

## COUNCIL MEETING - 21 DECEMBER 2020 ATTACHMENTS

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**DEVONPORT CITY COUNCIL**

ABN: 47 611 446 016

PO Box 604 Devonport TAS 7310 – 137 Rooke Street, Devonport

Telephone 03 6424 0511

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25 November 2020

Mr Chris Mills  
52 Caroline Street  
EAST DEVONPORT TAS 7310

Via email: [oceansteamers@hotmail.com](mailto:oceansteamers@hotmail.com)

Dear Mr Mills

**RESPONSE TO QUESTIONS RAISED MONDAY 23 NOVEMBER 2020**

I write in response to your questions without notice, taken on notice at the Council Meeting on Monday, 23 November 2020, as outlined below.

- Q1** A1 Tree Services are Council's preferred contractors. A1 Tree Services promote themselves as "our team of highly qualified arborists assess your trees and generate reports identifying issues, illness and symptoms". So far this administration has declined to clarify if there is a qualified arborist on the staff. There is a service agreement between A1 Tree Services and Devonport Council for assessing trees, thinning them, cutting them down and removing them. This service agreement is renewed yearly. Is A1 Tree Services with their team of "highly qualified arborists" the reason why there is no qualified arborist on this administration's staff?

**Response**

Council has previously written numerous letters to yourself relating to the skills and qualifications of Council staff and have nothing further to add

- Q2** This concerns the identical answers given in the Agenda to my two questions on notice of the 16 November. If I may remind everybody of these answers, "Council has previously answered many questions in response to the removal of trees at 54 Caroline Street and cannot add anything further" (this agenda page 9). It is clear from letters in my possession from two previous administrations, that these trees were stabilizing a landslip hazard zone next to my home and should not be removed. Despite being fully aware of the evidence this administration cut the trees down on 5 November 2019. As a foreseeable consequence of that action my house is now at risk of structural damage. Of course, it is not the homes of the current General Manager, the executive staff, the Mayor or the councillors that have been put at risk by the actions of this administration, it is my home at risk. Would it not be more appropriate for this administration to answer my concerns about my property and answer any questions fully and transparently, beginning with providing full and transparent answers to my two questions "on notice"?

*The City with Spirit*

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**Response**

This question is taken as an opinion.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Atkins', written in a cursive style.

Matthew Atkins  
GENERAL MANAGER

**DEVONPORT CITY COUNCIL**

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2 December 2020

Mr Douglas Janney  
23 Watkinson Street  
DEVONPORT TAS 7310

Via email: [djanney39@gmail.com](mailto:djanney39@gmail.com)

Dear Mr Janney

**RESPONSE TO QUESTION RAISED MONDAY 23 NOVEMBER 2020**

I write in response to your question without notice, taken on notice at the Council Meeting on Monday, 23 November 2020, as outlined below.

**Q1** The Council has a road legacy with the depressions from the manholes and hand holes. This has been due to the Council's personnel not adequately supervising the works. The latest instance is the 2 depressions at the roundabout at Fenton and Stewart Streets about which nothing was done. When is Council going to fix all these depressions?

**Response**

Council undertakes maintenance work on road defects when the severity of the defect reaches the nominated intervention level. Many of the reported depressions around manholes and valve covers are minor in nature and within specified tolerances.

Rework to raise the lids and reseal the surface does not offer value for money for ratepayers, is not the best allocation of Council's finite resources and does not result in a significant extension in asset life.

Yours sincerely

Matthew Atkins  
GENERAL MANAGER

*The City with Spirit*

9<sup>th</sup> December 2020

Devonport City Council  
137 Rooke Street  
**DEVONPORT TAS 7310**

Malcolm Gardam  
4 Beaumont Drive  
**MIANDETTA TAS 7310**  
(Mobile No: 0417 355 813)

**ATTENTION: MR. MATTHEW ATKINS – GENERAL MANAGER (MAYOR & COUNCILLORS)**

**RE: GOVERNANCE QUESTIONS ON NOTICE**

Dear Sir,

The following is submitted as questions on notice to the Ordinary Meeting of Council scheduled for Monday 21<sup>st</sup> December 2020.

**Annual General Meeting**

**Q1.** The minutes of the 2020 annual general meeting records the following on Page 13:

“In this Agenda, I previously asked, “will Council please provide the individual “fair value” book entries on the asset register for the following Living City premises” I’ll read them out in a minute. The response in the Agenda was *“This information is not readily available in the requested format. These properties include multiple individual assets across several asset classes and it would require resources that are currently unavailable to calculate the answers requested.”* In addition to the response in the Agenda the General Manager also gave a further lengthy response as to why this question was not answered at the time.

While accepting his explanation, it appears that my question was not concise enough as the response refers to multiple assets which was not my intention.

Accordingly, as indicated at the AGM I rephrase the question as follows - In relation to each property listed below will Council please advise

- a) Council’s recorded value for land and buildings only; and
- b) The current “Capital” valuation by the Valuer-General?
  - 6-10 Steele Street (former Webster building)
  - 17 Fenton Way (current Harris Scarfe site)
  - 21 Oldaker Street (former State LINC/Library site)
  - 137 Rooke Street (paranaple centre)
  - 17 Oldaker Street (Providore Place)
  - 40-48 Best Street (multi-level carpark)

Note: the only assets I am seeking book values for are the land and building values as one would see under “Capital” on a Valuer-General Property Information Report and included for the purpose of levying rates on a Council Notice of Rates and Charges, and no other assets that may be allocated to that site.

- Q2.** Further to Q1. above will council confirm which of the two property valuations is being used for the purpose of calculating rates – I.e. Council valuation or Valuer-General valuation?

**Providore Place**

- Q3.** For the purpose of listing tenant matters relating to Providore Place, to be discussed in Closed Session, Council refers to Tenancy 1, 2 and 3; will Council confirm the names of the actual businesses the above references relate to?
- Q4.** In the September Agenda it stated that *“Council is yet to enter into any lease agreement with Mr Tas. The occupation of Tenancy 2 as Ola Food & Wine is on the basis of a short-term hire agreement while the premises is being actively marketed by Council’s agents.”*; accordingly, almost 3 months later has a fully commercial based rental agreement been formalised with Mr Tas?
- Q5.** In the September Agenda Council advised that *“Council has not executed a lease agreement directly with Southern Wild Distillery.”*; accordingly, 11 months after Council assuming direct management of Providore Place, has Council now executed a fully commercial rental agreement with Southern Wild Distillery?
- Q6.** Are any of the Southern Wild Distillery, Pinctada Café and Ola Food & Wine tenants still benefiting from discounted rental and/or short-term hire agreement (in the case of Ola) payments?

Please acknowledge receipt and ensure inclusion in full in the December meeting Agenda.

Yours sincerely,

Malcolm Gardam

CC: Mayor & Councillors

Question ON notice for Council Meeting 21 Dec 2020.

Christopher Mills 52 Caroline St

1.

. On the 30 October, this Administration took the decision that answering a question that I had raised would be *quote “contrary to the Public Interest”*

**Question is** ...Since the commencement of the RTI Act in 2009, when is the last time the Devonport Council suppressed an answer to a question from a Ratepayer on the grounds that the answer would be *quote “contrary to the Public Interest”*?



QoN RBV for DCC Meeting 21 Dec 2020 – Don Rail and PP Von Rock's reports to send

ROBERT B. VELLACOTT \_ FINANCIAL RATEPAYER  
11 COCKER PLACE DEVONPORT

MAYOR, COUNCILLORS AND GENERAL MANAGER - DEVONPORT CITY COUNCIL

#### QUESTIONS ON NOTICE FOR THE DEVONPORT CITY COUNCIL ORDINARY MEETING 21 Dec. 2020

#### **Subjects – Proposed - Don Rail passenger service to Waterfront Park: Light and Sound Show CBD Retail and Providore Place Reports**

**Question 1** - Please inform in regard to the Don Railway's proposal to provide a passenger service to the Water Front Park:-

a) will the existing siding and platform opposite the post office be utilized ?

if not then -

b) where ,precisely, will the siding and platform be situated ?

c) will council inform as to what will be the estimated cost and who will be providing the funds for the construction of any infrastructure required ?

.....

**Q2** - In regard to the proposed light and sound show what is the current situation:-

a) the now total amount so far expended on consultants' reports and plans \$ ...?

b) the now estimated final cost \$ :- and the approximate annual cost of maintaining the infrastructure including copyright licence fees etc. \$:- ?

c) how council intends to fund the project ?

d) when construction is expected to commence? And -

e) when Council expects the project to be completed ?

.....

**Question 3** – Please inform of the availability of recent reports regarding:

a) the future of retailing in the CBD and changes if any re the Rooke Street Mall ?

Also- b) the cost and availability of Von Rock's first report re Providore Place and regular markets.

Please include all of the above and responses as appropriate in the Agenda and Minutes for the DCC meeting for the 21<sup>st</sup> December 2020 .

