre were modelled based on a number of assumptions that are outlined below. This is a high-level analysis designed to test the feasibility of the new structure and operations as part of a business case.

The next stages of financial analysis, beyond this project, would be the preparation of a detailed business plan. It would build on this high-level analysis and would include the set-up of a space hire financial model.

**Table 16 Financial Analysis Modelling Assumptions**

<b>Burnie Cultural Centre</b>	
Inflation	Assumed to be 2.5% per year over the period
Revenue Growth	Assumed to be 4% per year for all revenue sources in addition to a 2.5% inflation adjustment (i.e., 6.5%)
Burnie Stages – Spaces Revenue	
Burnie Stages - Space Hire	Level of hirings is based on current levels for theatre, town hall and meeting rooms Mix of community and commercial hire Management to secure a concert and events program/hires through links with promoters
Burnie Stages – Other Revenue	
Café lease	Rent @ \$30,000 fixed for 2 years. Then adjusted.
Catering Contract/ Lease - External Provider	Rent \$17,000 – External Provider Rent =10% of projected revenue. Then adjusted.
Kiosk & Bar Sales - External Provider	Rent \$6500 fixed for 2 years. Then adjusted.
Expression of interest	Café, Catering and Kiosk & Bar Sales. Could be a single provider. EoI process needed to test the market.
AV & Equipment Hire – External Provider	Commission of 10% on revenue to Council
Burnie Creative- Revenue	
Arts and creative programs fees	Fees for programs conducted
Memberships	Creation of a Centre Membership @ \$50. Membership=200. Some discounts and benefits provided
<b>Staffing</b>	
<b>Employees</b>	
New Positions - 5	New positions for the new operating model. Salaries as per Council rates. Salaries assumed to increase by inflation rate i.e., 2.5% per year.
Oncosts	Total = 21% of salaries. Includes superannuation, workers comp, long service leave provision, leave loadings etc.
Training	Staff training budget for employees and casuals
<b>Casual Staff</b>	
Casual Support Staff - Events (Burnie Stages)	Support for events – Year 1 budget \$55,000
Casual Support Staff - Programs (Burnie Creative)	Support for programs – Year 1 budget \$55,000

<b>Operations Expenses</b>	
Rebranding	Branding expenditure year 1 \$60,000, and year 2 \$25,000
Program Expenses	Expenses related to delivery of creative programs
Member Expenses	Members' program expenses
Advertising & Promotions	Advertising & promotions budget \$25,000 year 1
Collections Expenses	Management and display of collection \$80,000 year 1
Temporary Exhibition Expenses	Presentation of temporary exhibitions \$45,000 year 1
Other expenses	Estimates based on earlier operation expenses 2019/20 and all adjusted by inflation rate (2.5%)
<b>Building Expenses</b>	
All Expenses	Based on building expenses in 2019/20 budget. All adjusted by inflation rate (2.5%)
<b>GST</b>	
GST	All Revenue and Expenses total are inclusive of GST

Source: MCA Modelling and Analysis, June 2021

### FINANCIAL RESULTS – BURNIE CULTURAL CENTRE

The following summarises high level financial projections for the new Burnie Cultural Centre operations over a 5-year period of operations.

- Total revenue increases from around \$444,500 in year 1 to \$557,600 in year 5.
- The major costs are employees (\$585,400 in year 1 increasing to \$646,200 in year 5); operations expenses (\$333,000 in year 1 and then reducing); and buildings related costs (\$211,800 in year 1 and increasing to \$233,800 in year).
- The new model delivers annual operating deficits (EBDITA) of around \$672,000 in year 1 reducing to around \$620,000 in later years. This is a reduction in the operating deficit of around \$1.0 million compared with current operations.
- Operating deficits are higher in the first 2 years due to some initial set up costs (e.g., for rebranding of the new Centre).
- Given the size of Burnie and the regional market/catchment, it would be unlikely to reduce deficits below this level, as market size limits overall revenue potential.

*In summary, the new Cultural Centre would be delivering more but at lower cost to the Council, with a contracting out of a number of operations (that are currently delivered in house – catering, bar and kiosk; equipment hires).*

The operating deficit under the new model represents an investment in culture and arts in the region. It should be noted that there are no cultural and performing arts centres in Australia that operate at a profit. All require subsidies from government or other sources of income (e.g., sponsorship and other support from foundations etc.) to supplement revenue from admission and program charges.

By way of example, the Arts Centre Melbourne in 2018/19 had operating revenue of \$97.7 million of which \$20.9 million (23%) was from the Victorian Government in grants (Recurrent). It made an operating loss of \$0.7 million, after operating expenses of \$98.4 million. In the absence of these recurrent grants, the Centre would have made an operating loss of \$21.7 million. It is also reliant on the Victorian Government for capital funding.

**Table 17 Summary Burnie Cultural Centre Operations**

Summary - Operations	Y1	Y2	Y3	Y4	Y5
<b>Revenue</b>					
Burnie Stages - Space Hire	\$245,000	\$260,925	\$277,885	\$295,948	\$315,184
Burnie Stages - Other Revenue	\$129,500	\$134,440	\$141,039	\$146,642	\$153,980
Burnie Creative - Revenue	\$70,000	\$73,900	\$78,454	\$83,293	\$88,437
Total All Revenue	\$444,500	\$469,265	\$497,377	\$525,882	\$557,601
<b>Employee Costs</b>					
Total Staff Wages & Oncosts	\$471,416	\$483,201	\$495,281	\$507,663	\$520,355
Total Casual Staff	\$110,000	\$112,750	\$115,569	\$118,458	\$121,419
Training - Staff	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415
Total Staff Costs	\$585,416	\$600,051	\$615,053	\$630,429	\$646,190
<b>Expenses</b>					
Total Operations Expenses	\$328,000	\$299,700	\$281,568	\$288,607	\$295,822
Total Building Expenses	\$211,800	\$217,095	\$222,522	\$228,085	\$233,788
Total All Operating Costs	\$1,125,216	\$1,116,846	\$1,119,143	\$1,147,121	\$1,175,799
<b>Operating Result</b>					
Operating Result (EBDITA)	-\$680,716	-\$647,581	-\$621,765	-\$621,239	-\$618,198
<b>Operating Result (EBDITA)-GST Paid</b>	<b>-\$672,052</b>	<b>-\$643,260</b>	<b>-\$621,155</b>	<b>-\$622,074</b>	<b>-\$620,743</b>

Source: MCA Modelling and Analysis, June 2021

*Full financials (Profit & Loss) would depend on having information on the capital structure of the Centre, including any loans and associated interest payments and depreciation of assets.*

**Chart 14 Burnie Cultural Centre - Summary Results 5 Years**



Source: MCA Modelling and Analysis, June 2021

**Chart 15 Burnie Cultural Centre - Summary Revenue 5 Years**



Source: MCA Modelling and Analysis, June 2021

**Chart 16 Burnie Cultural Centre - Summary Operating Costs 5 Years**



Source: MCA Modelling and Analysis, June 2021

The following table provides details of the 5-year projections.

**Table 18 Burnie Cultural Centre Operations - Projections 5 years**

Summary - Operations	Y1	Y2	Y3	Y4	Y5
<b>Revenue</b>					
<b>Burnie Stages &lt;Functions Space Hire Fees &gt;</b>					
Theatre	\$95,000	\$101,175	\$107,751	\$114,755	\$122,214
Town Hall	\$80,000	\$85,200	\$90,738	\$96,636	\$102,917
Meeting Rooms	\$70,000	\$74,550	\$79,396	\$84,556	\$90,053
<b>Total Space Hire</b>	<b>\$245,000</b>	<b>\$260,925</b>	<b>\$277,885</b>	<b>\$295,948</b>	<b>\$315,184</b>
<b>Other Revenue</b>					
<b>Burnie Stages</b>					
Subscription Season Income	\$65,000	\$69,225	\$73,725	\$78,517	\$83,620
Café Lease - Rent (REV)	\$30,000	\$30,000	\$30,750	\$30,750	\$31,519
Catering Contract - Lease	\$17,000	\$17,000	\$17,425	\$17,425	\$17,861
Kiosk & Bar Sales Lease	\$6,500	\$6,500	\$6,663	\$6,663	\$6,829
<b>Total Leases</b>	<b>\$53,500</b>	<b>\$53,500</b>	<b>\$54,838</b>	<b>\$54,838</b>	<b>\$56,208</b>
AV and equipment hire - Commissions (10%)	\$3,000	\$3,195	\$3,403	\$3,624	\$3,859
Ticketing commissions	\$8,000	\$8,520	\$9,074	\$9,664	\$10,292
<b>Total Other Revenue - Burnie Stages</b>	<b>\$129,500</b>	<b>\$134,440</b>	<b>\$141,039</b>	<b>\$146,642</b>	<b>\$153,980</b>
<b>Burnie Creative</b>					
Arts and creative programs fees	\$60,000	\$63,900	\$68,054	\$72,477	\$77,188
Memberships	\$10,000	\$10,000	\$10,400	\$10,816	\$11,249
<b>Total Other Revenue - Burnie Creative</b>	<b>\$70,000</b>	<b>\$73,900</b>	<b>\$78,454</b>	<b>\$83,293</b>	<b>\$88,437</b>
<b>Total Revenue - ALL</b>	<b>\$444,500</b>	<b>\$469,265</b>	<b>\$497,377</b>	<b>\$525,882</b>	<b>\$557,601</b>
<b>Operations Expenses</b>					
<b>Wages &amp; Salaries</b>					
<b>Cultural Centre Staff</b>					
Executive Manager - Burnie Arts & Function Centre	\$115,000	\$117,300	\$119,646	\$122,039	\$124,480
Curator	\$77,800	\$79,356	\$80,943	\$82,562	\$84,213
Collections Officer	\$65,500	\$66,810	\$68,146	\$69,509	\$70,899
Functions & Events Coordinator	\$68,000	\$69,360	\$70,747	\$72,162	\$73,605
Functions & Events Officer	\$63,300	\$64,566	\$65,857	\$67,174	\$68,518
<b>Total Staff Wages</b>	<b>\$389,600</b>	<b>\$397,392</b>	<b>\$405,340</b>	<b>\$413,447</b>	<b>\$421,716</b>
Oncosts - Staff	\$81,816	\$83,452	\$85,121	\$86,824	\$88,560
<b>Total Staff Wages &amp; Oncosts</b>	<b>\$471,416</b>	<b>\$480,844</b>	<b>\$490,461</b>	<b>\$500,270</b>	<b>\$510,276</b>
Training - Staff	\$4,000	\$4,100	\$4,203	\$4,308	\$4,415
<b>Causal Employees</b>					
Casual Support Staff - Events ( Burnie Stages)	\$55,000	\$56,375	\$57,784	\$59,229	\$60,710
Casual Support Staff - Programs (Burnie Creative)	\$55,000	\$56,375	\$57,784	\$59,229	\$60,710
<b>Total Casual Staff</b>	<b>\$110,000</b>	<b>\$112,750</b>	<b>\$115,569</b>	<b>\$118,458</b>	<b>\$121,419</b>
<b>Total Labour Costs - All</b>	<b>\$585,416</b>	<b>\$600,051</b>	<b>\$615,053</b>	<b>\$630,429</b>	<b>\$646,190</b>

<b>Operating Expenses</b>					
<b>Operations Expenses</b>					
Rebranding	\$60,000	\$25,000	\$0	\$0	\$0
Subscription Season Expenses	\$55,000	\$56,375	\$57,784	\$59,229	\$60,710
Program Expenses	\$25,000	\$25,625	\$26,266	\$26,922	\$27,595
Member Expenses	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311
Postage & Freight	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208
Printing Stationery and Office Supplies	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760
Subscriptions, Publications & Membership	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760
Travel and Accommodation	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208
Advertising & Promotions	\$25,000	\$25,625	\$26,266	\$26,922	\$27,595
Collections Expenses	\$80,000	\$82,000	\$84,050	\$86,151	\$88,305
Temporary Exhibition Expenses	\$45,000	\$46,125	\$47,278	\$48,460	\$49,672
Insurance - Public Liability	\$15,000	\$15,375	\$15,759	\$16,153	\$16,557
Telephone	\$8,000	\$8,200	\$8,405	\$8,615	\$8,831
IT	\$3,000	\$3,075	\$3,152	\$3,231	\$3,311
<b>Total - Operating Expenses</b>	<b>\$328,000</b>	<b>\$299,700</b>	<b>\$281,568</b>	<b>\$288,607</b>	<b>\$295,822</b>
<b>Cultural Centre</b>					
<b>Building Expenses</b>					
Facilities Management OH	\$35,000	\$35,875	\$36,772	\$37,691	\$38,633
Building Maintenance	\$20,000	\$20,500	\$21,013	\$21,538	\$22,076
Water & Sewer Rates	\$18,000	\$18,450	\$18,911	\$19,384	\$19,869
Trade Waste	\$800	\$820	\$841	\$862	\$883
Cleaning	\$15,000	\$15,375	\$15,759	\$16,153	\$16,557
Gas	\$33,000	\$33,825	\$34,671	\$35,537	\$36,426
Electricity	\$27,000	\$27,675	\$28,367	\$29,076	\$29,803
Security Services	\$30,000	\$30,750	\$31,519	\$32,307	\$33,114
Insurance Building	\$20,000	\$20,500	\$21,013	\$21,538	\$22,076
Land Tax	\$13,000	\$13,325	\$13,658	\$14,000	\$14,350
<b>Total Building Expenses</b>	<b>\$211,800</b>	<b>\$217,095</b>	<b>\$222,522</b>	<b>\$228,085</b>	<b>\$233,788</b>
<b>Operating Result</b>					
<b>Total Operating Expenses</b>	<b>\$1,125,216</b>	<b>\$1,116,846</b>	<b>\$1,119,143</b>	<b>\$1,147,121</b>	<b>\$1,175,799</b>
<b>Operating Result (EBDITA)</b>	<b>-\$680,716</b>	<b>-\$647,581</b>	<b>-\$621,765</b>	<b>-\$621,239</b>	<b>-\$618,198</b>
<b>GST</b>					
GST on Revenue	\$40,409	\$42,660	\$45,216	\$47,807	\$50,691
GST Paid on Expenses	\$49,073	\$46,981	\$45,826	\$46,972	\$48,146
<b>Net Payable to ATO</b>	<b>-\$8,664</b>	<b>-\$4,321</b>	<b>-\$610</b>	<b>\$835</b>	<b>\$2,545</b>
<b>Operating Result (EBDITA)</b>	<b>-\$672,052</b>	<b>-\$643,260</b>	<b>-\$621,155</b>	<b>-\$622,074</b>	<b>-\$620,743</b>

Source: MCA Modelling and Analysis, June 2021

## SECTION 10.

# NEXT STEPS

### ARCHITECTURAL CONCEPT AND DESIGN

This Business Case has been undertaken without advice from architectural and other building service providers. The success of the Case requires changes to the building to ensure that the spaces, access and functionality are suitable for delivery of each of the products and services.

An architect (and subconsultants) should be appointed to undertake a concept design identifying changes that must be made to support the Business Case. Once the total cost is understood this can then be staged to align with the available capital funding. The stages will be decided according to the priority given to each of the products and services.

### CO-CREATION PROCESS

The co-creation model must be communicated and tested. This should be undertaken to test:

- the community's support for the approach generally and to identify any issues that must be addressed.
- the scale and nature of the participation that can be provided to start-up the business.
- which of the products and services should be undertaken as pilot projects, to develop policy, process and procedure that will help the model evolve.

### BUSINESS PLAN

The Business Plan will identify how the model will be applied. It will reflect the priority opportunities and any staging required to fit the initial capital investment, grant funding, sponsorship and donation. The Business Plan will provide detailed analysis, projections and revenue targets for the first 5 years of operations. It will build on the analysis in the Business Case.

### BRAND AND MARKETING

The Burnie Cultural Centre should be launched as a new brand. This will allow the BRAG, the BRM and the BAFC to become legacy institutions that gave rise to this new place, with a new purpose. The brand should include the purpose and values as well as the name and visual imagery which will give it a fresh and new identity.

## APPENDIX A.

# LOCAL AND REGIONAL CONTEXT

This appendix analyses the demographics of Burnie LGA.

The demographic information is mainly from the ABS Census and Tasmanian Government Population Projections. The arts and culture information are from special analysis undertaken by the ABS for The Australia Council.

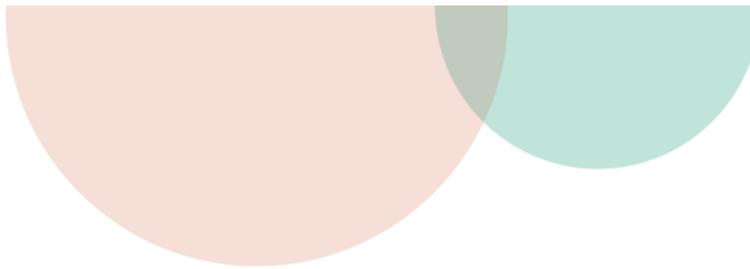
- Demographics: Burnie LGA has lower levels of income and education relative to other regions in Tasmania. Burnie has a low SEIFA score, which measures the existence of substantial pockets of relative disadvantage.
- Arts and Culture: The West and North West region (which includes Burnie LGA) has a lower level of participation in arts and creative activities as measured by attendance at venues and events and participation in creative activities (in visual arts, performing arts, writing and other creative (fashion, digital design, graphic design)).
- The creation of the Burnie Cultural Centre and programs and events will increase participation rates in arts and creative activities.

### A.1 BURNIE DEMOGRAPHICS

Compared with Hobart and the averages for Tasmania overall, Burnie LGA has: lower median income levels; a lower percentage of residents with Year 12 and with university qualifications; and a significant level of disadvantage as measured the ABS SEIFA indexes.

#### Population

Census data for the period 2006 to 2016 shows a largely static population, which is ageing, with an increase in the number of residents 65 years and over, a decline in younger age groups (persons under 15 years and in the 25 to 54 age group). In 2016 Burnie LGA had a population of 18,895.



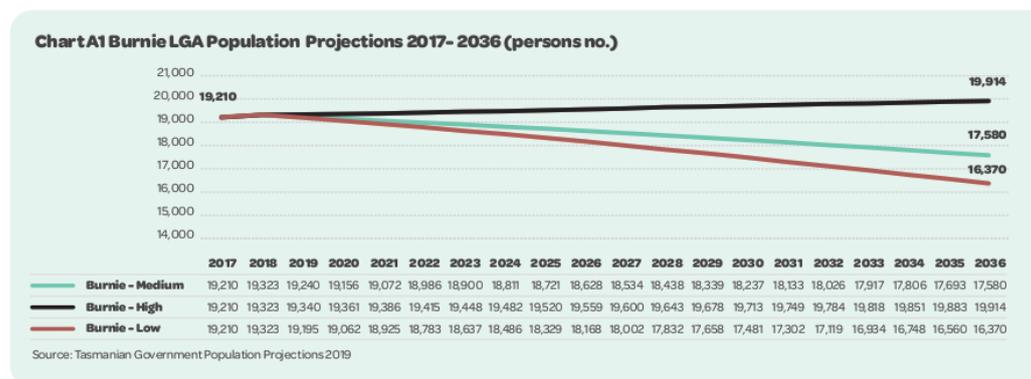
**Table A.1 Population by Age Group - Burnie LGA 2006 to 2016 (no.)**

Burnie LGA	2006 Census			2011 Census			2016 Census		
	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons
Total persons	<b>9,189</b>	<b>9,864</b>	<b>19,056</b>	<b>9,284</b>	<b>10,043</b>	<b>19,330</b>	<b>9,084</b>	<b>9,809</b>	<b>18,895</b>
<b>Age group</b>									
0-4 years	586	626	1,207	641	618	1,258	548	581	1,129
5-14 years	1,452	1,375	2,824	1,303	1,299	2,599	1,166	1,158	2,326
15-19 years	672	676	1,349	705	729	1,437	712	673	1,383
20-24 years	542	598	1,136	593	644	1,238	591	622	1,216
25-34 years	1,075	1,164	2,237	1,049	1,170	2,217	1,029	1,119	2,149
35-44 years	1,308	1,370	2,677	1,217	1,303	2,514	1,044	1,144	2,184
45-54 years	1,230	1,352	2,584	1,251	1,400	2,654	1,254	1,362	2,612
55-64 years	1,093	1,103	2,203	1,140	1,200	2,344	1,149	1,283	2,433
65-74 years	755	833	1,595	833	845	1,680	944	989	1,933
75-84 years	378	555	937	424	576	998	506	606	1,112
85 years and over	83	214	301	133	265	397	157	276	431

Source: ABS Census 2016 Time Series Profile Table G02

The following charts shows population projections to 2036 for Burnie LGA.

- Over the period It shows population continuing to decline under the low and medium growth scenarios and an increase of around 700 residents with the high scenario.
- A static or falling population tends to be associated with an ageing population and this is the case for Burnie.



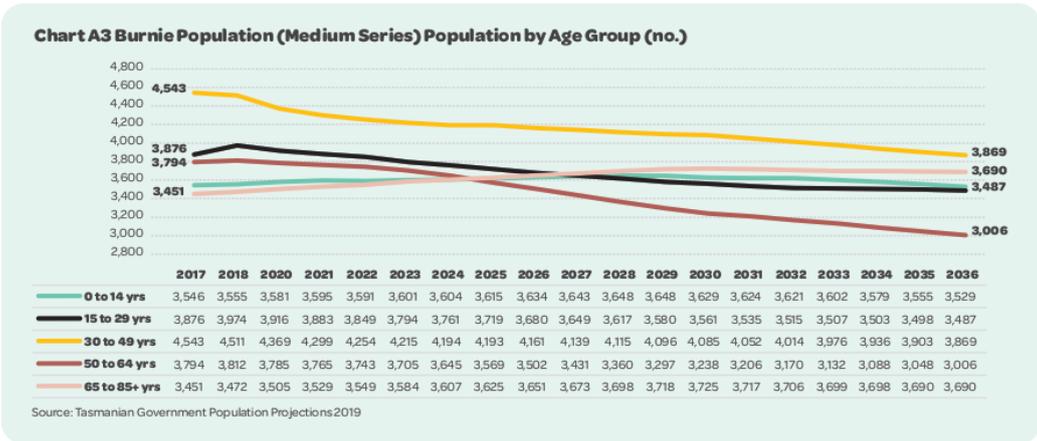
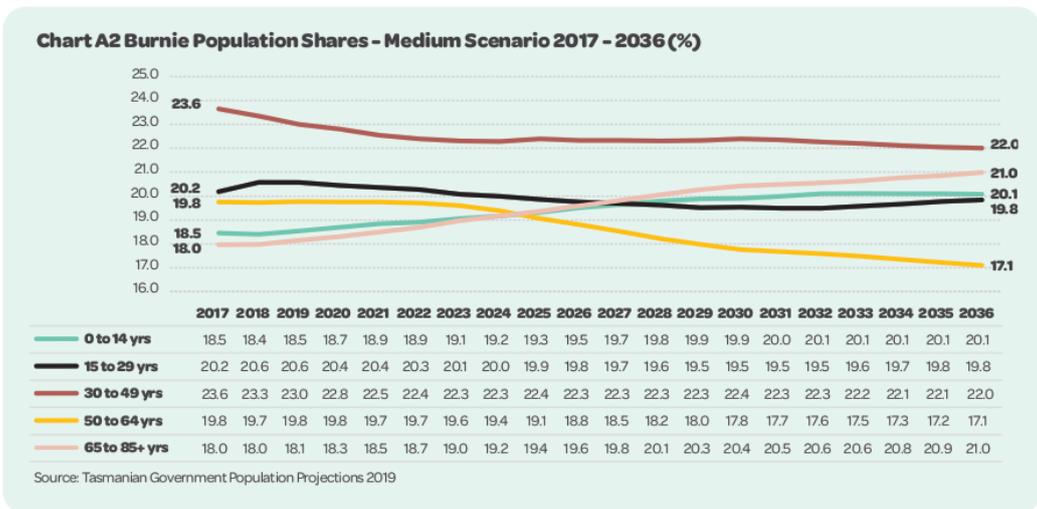


Table A.2 Population Projections (Medium Series) by Age Group Selected Years (no.)

Burnie LGA Total persons population (Medium Series) by age groups						
Year	Age Group 1	Age Group 2	Age Group 3	Age Group 4	Age Group 5	TOTAL
	0 to 14 yrs	15 to 29 yrs	30 to 49 yrs	50 to 64 yrs	65 to 85+ yrs	
2017	3,546	3,876	4,543	3,794	3,451	19,210
2021	3,595	3,883	4,299	3,765	3,529	19,072
2026	3,634	3,680	4,161	3,502	3,651	18,628
2031	3,624	3,535	4,052	3,206	3,717	18,133
2036	3,529	3,487	3,869	3,006	3,690	17,580
<b>Change 2017-2036</b>	<b>- 17</b>	<b>- 389</b>	<b>- 674</b>	<b>- 788</b>	<b>239</b>	<b>- 1,630</b>

Source: Tasmanian Government Population Projections 2019



## A.2 INDIGENOUS POPULATION

Indigenous persons comprised 6.9% of Burnie's population (1310 persons) in 2016.

- The indigenous population has a relatively young

age structure - 54% were under 25 and 23% were in the 25-44 age group.

- The population has been increasing from 887 in 2006 to 1310 in 2016 (an increase of 423 or 48%).

**Table A.3 Indigenous Population – Burnie LGA 2016 (no.)**

Burnie LGA	Aboriginal and/or Torres Strait Islander					Total Population			
	Males	Females	Persons	Share of Total Population %	Share of Indigenous %	Males	Females	Persons	Share Total Population
<b>Total</b>	<b>604</b>	<b>708</b>	<b>1,310</b>	<b>6.9</b>		<b>9,084</b>	<b>9,809</b>	<b>18,895</b>	
0-4 years	68	78	144	12.8	11.0	548	581	1,129	6.0
5-14 years	137	135	265	11.4	20.2	1,166	1,158	2,326	12.3
15-24 years	143	150	296	11.4	22.6	1,302	1,293	2,598	13.7
25-44 years	135	171	307	7.1	23.4	2,071	2,265	4,337	23.0
45-64 years	98	142	241	4.8	18.4	2,406	2,642	5,048	26.7
65 years and over	27	32	58	1.7	4.4	1,602	1,869	3,473	18.4
					<b>100.0</b>				<b>100.0</b>

Source: ABS Census 2016, General Population Profile

**Table A.4 Indigenous Population – Burnie LGA 2006-2016 (no.)**

Aboriginal and/or Torres Strait Islander persons:	Males	Females	Persons
2006	418	464	887
2011	539	565	1,104
2016	604	708	1,310
<b>Increase 2006-2016</b>	<b>186</b>	<b>244</b>	<b>423</b>

Source: ABS Census 2016 Time Series Profile, Table G02



### A.3 INCOME LEVELS

Median income levels (individuals, families and households) in Burnie are lower than for Tasmania overall and substantially below Hobart and Launceston.

- The median weekly personal income in 2016 for

Burnie LGA was \$523, \$195 below that for Hobart (\$718) and \$50 below that for Tasmania.

- The pattern for weekly family income and household income is similar.
- Median income levels for other LGAs in the North West are substantially below those for Hobart and more in line with Burnie (e.g., Devonport).

**Table A.5 Median Income Comparisons 2016 (\$)**

Comparisons Median Income 2016	Burnie LGA	Hobart LGA	Launceston LGA	Devonport LGA	Tasmania	Difference Burnie & Hobart	Difference Burnie & Tasmania
Median Total Personal Income (\$/Weekly)	\$523	\$718	\$562	\$514	\$573	-\$195	-\$50
Median Total Family Income (\$/Weekly)	\$1,272	\$2,053	\$1,382	\$1,224	\$1,399	-\$781	-\$127
Median Total Household Income (\$/Weekly)	\$993	\$1,439	\$1,042	\$949	\$1,100	-\$446	-\$107

Source: ABS Census 2016 Time Series Profile Table G02

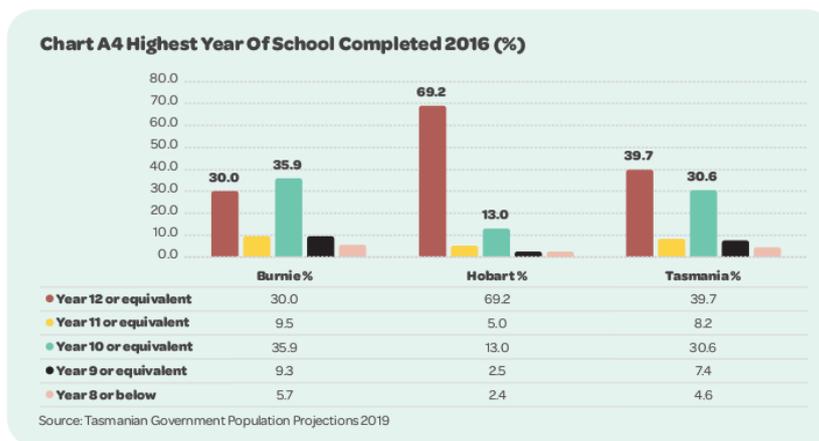
**Table A.6 Personal Income (weekly) by Age Group – Burnie LGA 2016 (\$)**

Burnie LGA Total Personal Income (Weekly) By Age Group	15-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65-74 years	75 years and over	Total	Share %
Negative/Nil income	14	4	11	9	23	9	4	0	67	0.7
\$1-\$149	327	25	12	12	21	19	8	0	429	4.2
\$150-\$299	125	42	59	50	50	66	4	0	400	3.9
\$300-\$399	48	63	86	92	91	80	24	6	489	4.8
\$400-\$499	75	83	86	104	115	112	32	3	611	5.9
\$500-\$649	44	137	154	207	216	161	54	10	984	9.6
\$650-\$799	36	226	288	246	289	233	37	7	1,363	13.2
\$800-\$999	21	144	313	271	376	240	31	3	1,401	13.6
\$1,000-\$1,249	5	85	297	328	426	310	47	0	1,499	14.6
\$1,250-\$1,499	3	51	208	215	279	148	25	0	927	9.0
\$1,500-\$1,749	0	21	134	154	281	179	15	3	780	7.6
\$1,750-\$1,999	0	8	82	129	184	124	13	0	536	5.2
\$2,000-\$2,999	0	3	77	146	158	82	15	0	482	4.7
\$3,000 or more	0	0	12	52	59	53	9	4	190	1.8
Total personal income not stated	8	11	14	22	35	25	12	3	129	1.3
<b>Total</b>	<b>713</b>	<b>902</b>	<b>1,837</b>	<b>2,028</b>	<b>2,606</b>	<b>1,828</b>	<b>331</b>	<b>43</b>	<b>10,292</b>	<b>100.0</b>

Source ABS Census 2016 General Population Profile

### A.4 EDUCATION LEVELS

Burnie's resident population has significantly lower education levels compared with Hobart and Tasmania overall. In 2016 only 30% of Burnie LGA residents had completed Year 12 (compared with 69% for Hobart LGA and 40% for Tasmania. For Burnie 36% had only completed year 10.



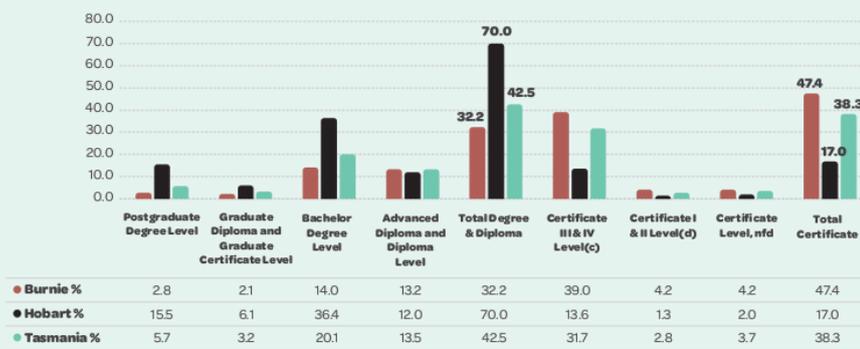
**Table A.7 Highest Year of School Completed**

Burnie LGA Highest Year of School Completed by Age (Persons)	Burnie LGA	Burnie %	Hobart LGA	Hobart %	Tasmania	Tasmania %
<b>Year 12 or equivalent</b>	4,417	30.0	28,728	69.2	159,986	39.7
Year 11 or equivalent	1,394	9.5	2,083	5.0	33,078	8.2
Year 10 or equivalent	5,286	35.9	5,397	13.0	123,326	30.6
Year 9 or equivalent	1,371	9.3	1,048	2.5	29,881	7.4
Year 8 or below	839	5.7	986	2.4	18,396	4.6
Did not go to school	69	0.5	165	0.4	1,838	0.5
Highest year of school not stated	1,353	9.2	3,118	7.5	36,722	9.1
<b>Total</b>	<b>14,726</b>	<b>100.0</b>	<b>41,525</b>	<b>100.0</b>	<b>403,221</b>	<b>100.0</b>

Source: ABS Census 2016, General Population Profile

- Burnie residents were more likely to hold a certificate qualification than a university qualification.
- Burnie residents were more likely to have a certificate level qualification – 47% for Burnie compared with 17% for Hobart and 38% for Tasmania.
- For Burnie LGA in 2016, 32% of residents had a degree of diploma qualification. This compares with 70% for Hobart LGA and 43% for Tasmania overall.

**Chart A5 Highest Post School Qualification 2016 (%)**



**Table A.8 Persons with Post School Qualifications 2016**

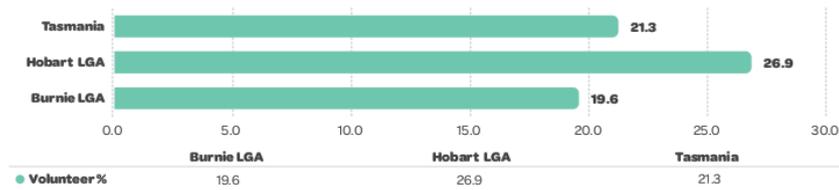
Post School Education	Burnie LGA	%	Hobart LGA	%	Tasmania	%
<b>Degree &amp; Diploma Level</b>						
Postgraduate Degree Level	223	2.8	4,603	15.5	13,408	5.7
Graduate Diploma and Graduate Certificate Level	165	2.1	1,801	6.1	7,529	3.2
Bachelor Degree Level	1,104	14.0	10,779	36.4	46,931	20.1
Advanced Diploma and Diploma Level	1,038	13.2	3,543	12.0	31,487	13.5
<b>Total Degree &amp; Diploma</b>	<b>2,530</b>	<b>32.2</b>	<b>20,726</b>	<b>70.0</b>	<b>99,355</b>	<b>42.5</b>
<b>Certificate Level:</b>						
Certificate III & IV Level(c)	3,063	39.0	4,042	13.6	74,272	31.7
Certificate I & II Level(d)	334	4.2	399	1.3	6,665	2.8
Certificate Level, nfd	332	4.2	587	2.0	8,630	3.7
<b>Total Certificate</b>	<b>3,730</b>	<b>47.4</b>	<b>5,026</b>	<b>17.0</b>	<b>89,567</b>	<b>38.3</b>
Level of education inadequately described	85	1.1	348	1.2	2,866	1.2
Level of education not stated	1,508	19.2	3,513	11.9	42,172	18.0
<b>Total</b>	<b>7,861</b>	<b>100.0</b>	<b>29,618</b>	<b>100.0</b>	<b>233,960</b>	<b>100.0</b>

Source: ABS Census 2016, General Population Profile

### A.5 VOLUNTEERING

Around 20% of the Burnie LGA population 15 years and over undertook voluntary work for an organisation. This is below levels for Hobart LGA (27%) and for Tasmania (21%).

**Chart A6 Volunteer Work for an Organisation - Burnie LGA**  
Share of Population 15 & over (%)

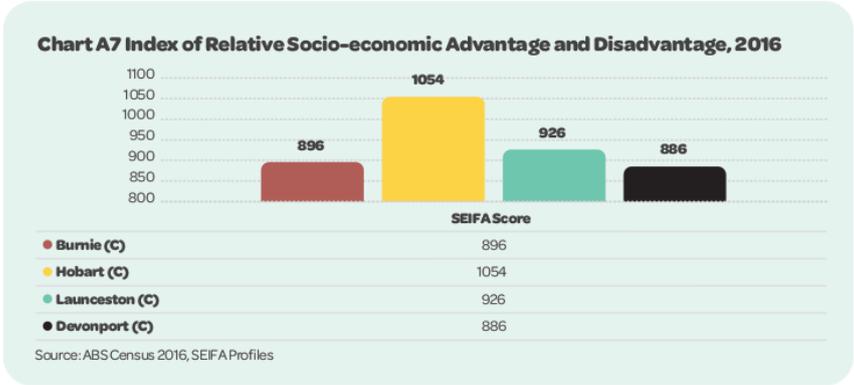


Source: ABS Census 2016, General Population Profile

### A.6 SOCIO-ECONOMIC INDEXES FOR AREAS (SEIFA)

SEIFA provides measures of socio-economic conditions by geographic area. Socio-Economic Indexes for Areas (SEIFA) is a product developed by the ABS that ranks areas in Australia according to relative socio-economic advantage and disadvantage.

Burnie has a low SEIFA score, which measures the existence of substantial pockets of relative disadvantage. For Relative Socio-economic Advantage and Disadvantage, Burnie had a score of 896 compared with 1054 for Hobart LGA and 926 for Launceston.



The extent of relative disadvantage is indicated by the Ranking based on the measures. Burnie is in second decile (low) and ranks as ninth lowest in Tasmania (67th for Australia). In contrast Hobart with its score of 1054 is in the upper ninth decile.

**Table A.9 Index of Relative Socio-economic Advantage and Disadvantage, 2016**

Index of Relative Socio-economic Advantage and Disadvantage, 2016	SEIFA Score 2016	Decile	Rank in Tasmania	Rank in Australia	Minimum score for SA1s in area	Maximum score for SA1s in area	Usual Resident Population
Burnie (C)	896	2	9	67	615	1099	18,895
Hobart (C)	1054	9	29	485	897	1149	50,439
Launceston (C)	926	3	17	130	607	1123	65,274
Devonport (C)	886	2	7	61	623	1071	24,696

Source: ABS Census 2016, SEIFA Profiles

**A.7 JOBS IN BURNIE LGA**

The following table show the jobs located in the LGA. Major concentrations are in retail (1296); Health Care and Social Assistance (1850); Education and Training (971); Public Administration and Safety (837); and Manufacturing (770).



Table A.10 Jobs Located in Burnie LGA 2016 (no.)

Jobs in Burnie LGA	Managers	Professionals	Technicians and Trades Workers	Community and Personal Service Workers	Clerical and Administrative Workers	Sales Workers	Machinery Operators and Drivers	Labourers	Inadequately describe	Total	Shares (%)
Agriculture, Forestry and Fishing	88	21	14	0	18	3	33	65	4	252	2.4
Mining	12	31	50	0	9	0	45	7	0	157	1.5
Manufacturing	82	83	186	23	69	32	67	218	16	770	7.5
Electricity, Gas, Water and Waste Services	4	0	20	0	0	3	24	6	3	67	0.7
Construction	78	11	241	0	55	7	64	68	13	532	5.2
Wholesale Trade	37	21	20	0	33	28	19	13	0	174	1.7
Retail Trade	169	27	75	14	89	758	41	116	6	1,296	12.6
Accommodation and Food Services	110	6	72	169	9	136	13	173	0	693	6.7
Transport, Postal and Warehousing	35	17	53	3	124	16	338	77	12	667	6.5
Information Media and Telecommunications	10	33	16	0	15	19	0	4	3	97	0.9
Financial and Insurance Services	30	42	0	4	93	9	0	0	3	184	1.8
Rental, Hiring and Real Estate Services	11	7	6	4	30	75	0	3	0	133	1.3
Professional, Scientific and Technical Services	20	118	46	3	100	7	0	7	0	304	3.0
Administrative and Support Services	21	39	24	23	241	10	13	108	16	480	4.7
Public Administration and Safety	58	220	52	152	281	6	9	32	18	837	8.1
Education and Training	54	533	50	161	108	4	0	54	8	971	9.4
Health Care and Social Assistance	75	713	69	615	241	12	18	98	10	1,850	18.0
Arts and Recreation Services	3	0	3	19	7	3	0	0	0	37	0.4
Other Services	27	24	238	50	56	15	3	41	0	457	4.4
Inadequately described/Not stated	22	19	68	14	34	25	34	50	65	337	3.3
<b>Total</b>	<b>949</b>	<b>1,957</b>	<b>1,305</b>	<b>1,237</b>	<b>1,614</b>	<b>1,157</b>	<b>725</b>	<b>1,161</b>	<b>180</b>	<b>10,292</b>	<b>100.0</b>

Source: ABS Census 2016, Working Population Profile

APPENDIX B.

# ARTS AND CREATIVE ENGAGEMENT

Appendix B band provides information on arts and culture participation in the West North West region (which includes Burnie LGA).

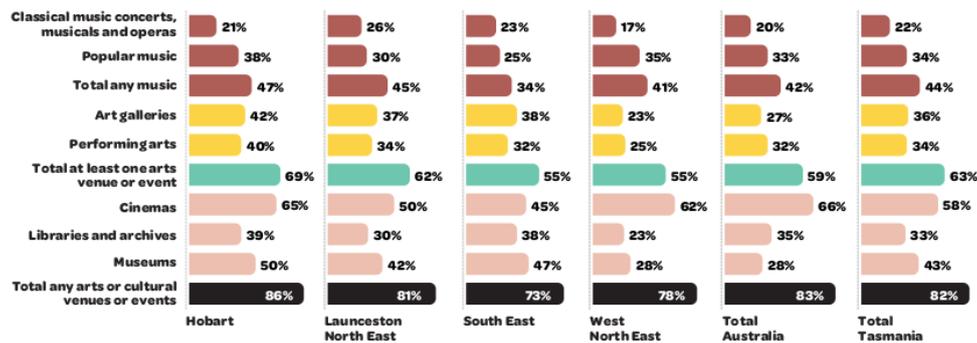
a regional level. Data is not available at a LGA level but is provided for the West and North West Region, which includes Burnie LGA.

Some data is available on community engagement in arts and creative activities. The latest available data is for 2013-14 and is based on a survey conducted by the ABS. Some special analysis was undertaken for the Australia Council to provide information at

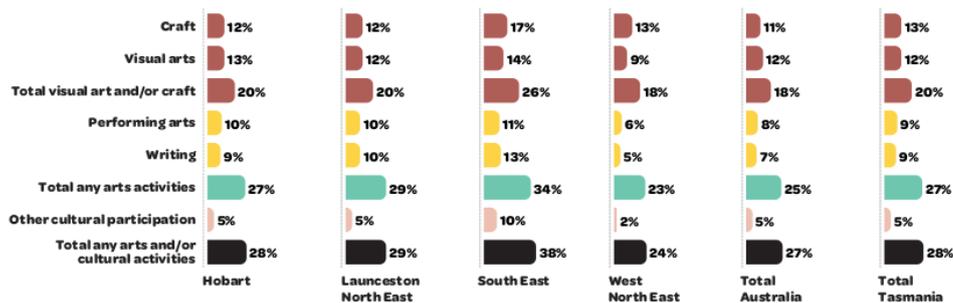
### B.1 OVERVIEW

The chart below summarises the data for regions within Tasmania. Burnie LGA is part of the West and North West Region.