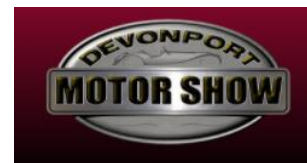
*R. B. Vellacott* - 12<sup>th</sup> December -. 2020

## Action Plan

### Pedestrian Strategy 2016-2021 – Year 4 Status

| No | Action:  | Year Planned |         |         |         |         | Priority:<br>H, M, L | Status                           | Outputs  | Responsible Department  |
|----|--|--------------|---------|---------|---------|---------|----------------------|----------------------------------|--|---|
|    |  | 2016/17      | 2017/18 | 2018/19 | 2019/20 | 2020/21 |                      |                                  |  |   |
| 1  | Undertake audit of existing facilities<br><br>Very High Walkability Areas<br>High & Medium Walkability Areas<br>Low & Very Low Walkability Areas                           |              |         |         |         |         | H<br>M<br>L          | Underway<br>Underway<br>Underway |  | Infrastructure and Works Department                                   |
| 2  | Undertake gap analysis and develop prioritized works program for<br><br>Very High Walkability Areas<br>High & Medium Walkability Areas<br>Low & Very Low Walkability Areas |              |         |         |         |         | H<br>M<br>L          | Underway<br>Underway<br>Underway |  | Infrastructure and Works Department                                   |
| 3  | Confirm consistent naming convention for key routes including sub-routes   |              |         |         |         |         | H                    | Underway                         | Branding of Coastal Pathway in progress. Other routes to follow  | Infrastructure and Works Department and Community Services Department |
| 4  | Review all route signage and develop program for improvement   |              |         |         |         |         | H                    | Underway                         | Market Square wayfinding signage has been installed, with work planned for Mersey Bluff, Waterfront Park and the Coastal Pathway | Infrastructure and Works Department                                   |
| 5  | Review all promotional material and develop program for improvement  |              |         |         |         |         | M                    | Underway                         | Map based signs have been updated, other material updated as required.   | Community Services Department   |
| 6  | Review service level to integrate inspection programs and intervention levels with hierarchy   |              |         |         |         |         | M                    | Complete                         | Completed in the service level review for 2017-18. Reviewed annually   | Infrastructure and Works Department                                   |
| 7  | Develop and implement a plan to promote a 'park and walk' program  |              |         |         |         |         | L                    | Underway                         | Funding received from Healthy Tas for a 'commuter café' – commenced November 2020 and will continue in 2021                      | Community Services Department   |
| 8  | Consider walking as a key event component when considering support or sponsorship  |              |         |         |         |         | L                    | Yet to commence                  | Yet to be incorporated into assessment guidelines  | Community Services Department and                                     |

| No | Action:  | Year Planned |         |         |         |         | Priority:<br>H, M, L | Status   | Outputs  | Responsible<br>Department              |
|----|--|--------------|---------|---------|---------|---------|----------------------|----------|--|--|
|    |  | 2016/17      | 2017/18 | 2018/19 | 2019/20 | 2020/21 |                      |          |  |  |
|    |  |              |         |         |         |         |                      |          |  | General Management<br>Department       |
| 9  | Develop and implement a program of walking focussed initiatives                |              |         |         |         |         | L                    | Underway | Weekly walking program for seniors developed by Council's recreation staff – commenced November 2020 | Community Services<br>Department       |
| 10 | Undertake specific consultation on pedestrian issues annually                  |              |         |         |         |         | H                    | Ongoing  | Did not occur in 2020.   | Infrastructure and Works<br>Department |
| 11 | Identify and pursue grants and other external funding for prioritised projects |              |         |         |         |         | H                    | Ongoing  | \$326,000 external funding secured for 6 pedestrian projects so far in 2020-21.                      | Infrastructure and Works<br>Department |



# Partnership Agreement

## Between

**DEVONPORT CITY COUNCIL** of PO Box 604, Devonport, Tasmania ("DCC")

**AND**

**Devonport Motor Show – Rotary Club of Devonport North Inc** of PO Box 363, Devonport, Tasmania ("Organiser").

### EVENT DETAILS

This Partnership Agreement relates to the Devonport Motor Show to be held annually, in Devonport.

The term of the agreement will be a rolling 3 year agreement which is reviewed annually, by the 30<sup>th</sup> September each year.

### THE PARTIES AGREE AS FOLLOWS:

#### Devonport City Council agrees to:

- Provide \$2,500 to assist the Organiser to engage appropriate marketing support;
- Provide Equipment Hire to the value of \$1,000 if required; and
- At its discretion, make available Council facilities including the paranple convention centre, Aikenhead Point parklands and/or the Joshua Slocum Park to facilitate the running of the Devonport Motor Show; and
- In the event of wet weather, in addition, make available the multi-story car park to allow the Devonport Motor Show to take place at that venue;
- make available meeting facilities at the paranple centre for Organiser meetings;
- Facilitate the creation of an approved road closure plan for the event, and
- Assist in the promotion of the event by,
  - Displaying promotional material on the television screens in the paranple centre including the large external screen in Market Square;
  - Include the event in DCC promotional material - eg social media, pamphlets, street signs.
- Supply irrigation equipment to Aikenhead Point to allow Rotary Club of Devonport North members to water the area, if required.

#### Devonport Motor Show agrees to:

- Prior to the event, provide DCC with an event plan that includes objectives and a 3-year growth plan for the event;
- Acknowledge Council as a Platinum sponsor of the event on marketing and promotional material;
- Display Council signage during the event (to be supplied by Council);
- Provide Council with 10 x tickets to the event and any associated formal occasion;
- Provide an opportunity for the Mayor or suitable representative, to address the event ie opening event, presenting awards etc;
- Provide DCC with postcode data for at least 25% of its total patronage;

- Provide DCC with a completed event acquittal after the event, in a format to be determined, such as numbers of patrons, origin of patrons, photos and videos of the event;
- Include a community learning and engagement component as part of the event; and
- Include promotion of the paranple centre and the Bass Strait Maritime Centre in Devonport Motor Show promotional material.

#### **TERMS AND CONDITIONS**

- Any attempted influence of Council's regulatory functions will result in an automatic review and/or termination of the Partnership agreement.
- Despite the provision of the partnership benefits, the Council makes no representation that it will promote outside of the specified event.
- Either party may terminate this Agreement with immediate effect if the other party:
  - becomes insolvent, has an administrator, receiver or manager appointed over all or part of its assets, or becomes unable to pay its debts as they fall due; or
  - Is in breach of any provision of this agreement that is not capable of remedy; or
  - is in breach of any of its obligations under this Agreement that is capable of remedy and fails to remedy the breach within 14 days of receiving a notice specifying the breach.
- Council may terminate this Agreement with immediate effect if:
  - the Organiser or its authorised representatives does anything which may bring DCC or the Organiser into disrepute; or
  - for any reason, the Organiser is not able to provide the partnership benefits.
- If this Agreement is terminated, any benefits to be provided by Council under this Agreement will be cancelled as at the date of termination.

Both parties to this Agreement sign their consent to the terms set out herewith this  
day of , 2020.

#### **ON BEHALF OF THE ROTARY CLUB OF DEVONPORT NORTH INC**

Signature: .....

Name: .....

Position: President

#### **ON BEHALF OF DEVONPORT CITY COUNCIL**

Signed: .....

Matthew Atkins  
General Manager

### **Annual General Meeting Guidelines**

#### **(to be included in the meeting agenda)**

1. The Annual General Meeting will be conducted as far as practicable in a manner similar to an ordinary Council meeting and generally align with processes in the *Local Government (Meeting Procedures) Regulations 2015*.
2. The Mayor will Chair the meeting or in their absence the Deputy Mayor.
3. All discussion is to be addressed through the Chair.
4. Submissions and questions relating to the Annual Report should where possible be submitted in writing for inclusion in the agenda, however an opportunity is to be provided at the meeting for questions from the floor.
5. Motions
  - a) Motions must be submitted by the advertised cut-off date for inclusion in the agenda.
  - b) Motions (other than those related to an existing agenda item) will not be accepted from the floor.
  - c) The Motion must be moved and seconded before debate is permitted.
  - d) Only one motion may be before the Chair at a time.
  - e) Only electors in the Devonport Local Government Area are entitled to vote.
  - f) A resolution is passed by a majority of votes taken by a show of hands.
  - g) In speaking to a motion, each person may speak only once and for a maximum of three minutes.
  - h) The mover of the motion has a final right of reply.
  - i) A motion passed at the Annual General Meeting will be considered at the next available meeting of Council.
6. The process for questions without notice will generally be in accordance with Council's Public Question Time policy.
7. Those wishing to speak at the meeting are to come to the lectern and identify themselves by providing their name and address and to limit any comments/questions to no more than 3 minutes on an item.
8. No person may:
  - a) Make any personal reflection on any councillor, council employee or any member of the public;
  - b) Disrupt the meeting; or
  - c) In the opinion of the Chair, use any offensive expression.

# ANNUAL GENERAL MEETINGS

## GOOD PRACTICE GUIDELINES February 18

The primary purpose of a council annual general meeting (AGM) is to allow the public to ask questions about the contents of the council's annual report, and to provide an opportunity for the electors present to make any relevant motions for the council to consider at the next ordinary council meeting.

The AGM also provides a good opportunity to generate interest in the work of the council, to report on the results of the council's strategic plan, and to interact with ratepayers.

### What is required?

The formal requirements that govern council AGMs are contained in Section 72B of the *Local Government Act 1993* (the Act).

Under the Act, a council must hold an AGM on a date not later than 15 December, and must publish a notice on at least two occasions in a daily newspaper. Section 72B also provides that:

- A quorum of the council must be present at the AGM.
- Only electors in the municipal area are entitled to vote at an AGM.
- A motion at an AGM is passed by a majority of votes taken by a show of hands or by any other means of ascertaining the vote the council determines.
- A motion passed at an AGM is to be considered at the next meeting of the council.
- The general manager is to keep minutes of the AGM.

Apart from the provisions outlined above, the Act is silent on the procedure that councils must follow in the conduct of AGMs. The *Local Government (Meeting Procedures) Regulations 2015* does not apply to AGMs. However, the AGM should comply with the Regulations as far as practicable, so that general procedure, including the agenda and the conduct of the meeting, is similar to an ordinary council meeting.

### Preparation for an AGM

It is recommended that councils prepare an annual report as soon as possible after the end of the financial year, as recent information is of most relevance to readers.

Section 72 of the Act requires councils to prepare an annual report and makes copies of the report available for public inspection. The Act specifies matters that must be contained in the annual report.



Copies of the report should be available to the public by 1 November to provide the community with sufficient time to read the report prior to the council's AGM. It is important to ensure that a legible, printable version is provided on the council's website.

The availability of the annual report is to be advertised in a daily newspaper circulating in the municipal area, and the public is to be invited to make submissions on the report for discussion at the AGM. There is no requirement under the Act for the annual report to be approved or adopted at the annual general meeting.

The AGM may be an opportunity to generate interest and publicity for the council, for example, if there is a guest speaker attending, an important announcement is to be made, or a special event is held to coincide with the AGM. Councils could consider providing a visual presentation at the AGM of interesting events and information.

### **Advertising**

Apart from the statutory requirement to publish a notice of the date, time and place of the AGM on at least two occasions in a daily newspaper, it is important to encourage public involvement by advertising as widely as possible, for example by providing the details on the council's website and in newsletters provided to ratepayers.

### **Agenda**

An agenda (and associated documents) should be made available at the council's public office and on the council's website at least four days before the AGM.

The agenda should follow a simple format, for example:

- welcome by the chairperson
- apologies
- confirmation of the minutes of the previous AGM
- presentation of the annual report (this may include reports by the mayor and general manager)
- discussion of community submissions (copies of which should be attached to the agenda)
- general business
- guest speaker (if any)
- close.

### **Conduct of the meeting**

It is recommended that a council provides the public with notice of the meeting procedures that will be followed by including the procedures in the agenda papers and by providing information to those present at the meeting.