#### B.1 Attendance and Arts Participation



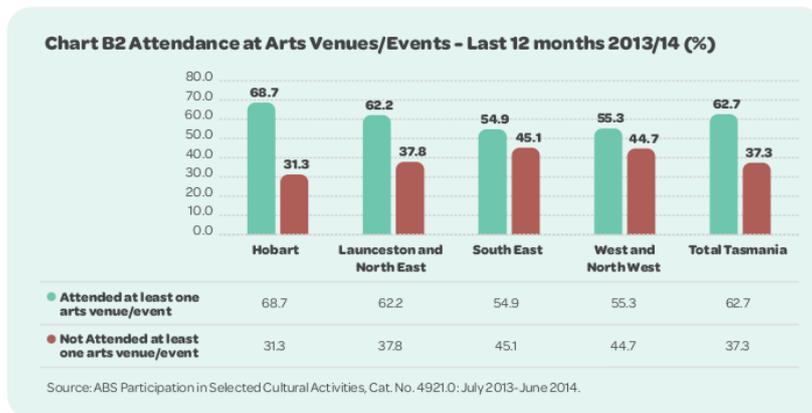
#### Proportion of Australians (aged 15+) who participated in arts, June 2013 - July 2014:



Source: Australia Council 2019, Based on ABS data

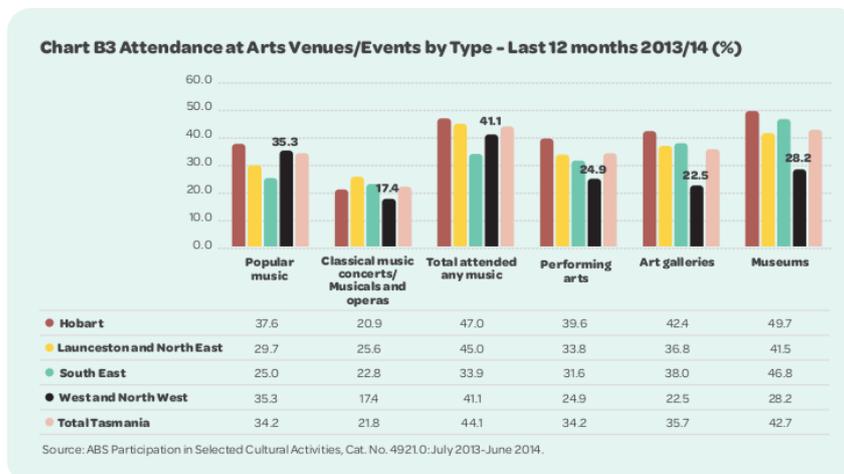
### B.2 ATTENDANCE AT ARTS EVENTS

The West and North West region has a lower level of attendance at venues and events than Tasmania overall and Hobart and Launceston and is similar to the South East Region. In 2013/14, 55% of residents attended at least one arts venue or event.



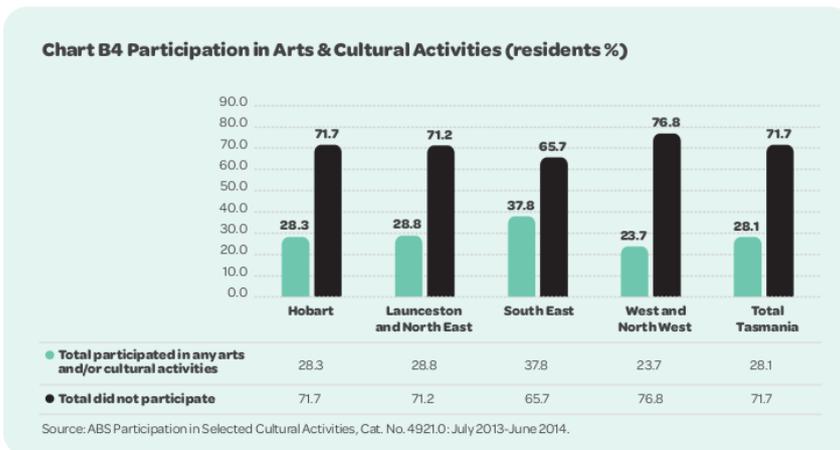
Persons in the West and North West Region were more likely to attend popular music venue/events. Attendance at performing arts, art galleries and museums was much lower than the other regions.

*Attendance by local residents can be influenced by a number of factors including: availability and quality of facilities and events in a region.*



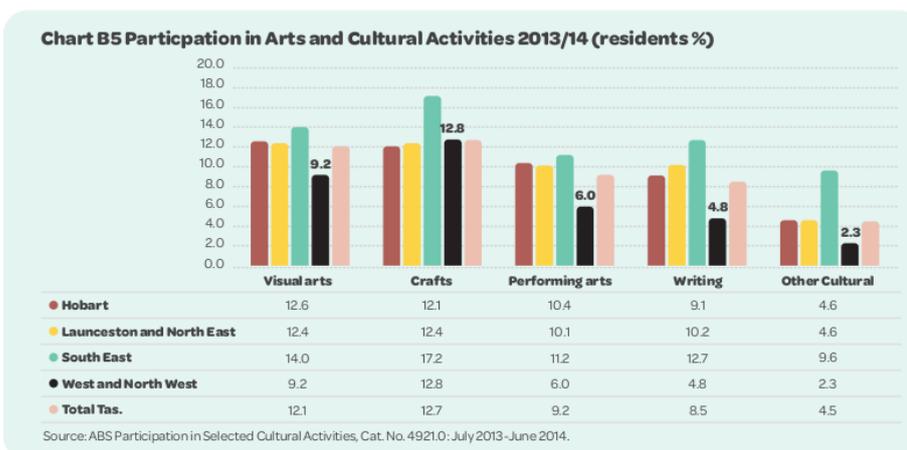
### B.3 PARTICIPATION IN ARTS & CULTURAL ACTIVITIES

Participation in arts and cultural activities are lower than attendance. For the other regions (other than the South East at 38%) only around 28% of residents were participants. For the West and North West only 24% were participants.



The West North West region has similar levels participation in crafts (13%) but much lower levels across other arts categories. Only 9% were engage in visual arts, 6% in performing arts, 5% in writing and 2% in other cultural activities.

*The creation of the Burnie Cultural Centre and programs and events will increase participation rates in arts and creative activities.*



Definitions	Arts & Cultural Activities ABS Survey 2013/14
Visual Arts	Includes participation in sculpting, painting, drawing, printmaking, photography, filmmaking. Detailed definition below.
Crafts	Includes participation in jewellery making, textile, paper, glass or wood crafts, pottery or ceramics
Performing Arts	Includes participation in drama, comedy, dancing, music, cabaret
Writing	Includes participation in writing music, lyrics, fiction or non-fiction.
Other Cultural	Includes participation in design of websites, computer games, fashion and graphics design.

**GENERAL MANAGER****AO154-21 GENERAL MANAGER'S REPORT - OPEN SESSION**

**FILE NO:** 4/18/2  
**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:**

***“THAT Council note the information contained in the General Manager’s Report.”***

**2.0 SUMMARY**

This report includes the following items:

- 2.1 Mayor’s Communications
- 2.2 General Manager’s Communications
- 2.3 Notification of Council Workshops
- 2.4 Correspondence for Noting
- 2.5 Council Meeting Action List

**2.1 MAYOR’S COMMUNICATIONS**

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

- WxNW Audit and Risk Committee Meeting
- WxNW Board Meeting
- Community Consultation – Burnie Cultural Centre
- Business North West - General Meeting
- Official Opening of the Fairy Godmothers, Fairies Haven
- Meeting with Senator Anne Urquhart
- Meeting with Senator Jacqui Lambie
- Meeting with the Honourable Leonie Hiscutt MLC
- Meeting with Anita Dow MP
- Meeting with Gavin Pearce MP
- Meeting with Andrew Radonjic, Venture Minerals
- Burnie City Youth Council meeting
- Meeting with UTAS

- TasWater Owners Representatives Quarterly Briefing - North West
- LGAT General Meeting and Conference

## 2.2 GENERAL MANAGER'S COMMUNICATIONS

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

<b>Date</b>	<b>Meeting / Function</b>
14 July	Meeting with Martin Shirley
15 July	Community Consultation – Burnie Cultural Centre
16 July	Meeting with Andrew Revell, Burnie Hurricanes
	West Park Master Planning and Community and User Consultation Planning Meeting
19 July	Community Consultation – Burnie Cultural Centre
21 July	Audit Panel Meeting
	Meeting with Shane Jago and Fern Messenger, Burnie Football Club
	Business North West – General Meeting
23 July	West Park Master Planning and Community and User Consultation Planning Meeting
	Meeting with Senator Anne Urquhart
24 July	Meeting with Friends of Burnie's Penguins
26 July	Meeting with Senator Jacqui Lambie
	Meeting with the Honourable Leonie Hiscutt MLC
	Meeting with Anita Dow MP
	Meeting with Gavin Pearce MP
28 July	Meeting with Andrew Radonjic, Venture Minerals
	Opening the Gate - Agritourism Program Introduction
30 July	Meeting with David Morgan
	West Park Master Planning and Community and User Consultation Planning Meeting
3 August	Meeting with UTAS
4 August	TasWater Owners Representatives Quarterly Briefing - North West
5 and 6 August	LGAT General Meeting and Conference
9 August	Meeting with Nathan Hughes
10 August	West Park Master Planning and Community and User Consultation Planning Meeting
	UTAS/BCC West Park Transition Working Group

Date	Meeting / Function
	Meeting with Gabriella Conti, WxNW

### 2.3 NOTIFICATION OF COUNCIL WORKSHOPS

Workshop	3 August 2021
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Lynch, Cr Pease
Apologies	
Items Discussed	Burnie City Council – Parking Discussion

Workshop	10 August 2021
Councillors in attendance	Mayor Kons, Deputy Mayor Simpson, Cr Boyd, Cr Bulle, Cr Brumby, Cr Dorsey, Cr Keygan, Cr Pease
Apologies	Cr Lynch
Items Discussed	Metro Tasmania (in attendance) - update and discussion
	Anita Dow MP (in attendance) – update and discussion
	Vibrant Town Centre proposal / discussion
	Business North West Partnership update

### 2.4 CORRESPONDENCE FOR NOTING

No Correspondence for Noting.

### 2.5 COUNCIL MEETING ACTION LIST

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

### ATTACHMENTS

1. [Open Session - All Actions - 27 July 2021](#)
2. [Open Session - Outstanding Actions Jul 2020 to Jun 2021](#)

**COUNCIL RESOLUTION**

**Resolution number: MO143-21**

**MOVED:**            *Cr G Simpson*

**SECONDED:**      *Cr D Pease*

***“THAT Council note the information contained in the General Manager’s Report.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

<b>Council Meeting Action Report</b>		<b>Date From:</b> 27/07/2021		
<b>All Actions for Open Session of 27 July 2021</b>		<b>Date To:</b> 27/07/2021		
		<b>Printed:</b> Friday, 13 August 2021		
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
Item Number	Report Title	Action	Department	Completed
AO117-21	PUBLIC QUESTION TIME	2 Aug 2021 - ACT: Provide a copy of the Mayor's response in writing to public question received from Amanda Uggenkiz regarding hands free traffic signals as per AO117-21. 2 Aug 2021 - Action completed. DOC ID 21/42877.	Office of the General Manager	2/08/2021
Council 27/07/2021				
AO119-21	PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO BAYVIEWS RESTAURANT AND LOUNGE BAR 2 NORTH TERRACE, BURNIE (CT VOLUME 147506 FOLIO 1)	2 Aug 2021 - RES: Undertake arrangements to prepare a new lease with Bonzak Pty Ltd, per resolution of Council AO119-21. 11 Aug 2021 - Action completed. Report considered at July meeting and process completed.	Corporate and Business Services	11/08/2021
Council 27/07/2021				
AO120-21	PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO FISH FRENZY 2 NORTH TERRACE, BURNIE (CT VOLUME 147506 FOLIO 1)	2 Aug 2021 - RES: Undertake arrangements for signing of new lease with Burnie One Pty Ltd, per resolution of Council AO120-21. 2 Aug 2021 - Action completed. New lease signed on 28.7.2021	Corporate and Business Services	2/08/2021
Council 27/07/2021				
AO121-21	PROPOSAL TO TRANSFER (LEASE) A PORTION OF PUBLIC LAND TO ZODIACS GYMNASTICS CLUB INC 10 SMITH STREET, WIVENHOE (CT VOLUME 167400 FOLIO 1)	2 Aug 2021 - RES: Undertaken arrangements for signing of new community lease with Zodiacs Gymnastics Club, per resolution of Council AO121-21. 11 Aug 2021 - Action completed. Report considered at July meeting and process completed.	Corporate and Business Services	11/08/2021
Council 27/07/2021				
AO122-21	BY-LAW - INTENTION TO MAKE A NEW BY-LAW - DRAFT PUBLIC PLACES BY-LAW	2 Aug 2021 - RES: Implement steps to prepare RIS and certification from Director, followed by public consultation period and a final report to Council (est Jan 2022), per resolution of Council AO122-21.	Corporate and Business Services	
Council 27/07/2021				
AO123-21	ANNUAL PLAN 2020-2021 PROGRESS REPORT	2 Aug 2021 - ACT: Update the Delegations to the General Manager to incorporate delegations in the 2021-22 budget resolution of Council AO123-21.	Corporate and Business Services	
Council 27/07/2021				
AO124-21	ANNUAL PLAN AND BUDGET ESTIMATES 2021-22	2 Aug 2021 - 1:15 PM - Naomi French RES: Finalise the APBE in the corporate document framework and make available to the public, per resolution of Council AO123-21. 2 Aug 2021 - Action completed. Updated and published 28.7.2021.	Corporate and Business Services	2/08/2021
Council 27/07/2021				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 27/07/2021		
<b>All Actions for Open Session of 27 July 2021</b>		<b>Date To:</b> 27/07/2021		
		<b>Printed:</b> Friday, 13 August 2021		
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition;				
QON = Question on Notice; NOTE = Progress Note				
<b>Item Number</b>	<b>Report Title</b>	<b>Action</b>	<b>Department</b>	<b>Completed</b>
AO125-21	POLICY REVIEW - INFORMATION MANAGEMENT (RECORDKEEPING) POLICY - CP-CBS-SG-050	2 Aug 2021 - ACT: Finalise the Information Management (Record Keeping) Policy in the corporate document framework and make available to the public. 2 Aug 2021 - Action completed. Policy finalised and published 28.7.2021	Corporate and Business Services	2/08/2021
Council 27/07/2021				
AO126-21	POLICY REVIEW - FRAUD AND CORRUPTION CONTROL POLICY CP-CBS-SG-044	2 Aug 2021 - ACT: Finalise the Fraud and Corruption Control Policy in the corporate document framework and make available to the public. 2 Aug 2021 - Action completed. Policy finalised and published 28.7.2021	Corporate and Business Services	2/08/2021
Council 27/07/2021				
AO127-21	POLICY REVIEW - COMMUNITY LIABILITY POLICY CP-CBS-SG-025	2 Aug 2021 - ACT: Finalise the Community Liability Policy in the corporate document framework and make available to the public. 2 Aug 2021 - Action completed. Policy finalised and published 28.7.2021	Corporate and Business Services	2/08/2021
Council 27/07/2021				
AO128-21	AUDIT PANEL - REVIEW OF TERMS OF REFERENCE	2 Aug 2021 - ACT: Finalise the Audit Panel Terms of Reference in the corporate document framework and make available to the public. 4 Aug 2021 - Action completed. Updated and published to BCC webpage.	Corporate and Business Services	4/08/2021
Council 27/07/2021				

<b>Council Meeting Action Report</b>		<b>Date From:</b> 21/06/2020	
<b>Outstanding Actions for Open Sessions Jul 2020 to Jun 2021</b>		<b>Date To:</b> 30/06/2021	
		<b>Printed:</b> Friday, 13 August 2021	
<b>Key:</b> RES = Action arising from Resolution; ACT = Action required in addition; QON = Question on Notice; NOTE = Progress Note			
<b>Item Number</b>	<b>Report Title</b>	<b>Action</b>	<b>Department</b>
AO163-20	MOTION ON NOTICE - BURNIE PROMOTION	23 Jul 2020 - RES: Report proposed ideas for messages of support to Burnie, to a council workshop, in accordance with the resolution of Council AO163-20. 5 Mar 2021 – NOTE: Working on options at present. 13 Jul 2021 – NOTE: Options shared with GM for review.	Works and Services
Council 21/07/2020			
AO238-20	MOTION ON NOTICE - WELCOME TO BURNIE SIGN - ROUNDHILL	22 Oct 2020 - RES: Develop signage concepts for entry signage at Roundhill, for consideration at a council workshop, with implementation planned for the current financial year, in accordance with the resolution of Council AO238-20. 15 Mar 2021 – NOTE: Project action to be considered in new financial year. Consider a broader approach to the signage strategy.	Works and Services
Council 20/10/2020			
AO265-20	MOTION ON NOTICE - DUAL NAMING POLICY	18 Nov 2020 - RES: Undertake community consultation (both Aboriginal and non-Aboriginal), and progress to develop a dual naming policy for Burnie, in accordance with the report and resolution of Council AO265-20. 14 Apr 2021 – NOTE: Written to TAC seeking to engage in discussion as a starting point, 21/26471.	Office of the General Manager
Council 17/11/2020			
AO090-21	LIVESTREAMING OF COUNCIL MEETINGS	28 May 2021 - ACT: Implement the livestreaming of Open Council Meetings and limited civic events as appropriate, in accordance with the resolution of Council AO090-21. 13 Jul 2021 – NOTE: The preferred consultant is currently implementing a more interactive solution for a mainland Council. This matter will be held until the outcome of that implementation in order to determine if it is suitable for the Burnie City Council. 11 Aug 2021 – NOTE: Awaiting implementation of an interactive system for a mainland Council to demonstrate its functionality, on the basis that this may provide a better outcome for our public participants.	Corporate and Business Services
Council 25/05/2021			
AO099-21	MOTION ON NOTICE - REMOVAL OF TREES IN CBD	24 Jun 2021 - RES: Investigate works and costings for removal of silver birch trees in CBD and proposal for replacement trees, for Council Workshop as per Council resolution AO099-21.	Works and Services
Council 22/06/2021			
AO108-21	COMMUNICATIONS JOURNAL - BURNIE VICTORIA LEAGUE FOR COMMONWEALTH FRIENDSHIP IN TASMANIA - PLACEMENT OF PLAQUE	24 Jun 2021 - ACT: Follow up placement of the Victoria League plaque, per AO108-21.	Corporate and Business Services
Council 22/06/2021			

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**GENERAL MANAGER****AO155-21 GENERAL MANAGER'S QUARTERLY INFORMATION REPORT  
CORPORATE AND COMMERCIAL SERVICES - JUNE 2021****FILE NO: 4/18/2**  
**PREVIOUS MIN:**

MAKING BURNIE 2030 – CORPORATE PLAN REFERENCE:

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

**1.0 RECOMMENDATION:*****“THAT the General Manager’s Quarterly Information Report for Corporate and Commercial Services for the June 2021 quarter be noted.”*****2.0 SUMMARY**

The report includes the following items:

**Corporate and Commercial Services**

- 2.1 Summary Financial Statements
- 2.2 Schedule of Investments
- 2.3 Operational Report by Directorate/Department
- 2.4 Receivables Analysis
- 2.5 Rates Analysis
- 2.6 Capital Expenditure Report
- 2.7 Contracts Awarded
- 2.8 Consultants Engaged
- 2.9 Governance – Use of Council Seal

## 2.1 SUMMARY FINANCIAL STATEMENTS

The financial statements included are the draft consolidated financial statements for the 2020-21 financial year which are yet to be audited. The format is slightly different from traditional quarterly management reports on that basis. Notes referenced are included in the financial statements but not repeated in this report. These will be the subject of a further report to the Council following the audit by the Tasmanian Audit Office.

The reference to consolidated figures includes Burnie City Council and Tas Communications.

Please note that a detailed analysis of the material movements for the financial statements will be provided to the September Council meeting, following their approval.

### Statement of Comprehensive Income

**Burnie City Council**  
**Consolidated Statement of Comprehensive Income**  
**For the Year Ended 30 June 2021**

Note	Consolidated Actual 2021 \$'000	Consolidated Actual 2020 \$'000	Council Budget 2021 \$'000	Council Actual 2021 \$'000	Council Actual 2020 \$'000
<b>Income</b>					
<b>Recurrent Income</b>					
Rates and charges	9	22,927	22,800	22,994	22,927
Statutory fees and charges	10	907	931	1,045	907
User fees	11	4,094	5,437	3,172	3,569
Grants	12	3,511	3,018	3,740	3,511
Reimbursements		425	430	424	425
Other income	13	746	1,362	879	715
Investment income	14	414	414	-	449
Share of profit of joint venture	15	166	484	123	166
		<b>33,189</b>	<b>34,874</b>	<b>32,377</b>	<b>32,668</b>
<b>Capital Income and Expenditure</b>					
Capital grants received specifically for new or upgraded assets	12	1,920	1,220	3,034	1,920
Capital works completed on assets not owned by Council	38	-	(15)	-	(15)
Contributions - non-monetary assets	16	394	1,885	-	394
De-recognition of assets	40	-	(113)	-	(113)
Net gain/(loss) on disposal of assets	39	585	(573)	(250)	588
		<b>2,898</b>	<b>2,403</b>	<b>2,784</b>	<b>2,902</b>
<b>Total Income Adjusted for Capital Items</b>		<b>36,088</b>	<b>37,277</b>	<b>35,161</b>	<b>35,570</b>
<b>Recurrent Expenses</b>					
Employee benefits	17	13,048	12,152	11,925	12,606
Materials and services	18	10,971	11,046	10,986	11,280
Impairment of receivables	19	(150)	(2)	-	(150)
Depreciation and amortisation	20	8,228	7,922	7,994	7,939
Finance costs	21	226	59	227	226
Other expenses	22	3,480	3,896	3,430	3,480
<b>Total expenses</b>		<b>35,804</b>	<b>35,073</b>	<b>34,562</b>	<b>34,043</b>
<b>Surplus/(deficit) before:</b>		<b>284</b>	<b>2,204</b>	<b>599</b>	<b>189</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified subsequently to net result:</b>					
Fair value adjustment on equity investment assets	41	4,732	(17,516)	-	4,732
Net asset revaluation increment - Council	41	8,735	7,852	-	8,735
Net asset revaluation decrement - Associate	41	-	-	-	-
<b>Items that may be reclassified subsequently to net result:</b>					
Financial assets available for sale:					
Fair value adjustment on equity investment assets	41	-	-	-	-
<b>Total other comprehensive income</b>		<b>13,467</b>	<b>(9,664)</b>	<b>-</b>	<b>13,467</b>
<b>Comprehensive result</b>		<b>13,751</b>	<b>(7,459)</b>	<b>599</b>	<b>(7,601)</b>

The operating result for the 2020-21 financial year was a deficit of \$2.713 million against a budgeted result of \$2.185 million deficit. This is an unfavourable variance of \$0.528 million.

The rationale behind the additional deficit includes:

- Redundancy costs of \$1 million associated with recent service model changes were recognised in the 2020-21 financial year in accordance with accounting standards, offset by
- Investment income which increased by \$0.449 million due to dividends received from Tas Water and Tas Communications.

Neither of these items were originally budgeted when the 2020-21 budget was established, however were included in predicted forecasts reported to the council during the year.

**Statement of Financial Position**

The Statement of Financial Position provides a snapshot of Council's financial position at the end of the reporting period at June 2021. The current ratio is an indicator of Council's liquidity and ability to pay its debts when they fall due. A ratio of more than 1.00 or more indicates that there is more cash and short terms assets than short term liabilities. The current ratio as at 30 June 2021 is 2.36.

**Burnie City Council**  
**Consolidated Statement of Financial Position**  
**As at 30 June 2021**

	Note	Consolidated Actual 2021 \$'000	Consolidated Actual 2020 \$'000	Council Actual 2021 \$'000	Council Actual 2020 \$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	23	11,340	9,709	10,468	9,268
Trade and other receivables	30	3,075	2,902	2,628	2,593
Short term investments	24	5,000	5,000	5,000	5,000
Inventories	31	122	88	122	88
Other assets	32	152	35	152	35
Non-current assets classified as held for sale	33	1,091	-	-	-
Contract assets	34	658	-	658	-
<b>Total current assets</b>		<b>21,439</b>	<b>17,734</b>	<b>19,028</b>	<b>16,984</b>
<b>Non-current assets</b>					
Investment in Water Corporation	48	62,888	58,156	62,888	58,156
Investments in subsidiaries	49	-	-	2,103	2,103
Investment in joint venture accounted for using the equity method	50	3,422	3,740	3,422	3,740
Property, infrastructure, plant and equipment	35	355,907	350,413	355,907	349,038
<b>Total non-current assets</b>		<b>422,217</b>	<b>412,309</b>	<b>424,321</b>	<b>413,036</b>
<b>Total assets</b>		<b>443,655</b>	<b>430,042</b>	<b>443,349</b>	<b>430,020</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	42	2,805	2,466	2,767	2,607
Trust funds and deposits	43	132	135	132	135
Interest bearing loans and borrowings	25	1,333	1,298	1,333	1,298
Employee provisions	28	3,452	2,617	3,312	2,489
Contract liabilities	46	529	481	529	481
<b>Total current liabilities</b>		<b>8,250</b>	<b>6,997</b>	<b>8,072</b>	<b>7,009</b>
<b>Non-current liabilities</b>					
Interest-bearing loans and borrowings	25	8,706	10,038	8,706	10,038
Employee provisions	28	134	193	134	192
<b>Total non-current liabilities</b>		<b>8,839</b>	<b>10,231</b>	<b>8,840</b>	<b>10,230</b>
<b>Total liabilities</b>		<b>17,090</b>	<b>17,228</b>	<b>16,912</b>	<b>17,239</b>
<b>Net Assets</b>		<b>426,566</b>	<b>412,814</b>	<b>426,438</b>	<b>412,781</b>
<b>Equity</b>					
Accumulated surplus		276,508	276,224	276,380	276,191
Reserves	41	150,058	136,590	150,058	136,590
<b>Total Equity</b>		<b>426,566</b>	<b>412,814</b>	<b>426,438</b>	<b>412,781</b>

**Statement of Cash Flows**

This report details cash and investment movements and balances as at the end of the reporting period.

Council's cash and investments balance as at 30 June 2021 is \$15.468 million.

**Burnie City Council**  
**Consolidated Statement of Cash Flows**  
**For the Year Ended 30 June 2021**

	Consolidated Inflows/ (Outflows) 2021 \$'000	Consolidated Inflows/ (Outflows) 2020 \$'000	Council Inflows/ (Outflows) 2021 \$'000	Council Inflows/ (Outflows) 2020 \$'000
<b>Cash flows from operating activities</b>				
Rates	23,285	22,391	23,285	22,391
Statutory fees and charges	907	931	907	931
User charges and other fines (inclusive of GST)	4,547	5,895	3,813	4,813
Grants (inclusive of GST)	3,231	3,479	3,231	3,479
Reimbursements (inclusive of GST)	468	473	468	473
Interest received	112	282	111	282
Rents (inclusive of GST)	645	1,126	645	1,126
Other receipts (inclusive of GST)	30	64	-	-
Net GST refund/payment	923	941	977	991
Distributions from Joint Ventures	483	55	483	55
Dividends from controlled entities	-	-	35	-
Investment revenue from water corporation	414	414	414	414
Finance costs paid	(226)	(59)	(226)	(59)
Payments to suppliers (inclusive of GST)	(11,644)	(13,453)	(11,849)	(13,032)
Payments to employees (including redundancies)	(12,285)	(12,163)	(11,842)	(11,759)
Other payments (inclusive of GST)	(3,828)	(4,284)	(3,828)	(4,284)
<b>Net cash provided by (used in) operating activities</b>	<b>26</b> <b>7,063</b>	<b>6,092</b>	<b>6,624</b>	<b>5,821</b>
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment	(7,698)	(8,659)	(7,690)	(8,428)
Capital grants	1,576	1,220	1,576	1,220
Funds deposited as short term investments	(19,004)	(28,000)	(19,004)	(28,000)
Receipts from maturity of short term investments	19,004	26,500	19,004	26,500
Proceeds from sale of property, infrastructure, plant and equipment	1,992	402	1,992	402
<b>Net cash provided by (used in) investing activities</b>	<b>(4,130)</b>	<b>(8,537)</b>	<b>(4,122)</b>	<b>(8,306)</b>
<b>Cash flows from financing activities</b>				
Trust funds and deposits	(4)	-	(4)	-
Proceeds from interest bearing loans and borrowings	-	10,398	-	10,398
Repayment of interest bearing loans and borrowings	(1,298)	(326)	(1,298)	(326)
<b>Net cash provided by (used in) financing activities</b>	<b>(1,302)</b>	<b>10,073</b>	<b>(1,302)</b>	<b>10,073</b>
Cash and cash equivalents at the beginning of the financial year	9,709	2,081	9,268	1,680
Net increase (decrease) in cash and cash equivalents	1,631	7,628	1,200	7,588
<b>Cash and cash equivalents at the end of the financial year</b>	<b>23</b> <b>11,340</b>	<b>9,709</b>	<b>10,468</b>	<b>9,268</b>

**2.2 SCHEDULE OF INVESTMENTS**

A schedule of Council's investments is provided as at 30 June 2021:

<b>Investments Schedule as at 30/06/2021</b>							
<b>Institution</b>	<b>Term</b>	<b>Rate</b>	<b>S&amp;P Rating</b>	<b>Lodgement Date</b>	<b>Maturity</b>	<b>Amount</b>	<b>Total</b>
ANZ	At Call	0.05%	A1+			3,769,090	3,769,090
ANZ	365 Days	0.82%	A1+	27/08/2020	27/08/2021	1,500,000	1,500,000
MyState	730 Days	1.00%	A2	2/09/2020	2/09/2022	1,000,000	1,000,000
NAB	730 Days	0.87%	A1+	27/08/2020	27/08/2022	2,000,000	2,000,000
Bank of Queensland	730 Days	0.95%	A2	1/09/2020	1/09/2022	2,000,000	2,000,000
ME Bank	150 Days	0.45%	A2	4/02/2021	5/07/2021	1,000,000	1,000,000
Westpac	180 Days	0.22%	A1+	27/01/2021	27/07/2021	500,000	500,000
							<b>11,769,090</b>

**Investment Allocation by Credit Rating**

<b>Credit Rating</b>	<b>%</b>	<b>Amount</b>	<b>WAIR</b>
A1+	66%	\$7,769,090	0.42%
A1	0%	\$0	
A2	34%	\$4,000,000	0.84%
	<b>100%</b>	<b>\$11,769,090</b>	

**Investment Allocation by Bank**

<b>Bank</b>	<b>%</b>	<b>Amount</b>
ANZ	45%	\$5,269,090
MyState	8%	\$1,000,000
NAB	17%	\$2,000,000
BOQ	17%	\$2,000,000
ME Bank	8%	\$1,000,000
Westpac	4%	\$500,000
	<b>100%</b>	<b>\$11,769,090</b>

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

Cash reserves require careful management to both achieve optimum investment incomes and to ensure that cash is available when needed for planned expenditures. Funds are invested in a manner that allows Council to earn interest on community funds for as long as possible while retaining flexibility in accessing those funds for Council operations.

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

Council's risk from exposure to any individual institution is restricted through diversification of the investment portfolio. No more than 40% of Councils total investment portfolio will be invested in any one institution at the time of investment. Council is also mindful of limiting its exposure to institutions with a credit rating of less than A1 and will not invest more than \$3 million with any one institution with a credit rating of less than A1.

### 2.3 OPERATIONAL REPORT BY DEPARTMENT

This section provides an overview of the operational performance of each department. Forecasts are provided for each department highlighting anticipated variances to budget identified to date.

Explanations are provided for variances of more (less) than +/- 10% against budget.

Department	Annual Budget	Full Year Actual	Variance to Budget	Variance %		Note
<b>Community &amp; Economic Development</b>						
Burnie Arts & Function Centre	934,427	856,827	77,600	8.3%	Favourable	
Burnie Regional Art Gallery	528,322	1,003,175	(474,853)	-89.9%	Unfavourable	1
Burnie Regional Museum	489,550	330,887	158,663	32.4%	Favourable	2
Burnie Works	90,766	582	90,184	99.4%	Favourable	3
Business & Recreation	269,098	165,625	103,473	38.5%	Favourable	4
CED Management	330,000	343,494	(13,494)	-4.1%	Unfavourable	
Community & Youth	300,109	233,222	66,887	22.3%	Favourable	5
Marketing & Events	413,634	339,426	74,208	17.9%	Favourable	6
Visitor Information Centre	538,577	464,347	74,230	13.8%	Favourable	7
<b>Community &amp; Economic Development Total</b>	<b>3,894,483</b>	<b>3,737,586</b>	<b>156,897</b>	<b>4.0%</b>	Favourable	
<b>Corporate &amp; Commercial Services</b>						
Corporate Services Management	-	104,663	(104,663)	0.0%	Unfavourable	
Customer Services	330,151	326,402	3,749	1.1%	Favourable	
Information Management	231,805	264,208	(32,403)	-14.0%	Unfavourable	8
Information Technology Services	-	(74,896)	74,896	0.0%	Favourable	9
Office of the Chief Financial Officer	(60)	(145,821)	145,761	-242935.3%	Favourable	10
People & Safety	-	(37,687)	37,687	0.0%	Favourable	11
<b>Corporate &amp; Commercial Services Total</b>	<b>561,896</b>	<b>436,870</b>	<b>125,026</b>	<b>22.3%</b>	Favourable	
<b>Employee Oncost Recovery</b>						
Oncosts	(4)	1,517,942	(1,517,946)	37948659.3%	Unfavourable	12
<b>Employee Oncost Recovery Total</b>	<b>(4)</b>	<b>1,517,942</b>	<b>(1,517,946)</b>	<b>37948659.3%</b>	Unfavourable	
<b>Land &amp; Environmental Services</b>						
Compliance Support	(249,311)	(58,007)	(191,304)	76.7%	Unfavourable	13
Development Services	709,965	499,158	210,807	29.7%	Favourable	14
LES Management	337,094	284,568	52,526	15.6%	Favourable	15
<b>Land &amp; Environmental Services Total</b>	<b>797,748</b>	<b>725,718</b>	<b>72,030</b>	<b>9.0%</b>	Favourable	
<b>Office of the General Manager</b>						
OGM Management	511,684	506,946	4,738	0.9%	Favourable	
Strategic & Governance	(14,753,256)	(16,520,559)	1,767,303	-12.0%	Favourable	16
<b>Office of the General Manager Total</b>	<b>(14,241,572)</b>	<b>(16,013,612)</b>	<b>1,772,040</b>	<b>-12.4%</b>	Favourable	
<b>Works &amp; Services</b>						
Cemetery Services	11,418	(6,330)	17,748	155.4%	Favourable	17
Facilities Management	2,373,527	2,302,290	71,237	3.0%	Favourable	
Management WS	42,730	30,802	11,928	27.9%	Favourable	18
Parks & Reserves	778,269	1,907,500	(1,129,231)	-145.1%	Unfavourable	19
Sporting Grounds	797,213	1,362,622	(565,409)	-70.9%	Unfavourable	20
Stormwater Services	(420,270)	(463,224)	42,954	-10.2%	Favourable	
Transport Services	4,729,665	4,171,632	558,033	11.8%	Favourable	21
Waste Management	76,118	101,610	(25,492)	-33.5%	Unfavourable	22
<b>Works &amp; Services Total</b>	<b>8,388,670</b>	<b>9,406,903</b>	<b>(1,018,233)</b>	<b>-12.1%</b>	Unfavourable	
<b>Total</b>	<b>(598,779)</b>	<b>(188,592)</b>	<b>(410,187)</b>	<b>69%</b>	Unfavourable	

## **Community and Economic Development**

### ***1. Burnie Regional Art Gallery***

During the reporting period, the Burnie Regional Art Gallery presented a range of quality exhibitions and professional visual art experiences to the community.

The unfavourable variance to budget for the Burnie Regional Art Gallery comprises (\$561k) of original North West Museum and Art Gallery concepts expensed, offset by savings in employee benefits of \$71k.

### ***2. Burnie Regional Museum***

The Museum is committed to collecting, conserving, exhibiting and interpreting material evidence of life in Burnie and its surrounds for the purpose of study, education and employment now and for future generations.

The favourable variance to budget for the Burnie Regional Museum is due to lower than budgeted employee benefits \$137k and lower than budgeted material costs \$20k.

### ***3. Burnie Works***

Facilitating a whole of community response to social outcomes, including educational achievement, workforce participation and social inclusion, within a Collective Impact framework.

The favourable variance to budget for Burnie Works is due to lower than budgeted employee benefits \$168k, lower than budgeted materials \$139k, offset by lower than budgeted grant income (\$213k).

### ***4. Business and Recreation***

During the reporting period, provided support to business groups in the city, coordination of cruise ship support, management of recreational sporting grounds and facilities; and manages major sporting events.

The favourable variance to budget for Business and Recreation is due to lower than budgeted employee benefits \$63k, lower than budgeted expenditure across promotions, contracts and materials \$139k, offset by lower than budgeted revenue (\$102k).

### ***5. Community & Youth***

Facilitates a diverse range of community development activities that build community capacity and contributes to community wellbeing including Youth Development, Community and Recreation.

The favourable variance to budget of for Community and Youth is predominately due to lower than budgeted employee benefits \$46k and higher than budgeted grant income of \$17k as a result of recognition of income under accounting standards.

**6. Marketing & Events**

Actively promotes the uniqueness of Burnie to increase tourism visitation to the City and provides information and support to maximise visitor expenditure in Burnie. Also undertakes a range of special events that celebrate the community of Burnie and help attract visitors to the region.

The favourable variance to budget for Marketing & Events is due to lower than budgeted employee benefits \$65k, lower than budgeted expenditure on Council events \$22k, offset with lower than budgeted event income (\$19k).

**7. Visitor Information Centre**

During the reporting period, the Visitor Information Centre included elements of the Pioneer Village Museum on display, and Creative Paper. The operations are carried out within the Makers Workshop building.

The favourable variance to budget for the Visitor Information Centre is due to lower than budgeted employee benefits \$26k, lower than budgeted occupation costs (rent, electricity and depreciation) \$32k, lower than budgeted advertising costs \$32k, higher than budgeted revenue \$10k, offset by upgrade costs for interpretation and projection upgrades of \$31k.

**Corporate & Commercial Services****8. Information Management**

This business unit manages information management systems and processes to centralise collection, storage, disposal and retrieval of Council information and records for all areas of Council.

The unfavourable variance to budget for information management is predominately due to increased wages from the recruitment of the Information Management Project Officer and Business Trainee positions. This unfavourable variance is offset by a favourable variance in Land and Environmental Services Management, with the wages budget from a vacated position being transferred to Information Management and an increase in revenue from s132 and s337 certificates.

**9. Information Technology Services**

This business unit is where costs associated with the maintenance of business systems used to assist Council in achieving its objectives and the management of Council's IT resources and infrastructure.

The favourable variance to budget for information technology is due to lower than budgeted depreciation \$90k, offset by higher than budgeted material and contract costs (\$17k).

**10. Office of the Chief Financial Officer**

The accounting services department oversees and maintains Council's treasury activities including financial planning and budgeting, overseeing financial systems and controls, and reporting to key stakeholders including Council, auditors and managers.

The favourable variance to budget is due to a movement in provision for doubtful debts.

**11. People & Safety**

This business unit provides professional services relating to health, safety, risk management and human resource advice.

The favourable variance to budget for People and Safety is due to lower than budgeted employee benefits \$28k, lower than budgeted training expenditure \$27k and higher than budgeted income \$30k. This has been offset with higher than budgeted legal expenses (\$23k), higher than budgeted consultant's expenditure (\$9k) and higher than budgeted recruitment costs (\$16k).

**Employee Oncost Recovery****12. Employee Oncosts**

Oncosts were higher than budgeted due to redundancy payments.

**Land & Environmental Services****13. Compliance Support**

Compliance support business unit includes regulatory compliance and is responsible for the administration and management of cemeteries; the provision and regulation of public car spaces; and municipal inspection. Activities of this unit assist to protect the community from the nuisance behaviours of animals, weeds or other conditions on land in accordance with relevant legislation and Council by-laws.

Compliance Support has an unfavourable variance to budget which is predominately due to lower than budgeted fines income (\$242k). This is offset by higher than budgeted parking fee revenue \$73k.

**14. Development Services**

The development services business unit includes land use planning, building compliance and environmental health.

The favourable variance to budget for Development Services is predominately due to higher than budgeted revenue from permit applications fees and plumbing fees \$154k, in addition to lower than budgeted expenditure in wages, training and legal costs \$57k.

**15. LES Management**

This business unit oversees and provides professional strategic advice in relation to enforcement of regulatory obligations including awareness for land use, environmental health, public health, building compliance, environmental amenity, natural resource management and controlled car parking.

The favourable variance to budget for LES Management is due to a vacated position. The wages for this position have been reallocated to Information Management to fund a 3 year Project Officer role.

**Office of the General Manager*****16. Strategic & Governance***

This business unit provides the overall governance focus for Council. General rate revenue and expenses attributed with Councillors, the compilation of Council agendas and minutes, the facilitation of civic and ceremonial events, the oversight of insurance, organisational policies and by-laws, as well as attendance to Council's legislative imperatives are captured here.

The favourable variance to budget for Strategic & Governance is predominately due to an unbudgeted dividend from TasWater \$414k, profit from the sale of Heybridge \$871k, developer contributions of \$394k and lower than budgeted hardship remissions \$74k.

**Works & Services*****17. Cemetery Services***

Cemetery Services is responsible for the management of Council's cemeteries in accordance with established service levels.

The favourable variance to budget for Cemetery Services is due to lower than budgeted employee benefits \$41k, offset by higher than budgeted expenditure for materials (\$16k) and plant (\$7k).

***18. Management Works & Services***

The WS Management business unit provides management and strategic support, coordination and advice in relation to Council's significant investment in infrastructure including engineering services.

The favourable variance to budget for Management WS is due to lower than budgeted employee benefits \$31k, offset by lower than budgeted user fees (\$50k).

***19. Parks & Reserves***

Parks & Reserves carries the responsibility for management of parks and reserves and related assets in accordance with established service levels. Includes public open space, natural bush and feature parks for community usage.

The unfavourable variance to budget for Parks and Reserves is due to lower than budgeted capital grants income (\$1.168m) predominately funding for the Coastal Pathway.

***20. Sporting Grounds***

The sporting grounds business unit is responsible for maintenance of sporting grounds, playing surfaces and ancillary infrastructure in accordance with established services levels.

The unfavourable variance to budget for Sporting Grounds is due to lower than budgeted capital grants income (\$527k), higher than budgeted depreciation (\$17k) and higher than anticipated user fees expenditure (\$20k).