Prior to the AGM commencing, councils should set up a register for people who wish to ask questions and provide a form for them to write out their questions. The register can be used to manage the meeting, but should not preclude verbal questions.

The mayor or, in his or her absence, the deputy mayor is to chair the meeting.



Without undue formality, the chairperson at the meeting should briefly outline to those present how the meeting will be conducted. The following matters should be addressed:

- how persons are to address the chair (stand/come forward, give their name and so on)
- the period of time a person will be able to address the chair, ask questions or speak to a motion (ordinarily three to five minutes or extended time if leave granted – the time allowed may depend on the number of people who wish to address the chair)
- that a person shall only speak on a matter or a motion once (without leave), with the mover of a motion having a brief right of reply
- that a motion must be seconded and is passed by a majority of votes taken by a show of hands (or by any other agreed means)
- that the general manager will keep minutes of the meeting.

The discussion of community submissions may take a form similar to public question time at an ordinary meeting of the council, but the chair should also provide an opportunity for public statements.

### Minutes of the AGM

The general manager should ensure that the minutes of the AGM are drafted and made publicly available as soon as possible following the AGM.

The minutes are to accurately record the content of the meeting, including attendances and apologies, any matter discussed, any motions moved, any question asked and the answers given (and by whom).

Responses to questions taken on notice should be included in the minutes of the next ordinary meeting of council.

The minutes of the AGM will be confirmed at the following year's AGM.

Disclaimer: Information on legislation contained in this Good Practice Guideline is intended for information and general guidance only. Such information is not professional legal opinion.

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| Current & Previous Minutes Resolutions - December 2020 |         |   |             |                                |   |
|--|---------|---|-------------|--------------------------------|---|
| Meeting Date   | Res No. | Item  | Status      | Assignees                      | Action Taken  |
| 24/08/2020   | 20/66   | Devonport Surf Life Saving Club - Kiosk proposal  | In progress | Governance Officer             | Notified Surf Club of decision. Draft licence agreement issued to Club for their review and comment.          |
| 23/11/2020   | 20/130  | Confirmation of Minutes - Council Meeting - 26 October 2020                                     | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/133  | Home Hill - Notice of Motion - Cr Lynn Laycock  | Completed   | General Manager                | Letter sent to Gavin Pearce MP  |
| 23/11/2020   | 20/134  | Tender Report Contract CT0278 Devonport Road Renewal  | In progress | Infrastructure & Works Manager | Contract execution underway   |
| 23/11/2020   | 20/135  | Tender Report Contract CT0280 Wright Street Renewal   | Completed   | Infrastructure & Works Manager | Contract executed   |
| 23/11/2020   | 20/136  | Tender Report CF0029 Supply & Delivery of Wheel Loader  | Completed   | Infrastructure & Works Manager | Order placed 30/11/20   |
| 23/11/2020   | 20/137  | Devonport City Soccer Development Plan  | Completed   | Community Services Manager     | Soccer Club advised of Plan's endorsement   |
| 23/11/2020   | 20/138  | Amendments to 2020/21 Capital Works Program   | Completed   | Executive Manager City Growth  | Capital Works Program budget allocations have been updated in accordance with the Council resolution          |
| 23/11/2020   | 20/139  | Request for Placement of Commemorative Plaque - Shared Pathway Coles Beach Road                 | Completed   | Governance Officer             | Notified applicant of Council's decision to permit the installation of the commemorative plaque, as requested |
| 23/11/2020   | 20/140  | Disposal of Public Land at 116-122 Stony Rise Road Devonport                                    | In progress | General Manager                | Valuation has been received and negotiations for sale of land have commenced                                  |
| 23/11/2020   | 20/141  | Unconfirmed Minutes - Annual General Meeting - 9 November 2020                                  | Completed   | General Manager                | Discussed at Council workshop on 14 December 2020   |
| 23/11/2020   | 20/142  | Annual Plan Progress Report to 31 October 2020  | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/143  | Elected Members Expense Report to 31 October 2020   | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/144  | Workshops and Briefing Sessions held since the last Council Meeting                             | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/145  | Mayor's Monthly Report  | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/146  | General Manager's Report - November 2020  | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/147  | Community Services Report - September and October 2020  | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/148  | General Management, People & Finance and Corporate Services Report - September and October 2020 | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/149  | Convention and Arts Report - September and October 2020   | Completed   | Executive Coordinator          | Received and noted  |
| 23/11/2020   | 20/150  | Minutes of Council's Special Interest Groups and Advisory Boards                                | Completed   | Executive Coordinator          | Received and noted  |



## REPRESENTATIVES' MEETING

12 November 2020

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### UNCONFIRMED MINUTES

Meeting held 10:00am, Thursday 12 November 2020

#### 1. ANNUAL GENERAL MEETING OPEN

#### 2. WELCOME / APOLOGIES

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##### 2.1. Welcome and Apologies

Chief Representative Mayor Jan Bonde opened the meeting at 10:05am, welcoming attendees.

Attendees and apologies are noted at Attachment 1.

#### 3. STANDING ITEMS

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##### 3.1. Conflicts of interest not yet declared

Nil

##### 3.2. Confirmation of 2019/20 Annual General Meeting Minutes

S Wright to amend the attendee list and note D Thwaites as an apology.

##### Resolution:

That the Representatives accept and note the minutes as a true and accurate record.

Moved: D Quilliam / Seconded: R Walsh / Carried

##### 3.3. Acceptance of 2020/21 Annual Report

The Chief Representative thanked and commended CCA staff for their proactive approach to the difficult circumstances in 2020. She highlighted the visible unity between all nine councils.

The CCA Chair thanked everyone for all for their support. He thanked the Chief Representative and Deputy Chief Representative for their leadership, cooperation, and mentoring. The Chair also thanked the Board for their support and work throughout 2020.

The CEO echoed the thanks from the Chair. He advised of the 43 actions outlined in the Annual Report, 41 are completed. The remaining 2 (the development of a Regional NRM Investment

Prospectus and the establishment of a Stakeholder Advisory Group) are being incorporated into NRM strategy development. He highlighted several achievements.

C Smith spoke to the Audited Financial Reports indicating CCA reported a surplus of \$4.6million, mostly due to the timing of Coastal Pathway receipts. She advised CCA adopted the new accounting standards concerning reporting, leasing, and income for not for profits entities.

**Resolution:**

That the Representatives accept and note the 2020/21 Annual Report.

Moved: P Vickers / Seconded: T Wilson / Carried

**4. ELECTION OF CHIEF REPRESENTATIVES AND DEPUTY CHIEF REPRESENTATIVE**

The Chief Representative thanked the Representatives and wished the new Chief and Deputy Chief Representative all the best. She expressed gratitude for the opportunity over the last four years.

Nominations for Chief Representative were called and P Freshney was nominated.

**Resolution:**

P Freshney was appointed Chief Representative.

Moved: R Walsh / Seconded: A Jarman / Carried

Nominations for Deputy Chief Representative were called. M Duniam and D Quilliam were nominated.

**Resolution:**

Following a ballot, M Duniam was appointed Deputy Chief Representative.

Moved: S Riley / Seconded: T Wilson / Carried

**5. MEMBERS OF THE PUBLIC QUESTION TIME**

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Nil.

**6. ANNUAL GENERAL MEETING CLOSE**

The Chief Representative thanked the Representatives for their attendance.

**7. REPRESENTATIVES MEETING OPEN**

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**8. STANDING ITEMS**

**8.1. Conflicts of interest not yet disclosed**

Nil

## **8.2. GOVERNANCE**

### **8.2.1. Confirmation of previous minutes**

#### **Resolution:**

That the Representatives accept and note the minutes as a true and accurate record.

Moved: R Walsh / Seconded: D Quilliam / Carried

### **8.2.2. Actions Register**

The CEO spoke to the Actions Register.

P Voller advised the NRM Strategy is evolving and they are working closely with state and national bodies. He advised they are actively recruiting for 6 new NRM Committee members and there was a strong pool of applicants. P Voller indicated there's history and a relationship with Landcare, with a strong focus on partnership and community groups.

#### **Resolution:**

That the Representatives accept the Actions Register.

### **8.3. Quarterly Progress Report**

The CEO advised the CCA Leadership Team have been visiting a number of Council workshops.

D Thwaites commended the Future Energy Hub website, the CEO will pass the feedback onto staff.

The Chair advised the Board recently met with Cultivate where they advised there's been interest in Award Winning Tasmania from an international network. The CEO advised worst-case scenario from the original sales forecast is 20% decrease and a 12-month delay.

#### **Resolution:**

That the Representatives note and accept the Quarterly Progress Report

Moved: M Aitkens / Seconded: M Duniam / Carried

### **8.4. Quarterly Financial Report**

C Smith spoke to the Quarterly Financial Report, she advised there's a surplus of \$68,000 in core operations and a deficit of \$1.2 million due to Coastal Pathway expenditure.

**Resolution:**

That the Representatives note and accept the Quarterly Financial Report.

Moved: M Duniam / Seconded: S Riley/ Carried

**8.5. Regional Tourism Organisation update from Mayor Kons**

S Kons advised West by North West recently held their first AGM. He indicated Tom Wotton, CEO is visiting a number of regions and there has been a roll-out of updated signage state-wide. S Kons will distribute a fact sheet of achievements to the Representatives.

The Chief Representative suggested S Kons or D Midson visit Councils in their capacity as Board members on the RTO.

**9. GENERAL BUSINESS**

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**9.1. Federal Election Priorities**

The CEO spoke to the briefing note provided. He advised the Board have discussed federal election priorities and will use the Investment Framework as an assessment tool. The list of priorities will be endorsed by the Representatives. Councils are encouraged to complete a submission and the Board will consider how the REDSG have weighted them.

The Representatives suggested a co-investment scheme. The CEO advised CCA, Regional Development Australia, Southern Tasmanian Councils Authority and National Tasmania Development Corporation called on the federal government to establish a co-investment grants program. The CEO will redistribute the media release for information.

A Jarman indicated there should be a strong focus on highway maintenance in the next election. The CEO advised CCA lobbied for highways in the last election.

The CEO advised that projects from the last list of election priorities will be reconsidered by the REDSG without Councils having to make a submission. He also advised however, that Councils would need to prepare a submission for any Coastal Pathway related inclusions.

The Chief Representative indicated it's important to focus on credibility. The Chair reinforced a region that comes together has an immense influence on decision-makers.