**21. Transport Services**

Transport services is where the costs relating to construction and maintenance of Council's local roads network, maintenance and management of road reservations is captured.

The favourable variance to budget for Transport Services is due to additional capital funding received for the Safer Rural Roads – Upper Natone and Vulnerable Road User Program.

**22. Waste Management**

The Waste Management business unit provides waste management services including domestic garage collection, recycling, commercial garbage and litter bin collections and operation of the Burnie Waste Management Centre. This area includes maintenance and management of Burnie's CBD and street cleaning.

The unfavourable variance to budget for Waste Management is due to higher than budgeted operating costs (\$86k), offset by lower than budgeted employee benefits \$53k and higher than budgeted revenue \$7k.

**2.4 RECEIVABLES ANALYSIS**

The receivables analysis summarises all current amounts owed to Council as at the end of the reporting period. Graphical analysis is provided for the breakup of main receivable categories.

**Receivables Analysis as at 30 June 2021**

	<u>Total</u>	<u>Current - 30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120+ Days</u>
<b>Trade Debtors</b>					
Sundry Debtors	285,308	256,127	2,611	-	26,571
Reserved Parking Spaces	9,135	7,908	715	362	150
Burnie Venues & Catering	10,124	7,875	1,986	-	263
Lease Debtors	31,567	21,932	28	-	9,607
Business & Recreation Debtors	-	-	-	-	-
Waste Debtors	72,087	71,310	144	633	-
<b>Total Trade Debtors</b>	<b>408,221</b>	<b>365,152</b>	<b>5,484</b>	<b>995</b>	<b>36,590</b>
Goods & Services Tax	223,064				
Infringements & Parking	1,258,607				
Other Receivables	159,285				
Rates & Charges	1,517,456				
Allowance for Impaired Debts	(938,241)				
<b>Total Receivables</b>	<b>2,628,392</b>				

**Infringements & parking**

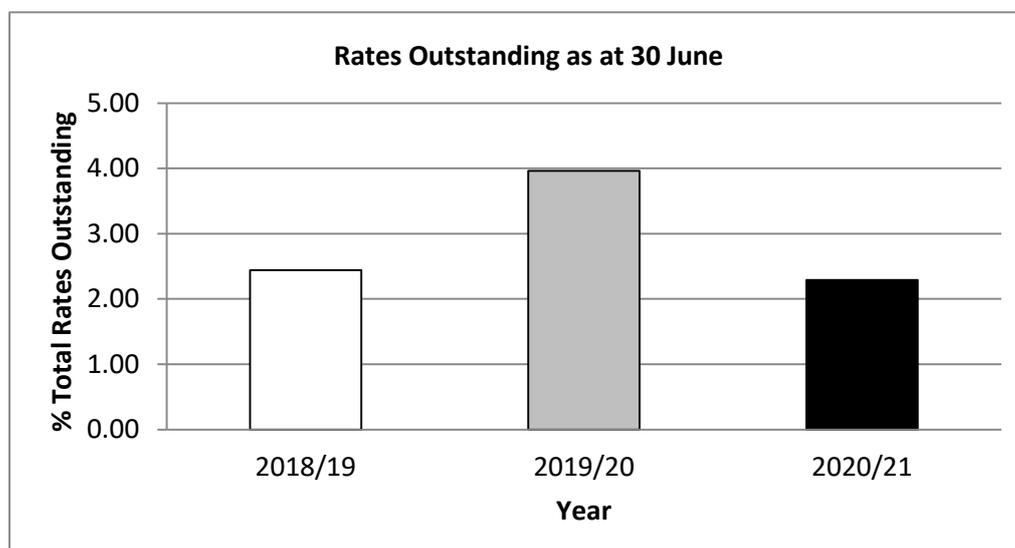
	<b>Jun-21</b>		<b>Jun-20</b>		<b>Movement</b>	
	Count	Balance	Count	Balance	Count	Balance
<b>Issued 2021</b>	2,112	147,346			2,112	147,346
<b>Issued 2020</b>	1,174	112,544	2,269	194,313	(1,095)	(81,769)
<b>Issued 2019</b>	913	78,825	1,205	112,231	(292)	(33,406)
<b>Issued 2018</b>	785	45,631	948	63,064	(163)	(17,433)
<b>Issued 2017</b>	1,590	38,236	1,637	50,303	(47)	(12,067)
<b>Issued 2016</b>	929	28,960	968	35,660	(39)	(6,700)
<b>Issued 2015</b>	516	30,356	563	34,864	(47)	(4,507)
<b>Issued 2014</b>	471	29,645	500	32,015	(29)	(2,369)
<b>Issued 2013</b>	584	34,304	614	36,608	(30)	(2,304)
<b>Issued 2012</b>	482	29,038	504	30,874	(22)	(1,836)
<b>Issued 2011</b>	477	28,005	508	30,706	(31)	(2,701)
<b>Issued 2010</b>	607	20,859	635	23,162	(28)	(2,303)
<b>Issued 2009</b>	695	48,440	749	51,911	(54)	(3,472)
<b>Issued Pre-2008</b>	13,273	604,335	13,306	613,419	(33)	(9,084)
	<b>24,608</b>	<b>1,276,525</b>	<b>24,406</b>	<b>1,309,129</b>	<b>202</b>	<b>(32,605)</b>

## 2.5 RATES ANALYSIS

The rates analysis contains a summary of rating transaction movements for 2020-21 including the total levied, the total paid to date and the total unpaid as at the end of the reporting period. Rates are levied in July each year.

### Rates Outstanding as at 30/06/2021

	This Financial Year 30 Jun 2021		Last Financial Year 30 Jun 2020		Change
		\$		\$	\$
Arrears Brought Forward as at July 1	7.24%	1,732,917	2.87%	672,826	1,060,091
Credit Brought Forward	-3.36%	(805,360)	-0.44%	(103,929)	(701,431)
Legal Fees Carried Forward	0.01%	1,687			1,687
Add Current Rates & Charges Levied	95.50%	22,860,289	96.92%	22,717,646	142,643
Penalty	0.28%	66,302	0.30%	69,247	(2,945)
Supplementary Rates	0.34%	81,589	0.35%	82,987	(1,399)
<b>Gross Rates and Charges Demanded</b>	<b>100.00%</b>	<b>23,937,423</b>	<b>100.00%</b>	<b>23,438,778</b>	<b>498,646</b>
Less: Rates & Charges Collected	93.10%	22,285,267	91.37%	21,415,775	869,492
Pension Remission	3.08%	737,407	3.07%	720,431	16,976
Residential Waste Remission	0.04%	10,727	0.08%	19,008	(8,281)
Hardship Interest Remission	0.00%	-	0.00%	76	(76)
Private Conservation	0.00%	(48)	0.00%	165	(213)
Misc Remissions	0.08%	20,067	0.00%	-	20,067
Services Remissions	0.00%	-	0.00%	-	-
Stormwater Remission	0.01%	2,034	0.04%	8,933	(6,899)
General Rate Remission	0.00%	-	0.00%	-	-
- Legal Fees	0.00%	-	0.01%	1,687	(1,687)
- Discounts	1.39%	332,059	1.47%	345,395	(13,336)
- Roundings/Adjustments	0.01%	1,986	-0.01%	(1,935)	3,921
Sub Total	97.71%	23,389,499	96.04%	22,509,534	879,965
<b>Unpaid Rates &amp; Charges as at 30/06</b>	<b>2.29%</b>	<b>547,925</b>	<b>3.96%</b>	<b>929,244</b>	<b>(381,319)</b>



## 2.6 CAPITAL EXPENDITURE REPORT

The following report outlines council's YTD capital expenditure compared to budget as at 30 June 2021. Explanations are provided below for project forecast variances to budget of \$20,000 or more.

YTD Capital Expenditure 2020/21						
	YTD Expenditure	Annual Budget	Balance Unspent	Forecast as at 31 March 2021	Forecast Variance to Budget	Note
<b>ROADS</b>						
<b>RURAL ROADS</b>						
Upgrade Programme	935,755	502,310	(433,445)	1,058,176	⊖ 555,866	1
Rural Roads Resealing	231,195	207,729	(23,466)	232,081	⊖ 24,352	2
Rural Roads Major Patching & Resealing	332,316	439,310	106,994	371,286	⊖ (68,024)	3
Rural Roads Bridges Programme	303,746	338,394	34,648	347,834	⊖ 9,440	
<b>TOTAL RURAL ROADS</b>	<b>1,803,012</b>	<b>1,487,743</b>	<b>(315,269)</b>	<b>2,009,377</b>	<b>⊖ 521,634</b>	
<b>URBAN ROADS</b>						
Car Parking Improvements	149,017	297,952	148,935	278,196	⊖ (19,756)	
Driveways, Footpaths and Channel	212,443	473,498	261,055	403,778	⊖ (69,720)	4
Retaining Walls	166,750	382,309	215,560	187,727	⊖ (194,582)	5
Urban Infrastructure	472,639	491,119	18,480	640,416	⊖ 149,297	6
Urban Road Renewal & Upgrades	378,757	710,312	331,555	378,757	⊖ (331,555)	7
Urban Road Resealing	924,657	1,024,641	99,984	961,635	⊖ (63,006)	8
<b>TOTAL URBAN ROADS</b>	<b>2,304,263</b>	<b>3,379,831</b>	<b>1,075,568</b>	<b>2,850,509</b>	<b>⊖ (529,322)</b>	
<b>TOTAL ROADS</b>	<b>4,107,275</b>	<b>4,867,574</b>	<b>760,299</b>	<b>4,859,886</b>	<b>⊖ (7,688)</b>	
<b>STORMWATER</b>						
Storm Water Upgrades & Replacements	411,068	674,114	263,047	434,027	⊖ (240,087)	9
<b>TOTAL STORMWATER</b>	<b>411,068</b>	<b>674,114</b>	<b>263,047</b>	<b>434,027</b>	<b>⊖ (240,087)</b>	
<b>PARKS, RESERVES AND SPORTING FACILITIES</b>						
General Parks and Reserves	897,353	3,206,224	2,308,871	1,370,697	⊖ (1,835,527)	10
Cemeteries	8,888	58,150	49,262	10,000	⊖ (48,150)	11
Sporting Grounds & Facilities	825,469	1,126,806	301,337	851,344	⊖ (275,462)	12
<b>TOTAL PARKS, RESERVES &amp; SPORTING FACILITIES</b>	<b>1,731,711</b>	<b>4,391,180</b>	<b>2,659,469</b>	<b>2,232,041</b>	<b>⊖ (2,159,139)</b>	
<b>WASTE</b>						
Garbage and Recycling	20,933	129,472	108,539	33,690	⊖ (95,782)	13
Waste Management Centre	173,275	209,697	36,422	173,276	⊖ (36,421)	14
<b>TOTAL WASTE MANAGEMENT</b>	<b>194,208</b>	<b>339,169</b>	<b>144,961</b>	<b>206,966</b>	<b>⊖ (132,203)</b>	
<b>BUILDINGS</b>						
Sporting Facilities	125,318	391,746	266,428	141,885	⊖ (249,861)	15
Public Amenities	117,315	296,195	178,880	321,595	⊖ 25,400	16
Acquatic Centre	25,405	35,580	10,175	35,580	-	
Other Buildings	220,819	256,236	35,417	279,571	⊖ 23,335	17
<b>TOTAL BUILDINGS</b>	<b>488,857</b>	<b>979,757</b>	<b>490,900</b>	<b>778,631</b>	<b>⊖ (201,126)</b>	
<b>PROPERTY, PLANT &amp; EQUIPMENT (PPE)</b>						
Computer Equipment	220,691	691,741	471,050	691,741	-	
Vehicles	121,821	185,000	63,179	150,084	⊖ (34,916)	18
Plant	191,182	856,130	664,948	217,218	⊖ (638,912)	19
Other	92,776	78,311	(14,465)	105,033	⊖ 26,722	20
Parking Equipment	85,060	72,000	(13,060)	85,060	⊖ 13,060	
Furniture & Fittings	45,459	94,900	49,441	76,703	⊖ (18,197)	
<b>TOTAL PLANT/EQUIPMENT/VEHICLES</b>	<b>756,989</b>	<b>1,978,082</b>	<b>1,221,093</b>	<b>1,325,839</b>	<b>⊖ (652,243)</b>	
<b>TOTAL</b>	<b>7,690,107</b>	<b>13,229,876</b>	<b>5,539,769</b>	<b>9,837,390</b>	<b>⊖ (3,392,486)</b>	

Note 1 – Upgrade Programme

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Guardrail Upgrade Program	12,069	70,630	58,561	25,000
Safer Rural Roads Program - Natone Road	523,300	0	-523,300	623,915
Mooreville Road Widening - Stage 4	400,386	431,680	409,261	409,261

**Guardrail Upgrade Program** - \$15k to be carried forward. Balance offsets West Mooreville Blackspot program.

**Safer Rural Roads Program – Natone Rd** - Fully grant funded by Safer Rural Roads Program, to be paid on completion.

**Mooreville Road Widening – Stage 4** - Project complete, contingency sum not expended.

Note 2 – Rural Roads Resealing

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Kara Rd - for 1.3 km from Upper Natone Road	110,463	85,001	-25,462	110,463

**Kara Rd – for 1.3 km from Upper Natone Road** - Scope of work increased, balance off against reseal program.

Note 3 – Rural Roads Major Patching & Resealing

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Guide Rd - for 850 m from West Ridgley Road	158,110	147,802	-10,308	161,500
Guide Road - for 1.5 km from Serpentine Road	174,206	255,928	81,722	174,206

**Guide Rd – for 850m from West Ridgley Road** – Actual costs slightly greater than budget. Pavement reinstatement works.

**Guide Rd – for 1.5km from Serpentine Road** - Contingency sum not expended. Pavement renewal scope reduced (variable pavement depth) due to better than expected conditions.

Note 4 – Driveways, Footpaths and Channel

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Footpath - Three Mile Line Road	42,798	47,440	4,642	42,798
Footpath Kerb and Channel Replacements	20,776	59,300	38,524	20,776
Kerb Ramp Upgrade Program	53,466	83,020	29,554	56,466

**Footpath – Three Mile Line Road** - Project complete.

**Footpath Kerb and Channel Replacements** - Carry forward. Project scoped, resource constraints to deliver.

**Kerb Ramp Upgrade Program** – Planned scope of works delivered.

Note 5 – Retaining Walls

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Retaining Wall - 22 to 24 Reeves Street	24,141	81,000	56,859	24,141
Retaining Wall - 52 to 58 Spencer Street	15,755	135,364	119,609	15,755
Retaining Wall - 2-4 Morse Street	80,734	38,909	-41,825	80,734
Retaining Walls - 44 Studholme Street	21,033	81,000	59,967	21,033

**Retaining Wall – 22 to 24 Reeves Street** – Carry forward balance.

**Retaining Wall – 52 to 58 Spencer Street** – Project on hold, for future works program.

**Retaining Wall – 2-4 Morse Street** – Project more complex than anticipated. Project completed.

**Retaining Walls – 44 Studholme Street** – Carry forward balance.

Note 6 – Urban Infrastructure

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
CBD Greening Projects	24,587	34,636	10,049	25,000
CBD Master Plan - Greening Spaces (Design Concepts)	0	15,000	15,000	0
CBD Master Plan - Streetscape Trees & Landscaping	0	29,940	29,940	0
Uplighting of Norfolk Pines	68,284	10,000	-58,284	68,284
Mount St Taxi Rank Cover (Resolution MO169-18)	55,339	51,576	-3,763	65,000
Guardrailing on West Mooreville Road (Blackspot Project)	99,682	68,325	-31,357	99,682
The Boulevard Pedestrian Crossing (Montello Primary)	132,675	48,640	-84,035	235,809
Urban Roads Safety Audit Works	4,836	30,400	25,564	4,836
CBD Paver Replacement	10,121	59,327	49,206	10,121
Wilson Street Clock	0	12,240	12,240	120

**CBD Greening Projects** – Carry forward balance. Future CBD revitalisation project.

**CBD Master Plan – Greening Spaces (Design Concepts)** – Carry forward balance. Future CBD revitalisation project.

**CBD Master Plan – Streetscape Trees & Landscaping** - Carry forward balance. Future CBD revitalisation project.

**Uplighting of Norfolk Pines** – Council has determined to install decorative lighting at the Norfolk Pine at St George’s church. Forecast reflects the planned spend. Seeking grant funding to offset. Council Resolution MO295-20.

**Mount St Taxi Rank Cover (Resolution MO169-18)** – Resolution MO169-18.

**Guardrailing on West Mooreville Road (Blackspot Project)** - Scope has been extended. To be funded by guard rail upgrade program.

**The Boulevard Pedestrian Crossing (Montello Primary)** – Additional to original budget fully funded.

**Urban Roads Safety Audit Works** – Funds carried forward. Resource directed to Boulevard project.

**CBD Paver Replacement** – Carry forward project. Resources not available to progress work scope.

**Wilson Street Clock** – reviewing options.

Note 7 – Urban Renewal & Upgrades

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Linton Street Upgrade - Cabot to Mount	8,355	362,180	353,825	8,355

**Linton Street Upgrade – Cabot to Mount** – Carry forward balance.

Note 8 – Urban Road Resealing

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Bird Street - Randall to Joyce	139,383	123,396	-15,987	139,383
Edwardes Street - at Bass Highway junction	27,941	12,340	-15,601	28,000
Emmett Street - Platinum to West Mooreville	917	46,274	45,357	917
Farquhar Street - Halstead to Jorgensen	31,641	22,057	-9,584	31,813
Hardy Street - Ogden to Payne	46,403	36,402	-10,001	46,500
Microsurfacing to Low Volume Urban Streets	3,053	154,245	151,192	32,761
Mount Street - Wilmot to Cattley	133,306	98,203	-35,103	134,000
Roslyn Avenue - Collins to Blackwood Pde	55,082	44,793	-10,289	55,082

**Bird Street – Randall to Joyce** – Scope of works increased. Balance across reseal program.

**Edwardes Street – at Bass Highway junction** - Scope of works increased. Balance across reseal programs.

**Emmett Street – Platinum to West Mooreville** – Carry forward balance.

**Farquhar Street – Halstead to Jorgensen** - Scope of works increased. Balance across reseal program.

**Hardy Street – Ogden to Payne** – Scope of works increased. Balance across reseal program.

**Microsurfacing to Low Volume Urban Streets** – Carry forward balance.

**Mount Street – Wilmot to Cattley** – Scope of works increased. Balance across reseal programs.

**Roslyn Avenue – Collins to Blackwood Pde** - Scope of works increased. Balance across reseal program.

**Note 9 – Storm Water Upgrades & Replacements**

<b>Project Description</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Unspent</b>	<b>Forecast as at 31 March 2021</b>
Ocean Outfall Improvement Program	44,804	29,927	-14,877	44,804
Stormwater Main - 1-17 Old Surrey Road	6,914	124,745	117,831	6,914
Alma Place Reserve - Mains Upgrade Stage 1	16,678	129,600	112,922	16,678
Portside Carpark Stormwater Upgrade	2,988	11,860	8,872	2,988
Stormwater Flooding Hotspot - 17 Futuna Ave	7,883	30,400	22,517	8,000

**Ocean Outfall Improvement Program** – Carry forward balance.

**Stormwater Main – 1-17 Old Surrey Road** – Project on hold. Carry forward and re-tender 2021-22.

**Alma Place Reserve – Mains Upgrade Stage 1** - Carry forward balance.

**Portside Carpark Stormwater Upgrade** – Carry forward balance.

**Stormwater Flooding Hotspot – 17 Futuna Ave** – Project in progress. Balance to be carried forward.

**Note 10 – General Parks & Reserves**

<b>Project Description</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Unspent</b>	<b>Forecast as at 31 March 2021</b>
Coastal Pathway - Red Rock to Cam River	22,813	1,203,124	1,180,311	30,000
Skate Park Upgrade	35,106	22,183	-12,923	35,106
Cooee Point Truck Wash Decommissioning (Provisional)	0	62,400	62,400	0
Public Art Program	20,584	40,000	19,417	20,584
South Burnie Jetty (North) Ladder Replacement	15,148	4,500	-10,648	15,148
View Road Reserve - Car Park Extension	87,441	71,128	-16,313	87,441
Major Parks Signage Strategy	11,402	50,672	39,270	18,000
Neighbourhood Park Upgrade Program	0	275,750	275,750	21,803
Oakleigh Overpass Pathway – Install Grating Panels	551	10,200	9,649	551
Oakleigh Park Fountain Upgrade	8,452	212,950	204,498	8,452
Shorewell Creek Bridge Reconstruction - Woniora Road North	40,488	30,150	-10,338	45,000
South Burnie Foreshore Erosion Control	134,656	220,993	86,337	300,000
Upper Burnie Lookout Redevelopment	19,041	107,744	88,703	50,000
View Road Reserve - Pump and Cycle Tracks	304,667	410,000	105,333	500,000
Waterfront Rail Corridor Integration	30,335	296,995	266,660	30,355

**Coastal Pathway – Red Rock to Cam River** – Carry forward balance.

**Skate Park Upgrade** – change in scope previously reported to Council. Additional works progressed.

**Cooee Point Truck Wash Decommissioning (Provisional)** – On hold, carry forward balance.

**Public Art Program** – On hold, carry forward balance.

**South Burnie Jetty (North) Ladder Replacement** – Original budget allocation was not sufficient for the project. Three ladders replaced in marine grade stainless steel.