**Resolution:**

That the Representatives adopt the election priority process as outlined in the briefing note provided.

Moved: J Bonde / Seconded: D Quilliam / Carried

**9.2. Shared Services Update**

C Smith spoke to the briefing note. She advised there has been a good response on the AsBA positions, with 6 roles advertised and 19 applications. She highlighted CCA are willing and able to assist in the process.

C Smith advised the Workforce Analysis Action Plan will be developed before the end of the year. She indicated a training gap for local government employees has been identified. Following interest from Councils to offer training, CCA is now working with an RTO.

C Smith advised Councils have agreed to look into a shared service plan for Office 365 and phones.

A Jarman thanked C Smith on the work done.

**Resolution:**

Moved: M Duniam / Seconded: R Walsh / Carried

**9.3. 2021 Meeting Dates**

The CEO advised the meeting schedule has been developed to align all meetings and quarterly reporting. The CEO advised he is aware of a clash on the 4<sup>th</sup> December, this meeting will move to 9<sup>th</sup> December from 2 pm – 4 pm.

**Resolution:**

That the Representatives note the 2021 Meeting Dates.

**10. OTHER BUSINESS**

---

A Jarman suggested holding the Representatives meetings at different Councils. The Chief Representative will explore this.

The CEO provided a brief update on the Coastal Pathway in relation to the Federal Election. He advised the Latrobe to Ambleside section is due for completion by January 2021. The Chief Representative advised feedback received on this project is extremely positive and highlighted this was a CCA initiated project.

**11. Identification of any confidential matters as per rule (49)7**

Nil.

**12. WHAT WORKED WELL AND EVEN BETTER IF**

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The Chief Representative provided thanks for the contribution and attendance of the Representatives.

**13. MEETING CLOSED**

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The meeting closed at 12:00pm and the next meeting is scheduled for 25 March 2021.

**Attachment 1: Attendees and Apologies****Representatives**

|                          |   |
|--------------------------|---|
| Alison Jarman            | Deputy Mayor, Devonport City Council                  |
| David Midson             | General Manager, West Coast Council                   |
| Don Thwaites             | Deputy Mayor, Kentish Council                         |
| Matthew Atkins           | General Manager, Devonport City Council               |
| Mayor Daryl Quilliam     | Circular Head Council                                 |
| Mayor Jan Bonde          | Central Coast Council                                 |
| Mayor Peter Freshney     | Latrobe Council (Chief Representative)                |
| Deputy Mayor Mary Duniam | Waratah-Wynyard Council (Deputy Chief Representative) |
| Sandra Ayton             | General Manager, Central Coast Council                |
| Scott Riley              | General Manager, Circular Head Council                |
| Mayor Tim Wilson         | Kentish Council                                       |
| Mayor Steve Kons         | Burnie City Council                                   |
| Simon Overland           | General Manager, Burnie City Council                  |
| Paul West                | Acting General Manager, Latrobe Council               |

**Cradle Coast Authority**

|                        |                             |
|------------------------|-----------------------------|
| Shane Crawford         | Director                    |
| Daryl Connelly         | Chief Executive Officer     |
| Kathy Schaefer PSM     | Director                    |
| Mayor Annette Rockliff | Director                    |
| Peter Voller PSM       | NRM Chair, Director         |
| Sid Sidebottom         | CCA Chair                   |
| Sheree Vertigan AM     | REDSG Chair, Director       |
| Claire Smith           | Director Strategic Services |
| Sophie Wright          | Executive Assistant         |

**Observers**

|                           |                 |
|---------------------------|-----------------|
| Deputy Mayor Graeme Brown | Latrobe Council |
|---------------------------|-----------------|

**Apologies**

|                    |                                  |
|--------------------|----------------------------------|
| Greg Alomes        | General Manager, King Island     |
| Gerald Monson      | Latrobe Council                  |
| Malcolm Wells      | Director                         |
| Shane Pitt         | Deputy Mayor, West Coast Council |
| Mayor Julie Arnold | King Island Council              |



## DEVONPORT CITY COUNCIL

### AUDIT PANEL

Unconfirmed minutes of meeting held Monday 16 November 2020  
at the Central Coast Council Chambers, Ulverstone, commencing at 11:00am

#### 1. Attendance/Apologies

##### Attendees

|                 |   |
|-----------------|---|
| <b>Members</b>  | Robert Atkinson (Chair), Stephen Allen, Cr Leigh Murphy, Cr Lynn Laycock (proxy)        |
| <b>Officers</b> | Matthew Atkins, Jeff Griffith, Kym Peebles, Joshua Jackson, Jacqui Surtees              |
| <b>Guests</b>   | Cr Annette Rockliff, Mayor<br>Rick De Santi, Tasmanian Audit Office (for item 4.1 only) |

**Apologies:** Cr Leon Perry

The Chair welcomed Mayor Rockliff as an observer and invited her to participate in the meeting. He also welcomed Cr Laycock as proxy for Cr Perry.

#### 2. Declarations of Interest

No declarations of interest were declared.

#### 3. Confirmation of Minutes

##### 3.1 Confirmation of Shared Audit Panel Meeting held 13 August 2020

Moved: S Allen, Seconded: L Murphy

The panel resolved to accept the minutes as an accurate record of the meeting.

##### 3.2 Business Arising

The Chair noted that the Action Register is accurate and up to date, and anything outstanding is either listed for discussion at the November meeting, or will be carried forward to next year's work plan.

#### 4. Reports for Discussion

##### 4.1 Review of Audit Findings

The Chair welcomed Rick de Santi to the meeting. Mr De Santi gave an overview of the Final Report prepared by the Tasmanian Audit Office. Key points of the overview were:

- 2 items identified during the current audit were not resolved at the time of writing the report – culture and heritage assets revaluation and terminated employee accounts not being disabled in a timely manner.
- The culture and heritage assets are required to be revalued every five years; this will be done by 30 June 2021.

- The finding relating to terminated employee accounts has now been attended to and is considered complete.
- There are some unresolved prior year matters that have been discussed in the past. These are not yet ready to be closed off but from a risk rating point of view there is nothing significant.
- The Financial Statements supporting working papers item from prior years was rated high, but there have been some improvements. There are still some items to be resolved and although the risk rating has been left as it was, it is now considered less risky.
- All other items from prior years are considered moderate or low risk and will likely be resolved next year.

The Chair noted that the Strategic Asset Management plan should be tidied up over the next year and MA confirmed that this is a priority and one of the Annual Plan actions for the current year.

Overall RD noted that it had been a difficult year due to COVID, but the audit went well. It was finished by the end of September and he thanked Josh Jackson and Kym Peebles for their support.

The Chair provided some observations regarding the format of the Audit Office management letter. RD noted that he would provide the feedback to the audit team.

RD noted that this is his last audit due to retirement. He has enjoyed his time working with Devonport Council, and while he will continue to have some involvement in the process, he will not be signing off on the 2021 Audit. The Chair thanked RD for the relationship that has built during his time with the Audit Office and wished him well in retirement.

RD left the meeting.

SA acknowledged that a lot of work has been done to adopt the new leasing and revenue standards.

KP noted that some of the prior year items were not looked at by the audit team this year and therefore they cannot yet be ticked off. Two people external to the audit office undertook most of the work this year.

Councillor Murphy referred to one of the previous year matters in relation to Related Party Disclosures. JJ noted that there were no issues raised relating to related parties this year and that the audit team were good to work with.

Regarding the long-term strategic asset management plan, KP noted that discussions with the auditors have commenced regarding building asset classes.

SA asked if there are any issues regarding the cultural and heritage valuation. JJ said there are a few different areas within that class, but Council should be able to engage appropriately qualified valuers to undertake the task. Some assets have been indexed but there is a need to examine the practice of indexing between valuations.

KP advised that staff have taken the opportunity over the past months to catalogue and document the art collection. The valuation will include sculptures and therefore there may be a need to have different valuations for different aspects of the collection.

LM queried if the Julie Burgess formed part of the collection. KP confirmed that we now have a partnership agreement and so the asset has been removed from Council's books.

In summary, the Chair noted that communication with the auditor and the reporting received has been good. He noted that he is impressed with the response from management regarding issues raised and there is a clear indication of working towards resolving outstanding items and an attitude of openness rather than defensiveness. Mayor Rockliff commended the team for completing the financial statements and audit. The Chair, on behalf of the panel, noted it was a good outcome overall and commended the team.

#### **4.2 Review of Shared Panel Arrangements**

The work plan prepared by the Chair and an alternative plan prepared by Central Coast Council were tabled for discussion.

After discussion regarding the benefits of the shared panel, including that the fees are shared between two councils, there is an opportunity for independent members to benchmark and get an understanding between the panels, and the recruiting process for new members is shared, it was determined to continue with the shared arrangement until 2022.

It was also determined that Devonport Council will adopt the Work Plan prepared by the Chair for 2021.

**Action: KP and the Chair to confirm the workplan prior to the first meeting in the new year.**

#### **4.3 Review of Audit Panel Charter**

MA noted that he is not expecting there to be any changes but will consult with Central Coast before finalising the review.

**Action: Check with Central Coast if any changes are required to the Charter**

#### **4.4 Digital Transformation**

JG presented an overview of the digital transformation undertaken by Council over the last two years, including:

- What is digital transformation?
- The cloud and mobility

- Project Transform
- Business Intelligence (Project Insight)
- Change leadership

MA noted that digital transformation will likely drive reform in local government, and it will be difficult for small councils to keep up with changes. Devonport has put the background systems in place and is in a good position to move forward as a 'smart city'.

The Chair noted that it is important to have core outcomes to drive the program and that the costs incurred to get to the current levels of efficiency result in benefits for the staff and the community.

The mayor left the meeting at 12:27pm

SA questioned if it is possible that Devonport could take on a service provider role and expand the solution to other coastal councils. JG said that he has put in a lot of time with other councils to help them out – they all want to know 'how do they get there?'. It was noted that Devonport has not charged for this, but simply shared the information.

The Chair congratulated Jeff and the team and said that he was encouraged by the cooperative approach undertaken and that it is a sign of good community.

#### **4.5 Openness and Transparency**

The Chair noted the information and policies provided with the Agenda and said that it was good to see Council being proactive in these areas and encouraged Council to keep the topic on their agenda.

#### **4.6 Annual General Meeting Wrap Up**

MA noted that the AGM went well. There was robust debate around motions put forward by the community. Notices of Motion were requested in advance so that community members were aware of what was to be discussed. This enabled more opportunity for the entire community to be involved.

LL said it was one of the better AGMs she has been to and there was a good feeling in the room. The general public really wanted the people who were negative to move on. The community were happy with what we are doing.

The Chair noted that it is good that there has been a response to issues raised at previous AGMs and that we are moving forward.

Council will continue to live stream council meetings.

#### **4.7 Interest Rate Swaps**

KP gave an overview of the current situation regarding the interest rate swaps and advised that there are two offers to be considered. KP is intending to seek financial advice from TasCorp by the end of November. A special Audit Panel meeting may be required to review the advice received, possibly in the first week of December. The information will then be workshopped with Council, prior to going to the December Council meeting.

Cr Laycock left the meeting at 12:57pm

**Action: KP will forward the letter from Treasury, plus the proposals from 2016 for reference. KP will keep the panel informed and set a date for the additional meeting as soon as possible.**

## **5. Reports for Information**

### **5.1 Risk Management**

An update was provided on potential claims, and it was noted that there are currently no open workers compensation claims.

The Chair noted the Risk, Health & Safety Emergency Management Report. A risk presentation will be scheduled for 2021.

### **5.2 Major Projects**

MA advised that LIVING CITY is progressing well, with no issues to report.

### **5.3 Financial Report**

JJ provided an overview of the budget to date.

The Chair noted that the report contained improved level of detail and commentary.

## **6. General Business**

### **6.1 Audit Panel Evaluation Process**

The Chair noted that he is happy to use the same assessment as the previous year, and that he would like to get the report out prior to the first meeting in 2021.

**Action: JS to distribute evaluation papers**

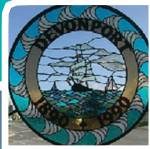
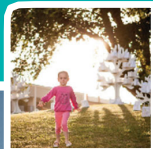
### **6.2 Proposed changes to Local Government Act and Audit Panel Rates Oversight Review**

Panel members reviewed the documents provided and gave feedback to the Chair. Of note, it was suggested that there is a need for training of audit panel members to be able to understand financial statements and planning.

Meeting closed: 1:40pm

Next meeting: TBC

## Devonport City Council



*The City with Spirit*



## Audit Panel Charter – December 2020

## Audit Panel Charter

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## Audit Panel Charter

## 1 BACKGROUND

The Audit Panel is an independent advisory Committee to the Council. The Audit Panel Charter has been established in compliance with Part 8 of Division 4 of the *Local Government Act 1993 (the Act)* and the Local Government (Audit Panels) Order 2014.

This Charter sets out the Audit Panel's objective, authority, composition, tenure, functions, responsibilities, reporting and administrative arrangements.

The Council wishes to have a shared arrangement with Central Coast Council for the conduct of meetings where there are matters of mutual interest.

## 2 OBJECTIVE

The Audit Panel's objective is to review the Council's performance under section 85A of *the Act* and report to the Council its conclusions and recommendations.

## 3 AUTHORITY

The Audit Panel does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

The Audit Panel does not have any management functions and is therefore independent of management.

The Devonport City Council authorises the Audit Panel, within its responsibilities, to:

- obtain any information it requires from any employee or external party (subject to any legal obligation to protect information);
- discuss any matters with the Tasmanian Audit Office, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including members of the Council, at Audit Panel meetings; and
- obtain legal or other professional advice, as considered necessary to meet its responsibilities provided the cost of such advice is within the budget granted to the Audit Panel.

## 4 COMPOSITION AND TENURE

The Audit Panel of each Council comprises two elected members and two independent members. The independent members are appointed jointly by both Councils to be shared between each Council's Audit Panel.



## Audit Panel Charter

One of the independent members will be appointed as the Chair of the Audit Panel.

Audit Panel members are appointed by Council for a period of four years coinciding with Council elections.

Audit Panel members, other than independent members, may be reappointed at the approval of the Council. Independent members need the approval of both Councils to be reappointed.

In appointing an independent member of the Audit Panel, the Councils are to ensure that the person possesses good business acumen and sound management and communication skills. The Councils may also take into account other skills such as knowledge of financial management and audit practice, governance processes, risk management and relevant industry knowledge.

Should an independent member of the Panel wish to resign, written notice is to be addressed to the General Manager of both Councils.

Should the Panel feel that one of their members is not performing to a satisfactory level or is not meeting expectations of their appointment, in the first instance the Chair will address concerns with the individual concerned. If the matter remains unresolved, the General Managers are to be informed. The Councils, after consultation with each other, may, by resolution, end the term of the Chair and/or an independent member at any time.

## 5 FUNCTIONS

The functions of the Audit Panel are to consider whether:

- the annual financial statements of the Council accurately represent the state of affairs of the Council;
- the Strategic Plan, Annual Plan, long-term financial management plan and long-term strategic asset management plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared are sound and justified;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position are appropriate;
- the Council is complying with the provisions of *the Act* and any other relevant legislation;
- all strategic and business risks affecting the Council are identified and assessed, and the effectiveness of mitigation controls evaluated; and

## Audit Panel Charter

- the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council.

In fulfilling its functions, the Audit Panel should consider the following key areas:

- corporate governance;
- human resource management, including policies, procedures and enterprise agreements;
- information and communications technology governance;
- management and governance of the use of data, information and knowledge; and
- internal and external reporting requirements.

## 6 RESPONSIBILITIES OF PANEL MEMBERS

Members of the Audit Panel are expected to understand and observe the legal requirements of *the Act* and Local Government (Audit Panels) Order 2014. Members are also expected to:

- act in the best interests of the Council;
- apply sound analytical skills, objectivity and judgment;
- express opinions constructively and openly, raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry; and
- contribute the time required to review the papers provided.

## 7 REPORTING

The Audit Panel is to provide a copy of its meeting minutes to the Council as soon as practical after every Audit Panel meeting.

If the Audit Panel has conducted a review under Section 85A of *the Act*, the Audit Panel must provide a written report of its conclusions and recommendations to the Council.

## 8 ADMINISTRATIVE ARRANGEMENTS

### 8.1. Meetings

- The Audit Panel will meet at least four times per year on a shared arrangement basis with Central Coast Council.
- The shared arrangement will provide for meetings to alternate between Devonport City Council and Central Coast Council.
- Joint meetings of both Audit Panels will only be convened as determined by the Chairperson.

## Audit Panel Charter

- Each Council may have a meeting with the chairperson of the Audit Panel at any time.
- The Audit Panel is to regulate its own proceedings in accordance with this Charter.
- The Chair may determine that a meeting is to be held in private.
- The Chair may call additional meetings if required to by the Council or by at least two other members of the Audit Panel.
- The General Manager, and Executive Manager ~~Organisational Performance~~ **People and Finance**, and/or their delegates, are to attend Audit Panel meetings unless the Chair determines a meeting is to be held in private.
- The Audit Panel may invite any Councillor and/or employee of the Council and/or representative of the Tasmanian Audit Office to attend meetings of the Audit Panel.
- Meetings of the committee are closed to the public. Minutes of meetings are to be kept.

**8.2. Quorum**

- A quorum of an Audit Panel meeting is majority of members, including an independent member.

**8.3. Work Plan**

- The Audit Panel is to develop an annual work plan each year that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.
- The plan is to be reviewed annually to ensure the Audit Panel effectively discharges its responsibilities.
- The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting for the forthcoming year and cover all the functions of the Audit Panel outlined in this Charter.

**8.4. Secretarial**

Each Council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the Audit Panel. The secretariat will:

- ensure the agenda for each meeting is approved by the Chair;
- ensure the agenda and supporting papers are circulated at least one week prior to the meeting; and
- ensure the minutes of the meetings are prepared and submitted to the Council as soon as practicable after each meeting.

## Audit Panel Charter

**8.5. Conflict of Interests**

Audit Panel members must declare to the Chair any pecuniary or non-pecuniary interests that may affect them in carrying out their functions.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations and the Chair should be satisfied that there are sufficient processes in place to manage any real or perceived interest.

At the beginning of each Audit Panel meeting, members are required to declare any potential or actual interest that may apply to specific matters on the meeting agenda. Where required by the Chair, the member will be excused from the meeting or from the Audit Panel's consideration of the relevant agenda item(s). Details of potential or actual interests declared by members will be appropriately recorded in the minutes.

**8.6. Induction**

The Council will provide new Audit Panel members with relevant information and briefings on their appointment to assist them to meet their Audit Panel responsibilities.

**8.7. Remuneration**

The independent members of the Audit Panel shall be paid a sitting fee of \$600 for each meeting attended. The Chair of the Audit Panel shall be paid an additional fee of \$2,600 per annum. These fees shall be divided equally between the Central Coast Council and Devonport City Council.

**9 PERFORMANCE EVALUATION**

The Chair will evaluate the performance of the Audit Panel, both of the individual members and collectively, on an annual basis with the appropriate input from relevant stakeholder as determined. This will be reported to the Council on an annual basis.

**10 REVIEW OF AUDIT PANEL CHARTER**

The Audit Panel will review the Audit Panel Charter ~~bi-annually~~ biennially and recommend any changes to the Council for approval.