**View Road Reserve – Car Park Extension** - additional landscaping and subgrade issues.

**Major Parks Signage Strategy** – Carry forward balance.

**Neighbourhood Park Upgrade Program** – Project on hold. Requires discussion on land sales.

**Oakleigh Overpass Pathway – Install Grating Panels** – Alternate treatment progressed, low cost.

**Oakleigh Park Fountain Upgrade** - Project on hold, redesign. Carry forward project.

**Shorewell Creek Bridge Reconstruction – Woniora Road North** – Increase in scope of works, replacing the original bridge with a steel framed structure for increased structure life. Construction was more challenging than anticipated requiring cranes. Additional works required at each lead into the bridge.

**South Burnie Foreshore Erosion Control** – Balance to be carried forward. Project completed early August 2021.

**Upper Burnie Lookout Redevelopment** – Design in progress. Carry forward balance.

**View Road Reserve – Pump and Cycle Tracks** – Refer AC157-20.

**Waterfront Rail Corridor Integration** – Carry forward balance.

#### Note 11 - Cemeteries

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Lawn Cemetery - New Niche Wall	8,888	58,150	49,262	10,000

**Lawn Cemetery – New Niche Wall** – Design in progress. Carry forward balance.

#### Note 12 – Sporting Grounds & Facilities

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Acton Oval Southern Ground Cricket Pitch - Replacement	27,847	48,640	20,793	32,000
McKenna Park – J League Development	12,945	363,000	350,055	20,000
Montello Soccer Ground Upgrade	725,596	641,634	-83,962	725,596

**Acton Oval Southern Ground Cricket Pitch – Replacement** - Project complete.

**McKenna Park – J League Development** – Carry forward balance.

**Montello Soccer Ground Upgrade** – Tender report AC142-2 noted additional cost implications.

#### Note 13 – Garbage and Recycling

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
CBD Bin Pair Replacement Program	12,714	107,784	95,070	12,714

**CBD Bin Pair Replacement Program** - Project on hold. CBD revitalisation project to be scoped.

**Note 14 – Waste Management Centre**

<b>Project Description</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Unspent</b>	<b>Forecast as at 31 March 2021</b>
Resource Recovery Loop Containment Bund	12,501	18,240	5,739	12,501
BWMC - Street Sweeper Dump Point and Stage 2A Leachate	101,929	114,624	12,695	101,929
BWMC - Resource Recovery Loop - Storage Area Extension	33,464	7,440	-26,024	33,464
BWMC - Wetlands Signage to comply with EPN	9,673	13,060	3,387	9,673
Seagull Management Device	5,080	10,500	5,420	5,080
Tip Shop - Extension of Undercover Area (Provisional)	0	33,990	33,990	0

**Resource Recovery Loop Containment Bund** - Project complete.

**BWMC - Street Sweeper Dump Point and Stage 2A Leachate** - Bund project complete. Leachate for stage 2A to be a separate project.

**BWMC - Resource Recovery Loop - Storage Area Extension** - Under budgeted carry forward from prior year. Balance across the waste program.

**BWMC - Wetlands Signage to comply with EPN** - Signage complete. Cost less than anticipated.

**Seagull Management Device** - Cost associated with seagull management WMC, site condition.

**Tip Shop - Extension of Undercover Area (Provisional)** - Carry forward balance.

**Note 15 – Sporting Facilities**

<b>Project Description</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Unspent</b>	<b>Forecast as at 31 March 2021</b>
South Burnie Bowls Club - Replace Roof Sheeting	3,567	23,720	20,153	3,567
West Park Grandstand - Reclad Wall Elements	25,551	41,510	15,959	25,551
West Park Oval Caretakers Cottage - Clad Walls and Replace Windows	10,492	35,580	25,089	10,492
West Park Oval Caretakers Cottage - New Storage Area/Carport	3,869	24,320	20,451	3,869
Aquatic Centre - Wind Break to Wet Play Area	5,188	44,908	39,720	10,000
Sports Stadium (Design Only)	6,877	152,000	145,124	11,000

**South Burnie Bowls Club - Replace Roof Sheeting** – Project on hold.

**West Park Grandstand - Reclad Wall Elements** - Revised scope of Works.

**West Park Oval Caretakers Cottage - Clad Walls and Replace Windows** – Project on hold.

**West Park Oval Caretakers Cottage - New Storage Area/Carport** - Scoping work to include ticket box.

**Aquatic Centre - Wind Break to Wet Play Area** - Higher quality finishes required.

**Sports Stadium (Design Only)** - Detailed design stage, on hold at present - carry forward balance.

Note 16 – Public Amenities

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
South Burnie Foreshore - Toilet and Change Rooms	115,720	296,195	180,475	320,000

**South Burnie Foreshore - Toilet and Change Rooms** - Contract project - additional funds required in 2021-22 to complete full project.

Note 17 – Other Buildings

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
BAFC Redevelopment Project	19,919	0	-19,919	19,919
Multi Storey Car Park - Recycling/Waste Bin Storage Area Extension	0	29,929	29,929	0
Community Halls - Equal Access Improvements	2,849	14,170	11,321	25,000
Netball Centre - DDA Toilet	96,946	30,067	-66,879	96,946
Senior Citizens Club - Replace Roof Sheeting	600	45,900	45,300	600

**BAFC Redevelopment Project** - Current project for new Cultural precinct development, consultant costs.

**Multi Storey Car Park - Recycling/Waste Bin Storage Area Extension** - On hold, reviewing need.

**Community Halls - Equal Access Improvements** - Works at Portside building - Equal Opportunity Tas.

**Netball Centre – DDA Toilet** – Council to recover \$13,000 from Netball Association and a government grant of \$35,000.

**Senior Citizens Club - Replace Roof Sheeting** - Project carried forward - contract resources not available due to workloads.

Note 18 – Vehicles

Project Description	YTD Actual	Annual Budget	Unspent	Forecast as at 31 March 2021
Corporate Vehicle Fleet	121,821	92,000	-29,821	150,084
Depot Works Vehicles	0	93,000	93,000	0

**Corporate Vehicle Fleet** – Vehicle added to fleet as a result of the appointment of Director Corporate and Commercial Services.

**Depot Works Vehicles** – Vehicles ordered in 2020-21 still awaiting delivery. An impact of the pandemic.

Note 19 – Plant

Project Description	YTD	Annual	Forecast as at	
	Actual	Budget	Unspent	31 March 2021
Plant - Minor	36,232	96,130	59,898	37,443
Plant - Major	154,950	755,000	600,050	174,775

**Plant – Minor** - Projects carry forward radio system and cemetery lowering device (on order).

**Plant – Major** - Purchase costs less than anticipated.

Note 20 – Other

Project Description	YTD	Annual	Forecast as at	
	Actual	Budget	Unspent	31 March 2021
Asset Failure Contingency	39,398	31,500	-7,898	39,398
Municipal Revaluation	22,000	0	-22,000	22,000
Software Integration	15,000	0	-15,000	15,000
BRAG - Upgrade/Extension of Collection Storage	0	6,811	6,811	0
Photographic Opportunities (Resolution MO033-19)	0	10,000	10,000	0

**Asset Failure Contingency** - Reviewing allocation with aim to journal costs.

**Municipal Revaluation** - Final payment of 2018-19 Municipal Revaluation Contract.

**Software Integration** - 2021-22 Project.

**BRAG - Upgrade/Extension of Collection Storage** - Annual provision for forward works - not all allocation required.

**Photographic Opportunities (Resolution MO033-19)** - CED project - project did not progress.

**2.7 CONTRACTS AWARDED**

The following table shows contracts awarded over \$100,000 (full contract value) during April to June 2021:

Contract/ Project Number	Contract/Project	Successful Contractor Registered Business Name and Address	Awarded Date	Initial Term/ Duration	Value of Contract (Ex GST)
2658	South Burnie Foreshore - Erosion Control	Treloar Transport 26 Claude Road Sheffield TAS 7306	20/04/2021	6 weeks	\$299,788.10

**2.8 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
North West Museum & Art Gallery	Lifecycle Cost Management	Quantity Surveyor Cost Estimating, Stage 1 Services	19,550	25,026	B	Capital Works Allocation	On Hold
North West Museum & Art Gallery	Terroir	Stage 1 Services – Concept and Design Development	566,473	472,026	B	Capital Works Allocation	On Hold
Sports Centre Planning Study	@Leisure Planners	Planning study	19,765	19,935.10	B	Strategic project funding	Yes
Oakleigh Park Fountain Upgrade	Debbie Thomson and (EST sub-consultant)	Design, Documentation and Inspections	15,100	5,035.50	B	Capital Works Allocation	On Hold
Futuna Avenue (Design & Consultation)	Pitt & Sherry	Consultant Brief 199 Futuna Avenue and Bay Street Traffic Study	21,425	21,425	B	Capital Works Allocation	Yes
Upper Burnie Lookout Redevelopment	Red Arrow	Design and installation of Interpretation panels	33,000	8,700	B	Capital Works Allocation	No
Sport Centre Planning study (stage 2)	@Leisure Planners	Siting assessment and concept design	12,000	5,876	B	Capital Works Allocation	No
Burnie Works Ltd	R Greene	Govern, manage funding, contractual obligations, risk and staffing for Burnie Words Ltd	36,500	0	B	CED Operating Budget	Yes
BAFC Redevelopment	Hirst Projects	Development of business case and infrastructure scope	29,000	14,500	B	Capital works	In progress
Cyber Risk	NCC Group	Cyber vulnerability audit	28,800	0	B	Operating	In progress

## 2.9 GOVERNANCE – USE OF COUNCIL SEAL

1 April 2021	Deed of Assignment of Lease – Bonzak Pty Ltd ACN 119 601 437 (as Trustee for) to Bonzak Pty Ltd ACN 119
19 April 2021	Schedule of Easements – West Park – Folio Reference 173534/6, 173534/7, 173534/8, 180668/1, 173535/1 and 31513/1 (as registered proprietor of the land)
20 April 2021	Petition to Amend Sealed Plan – 20 and 22 Edwardes Street, South Burnie
20 April 2021	Final Survey Plan, Schedule of Easements and Part 5 Agreement – SD 2017/1272 – Loongana Avenue, Shorewell Park, Stage 12A

21 April 2021	Grant Deed – 2020-21 Recreational Fishing and Camping Facilities Program
23 April 2021	Deed of Termination – Building Bridges Grant (Cwth) – note amended and re-sealed on 13 May 2021
27 April 2021	Deed of Variation of Grant Deed – 2019-20 Major Grants Program
7 May 2021	Licence Agreement – Ten Days on the Island
7 May 2021	Payment Agreement – Ten Days on the Island
10 May 2021	Contract 2658 – South Burnie Foreshore Erosion Control
13 May 2021	Deed of Termination – Building Bridges Grant (Cwth) – amendment of earlier sealed doc on 23 April 2021 with correction to clause
18 May 2021	Final Survey Plan and Schedule of Easements – SD 2020/1309 – 76 Minna Road, Heybridge
19 May 2021	Grant Deed – Safer Rural Roads Program 2020-2021
24 May 2021	Final Survey Plan and Schedule of Easements – SD 2020/1303 – 3 Hamilton Street, Upper Burnie
10 June 2021	Petition to Amend Sealed Plan – 53 & 54 Marine Terrace, Burnie
21 June 2021	Final Survey Plan and Schedule of Easements – SD 2014/1216 – 2-4 and 10 Bass Highway, Parklands
28 June 2021	Adhesion Order – 20-22 Studholme Street, South Burnie
30 June 2021	Deed of Variation – Vulnerable Road Users Program – Grant for The Boulevard
30 June 2021	Deed of Variation – Safer Rural Roads Program – Grant for Natone Road
30 June 2021	Deed of Variation – Safer Rural Roads Program – Grant for West Mooreville Road

**COUNCIL RESOLUTION****Resolution number: MO144-21****MOVED: Cr G Simpson****SECONDED: Cr D Pease*****“THAT the General Manager’s Quarterly Information Report for Corporate and Commercial Services for the June 2021 quarter be noted.”***

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

Against:

**CARRIED UNANIMOUSLY**

**MINUTES AND REPORTS OF COMMITTEES****AO156-21 BURNIE AUSTRALIA DAY SPECIAL COMMITTEE UNCONFIRMED  
MINUTES OF MEETING HELD ON 12 JULY 2021**FILE NO: 29/1/8

---

**RECEPTION FOR DISCUSSION****RECOMMENDATION:**

*“THAT the Unconfirmed Minutes of the meeting of the Burnie Australia Day Special Committee held on 12 July 2021 be received for discussion.”*

**SUMMARY**

At its meeting on 12 July 2021, the members of the Burnie Australia Day Special Committee met and discussed ongoing arrangements for the 2022 Australia Day ceremony, including:-

- 2022 Australian of the Year nominations
- Entertainment update
- Guest Speaker confirmation
- Nomination process
- Advertising

Arrangements for the 2022 Australia Day Ceremony are progressing well.

It is recommended that these minutes be received for discussion.

**ATTACHMENTS**

1 [↓](#). Burnie Australia Day Special Committee - Minutes of Meeting held 12 July 2021

**COUNCIL RESOLUTION**

**Resolution number: MO145-21**

**MOVED:**            *Cr K Dorsey*

**SECONDED:**      *Cr G Simpson*

***“THAT the Unconfirmed Minutes of the meeting of the Burnie Australia Day Special Committee held on 12 July 2021 be received for discussion.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

  <p><b>BURNIE</b> CITY COUNCIL</p> <p><b>Australia Day</b> Reflect. Respect. Celebrate.</p>	<p style="text-align: center;"><b>MINUTES</b> <b>BURNIE AUSTRALIA DAY SPECIAL COMMITTEE</b></p> <p style="text-align: center;">Meeting held in the Second Floor Councillors Conference Room, Burnie City Council Offices</p> <p style="text-align: center;"><b>Monday, 12 July 2021</b></p>
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<b>TIME</b>	2.00pm
<b>PRESENT</b>	Councillor Ken Dorsey (Chairman), M Leeson, E Singleton, C White. Burnie City Council Staff: K Kelly
<b>APOLOGIES</b>	Cr T Brumby, M Harris, R Bentley

**BUSINESS ARISING**

<p><b>1. DECLARATION OF INTEREST</b></p> <ul style="list-style-type: none"> <li>• Tabling of any Declarations of Interest.</li> </ul> <p style="text-align: center;">NIL</p>
<p><b>2. CONFIRMATION OF MINUTES</b></p> <ul style="list-style-type: none"> <li>• Confirmation of Minutes of the meeting held on <b>21 June 2021</b>.</li> </ul> <p>C White asked that her previously noted apology for the meeting to be held on 12 July 2021 be rescinded as she was now able to attend the meeting.</p> <p><i>“That the minutes of the Burnie Australia Day Special Committee Meeting held on Monday, 21 June 2021, be confirmed as true and correct.”</i></p> <p>Moved: E Singleton Seconded: C White Result: Carried unanimously</p>
<p><b>3. REVIEW OF OUTSTANDING ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Send invitation to Her Excellency the Honourable Barbara Baker, AC, Governor of Tasmania inviting her as guest speaker. <b>(Complete)</b></li> <li>• Approach Encore or Burnie Musical Society for youth options to perform at ceremony. <b>(R Bentley to source local youth choir)</b></li> </ul>

	<ul style="list-style-type: none"><li>• Approach S Paine at the Burnie Surf Lifesaving Club for suggestions on involvement in ceremony, possible flag bearers. <b>(Cr Dorsey)</b></li><li>• Commence distribution of Nomination Forms. <b>(K Kelly)</b></li><li>• Community Announcements on TV channels to be investigated for advertising and commence social media promotion. <b>(K Kelly)</b></li></ul>
<b>4. CHAIRMAN'S COMMUNICATIONS</b>	<ul style="list-style-type: none"><li>• Correspondence to Her Excellency the Honourable Barbara Baker, AC, Governor of Tasmania and response from the Office of the Governor. Committee discussed protocol requirements.</li><li>• Nomination information for 2022 Australian of the Year received. Nominations close 31/7/2021. Discussed possible nominees from the Burnie area, [REDACTED]. <b>Cr Dorsey to progress.</b></li></ul>
<b>5. BUDGET</b>	<ul style="list-style-type: none"><li>• Final 2020/21 expenses - transaction listing as at 30 June 2021.</li></ul>
<b>6. 2022 CEREMONY</b>	<ul style="list-style-type: none"><li>• Current plan for Aboriginal / Indigenous opening, Her Excellency the Honourable Barbara Baker, AC, Governor of Tasmania as guest speaker, Burnie Brass Band and choir for entertainment.</li><li>• Discussed award recipient's speech acceptance timing. Expectation to be communicated when confirmation of awards provided.</li></ul>
<b>7. OTHER BUSINESS</b>	<ul style="list-style-type: none"><li>• Contact the [REDACTED] for availability to play background music in the foyer area before and after the ceremony. <b>(Cr Dorsey)</b></li><li>• Discussed citizenship gifts including rhododendrons, framing the certificates, flags or a wooden gift.</li></ul>

**NEXT MEETING**      **Monday, 9 August 2021**  
**(Apology – M Harris)**

**MEETING CLOSED**      **3.10pm**

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**MINUTES AND REPORTS OF COMMITTEES****AO157-21 BURNIE CITY YOUTH COUNCIL SPECIAL COMMITTEE  
UNCONFIRMED MINUTES OF MEETING HELD ON 29 JULY 2021**FILE NO: 2/5/34

---

**RECOMMENDATION:**

***“THAT the Unconfirmed Minutes of the meeting of the Burnie City Youth Council Special Committee held on 29 July 2021, be received and noted.”***

**SUMMARY**

Mayor Steve Kons attended the meeting and gave a presentation on how Council operates and shared his experiences as Mayor and as a Councillor, to Youth Council members.

Members discussed ways to encourage young people to use the Burnie Library and brainstormed events including a pizza and movie night to be held at the Library.

**ATTACHMENTS**

1 [↓](#) Burnie City Youth Council Minutes - 29 July 2021

**COUNCIL RESOLUTION****Resolution number: MO146-21****MOVED: Cr G Simpson****SECONDED: Cr D Pease**

***“THAT the Unconfirmed Minutes of the meeting of the Burnie City Youth Council Special Committee held on 29 July 2021, be received and noted.”***

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

Against:

**CARRIED UNANIMOUSLY**

## Meeting Minutes



Meeting: **BURNIE CITY YOUTH COUNCIL**  
 Held on: Thursday 29 July 2021  
 Venue: Burnie City Council Chambers  
 File No(s): 2/5/34

The meeting opened at 9.15am

	Action
1. <b>Acknowledgement of Country, Welcome</b>	
2. <b>Present Youth Councillors:</b> Mayor Danielle Jones (PHS), Deputy Mayor Junior Oliver Ebdon (RPPS), Deputy Mayor Jai Mollinson (BHS), Kieron Lyons (PHS), Amelia Dredge (HPS), Charlotte Schumann (RPPS), Calais Emery (RPS), Thomas Jordan (SMP), Sana Shrestha (BPS), Tahira Stevens(RPS), Jayda Taiaroa ( MPS), Abbey Walker (SMP), Amarli Palmer(BPS), Jayda Taiaroa (MPS), Olivia Saward(BHS), Cheala French (HPS), Caleb Fraser (MPS), Chenaë McNaughton(MRC), Kaitlyn Cock (MRC).	
2 <b>Apologies Youth Councillors:</b> Luka Blackwell (CPS), Courtney Brown (CPS), Tahlia Booth (LCS), Grace Anderson (LCS).	
3 <b>Burnie Works Backbone Team in attendance:</b> Project Officer Olivia Lucas, Administration Officer Allison Daley.	
4. <b>Burnie City Council Officers in attendance:</b> Deputy Mayor Giovanna Simpson, Mayor Steve Kons (Guest)	
3. <b>Minutes and Correspondence</b> <ul style="list-style-type: none"> <li>Confirmation of the June minutes was deferred to August.</li> <li>Information about the UN Youth Ambassador visit in Devonport on 10 August, 3.30pm. Kyrion Lyons expressed an interest in attending.</li> <li>Information about the 2021 Inspiring Youth Awards was distributed.</li> <li>The Tasmania Youth Advisory Summit is being held on 8 October, 9am - 4.30pm. The Youth Councillors who expressed an interest in attending are: Kieron Lyons, Charlotte Schumann, Oliver Ebdon, Danielle Jones, Jai Mollinson and Olivia Saward.</li> </ul>	
4. <b>Guest Speaker – Mayor Steve Kons</b> Mayor Steve Kons spoke and answered questions about how council operates and his experiences as Mayor and as a Councillors.	
5. <b>Planning</b> <ul style="list-style-type: none"> <li>Youth Councillors split into groups to work on brainstorming planning for events previously identified by Youth Councillors; a Pizza and Movie Night at the Burnie Library and a Concert in the Park. The ideas were discussed as a group.</li> </ul>	Project Officer to draft a letters.

2

	Action
<ul style="list-style-type: none"> <li>• Youth Councillors identified letters to be drafted and sent seeking support or information for activities and areas of interest.</li> <li>• Youth Councillors reviewed the draft letter to Minister Sarah Courtney regarding young people accessing Library services.</li> </ul> <p><b>Motion:</b> <i>That the Youth Council will send a letter regarding Library Memberships and ways to encourage young people to use the Library to Minister Courtney with recommendations.</i></p> <p><i>Moved: Olivia Saward      Second: Kieron Lyons      Carried</i></p>	<p>Letter to signed and sent to Minister Courtney's office.</p>
<p>13 <b>Next Meeting</b> The next meeting will be held on Thursday 26 August 2021 at 9.15am – 11.30am at the Burnie City Council Chambers.</p>	

Signed and dated (upon confirmation at next meeting):	
_____	_____
Chairperson	Date

**MINUTES AND REPORTS OF COMMITTEES****AO158-21 QUARTERLY REPORT TO TASWATER OWNERS' REPRESENTATIVES  
- PROGRESS UPDATE TO 30 JUNE 2021**FILE NO: 16/9/9; 21/42330

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**RECEPTION FOR DISCUSSION****RECOMMENDATION:**

*“THAT the Quarterly Report of TasWater Owners’ Representatives for the quarter ended 30 June 2021 be received.”*

**SUMMARY**

TasWater have provided their quarterly report to 30 June 2021.