The next review date will be December ~~2020~~2022.

| Capital Works Income & Expenditure Report November 2020                 |                 |  |                        |                     |           |             |                   |                 |                      |                  |          |  |  |
|---|-----------------|--|------------------------|---------------------|-----------|-------------|-------------------|-----------------|----------------------|------------------|----------|--|--|
|   | Funding 2020/21 |  |                        | Expenditure 2020/21 |           |             |                   | Balance         | Performance Measures |                  |          |  |  |
|   | Annual Budget   | Additional Funds Carried forward & adjustments | Total Budget Available | External Funding    | Actual    | Commitments | Total Expenditure | Remaining Funds | Works Start          | Works Completion | % Budget | Comments   |  |
|   | \$              | \$   | \$                     | \$                  | \$        | \$          | \$                | \$              | Month                | Month            | Spent    |  |  |
| Summary   |                 |  |                        |                     |           |             |                   |                 |                      |                  |          |  |  |
| Open Space & Recreation   | 588,000         | 1,065,615                                      | 1,653,615              | 661,000             | 195,666   | 532,106     | 727,772           | 925,843         |                      |                  |          |  |  |
| Buildings & Facilities  | 120,000         | 2,724,562                                      | 2,844,562              | 144,000             | 887,948   | 698         | 888,646           | 1,955,916       |                      |                  |          |  |  |
| Transport   | 4,831,000       | 3,090,580                                      | 7,921,580              | 2,741,733           | 450,868   | 3,059,538   | 3,510,406         | 4,411,173       |                      |                  |          |  |  |
| Stormwater  | 1,196,000       | 1,194,096                                      | 2,390,096              | -                   | 108,507   | 8,031       | 116,538           | 2,273,558       |                      |                  |          |  |  |
| Living City   | 8,000,000       | 4,935,192                                      | 12,935,192             | 6,000,000           | 2,314,213 | 5,584       | 2,319,797         | 10,615,395      |                      |                  |          |  |  |
| Plant & Fleet   | 479,000         | 183,147  | 662,147                | -                   | 85,225    | 306,388     | 391,613           | 270,534         |                      |                  |          |  |  |
| Other Equipment   | 345,000         | 447,212  | 792,212                | 53,000              | 248,586   | 27,448      | 276,035           | 784,618         |                      |                  |          |  |  |
| Total Capital Works   | 15,559,000      | 13,640,403                                     | 29,199,403             | 9,599,733           | 4,291,014 | 3,939,793   | 8,230,807         | 21,237,038      |                      |                  |          |  |  |
| Open Space & Recreation   |                 |  |                        |                     |           |             |                   |                 |                      |                  |          |  |  |
| CP0129 Don River Rail Trail - land purchase                             |                 | 11,304   | 11,304                 |                     | -         | -           | -                 | 11,304          |                      | Jan-21           |          | Creation and transfer of titles underway         |  |
| CP0150 Maidstone Park - Replace Ground Lighting                         |                 | 250,024  | 250,024                |                     | 2,008     | 182,175     | 184,183           | 65,840          | Sep-20               | Feb-21           |          | Construction underway                            |  |
| CP0154 Dog Exercise Park - Dog Agility Equipmen                         |                 | -  | -                      |                     | 991       | -           | 991               | (991)           | Complete             | Complete         |          | July expenditure was overheads only              |  |
| CP0168 Victoria Parade and Mersey Bluff - park                          |                 | -  | -                      |                     | 182       | -           | 182               | (182)           | Complete             | Complete         |          | July expenditure was overheads only              |  |
| CP0169 Mersey Bluff - Barbeque renewal                                  |                 | -  | -                      |                     | 301       | -           | 301               | (301)           |                      |                  |          |  |  |
| CP0170 Signage Strategy Actions   |                 | -  | -                      |                     | 3,696     | 542         | 4,238             | (4,238)         | Complete             | Complete         |          |  |  |
| CP0175 Mersey Bluff - inclusive playground                              |                 | 47,440   | 47,440                 |                     | 2,283     | 41,787      | 44,070            | 3,370           | Complete             | Complete         |          | C'fwd requires adjustment                        |  |
| CP0176 Mersey Bluff - bin compound                                      |                 | 4,769  | 4,769                  |                     | 40        | -           | 40                | 4,729           | Mar-21               | May-21           |          | to be included with CT0271 and CT0288            |  |
| CP0179 Reg Hope Park - slab and services for shopfront at Julie Burgess |                 | 10,393   | 10,393                 |                     | -         | -           | -                 | 10,393          | TBA                  | TBA              |          |  |  |
| CP0180 Bluff Beach - accessible ramp                                    |                 | 91,554   | 91,554                 |                     | 7,463     | 11,232      | 18,695            | 72,859          | Feb-21               | Feb-21           |          | Scope changed. Construction pending              |  |
| CP0181 Mersey Bluff Caravan Park – accessible amenities                 |                 | 60,949   | 60,949                 |                     | -         | 18,364      | 18,364            | 42,585          |                      | Dec-20           |          | Complete, pending finalisation of permits        |  |
| CP0182 Mersey Vale Memorial Park - signage upgrade                      |                 | 14,365   | 14,365                 |                     | 7,759     | 5,651       | 13,409            | 955             | Nov-20               | Dec-20           |          | Installation pending                             |  |
| CP0183 Mersey Vale Memorial Garden - ash interment columns              |                 | -  | -                      |                     | 79        | -           | 79                | (79)            | Complete             | Complete         |          | July expenditure was overheads only              |  |
| CP0184 Don River Rail Trail - construction                              |                 | 98,413   | 98,413                 |                     | 2,373     | -           | 2,373             | 96,040          | Apr-21               | May-21           |          |  |  |
| CP0186 Girdlestone Park - ground lighting                               |                 | 279,520  | 279,520                |                     | 1,008     | 247,088     | 248,096           | 31,424          | Oct-20               | Feb-21           |          | Construction underway, c'fwd requires adjustment |  |
| CP0187 Mussel Rock Fishing Area   |                 | 3,884  | 3,884                  |                     | -         | -           | -                 | 3,884           |                      | TBA              |          |  |  |
| CP0188 Don Reserve Pedestrian Rail Crossing upgrades                    | 35,000          | -  | 35,000                 |                     | 15,949    | 545         | 16,495            | 18,505          | Sep-20               | Dec-20           | 47.1%    | Construction underway                            |  |
| CP0189 Bluff Headland - Handrail Replacement and extension              | 45,000          | -  | 45,000                 | 45,000              | 32,806    | -           | 32,806            | 12,194          | Complete             | Complete         | 72.9%    |  |  |
| CP0190 Seat Replacements - William Street (Fourways)                    | 20,000          | -  | 20,000                 |                     | 40        | -           | 40                | 19,960          | TBA                  | Jun-21           | 0.2%     |  |  |
| CP0191 Netball courts resurfacing and drainage - West end               | 40,000          | -  | 40,000                 | 40,000              | 2,569     | 168         | 2,737             | 37,263          | Dec-20               | Feb-21           | 6.8%     | Design underway                                  |  |
| CP0192 Aquatic Centre / Don Reserve -playground renewal/ relocation     | 90,000          | -  | 90,000                 | 90,000              | -         | -           | -                 | 90,000          | TBA                  | TBA              | 0.0%     | Design underway                                  |  |
| CP0193 Kiah Place - Playground equipment renewal                        | 78,000          | -  | 78,000                 | 78,000              | 247       | -           | 247               | 77,753          | TBA                  | TBA              | 0.3%     | Design underway                                  |  |
| CP0194 Path renewal Don Reserve – Nicholls St to James St               | 140,000         | -  | 140,000                | 140,000             | 55,961    | 3,346       | 59,307            | 80,693          | Complete             | Complete         | 42.4%    |  |  |
| CP0195 Installation of Public Recycling Bins                            | 30,000          | -  | 30,000                 |                     | 82        | -           | 82                | 29,918          | TBA                  | TBA              | 0.3%     | Additional \$8,560 secured                       |  |
| CP0196 Highfield Park new BBQ Shelter                                   | 75,000          | -  | 75,000                 | 75,000              | 247       | -           | 247               | 74,753          | TBA                  | Jun-21           | 0.3%     | Design underway                                  |  |
| CP0197 Mersey Vale Cemetery - ash interment columns for Memorial Garden | 35,000          | -  | 35,000                 |                     | 4,630     | 16,755      | 21,385            | 13,615          | TBA                  | TBA              | 61.1%    | Columns ordered                                  |  |
| CP0199 Path Renewal Don Reserve - Nicholls to P                         |                 | 130,000  | 130,000                | 130,000             | 54,593    | 4,241       | 58,834            | 71,166          | Oct-20               | Dec-20           |          | Construction underway                            |  |
| CP0200 Mary Binks Wetlands path upgrade - stage 2                       |                 | 55,000   | 55,000                 | 55,000              | 358       | 213         | 571               | 54,429          | TBA                  | TBA              |          | Design underway                                  |  |
| TBA Seat replacements - Valley Road                                     |                 | 8,000  | 8,000                  | 8,000               | -         | -           | -                 | 8,000           | TBA                  | TBA              |          | External funding approved in October             |  |
|   |                 | -  | -                      |                     | -         | -           | -                 | -               |                      |                  |          |  |  |
| Total Open Space & Recreation   | 588,000         | 1,065,615                                      | 1,653,615              | 661,000             | 195,666   | 532,106     | 727,772           | 925,843         |                      |                  | 44.0%    |  |  |

|  | Funding 2020/21  |  |                        |                  | Expenditure 2020/21 |                  |                   | Balance          | Performance Measures |                  |              |   |
|--|------------------|--|------------------------|------------------|---------------------|------------------|-------------------|------------------|----------------------|------------------|--------------|---|
|  | Annual Budget    | Additional Funds Carried forward & adjustments | Total Budget Available | External Funding | Actual              | Commitments      | Total Expenditure | Remaining Funds  | Works Start          | Works Completion | % Budget     | Comments  |
|  | \$               | \$   | \$                     | \$               | \$                  | \$               | \$                | \$               | Month                | Month            | Spent        |   |
| <b>Buildings &amp; Facilities</b>  |                  |  |                        |                  |                     |                  |                   |                  |                      |                  |              |   |
| CB0094 Council contribution to Sports Club Grants (Level the Playing Field)            |                  | 50,000   | 50,000                 |                  | -                   | -                | -                 | 50,000           |                      |                  |              | Carry forward not required                          |
| CB0095 Works Depot - Covered plant storage shed  |                  | -  | -                      |                  | 147                 | -                | 147               | (147)            | Complete             | Complete         |              | July expenditure was overheads only                 |
| CB0096 Miandetta Park - New toilet block   |                  | -  | -                      |                  | 5,974               | -                | 5,974             | (5,974)          | Complete             | Complete         |              |   |
| CB0097 Meercroft Park - facilities upgrade   |                  | 1,396,295                                      | 1,396,295              |                  | 745,471             | 1                | 745,472           | 650,823          |                      | Jan-21           |              | Construction underway                               |
| CB0098 Devonport Football Club - new change rooms                                      |                  | 812,435  | 812,435                |                  | 37,155              | -                | 37,155            | 775,280          | TBA                  | TBA              |              | Tender advertised                                   |
| CB0099 East Devonport Football Club - new change rooms                                 |                  | 422,060  | 422,060                |                  | 88,548              | -                | 88,548            | 333,512          | Nov-20               | May-21           |              | Construction underway                               |
| CB0100 CB0100 WTS E Waste Shelter  |                  | 19,773   | 19,773                 |                  | 6,587               | 697              | 7,285             | 12,488           | Complete             | Complete         |              |   |
| CB0101 Maidstone ticket box renewal  | 25,000           | -  | 25,000                 | 25,000           | -                   | -                | -                 | 25,000           | Dec-20               | Feb-20           | 0.0%         | Construction pending                                |
| CB0102 Horsehead Creek - New toilet block & link path                                  | 95,000           | -  | 95,000                 | 95,000           | 4,065               | -                | 4,065             | 90,935           | TBA                  | TBA              | 4.3%         | Design underway                                     |
| CB0103 Spreyton Hall - heater renewal  |                  | 10,000   | 10,000                 | 10,000           | -                   | -                | -                 | 10,000           | Mar-21               | Apr-21           |              |   |
| TBA PAC Theatre Door upgrade   |                  | 14,000   | 14,000                 | 14,000           | -                   | -                | -                 | 14,000           | TBA                  | TBA              |              | External funding approved in October                |
|  |                  | -  | -                      |                  | -                   | -                | -                 | -                |                      |                  |              |   |
|  |                  |  |                        |                  |                     |                  |                   |                  |                      |                  |              |   |
| <b>Total Facilities</b>  | <b>120,000</b>   | <b>2,724,562</b>                               | <b>2,844,562</b>       | <b>144,000</b>   | <b>887,948</b>      | <b>698</b>       | <b>888,646</b>    | <b>1,955,916</b> |                      |                  | <b>31.2%</b> |   |
| <b>Transport</b>   |                  |  |                        |                  |                     |                  |                   |                  |                      |                  |              |   |
| CT0169 Formby Road & Best Street intersection safety improvements                      |                  | 91,351   | 91,351                 |                  | -                   | 36,364           | 36,364            | 54,987           | TBA                  | TBA              |              | Work scheduled after completion of waterfront hotel |
| CT0230 Transport Minor Works   |                  | 20,000   | 20,000                 |                  | -                   | -                | -                 | 20,000           | TBA                  | TBA              |              |   |
| CT0245 New bus stop infrastructure   |                  | 56,553   | 56,553                 |                  | 224                 | 2,460            | 2,684             | 53,869           |                      | Jan-21           |              | Minor works required once new bus routes commence   |
| CT0247 Street light provision  |                  | 22,268   | 22,268                 |                  | 440                 | -                | 440               | 21,828           | TBA                  | TBA              |              | Design underway                                     |
| CT0257 Road traffic device renewal   |                  | 24,872   | 24,872                 |                  | -                   | -                | -                 | 24,872           | TBA                  | TBA              |              | Design underway                                     |
| CT0259 Parking infrastructure renewal  |                  | 57,473   | 57,473                 |                  | 49,902              | 4,518            | 54,421            | 3,053            | Oct-20               | TBA              |              | Installation ongoing, c'fwd requires adjustment     |
| CT0260 Victory Avenue kerb renewal   |                  | -  | -                      |                  | 75                  | -                | 75                | (75)             | Complete             | Complete         |              |   |
| CT0263 Oldaker Street footpath renewal - west of Rooke, south side                     |                  | 150,309  | 150,309                |                  | 2,365               | 4,955            | 7,320             | 142,989          | Complete             | Complete         |              |   |
| CT0264 Victoria Street Renewal - Northern End  |                  | -  | -                      |                  | 75                  | -                | 75                | (75)             | Complete             | Complete         |              | Carry forward not required                          |
| CT0265 Holyman Street renewal  |                  | -  | -                      |                  | 75                  | -                | 75                | (75)             | Complete             | Complete         |              | Carry forward not required                          |
| CT0270 Northern Rooke Street renewal   |                  | 998,000  | 998,000                |                  | -                   | -                | -                 | 998,000          |                      |                  |              | Construction Underway                               |
| CT0271 Mersey Bluff Precinct – traffic, pedestrian, and parking improvements – stage 2 |                  | 171,055  | 171,055                |                  | 23,503              | 282,538          | 306,041           | (134,987)        | Nov-20               | May-21           |              | Construction Underway                               |
| CT0272 Coastal Pathway contribution - part 1   |                  | 371,840  | 371,840                |                  | 231,799             | 395,861          | 627,659           | (255,819)        |                      | Dec-21           |              | Construction underway, c'fwd requires adjustment    |
| CT0273 Southern Rooke Street - street scape enhancement                                |                  | -  | -                      |                  | -                   | -                | -                 | -                |                      |                  |              | project not proceeding, CF not required             |
| CT0274 Electric Vehicle Charging Station   | 50,000           | 45,126   | 95,126                 |                  | 199                 | -                | 199               | 94,927           | Complete             | Complete         | 0.2%         | pending invoices                                    |
| CT0275 CT0275 State Vehicle Entry Point  | 500,000          | -  | 500,000                | 500,000          | 34,688              | -                | 34,688            | 465,312          | TBA                  | TBA              | 6.9%         |   |
| CT0277 Reseal Program 2020-2021  | 700,000          | -  | 700,000                |                  | 5,526               | 662,284          | 667,810           | 32,190           | Aug-20               | Dec-20           | 95.4%        | Construction underway                               |
| CT0278 Devonport Road Renewal Stage 1  | 1,100,000        | (104,633)                                      | 995,367                | 538,000          | 29,691              | 7,765            | 37,456            | 957,911          | Mar-21               | May-21           | 3.8%         | Construction pending                                |
| CT0279 Bridge Road Pavement Renewal - Stage 1  | 374,000          | -  | 374,000                |                  | 23,149              | 14,391           | 37,540            | 336,460          | Jan-21               | Feb-21           | 10.0%        | Construction pending                                |
| CT0280 Wright Street Renewal - Tarleton to John  | 400,000          | 104,633  | 504,633                |                  | 14,276              | 472,239          | 486,515           | 18,118           | Nov-20               | Dec-21           | 96.4%        | Construction underway                               |
| CT0281 Street light provision  | 25,000           | -  | 25,000                 |                  | 5,242               | 4,405            | 9,647             | 15,353           | TBA                  | TBA              | 38.6%        | Cosntruction pending                                |
| CT0282 Melrose Road - Morris Road intersection improvements                            | 75,000           | -  | 75,000                 | 75,000           | 121                 | 476              | 597               | 74,403           | TBA                  | TBA              | 0.8%         | Design underway                                     |
| CT0283 Steele and Percy Street Intersection Improvements                               | 70,000           | -  | 70,000                 | 35,000           | 7,288               | 4,091            | 11,378            | 58,622           | Nov-20               | Dec-20           | 16.3%        | Cosntruction pending                                |
| CT0284 Mersey Main Road safety improvements - Spreyton Primary School                  | 104,000          | -  | 104,000                | 104,000          | 7,286               | 92,491           | 99,777            | 4,223            | Jan-21               | Feb-21           | 95.9%        | Cosntruction pending                                |
| CT0285 Mersey Main Road safety improvements - Maidstone Park                           | 68,000           | -  | 68,000                 | 68,000           | 1,061               | 55,755           | 56,816            | 11,184           | Jan-21               | Feb-21           | 83.6%        | Cosntruction pending                                |
| CT0286 Don Road, Lovett Street and Sorell Street safety improvements                   | 40,000           | -  | 40,000                 | 40,000           | 645                 | -                | 645               | 39,355           | Dec-21               | Feb-21           | 1.6%         | Design underway                                     |
| CT0287 Transport minor works   | 25,000           | -  | 25,000                 |                  | 5,200               | 16,512           | 21,713            | 3,287            | Jul-20               | Jun-21           | 86.9%        | Minor works ongoin throughout the year              |
| CT0288 Mersey Bluff Precinct – traffic, pedestrian, and parking improvements – stage 3 | 300,000          | -  | 300,000                | 300,000          | 5,883               | -                | 5,883             | 294,117          | Nov-20               | Mar-21           | 2.0%         | Construction Underway                               |
| CT0289 Coastal Pathway contribution - part 2   | 1,000,000        | 880,000  | 1,880,000              | 880,000          | -                   | 1,000,000        | 1,000,000         | 880,000          | TBA                  | TBA              | 53.2%        | Design underway                                     |
| CT0290 Greenway Avenue Traffic Calming   |                  | 82,733   | 82,733                 | 82,733           | 88                  | 213              | 82,432            | 301              | TBA                  | TBA              | 0.4%         | Design underway                                     |
| CT0291 Ronald Street new footpath - Oldaker to Parker                                  |                  | 44,000   | 44,000                 | 44,000           | 2,010               | 2,009            | 4,019             | 39,981           | TBA                  | TBA              | 9.1%         | Design underway                                     |
| CT0292 Pioneer Park - improved access from Thomas Street                               |                  | 50,000   | 50,000                 |                  | -                   | -                | -                 | 50,000           | TBA                  | TBA              | 0.0%         |   |
| CT0293 Foreshore Path Link - Drew Street   |                  | 25,000   | 25,000                 | 25,000           | 56                  | 213              | 269               | 24,731           | TBA                  | TBA              | 1.1%         | Design underway                                     |
|  |                  |  |                        |                  |                     |                  |                   |                  |                      |                  |              |   |
| <b>Total Transport</b>   | <b>4,831,000</b> | <b>3,090,580</b>                               | <b>7,921,580</b>       | <b>2,741,733</b> | <b>450,868</b>      | <b>3,059,538</b> | <b>3,510,406</b>  | <b>4,411,173</b> |                      |                  | <b>44.3%</b> |   |