The report covers key aspects of performance for the quarter.

Key matters also for noting in the report include:

- Performance Results for the Quarter
- Externally funded major projects
- Price and Services Plan 4 (PSP4) update
- Hydrogen update
- Long Term Strategic Plan (LTSP)
- Vision 2050 Project

**ATTACHMENTS**

1 [↓](#). Quarterly Report to Owners Representatives - Progress Update to 30 June 2021

**COUNCIL RESOLUTION**

**Resolution number: MO147-21**

**MOVED:**            *Cr A Keygan*

**SECONDED:**      *Cr T Brumby*

***“THAT the Quarterly Report of TasWater Owners’ Representatives for the quarter ended 30 June 2021 be received.”***

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

**Against:**

***CARRIED UNANIMOUSLY***



## Quarterly Report to Owners' Representatives

Progress update to 30 June 2021





Document Approval and Issue Notice

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Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

**PREPARED:** Jonathon Bellette, Department Manager Business Performance Date: 15 July 2021  
**(For release)**

**APPROVED:** Matthew Pigden, Chief Financial Officer Date: 26 July 2021  
**(For acceptance)**

**APPROVED:** Michael Brewster, Chief Executive Officer Date: 27 July 2021  
**(For acceptance)**

**Build Status:**

Version	Date	Author	Reason	Sections
0.1	27 July 2021	Michael Mulley	Approved for Release by CEO	All

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Section Title	Section Number	Amendment Summary

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## 1. Introduction

TasWater is pleased to present its fourth quarter (Q4) FY2020/21 Quarterly Report to Owners' Representatives in accordance with the requirements of the Shareholders' Letter of Expectations.

Outlined within the report are key aspects of TasWater's performance for the quarter ended 30 June 2021. This includes performance against key performance indicators outlined in the FY2021-25 Corporate Plan as well as financial performance compared to the FY2020/21 Budget.

The report also includes a dedicated section outlining TasWater's performance against a range of operational key performance indicators, as agreed with Owners as part of the development of the FY2021-25 Corporate Plan.



## 2. Executive Summary

### 2.1 Operating performance

Key points to note for the quarter include:

- TasWater's Price and Service Plan 4 proposal was submitted to the Tasmanian Economic Regulator on 30 June 2021
- Capital expenditure has continued to accelerate, reaching \$177.6 million for the financial year (an increase of 37.9 per cent on FY2019/20 spend)
- Targets for all Customer and Community KPIs were met for the financial year, with overall Customer Satisfaction increasing to 69 per cent in the most recent brand research results
- Total complaints reduced by approximately 11.1 per cent during the financial year
- Full-year productivity savings at \$3.7 million exceeded the full-year target of \$3.4 million
- Two Lost Time Injuries (LTIs) occurred during the quarter, resulting in the year-end target not being achieved.

### 2.2 Innovations

#### One Gentrack

Prior to the formation of TasWater, Gentrack Velocity (TasWater's customer information and billing system) was implemented separately by each of the three former water corporations. When TasWater was formed, the three separate systems continued to operate in parallel, resulting in inefficiencies and some challenges in delivering services to customers.

During May 2021, TasWater switched to a single Gentrack system which is a significant milestone in its digital transformation journey. Due to the single system, it will be more efficient to find and verify customer details and make necessary system changes. It also provides a platform for other customer-focussed digital solutions such as self-serve and interactive options. Most importantly, it will provide greater consistency in the experience of TasWater's customers.

### 2.3 Diversity and Inclusion

#### Welcome to and Acknowledgement of Country Handbook

A Welcome to and Acknowledgement of Country Handbook has been developed as a resource for all employees at TasWater and was released in May 2021. The Handbook provides general information about the process of Welcome and Acknowledgment of Country, as well as how they are done, why to do them and when to do them. For many TasWater staff, the fear of getting it wrong was creating a barrier to engagement and the Handbook will empower staff to engage more with traditional owners and demonstrate commitment to diversity and inclusion at TasWater.



3. Performance Results for the Quarter

3.1 Strategic performance summary

Customer priorities	Key performance indicators	RESULT	TARGET	RESULT
<b>Customer and Community – Deliver a positive customer experience to you</b>				
Identify and close critical customer service gaps	Customer satisfaction percentage	FY2019/20 62%	FY2020/21 66%	Q4 FY2020/21 69% <sup>1</sup>
Improve our community engagement and understanding	Brand perception percentage	54%	58%	54% <sup>1</sup>
	Community and stakeholder satisfaction percentage	62%	62%	62%
<b>Commercial and Economic – Give you value for money</b>				
Deliver Price and Service Plan commitments	Capital Expenditure	FY2019/20 \$128.8M	FY2020/21 \$193.3M	Q4 FY2020/21 \$177.6M <sup>2</sup>
Achieve further efficiencies	EBITDA <sup>3</sup>	\$138.3M	\$103.5M	\$155.7M
	Interest cover ratio	1.7	0.5	3.2
<b>Water and Environment – Provide you with safe drinking water and responsibility manage your sewage</b>				
Meet agreed regulatory compliance targets	Customers supplied by drinking water systems meeting best practice risk mitigation (per cent) <sup>4</sup>	FY2019/20 4.4%	FY2020/21 4.6%	Q4 FY2020/21 4.1% <sup>5</sup>
	Number of dams above the ANCOLD LOT	4	3	4 <sup>6</sup>
	Number of critically notifiable spills (less than or equal to)	8	5	8
Optimise system performance	Treated waste water compliant with EPA requirements (flow-weighted)	90.8%	90.0%	89.0% <sup>7</sup>
<b>People and Culture – Build culture and skills for the long-term benefits of Tasmania</b>				
Enhance workforce capability and culture	Fifty per cent constructive leadership styles by 2023	FY2019/20 Material improvement in pulse cultural survey results	FY2020/21 Material improvement in pulse cultural survey results	Q4 FY2020/21 Material improvement in pulse cultural survey results <sup>8</sup>
Relentless focus on safety (Zero Harm)	Total Recordable Injury Frequency Rate (TRIFR)	18.2	12	9.4

1 These two metrics reflect the most recent brand research results received in June 2021. The metrics are updated twice per year.  
 2 Refer to section 3.5 for further information on the capital program.  
 3 Earnings before interest, taxation, depreciation and amortisation.  
 4 Whilst all drinking water systems are compliant with the Australian Drinking Water Guidelines, this KPI measures the extent to which drinking water systems meet best-practice risk mitigation principles.  
 5 It was identified in the March quarter report that the previous result of 4.4% was incorrectly calculated.  
 6 This KPI did not meet target due to the timing of the appeals process for the Waratah Dam decommissioning.  
 7 Preliminary result as at 15 July 2021.  
 8 The full-year result for FY2020/21 will be known once the next pulse survey is undertaken in August 2021.

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3.2 Operational performance summary

Key performance indicators	RESULT	TARGET	RESULT
Customer and Community – Deliver a positive customer experience to you	FY2019/20	FY2020/21	Q4 FY2020/21
Total complaints	1,138	1,100	1,012
First point resolution percentage for calls	91.6%	90%	95.1%
Percentage of calls answered by an operator within 30 seconds	83.0%	85%	92.1%
Percentage of response times within 60 minutes to attend priority 1 bursts and leaks	92.3%	90%	90.0%
Commercial and Economic – Give you value for money	FY2019/20	FY2020/21	Q4 FY2020/21
Productivity - savings realised	\$4.1M	\$3.4M	\$3.7M
Productivity - Increased revenue initiatives	\$8.8M	\$6.5M	\$10.3M
Total overdue debtors as a percentage of revenue at end of year	5.0%	19.0%	4.7%
Water and Environment – Provide you with safe drinking water and responsibly manage your sewage	FY2019/20	FY2020/21	Q4 FY2020/21
Number of BWAs and DNCs throughout the year	1	1	0 <sup>9</sup>
Percentage of customers where microbiological compliance has been achieved	100%	100%	100%
Percentage of trade waste volume covered by a meaningful agreement	45%	85%	52% <sup>10</sup>
Number of industrial customers on a long term agreement	10%	20%	13% <sup>10</sup>
People and Culture – Build culture and skills for the long-term benefits of Tasmania	FY2019/20	FY2020/21	Q4 FY2020/21
Lost-time injury frequency rate (LTIFR)	2.9	2.4	2.8 <sup>11</sup>
Number of lost-time injuries (LTIs)	10	6	9 <sup>11</sup>
Number of notifiable incidents	5	3	8 <sup>12</sup>
Number of full time equivalent (FTE) <sup>13</sup>	869	866	919 <sup>14</sup>

9 The Department of Health determined that the Boil Water Alert at Adventure Bay recorded in the March quarter report did not warrant a system-wide Boil Water Alert.  
 10 Due to the movement of some key personnel, a number of the largest industrial customers were yet to commence coverage under an agreement as at 30 June 2021.  
 11 Two lost-time injuries (LTIs) were experienced in June 2021, resulting in the full-year target not being met.  
 12 Four notifiable incidents were experienced during the quarter across TasWater and the Capital Delivery Office. Of the eight notifiable incidents for the year, seven involved contractors.  
 13 Includes TasWater FTEs in the Capital Delivery Office.  
 14 FTE levels being higher than target was due, in part, to increased electrical and SCADA contractors (22 FTEs) not being accounted for in initial targets.



### 3.3 Financial Performance

Table 1: Financial summary

KPI	FY2019/20		FY2020/21	
	Actual Result	EOY Result	EOY Variance	EOY Target
Capital Expenditure (\$M)	128.8	177.6 <sup>15</sup>	15.7	193.3
Debt (\$M)	579.6	619.8	67.2	687.0
Gearing ratio	40.0%	39.1%	8.0%	47.1%
Interest cover ratio (times)	1.7	3.2	2.7	0.5

As at 30 June 2021, TasWater recorded an unaudited net profit of \$43.5 million, which is \$52.3 million favourable to budget. Underlying net profit of \$16.3 million<sup>16</sup> is \$40.7 million above budget. The reported financial results include year-end adjustments, however, are subject to further management review, audit clearance and Board approval. The final financial results are expected to be available in mid-August 2021.

The net profit result continues to reflect, in part, the reduction of the small business rebate provision (\$7.0 million) and a favourable variance in development revenue (\$15.6 million). The reduction in developer activity that was forecast due to COVID-19 has not materialised, albeit this is a non-cash revenue stream that is excluded from the underlying results.

Bad and doubtful debt expenses are \$37.7 million lower than budget. As shown in Section 3.2, overdue debt as a percentage of revenue was 4.7 per cent as at 30 June 2021. This was favourable to the full-year forecast of 19.0 per cent, which anticipated a significant deterioration due to the impacts of COVID-19. With customer debt and portfolio performance remaining largely in line with pre-pandemic levels our bad debt provision has been reassessed and currently stands at \$7.6 million.

The approach taken by TasWater to end of year doubtful debt provisioning has sought to find a balance between the current positive debtor experience, the local COVID-19 status and the ongoing uncertainty that exists in connection with future outbreaks. This uncertainty is highlighted by the restrictions (including border closures) currently in place across other states and the impact of these restrictions on the Tasmanian economy.

An interim dividend of \$5.0 million was paid to Owners on 15 February 2021, with a final dividend payment of \$5.0 million made on 18 June 2021.

Capital expenditure continued to accelerate during the quarter and reached \$177.6 million for FY2020/21 compared with a budget of \$193.3 million. Further information on the capital program is provided in Section 3.5.

As at 30 June 2021, total debt was \$619.8 million, well within TasWater's approved facility limit. TasWater's gearing ratio was 39.1 per cent.

<sup>15</sup> Includes \$2.1M of capital expenditure on externally-funded projects for Macquarie Point STP Relocation (\$0.3M) and TERHAP (\$1.8M)

<sup>16</sup> Underlying net profit is the net profit/(loss) adjusted for contributed asset revenue and a non-cash asset write-down.



### 3.4 Significant incidents

#### Coronavirus (COVID-19) pandemic

The business continues to operate in accordance with COVID-safe guidelines by maintaining appropriate physical distancing measures and hygiene and cleaning protocols at its sites. Recent outbreaks in other states and relevant restrictions in Tasmania continue to be monitored and TasWater is well placed to respond appropriately in case of a new outbreak in Tasmania.

#### Ridgeway Dam

Ridgeway Dam continues to be operated at four metres below its full supply level as an interim risk mitigation measure until such time that the potential risks associated with the dam are better understood through the structural analysis that is currently underway.

TasWater's Independent Reviewer (SMEC Holdings) has recently completed its review of the structural analysis and provided a report to the designer (GHD) to address inconsistencies and finalise the analysis. Once complete, TasWater will have an understanding of what will be required to finalise detailed design of the proposed upgrade.

The silt curtains installed to manage turbidity in the reservoir have been performing well with further optimisation under consideration to assist in minimising water quality risks. Work is also continuing on the preparation of tender documentation to procure a designer and civil contractor to implement the permanent erosion protection works.

### 3.5 Capital expenditure

#### Summary

Three Top 25 projects were completed during the quarter: the Latrobe Sewerage System – Network Upgrade and Augmentation, Blackstone Road SPS Upgrade (Blackstone Heights) and Wellington Street SPS upgrade (George Town). The successful delivery of these projects has provided further confidence in the current capital delivery mechanism.

Progress has also continued at TasWater's largest project, the Bryn Estyn WTP upgrade, with pre-treatment bulk earthworks completed earlier than expected and contract award for the pre-treatment structure, ozone system, large bore valves, penstocks, mixers and blowers. The Northern Midlands Sewerage Improvement Plan – Longford Sewage Treatment Plant Upgrade has also progressed well and remains on track for practical completion in September 2021 and commissioning by the end of 2021.

The current status of the Top 25 projects by total project budget are shown in Table 2 below. The table outlines changes in project budget estimates and completion dates since the March quarter report, including for projects that have reached the Target Out-turn Cost (TOC) stage.

Table 2: Status updates - Top 25 by total project budget

No.	Project Title	Current Project Stage	Forecast Completion Date	Total Project Budget ('000)	Project Status Comments
1	Bryn Estyn Water Treatment Plant Major Upgrade	Project Delivery	Jan-24	243,944	On track
2	Northern Midlands Sewerage Improvement Plan - Longford Sewage Treatment Plant Upgrade	Project Delivery	Sep-21 Dec-21	33,672	Completion date has been aligned with the practical completion date as opposed to commencement of commissioning.



No.	Project Title	Current Project Stage	Forecast Completion Date	Total Project Budget ('000)	Project Status Comments
3	Whitemark raw water storage upgrade - Hendersons Dam raising	Project Delivery	<del>Sep-21</del> TBD	11,686	The extent of delays arising from the existing dam being in significantly worse condition than first anticipated is still being determined.
4	Mikany Dam Upgrade	Project Delivery	<del>May-22</del> Jul-22	20,067	Changes to the original scope have delayed the project completion date.
5	Latrobe Sewerage System - Network Upgrade and Augmentation	Completed	Jun-21	6,184	Completed
6	Davis St Smithton SPS Upgrade	<b>Planning and Investigation Project Development</b>	Aug-22	17,628	On track
7	Booth Avenue Sewer Main Upgrade Stage 2	Project Delivery	<del>Jun-21</del> Aug-21	3,043	Minor extension required due to the challenges resulting from the unfavourable geo-tech conditions impacting the current design.
8	Bushy Park Waste Stream	Planning and Investigation	Apr-23	1,500	On track
9	Blackstone Rd SPS Upgrade	Project Delivery	Jul-21	3,230	Completed
10	Wellington St SPS Upgrade	Project Delivery	Apr-21	2,123	Completed
11	Turriff Lodge STP Upgrade	Project Development	<del>Jun-22</del> Aug-22	2,225	Minor delay associated with approvals.
12	RTWSP Stage 4 - WP4 (Dowlings Creek/Yolla, Manuka River/Strahan, Glen Huon, Westbury, St Helens, Scottsdale, Bridport, Deloraine, Longford, Bracknell)	Project Development	<del>May-23</del> Jun-22	5,067	Forecast completion date improved due to expedited workflow of various phases.
13	UV Program - Stage 2 - (Campbell Town/Ross, Fingal, Queenstown, South Esk, Swansea, Triabunna, Tullah, West Tamar and Zeehan)	Project Development	<del>May-23</del> Jun-23	8,513	Minor delays experienced internally.
14	STP AS4024 Machine Safety Audit and Upgrade	Project Delivery	<del>Jun-21</del> Jun-22	2,000	This project is now being progressed as smaller packages of work at various sites that will be delivered during FY2021/22. As such, it will be removed from the next quarterly report.
15	Bicheno STP	Project Development	<del>May-24</del> Dec-24	Not yet approved	National Water Grid Fund (NWGF) application unsuccessful through the fast-tracked process. Funding may still be available through the standard NWGF process with an announcement expected in October 2021. Change to schedule reflects NWGF requirement for assets to be commissioned within two years of funding approval.
16	Upper Reservoir Dam Upgrade	Project Delivery	<del>Sep-21</del> Jan-22	<del>4,150</del> 5,132	A revised schedule for this project has resulted in the completion date reverting to the previous estimate. Increase in budget due to revised project estimate and market costs.



No.	Project Title	Current Project Stage	Forecast Completion Date	Total Project Budget ('000)	Project Status Comments
17	UV Program - Stage 1 - Phase 1 (Burnie, Distillery Creek, North Esk)	Project Development	<del>Nov-24</del> Sept-23	5,032	Completion date has been brought forward due to efficiency improvements identified in the Project Development phase.
18	Pioneer Water Supply	Project Development	May-23	Not yet approved	On track.
19	Scottsdale STP	Project Development	May-24	Not yet approved	On track.
20	Tasman Highway, Orford - Trunk main	Project Delivery	Dec-22	2,358	Project on hold as we wait for the Solis development between Orford and Triabunna to progress
21	Geeveston STP Upgrade	Project Development	<del>Jun-23</del> Jan-24	3,238	Project completion date extended to allow for external planning approvals.
22	Rosebery Additional Treated Water Storage Project	Target Out-turn Cost/Project Budget Estimate	<del>Oct-22</del> Nov-22	Not yet approved	Minor extension to completion date to align with updated schedule.
23	Bridport Water Supply Improvements	Project Development	Sep-24 May-25	Not yet approved	Some delays have been experienced relating to the reschedule of works moving into the next phase.
24	Ulverstone STP Upgrade	Target Out-turn Cost/Project Budget Estimate	<del>Oct-23</del> Aug-23	7,620	On track.
25	Queenstown STP remediation	Target Out-turn Cost/Project Budget Estimate	<del>Aug-22</del> Apr-22	2,354	Improved efficiencies delivered with the TOC/PBE process has resulted in an earlier delivery date.

#### FY2021/22 Capital Works Program

Work continues to progress projects for delivery within the Capital Works Program (CWP) for FY2021/22. The majority of projects that make up the program for FY2021/22 have approved budgets and this provides confidence that the forecast capital expenditure of \$229.9 million for the financial year can be achieved.

#### 3.6 Externally funded major projects

##### Macquarie Point STP funding and relocation

During the quarter, TasWater and the State Government reached in principle agreement on a grant deed for the State Government's funding contribution to the project.

The funding arrangement includes both the acceleration of the State Government's equity contributions through to FY2022/23 and grant funding from FY2023/24<sup>17</sup>. This arrangement is given effect through amendments to the Constitution and the Share Subscription and Implementation Agreement (SSIA) and entry by TasWater into a grant deed.

Owners discussed the proposed arrangement at the ORG General Meeting on 24 June 2021. The proposed changes to the Constitution were unanimously approved, and support provided for the amendment to the SSIA and entry into the grant deed. The necessary formal documents were all in the process of being finalised at the time of writing.

<sup>17</sup> Noting that \$3.5 million has previously been provided through an interim grant deed to fund planning and investigation works through to 30 June 2021.



Outside of funding arrangements, the project has continued to progress during the quarter with two tenders released to the market. The first tender relates to the master planning and preliminary design of an augmented Self Point STP, whilst the second relates to preparation of an Environment Impact Statement to progress required environmental approvals. Assessment of these tenders is expected to be complete by the end of July.

TasWater has also continued to assist the Macquarie Point Development Corporation (MPDC) with the relocation of the trunk main through their site. The layout of the proposed sewage pump station at Macquarie Point is also expected to be finalised during July. This will inform subsequent discussions with TasPorts and MPDC regarding expected land requirements.

#### **Tamar Estuary River Health Action Plan (TERHAP)**

During the quarter, TasWater and the State Government executed an interim funding deed of \$6 million to cover investigation, design and approval activities as part of the Target Out-turn Cost stage of the project. It is expected that a further deed covering their contribution toward the full extent of the proposed works will be provided following completion of this stage.

Work on the project continues to progress well. Discussions with the City of Launceston and Environment Protection Authority and supporting investigations have continued regarding planning approvals for the project. Aboriginal and European cultural heritage assessments have also been undertaken. Geotechnical investigations focussed on key site and pipeline locations have commenced and design works are ongoing to confirm the pipeline route alignments and method of river crossings.

#### **3.7 Matters of public and key stakeholder interest**

##### **Waratah Dam Decommissioning**

The application process to obtain a permit to decommission the Waratah Dam has concluded and a permit to conduct the work has been issued. Decommissioning works will commence as soon as practicable, including removal of the dam wall (by late March/early April 2022) and appropriate rehabilitation of the site shortly thereafter. TasWater will also continue to engage with the Waratah-Wynyard Council and the Waratah community throughout this process.