|  | Funding 2020/21 |  |                        |                  | Expenditure 2020/21 |             |                   | Balance         | Performance Measures |                  |          |   |
|--|-----------------|--|------------------------|------------------|---------------------|-------------|-------------------|-----------------|----------------------|------------------|----------|---|
|  | Annual Budget   | Additional Funds Carried forward & adjustments | Total Budget Available | External Funding | Actual              | Commitments | Total Expenditure | Remaining Funds | Works Start          | Works Completion | % Budget | Comments  |
|  | \$              | \$   | \$                     | \$               | \$                  | \$          | \$                | \$              | Month                | Month            | Spent    |   |
| <b>Stormwater</b>  |                 |  |                        |                  |                     |             |                   |                 |                      |                  |          |   |
| CS0081 John Stormwater Catchment Stage 1                                   |                 | 196,096  | 196,096                |                  | 149                 | -           | 149               | 195,947         | TBA                  | TBA              |          | Scope to be assessed after Sports Master Plan   |
| CS0085 Oldaker (East) stormwater catchment upgrade – stage 1               |                 | 998,000  | 998,000                |                  | 955                 | -           | 955               | 997,045         |                      |                  |          | Construction underway                           |
| CS0091 Minor Stormwater Works  | 60,000          | -  | 60,000                 |                  | 24,301              | 4,668       | 28,969            | 31,031          | Jun-20               | Jul-21           | 48.3%    | Construction ongoing                            |
| CS0092 Stormwater outfall risk management                                  | 25,000          | -  | 25,000                 |                  | -                   | -           | -                 | 25,000          | TBA                  | TBA              | 0.0%     |   |
| CS0093 Hillier and Smith stormwater improvements                           | 25,000          | -  | 25,000                 |                  | 2,762               | -           | 2,762             | 22,238          | TBA                  | TBA              | 11.0%    | Design underway                                 |
| CS0094 Stormwater improvements 200 Steele St                               | 58,000          | -  | 58,000                 |                  | 64,982              | -           | 64,982            | (6,982)         | Complete             | Complete         | 112.0%   |   |
| CS0095 298 Bellamy road stormwater culvert                                 | 18,000          | -  | 18,000                 |                  | 3,551               | -           | 3,551             | 14,449          | TBA                  | TBA              | 19.7%    | Design underway                                 |
| CS0096 Oldaker (East) Catchment upgrade - stage 2                          | 550,000         | -  | 550,000                |                  | 11,114              | 2,886       | 14,000            | 536,000         | Mar-21               | May-21           | 2.5%     | Design underway                                 |
| CS0097 Church street stormwater improvements                               | 350,000         | -  | 350,000                |                  | 397                 | -           | 397               | 349,603         | Apr-21               | Jun-21           | 0.1%     | Design underway                                 |
| CS0098 Pit replacements  | 50,000          | -  | 50,000                 |                  | 35                  | -           | 35                | 49,965          | TBA                  | TBA              | 0.1%     |   |
| CS0099 Pipe renewal - 23 Steele St   | 60,000          | -  | 60,000                 |                  | 261                 | 476         | 737               | 59,263          | TBA                  | TBA              | 1.2%     | Design underway                                 |
| Total Stormwater   | 1,196,000       | 1,194,096                                      | 2,390,096              | -                | 108,507             | 8,031       | 116,538           | 2,273,558       |                      |                  | 4.9%     |   |
| <b>Plant &amp; Fleet</b>   |                 |  |                        |                  |                     |             |                   |                 |                      |                  |          |   |
| CF0025 Fleet replacement program 19/20                                     |                 | 176,092  | 176,092                |                  | 85,176              | -           | 85,176            | 90,916          |                      |                  | 48.4%    |   |
| CF0027 Non-Hire Plant Replacement Plan 19/20 (including disposal proceeds) |                 | 7,055  | 7,055                  |                  | 49                  | -           | 49                | 7,006           |                      |                  | 0.7%     | July expenditure was overheads only (task 4112) |
| CF0028 Fleet replacement program 20/21                                     | 85,000          | -  | 85,000                 |                  | -                   | -           | -                 | 85,000          |                      |                  | 0.0%     |   |
| CF0029 Hire Plant Replacement Plan 20/21 (including disposal proceeds)     | 394,000         | -  | 394,000                |                  | -                   | 306,388     | 306,388           | 87,612          |                      |                  | 77.8%    |   |
| Total Plant & Fleet  | 479,000         | 183,147  | 662,147                | -                | 85,225              | 306,388     | 391,613           | 270,534         |                      |                  | 59.1%    |   |
| <b>Other Equipment</b>   |                 |  |                        |                  |                     |             |                   |                 |                      |                  |          |   |
| Total Other Equipment  | 345,000         | 447,212  | 792,212                | 53,000           | 248,586             | 27,448      | 276,035           | 784,618         |                      |                  | 34.8%    |   |
| TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY                          | 7,559,000       | 8,705,211                                      | 16,264,211             | 3,599,733        | 1,976,801           | 3,934,209   | 5,911,010         | 10,621,643      |                      |                  | 36.3%    |   |
| <b>Living City</b>   |                 |  |                        |                  |                     |             |                   |                 |                      |                  |          |   |
| Total Living City  | 8,000,000       | 4,935,192                                      | 12,935,192             | 6,000,000        | 2,314,213           | 5,584       | 2,319,797         | 10,615,395      |                      |                  | 17.9%    |   |
| TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY                          | 15,559,000      | 13,640,403                                     | 29,199,403             | 9,599,733        | 4,291,014           | 3,939,793   | 8,230,807         | 21,237,038      |                      |                  | 28.2%    |   |

**Minutes of the Planning Authority Committee of the Devonport City Council  
held in the Aberdeen Room, Level 2, paranaple centre,137 Rooke Street, Devonport  
on Monday 7 December 2020 commencing at 5:15 PM**

**Present** Cr A Rockliff (Mayor) in the Chair  
Cr J Alexiou  
Cr P Hollister  
Cr S Milbourne  
Cr L Murphy  
Cr L Perry

**Councillors in Attendance** Cr L Laycock

**Council Officers:** General Manager, M Atkins  
Deputy General Manager, J Griffith  
Development Services Manager, K Lunson  
Planning Officer, A Mountney

**Audio Recording:** All persons in attendance were advised that it is Council policy to record Council meetings, in accordance with Council's Digital Recording Policy. The meeting was live streamed via YouTube.

## 1 APOLOGIES

Cr Jarman and Cr Enniss were noted as non-Committee Member apologies.

## 2 DECLARATIONS OF INTEREST

The following Declarations of Interest were advised:

|                      |             |   |
|----------------------|-------------|---|
| Councillor J Alexiou | Item No 4.1 | Neighbour   |
| Councillor L Murphy  | Item No 4.1 | Engaged by proponent in employment outside of Council |



### 3 DELEGATED APPROVALS

#### 3.1 PLANNING APPLICATIONS APPROVED UNDER DELEGATED AUTHORITY

##### PAC 20/13 RESOLUTION

MOVED: Cr Perry  
SECONDED: Cr Murphy

That the list of delegated approvals be received.

FOR: Cr Alexiou, Cr Hollister, Cr Milbourne, Cr Murphy, Cr Perry, Cr Rockliff  
AGAINST: nil

CARRIED 6 / 0

### 4 DEVELOPMENT REPORTS

#### 4.1 PA2020.0142 - 94 WINSPEARS ROAD EAST DEVONPORT - 3 LOT SUBDIVISION

Cr Murphy left the meeting at 5:17 pm.  
Cr Alexiou left the meeting at 5:17 pm.

##### PAC 20/14 RESOLUTION

MOVED: Cr Perry  
SECONDED: Cr Hollister

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and Section 57 of the *Land Use Planning and Approvals Act 1993*, refuse application PA2020.0142 for a 3-lot subdivision at 94 Winspears Road, East Devonport for the following reasons:

- The subdivision and intended residential use on lots 1 & 2 are not in accordance with the purpose of the Agriculture zone; and
- The subdivision configuration does not satisfy the requirements of clause 21.5.1 - Development Standards for Subdivision – Lot Design - P1(b) due to the following reasons:
  - The subdivision will diminish the agricultural productivity of the land; and
  - Additional lots are being created.

FOR: Cr Hollister, Cr Milbourne, Cr Perry, Cr Rockliff  
AGAINST: nil

CARRIED 4 / 0

Cr Alexiou returned to the meeting at 5:24 pm  
Cr Murphy returned to the meeting at 5:24 pm.

## **4.2 PA2020.0199 - 46 MURRAY STREET, EAST DEVONPORT - 2 LOT SUBDIVISION**

### **PAC 20/15 RESOLUTION**

MOVED: Cr Hollister

SECONDED: Cr Murphy

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and Section 57 of the *Land Use Planning and Approvals Act 1993*, approve application PA2020.0199 and grant a Permit to develop land identified as 46 Murray Street, East Devonport for the following purposes:

- 2 lot subdivision

Subject to the following conditions:

1. The Development is to proceed generally in accordance with the submitted plans referenced as Proposed Subdivision – 46 Murray Street, East Devonport, Drawing No. 220043, by Michell Hodgetts Surveyors, dated 24/03/20, copies of which are attached and endorsed as documents forming part of this Planning Permit.
2. The new driveway works is to be constructed generally in accordance with the Tasmanian Standard Drawing TSD-R09.
3. The developer is to provide a 150mm diameter stormwater connection for lot 1 and connect into the 375mm diameter Council main on Murray Street in accordance with Tasmanian Standard drawings TSD-SW25 and TSD-SW27.
4. The developer is to comply with the conditions specified in the Submission to Planning Authority Notice which TasWater has required to be included in the planning permit pursuant to section 56P(1) of the *Water and Sewerage Industry Act 2008*. A copy of this notice is attached.

Note: The following is provided for information purposes.

Addressing:

- Lot 1 on the Proposed Subdivision plan will become 44A Murray Street
- Lot 2 on the Proposed Subdivision plan will retain 46 Murray Street

This complies with AS/NZS 4819.2011 Rural and urban addressing.

In regard to conditions 2 & 3 a 'Permit to work within the road reserve' must be sought and granted prior to any works being undertaken. This will ensure that any existing Council infrastructure impacted by the works is to be reinstated in accordance with the relevant standards.

The owner must, at their expense, repair any Council services (eg pipes, drains) and any road, crossover, footpath or other Council infrastructure that is damaged as a result of any works carried out by the developer, or their contractors or agents pursuant to this permit. These repairs are to be in accordance with any directions given by the Council.

The developer is to provide a copy of the approved proposal plan to Telstra, NBN Co. and TasNetworks to assist them with their forward planning of infrastructure.

Hours of Construction shall be: Monday to Friday Between 7am - 6pm, Saturday between 9am -6pm and Sunday and statutory holidays 10am - 6pm.

During the construction or use of these facilities all measures are to be taken to prevent nuisance. Air, noise and water pollution matters are subject to provisions of the *Building Regulations 2016* or the *Environmental Management and Pollution Control Act 1994*.

In regard to condition 4 the developer should contact TasWater – Ph 136992 with any enquiries.

In regard to conditions 2 & 3 the developer should contact Council's Infrastructure & Works Department – Ph 6424 0511 with any enquiries.

Enquiries regarding other conditions can be directed to Council's Development Services Department – Ph 6424 0511.

FOR: Cr Alexiou, Cr Hollister, Cr Milbourne, Cr Murphy, Cr Perry, Cr Rockliff  
AGAINST: nil

CARRIED 6 / 0

## 5 CLOSURE

**There being no further business on the agenda the Mayor declared the meeting closed at 5:26 pm.**

Confirmed

Chairperson