##### **Legislative Council Select Committee investigation into TasWater's operations**

All Parliamentary Committees were disbanded when the 2021 State Election was called, and the State Government entered caretaker mode. The Select Committee was re-established at the first sitting of the new Parliament in June 2021 and it is expected that TasWater will appear again before the Committee during the September quarter. All evidence supplied previously remains valid.

##### **Cradle Valley Servicing Contract**

During the quarter, TasWater was approached by the Parks and Wildlife Service (PWS) and the Tasmanian Government (through the Office of the Coordinator General (OCG)) regarding management of the Cradle Valley Sewerage System that includes the PWS water supply scheme.

Development of a Cradle Valley Servicing Strategy has subsequently commenced in the Capital Delivery Office to provide an integrated water management strategy for the area to support growth and development. This work is being co-funded by PWS and the OCG and is expected to be completed by Quarter 3 of FY2021/22.



#### Supply arrangement to Tasmanian Irrigation (SEIS)

In late 2020, Tasmanian Irrigation (TI) was forced (despite best efforts) to abandon an interim raw water supply from Lawitta (near New Norfolk) due to cost and construction issues. However, TI did complete the Tea Tree road interconnection between the Stage Two and Stage Three schemes, allowing TI and TasWater to manage the flows much more efficiently into Stage Two.

To reduce reliance on water supply from the Bryn Estyn WTP during peak season demand, TI has been investigating the construction of a connection to Craighourne Dam. This involves a pump station upgrade, construction of approximately six kilometres of pipeline, and the construction of a temporary pump station.

As a longer-term solution, preliminary design work has also been completed for construction of a 100 ML per day capacity pump station and raw water transfer main from the Derwent River to the Stage Three Granton line. TI has obtained \$4.7 million in federal funding to develop a business case and is aiming to have the project sufficiently developed to proceed to water sales later this calendar year with the business case and application for capital funding completed by mid-2022.

#### FY2019/20 State of the Industry Report (SOIR)

The FY2019/20 SOIR was published by the Tasmanian Economic Regulator (TER) on 28 May 2021. This report is published each year to assess TasWater's performance across the areas of pricing, customer service, network reliability and efficiency, financial performance and compliance with drinking water quality, dam safety and environmental obligations.

The SOIR highlighted improved performance by TasWater across a number of areas in FY2019/20 despite the challenges presented by COVID-19 and the requirement to impose water restrictions over the summer months.

Areas of favourable performance included achievement of 100 per cent microbiological water compliance for a second year in succession, strong customer service outcomes and continued improvement in regard to the level of compliance of treated effluent with regulated limits for discharge to the environment (both to water and land). Areas of less favourable performance included the rate of unaccounted for water and capital spend being below target in FY2019/20.

## 4. Key policy, risk and strategy matters

### 4.1 Price and Service Plan 4 (PSP4) update

On 30 June 2021, TasWater submitted its proposed PSP4 to the Tasmanian Economic Regulator (TER) that sets out the prices, policies, services, projects and outcomes the business intends to deliver over the period 1 July 2022 to 30 June 2026. This milestone concludes close to two years of engagement with stakeholders that has helped build and refine program plans, policy positions and performance metrics, while balancing funding constraints.

The proposal includes total capital investment of \$901.8 million (excluding external funding)<sup>18</sup> over the four-year period to deliver improved customer outcomes, address ageing infrastructure, increase compliance and mitigate environmental risk. The customer contract and policy framework have also been refined with the aim of making them clearer for customers and stakeholders.

In line with customer expectations and the financial projections supporting the Memorandum of Understanding with the Tasmanian Government, price increases of 3.5 per cent per annum have been proposed.

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<sup>18</sup> Including external funding, \$1.04 billion will be spent over the period of PSP4.



The proposal has been made available on the TER's website and will now be investigated by the TER and its expert consultants. As part of this investigation, submissions will be sought from the public and TasWater will also have the opportunity to engage with TER staff and their consultants. It is expected that the TER will issue a draft report in early December 2021, with public consultation continuing through to the end of January 2022.

#### 4.2 Hydrogen

In March 2020, the Tasmanian Government announced that it would invest \$50 million to encourage the development of a hydrogen energy industry in the state. TasWater has subsequently been engaging with the Tasmanian Government on the potential for a Bell Bay hydrogen project through the Office of the Coordinator General (OCG).

It is estimated that the annual volume of water required by the Bell Bay precinct when a hydrogen industry is fully developed would be around 12 GL (the total collective annual demand for Devonport, Ulverstone and Penguin). TasWater has held regular discussions with the Tasmanian Government regarding the need to identify new water sources to meet this demand.

The OCG has engaged a commercial advisor to assist it to consider specific and broader issues across Tasmanian business enterprises and the state as a whole. In late June 2021, TasWater attended a workshop convened by the OCG alongside other relevant government business enterprises to consider a range of common issues related to the Bell Bay project.

Arising from this workshop, the State Government will prepare a submission for infrastructure funding from the Australian Government's \$275 million Hydrogen Hub Fund. TasWater will provide high-level costings as an input to this submission.

#### 4.3 Long Term Strategic Plan (LTSP) Refresh

In conjunction with the development of the PSP4 proposal, a refresh of TasWater's inaugural Long-Term Strategic Plan 2018-2037 has recently been undertaken. The refreshed LTSP 2021-2030 was approved by the Board in June 2021.

The refresh has taken into account progress made since 2017, feedback received during consultation on the PSP4 proposal, the outcomes agreed in the Memorandum of Understanding with the Tasmanian Government and the broadening in TasWater's strategic focus since the inaugural LTSP was published.

Whilst the customer outcomes that TasWater committed to deliver in the LTSP 2018-2037 remain largely unchanged, some minor changes have been made to take into account the factors outlined above. The opportunity has also been taken to streamline TasWater's strategic vision to better resonate with its customers, stakeholders and staff.

To ensure that this key strategic plan retains currency for longer and provides greater alignment to TasWater's Corporate Plans and primary and enabling strategies, the refreshed LTSP covers the period 2021-2030. The LTSP 2021-2030 will be published on TasWater's website shortly and will be refreshed in July 2022 to take into account the outcomes of the approved PSP4.

#### 4.4 Vision 2050 Project

Recognising that TasWater must make decisions today on assets that can last for many decades, work has continued to progress the Vision 2050 project alongside the refresh of the LTSP. As part of this project, consideration is being given to what it might mean for TasWater to be trusted, respected and making a positive difference in Tasmania in 2050. Engagement with Owners' and other key stakeholders on this important project is expected to occur during FY2021/22.



### 5. Responses to queries from prior updates

Date	Region	Issue	Raised by	Response
4 November 2020	All	Consider including additional information to highlight any changes in assumptions from the previous year in future Annual Reports	Mayor Ben Shaw (Derwent Valley Council)	Will be addressed at the ORG General Meeting (Reporting).
4 November 2020	All	Consider how to better reflect considerations had in relation to Corporate Social Responsibility in future Annual Reports	Gary Arnold (Kingborough Council)	Will be addressed at the ORG General Meeting (Reporting).
4 November 2020	All	Publish the Water Surety Strategy on TasWater's website	Gary Arnold (Kingborough Council)	This had initially been scheduled to be addressed at the ORG General Meeting (Planning) on 24 June 2021. However, key elements of the overarching strategy continue to be developed and are expected to be completed by the end of 2021. The Annual Water Supply Outlook will be provided to Owners at the ORG General Meeting (Reporting).
24 June 2021	All	Consider the structure of future Corporate Plans in relation to compliance with the Shareholders' Letter of Expectations (SLE).	Gary Arnold (Kingborough Council)	Will be addressed in the process of development of future Corporate Plans and review of the SLE.

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**MINUTES AND REPORTS OF COMMITTEES****AO159-21 UPPER NATONE RESERVE SPECIAL COMMITTEE UNCONFIRMED  
MINUTES OF A SPECIAL MEETING HELD ON 26 JULY 2021**FILE NO: 2/5/16; 3383617

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**RECOMMENDATION:**

***“THAT the Unconfirmed Minutes of a Special Meeting of the Upper Natone Reserve Special Committee held on 26 July 2021, be received for discussion.”***

**SUMMARY**

The Minutes report on a special meeting of the Upper Natone Reserve Special Committee.

The meeting focussed on correspondence from Council seeking input into a review of the function and purpose of Special Committees.

Correspondence from the Committee expressing their views will be forwarded to Council in due course.

**ATTACHMENTS**

- 1 [↓](#). Upper Natone Reserve Special Committee Special Meeting Unconfirmed Minutes - 26 July 2021

**COUNCIL RESOLUTION**

**Resolution number: MO148-21**

**MOVED:**            *Cr T Bulle*

**SECONDED:**      *Cr G Simpson*

***“THAT the Unconfirmed Minutes of a Special Meeting of the Upper Natone Reserve Special Committee held on 26 July 2021, be received for discussion.”***

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

**Against:**

***CARRIED UNANIMOUSLY***

*Minutes of the Upper Natone Reserve Special Committee  
Special Meeting 26<sup>th</sup> July 2021*

Meeting opened 735pm

**Attendance:** Phil Tustian (Secretary), Fiona Tustian (President), Dianne Cripps, Gary Watts, Ivan Caston, Jessica Reynolds, & Ken Dorsey (BCC)

**Apologies:** Gary Neal(BCC) & Heather McCauley

*Declaration of Interest – Nil Declarations*

*Moved Phil Tustian & seconded Fiona Tustian that the meeting move into Committee to discuss the Agenda “proposal of Burnie City Council to de-commission the Upper Natone Reserve Special Committee in correspondence dated 19<sup>th</sup> July 2021 from the General Manager Simon Overland”*

**Carried**

**7.35 pm Meeting moved into Committee.**

*Moved Fiona Tustian & seconded Jessica Reynolds that the meeting move out of Committee.*

**Carried**

**8.25pm Meeting moved out of Committee**

*Moved Fiona Tustian & seconded Jessica Reynolds that the President write a reply to the General Manager & Councillors on behalf of all of the Upper Natone Reserve Special Committee members outlining the reasons to remain as a “Special Committee”.*

**Carried**

**Meeting closed at 8.27pm**

**MINUTES AND REPORTS OF COMMITTEES****AO160-21 WESTERN EMERGENCY MANAGEMENT COMMITTEE  
UNCONFIRMED MINUTES OF MEETING HELD ON 20 MAY 2021**FILE NO: 2/5/39

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**RECOMMENDATION:**

***“THAT the Unconfirmed Minutes of Meeting of the Western Emergency Management Committee held on 20 May 2021 be received for discussion.”***

**SUMMARY**

The Western Emergency Management Committee (WEMC) met on 20 May 2021 at the Circular Head Council Offices.

COVID-19 recovery and ongoing management of preparedness arrangements to address an outbreak continue to be the focus of Regional EM and relevant agencies.

Agencies attending provided an update on their spheres of operation and key issues at that current time.

Nic Deka, Parks and Wildlife, gave a presentation on the Strahan whale stranding, focussing on the operational challenges of managing a mass whale stranding event and Emergency Management learnings from the incident.

**ATTACHMENTS**

- [1](#) Unconfirmed Minutes of Meeting of the Western Emergency Management Committee held on 20 May 2021

**COUNCIL RESOLUTION**

**Resolution number: MO149-21**

**MOVED:**            *Cr C Lynch*

**SECONDED:**      *Cr G Simpson*

***“THAT the Unconfirmed Minutes of Meeting of the Western Emergency Management Committee held on 20 May 2021 be received for discussion.”***

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

**Against:**

***CARRIED UNANIMOUSLY***



## Meeting Minutes

**Meeting Held:** Thursday 20 May 2021 10.00 am  
**Venue:** Circular Head Council  
**Chairperson:** Cr Celisa Edwards

### 1 Introduction & Welcome

Cr Celisa Edwards

#### Present

Cr Celisa Edwards (Chair)	Councillor Waratah-Wynyard Council – WEMC Chair
Gary Neil	MEMC - BCC
Michael Foster	DMEMC - BCC
Richard Muir-Wilson	MEMC/Social Recovery Coordinator - WWC
Matthew Jamieson	DMEMC - WWC
Tracey Bradley	DMEMC - WWC
Kevin Maguire	MEMC - CHC
Matthew Saward	DMEMC - CHC
Julie Bernhagen	SES – Emergency Planner NW
Tony Wood	Tasmania Fire Service - Acting District Officer Arthur
Act. Insp. Darren Woolley	Tasmania Police
Sgt Leanne Walters	Tasmania Police (Smithton)
Craig Downing	NW Regional Manager – Ambulance Tasmania
Nic Deka (Presentation)	Tasmania Parks and Wildlife Service
Cr Themba Bulle	Councillor - Burnie City Council

### 2 Apologies/Absent

Commander Debbie Williams	Commander Tasmania Police & Regional Controller NWREMC
Insp Adrian Shadbolt	Tasmania Police Inspector
Snr Sgt Tony Stewart	Tasmania Police (Burnie)
Sgt Stewart Williams	Tasmania Police (Burnie)
Sgt Katrina Chivers	Tasmania Police (Wynyard)
Colin Smith	SES – Acting Regional Manager NW
Chantelle French	Social Recovery Coordinator - WW
Cr Daryl Quilliam	Mayor Circular Head Council
Deb Mainwaring	Social Recovery Coordinator - CHC
Lisa Allison	Tasmania Health Service (NW) - Emergency Management Coordinator
Anna Flower	Tas Rail
Scott Butler	MEMC – West Coast Council
Eleanor Strang	DMEMC – West Coast Council



- Mostly business as usual
- Covid testing bus has revisited the area and communication/promotion and patronage was better

**7.3 Waratah-Wynyard Council** – Richard Muir-Wilson

- Richard discussed what Councils could do at a local level to promote Covid vaccinations
- Flood mitigation works have been completed for Cotton Street Council Offices

**8 Municipal Social Recovery Coordinator Reports**

**8.1 Burnie City Council**

- No report

**8.2 Circular Head Council**

- Covid Safe evacuation planning has been completed

**8.3 Waratah-Wynyard Council**

- No report

**8.4 General**

- Covid safe evacuation exercises planned for August/September
- Social Recovery information from other EM Committees such as Huon Valley and Kingborough available on WebEOC

**9 Agency Reports**

**9.1 State Emergency Service** - Julie Bernhagen/Colin Smith

- Refer attached SES Emergency Management report – Julie Brnhagen
- Refer attached SES NW operational report (Colin Smith)

**9.2 Tasmania Police**

- Road Safety – Increase in serious crashes since February
- Road Safety enforcement will increase now Covid workload has diminished
- Covid – Police presence at border entry points still in place to enforce mask compliance
- West Coast Protests – Was very resource intensive for Police
- Emergency Exercise planning is continuing

**9.3 Tasmania Fire Service**

- Chief Officer is retiring – recruitment process for his replacement underway
- A second Deputy Chief Officer will be implemented focussing on Wildfires
- Autumn Fuel Reduction burning is coming to a close
- New station planning underway
- Mawbanna Fire Station will remain open for a further 12 months and will be under review
- Resource to Risk program is at third stage of implementation
- SES Wynyard Unit is now trained and able to assist TFS with road crash rescue
- Covid QR codes being rolled out for use with Check In Tas App
- Themba Bulle asked about career and volunteer firefighter tensions – Relationships have improved through better communication

**9.4 Ambulance Tasmania**

- Welcome increase in personnel is putting pressure on inadequate facilities
- Smithton Ambulances station has been upgraded
- Strahan – Paid personnel will be instated following election promise
- New Ambulance station being built in Queenstown

- Emergency Management – New leadership team in place and interested in participating in EM Exercises and planning
  - MTB parks present high risk for Ambulance Tas personnel – Remote locations, restricted/difficult access, resourcing issues and hospital capacity are issues
  - NW region now has satellite phones for stations and vehicles in remote poor coverage areas
  - Road crash trauma has been difficult for all involved
  - Industrial Relations issue with paramedic availability across shifts is close to resolution
- 9.5 Tasmania Health Service North West**
- No report - Lisa Allison is on leave from 25 February to 24 March. Not present at meeting. Email will be distributed with Regional Social Recovery contacts during this period.
- 9.6 DPIPWE – Parks and Wildlife Service**
- West Coast Whale Stranding Report has been finalised
  - Fire Season has been quiet
  - Autumn has been excellent for completing fuel reduction burns
  - Flinders Island fuel reduction burns are progressing
  - PWS has assisted TAs Police with multiple rescues in Overland Track/Highland areas
- 10 Committee Plans & Associated Documents**
- 10.1 Western Emergency Management Plan**
- Plan has been officially signed-off. Coming up for next review.
  - NWREMP has been emailed to stakeholders for review and comment
- 10.2 WEMC Risk Register**
- Risk Register is now available on WebEOC.
  - Risk Register and Actions are due for review
  - Focus is on actions to address areas assessed as high risk
  - New Risk framework under development. WEMC Register will need to be updated to new format when ready.
  -
- 10.3 Tasmanian Municipal Emergency Management Guidelines**
- Tasmanian Municipal Emergency Management Guidelines to be reviewed by Executive and work plans established
- 11 Emergency Management Programs**
- 11.1 Funding Opportunities**
- Next round of NDRRGP funding applications opens 31 May and closes 11 July 2021. Recommended that submissions are planned in advance due to small window for applications
- 11.2 Training**
- WEMC members are encouraged to use TasEMT (Tasmanian Emergency Management Training) available on SES website – Emergency Management page
  - Contact Regional Planner for training needs including WebEOC and EM training
- 12 Presentations**
- 12.1 Nic Deca (PWS) – Overview of 2020 Whale Stranding incident**
- 13 General Business**

- 13.1 Executive Officer (G Neil) to write to Burnie Airport Corporation inviting them to attend meetings and to provide report on status of Smithton Airport and its suitability for emergency use
- 13.2 Investigate possibility of Mike Lollback (LGAQ) sharing resilience presentation at a future meeting. EO to follow up
- 13.3 Desktop exercises led by other agencies being attended by committee members. Opportunity for Committee to lead a recover desktop exercise.

- 14 **Meeting Closed:** 11:40 am  
**Next Meeting:** 19 August 2021 10.00am at Burnie City Council

***Forward Meeting Dates – Held quarterly on third Thursday***

25 November 2021 Waratah Wynyard Council

17 February 2022 Circular Head Council - TBC

19 May 2022 Burnie City Council - TBC

**Gary Neil**  
Interim Executive Officer

Open Actions

No.	Description	Owner	Date Assigned	Status	Date Closed
5	Letter to be forwarded to appropriate agency regarding ABC radio interference	Julie Bernhagen	24/11/16	Completed 13.02.17 – acknowledgements received. 18.05.17: Ongoing matter – Minister considering further information from Commander. 17.08.17: Circular Head Council continuing to follow up matter. 16.08.18: In discussions with Gary Baxter (ABC) re Lileah station. 15.11.18 Letter received from ABC advising of changes to Lileah broadcast. To review during summer conditions. 21.02.19 Julie Bernhagen & Wayne Richards to liaise to address this issue. 15.08.19 CHC now liaising with LGAT.	
20	EM Coordinators to develop combined Risk Register to bring to WEMC	EM Coordinators	17/08/17	17.08.07 EM Coordinators/Deputies present met following WEMC meeting. BCC & WWC to format current registers to new style and forward to Julie Bernhagen to collate. Julie forwarded CHC register and blank register to BCC & WWC. 16.11.17 Michael Foster to collate registers. MEMCs to meet and finalise register which will be brought to next meeting. 12.08.18 Met to combine risk registers – further analysis required. 15.11.18 Ongoing. Coordinators to meet to continue development. 29/10/20 Risk Register to be added to WEMC documents on WebEOC.	Combined register exists

No.	Description	Owner	Date Assigned	Status	Date Closed
23	Determine if there is appetite for TasRail to attend WEMC meetings.	??????	16/11/17	Julie Bernhagen contacted Shannon Cox who was to attend meetings. Advised 08.08.18 he has left organisation. 15.08.19 TasRail advised will have a representative for future meetings.	15/08/19
24	Determine if there is a TasPorts representative in the north west who may be able to attend WEMC meetings.	Julie Bernhagen	16/11/17	15.11.18 Anna Flower from TasPorts advised a person has been appointed to work in Emergency Coordinator role and should attend meetings commencing 2019.	
28	Work plan on Risk Register to become an Agenda item.	Committee	21/02/19	Work plan issued to MEMC for review	
32	WEMC Executive Officer to write to West Coast Council with an invitation to join the WEMC	Gary Neil	29/10/20	Invitation sent. To attend next meeting via Zoom	
33	Municipal Emergency Management Guidelines review work – work plan for the committee	Gary Neil	29/10/2020		
34	EO to write to Burnie Airport Corporation to invite a representative to attend meeting	Gary Neil	20/05/2021	Invitation extended by email. Awaiting a response	
35	Mike Lollback – resilience presentation	Gary Neil	20/05/2021		
36	Future desk top exercise ( recovery focus )	Gary Neil	20/05/2021	BCC to be a focus. On hold until a recovery coordinator appointed. Note other agencies have progressed exercises which Councils have participated	

**AO161-21 NON AGENDA ITEMS**

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

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

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

There were no non agenda items.

There being no further business the Mayor declared the Meeting closed at 8.00pm.

## CERTIFICATION OF MINUTES AS A TRUE RECORD

These minutes are confirmed as an accurate record of the Open Session of the Ordinary Meeting of Burnie City Council held on 24 August 2021.

Confirmed:



Simon Overland  
GENERAL MANAGER

Date:

28/09/21.

Confirmed:



Steven Kons  
MAYOR

Date:

28/9/21