



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, parade centre, 137 Rooke Street, Devonport on Monday 26 February 2024, commencing at 5:30 PM.

**The meeting will be open to the public and live streamed from 5:30 PM on Council's [YouTube channel](#).**

## QUALIFIED PERSONS

In accordance with section 65 of the *Local Government Act 1993*, I confirm that the reports in this agenda contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

Matthew Atkins  
GENERAL MANAGER

**21 02 2024**

### March 2024

Meeting	Date	Commencement Time
Ordinary Meeting	25 March 2024	5:30 PM

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**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 26 FEBRUARY 2024, IN THE ABERDEEN ROOM, LEVEL 2, paranapple centre,  
137 ROOKE STREET, DEVONPORT AT 5:30 PM**

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## ACKNOWLEDGEMENT OF COUNTRY

Devonport City Council acknowledges and pays respect to the palawa-pakana people as the traditional and original owners of lutrawita and continuing custodians of this land on which we gather.

We also acknowledge and pay our respects to the Tasmanian Aboriginal elders past and present.

## IN ATTENDANCE

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Digital Recording Policy. The digital recording of this meeting will be made available to the public on Council's website for a minimum period of six months. The meeting will also be live streamed on Council's YouTube channel.

## ATTENDEES

		Apology
Chair	Cr A Jarman (Mayor)	
	Cr S Sheehan (Deputy Mayor)	
	Cr G Enniss	
	Cr P Hollister	
	Cr S Martin	
	Cr A Moore	
	Cr L Murphy	
	Cr D Viney	
	Cr J Wilczynski	

## 1 APOLOGIES

## 2 DECLARATIONS OF INTEREST

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## **3 PROCEDURAL**

### **3.1 CONFIRMATION OF MINUTES**

#### **RECOMMENDATION**

That the minutes of the Council meeting held on Monday 22 January 2024 as previously circulated be confirmed.

### **3.2 PUBLIC QUESTION TIME**

#### **PUBLIC QUESTION TIME**

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 20/90 refers):

1. Public participation shall take place at Council meetings in accordance with Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015*.
2. Public participation will be the first agenda item following the formal motions: Apologies, Minutes and Declarations of Interest.
3. Questions without notice will be dependent on available time at the meeting (with a period of 30 minutes set aside at each meeting).
4. A member of the public who wishes to ask a question at the meeting is to state their name and address prior to asking their question.
5. A maximum of 3 questions per person are permitted.
6. A maximum period of 5 minutes will be allowed per person.
7. Questions are to be succinct and not contain lengthy preamble.
8. To allow opportunity, where necessary to research answers and limit questions taken on notice, a copy of any questions without notice, where possible, are to be provided by email or in person to Council by 12 noon on the day of the meeting.
9. A question by any member of the public and an answer to that question are not to be debated.
10. Questions without notice and their answers will be recorded in the minutes.
11. The Chairperson may take a question on notice in cases where the questions raised at the meeting require further research or clarification, or where a written response is specifically requested.
12. Protection of parliamentary privilege does not apply to local government and any statements or discussion in the Council Chambers, or any document produced, are subject to the laws of defamation.
13. The Chairperson may refuse to accept a question. If the Chairperson refuses to accept a question, the Chairperson is to give reason for doing so in accordance with the Public Question Time Policy.

## **3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS**

Author: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That the responses to questions from Ms Marta Wiatrouska, Mr Doug Janney and Mr Shane 'Cush' Allison at the January Council meeting be noted.

### **ATTACHMENTS**

1. Response QwN Marta Wiatrouska Council Meeting 22Jan24 (1) [**3.2.1.1** - 1 page]
2. Response QwN D Janney Council Meeting 22Jan24 [**3.2.1.2** - 3 pages]
3. QwN Shane 'Cush' Allison - Council Meeting - 22 Jan 2024 [**3.2.1.3** - 2 pages]

### **3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC**

There were no Questions on Notice from the Public received for the February 2024 meeting.

### **3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC**

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### **3.3 QUESTIONS ON NOTICE FROM COUNCILLORS**

At the time of compilation of the agenda, no questions had been received from Councillors.



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## 3.4 NOTICES OF MOTION

### 3.4.1 NOTICE OF MOTION - SURFER SHELTER AT AIKENHEAD POINT - CR D VINEY

Author: **Councillor Damien Viney**

Endorser: **Matthew Atkins, General Manager**

In accordance with Regulation 16(5) of the *Local Government (Meeting Procedures) Regulations 2015*, a notice of motion has been received from Councillor Damien Viney.

#### MOTION

That Council investigates options in relation to construction of a surfer's "shelter" in proximity and being able to view the river break at Aikenhead Point and consider funding as part of the 24/25 budget deliberations.

#### SUPPORT

Reference article:

[Devonport's 'river rats', surfing with the big ships for more than 60 years - ABC News](#)

I would encourage all councillors to read the attached article with some history about the River Rats of the Mersey River, and the included letter of support from the North West Board Riders.

I think this has potential to cover off a few of Council's strategies including celebrating our history, promoting tourism and Living Well. I believe if the proposal is also considered via the Public Art Committee it will have more widespread support if considered as more of an installation rather than just a shelter. This will also incorporate into the DCC Public Art Strategy and tie in with the emerging "sculpture trail" from the Waterfront Precinct to the Bluff Precinct. This project also has the potential to tie in some more iconic history of Devonport and the people who live and play on the Mersey River and could serve as a story board for the surfing history and a monument to the characters that have contributed to it.

John van de Woude (mentioned in the article) tells me there are maybe 30 surfable days per year, however it has the potential to be used as a staging point for surfing competitions and as a general shelter for people observing boats at Aikenhead Point. If it was an art installation, it would add something of interest along Victoria Parade without detracting from the natural beauty of the place, while also being sympathetic to the important existing memorials within the proximity.

I love the idea of surfers getting together with an impromptu driftwood fire and warming up out of the elements after a surf to enhance the community.

#### OFFICER'S COMMENTS

Council budget deliberations for the 2024/25 financial year will commence in coming months. Should Councillors wish to consider this suggested project, research will be undertaken to provide information on likely cost, possible concept designs, necessary approvals, etc.

#### ATTACHMENTS

1. Letter of support from Toby Rey President of North West Board Riders NWBR [3.4.1.1 - 1 page]

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### **3.4.2 NOTICE OF MOTION - REQUEST LEGISLATION TO INCLUDE THE HOLDING OF WORKING WITH VULNERABLE PEOPLE CARD IN ELIGIBILITY CRITERIA FOR NOMINATING AS A COUNCILLOR - C L MURPHY**

Author: **Councillor Leigh Murphy**

Endorser: **Matthew Atkins, General Manager**

In accordance with Regulation 16(5) of the *Local Government (Meeting Procedures) Regulations 2015*, a notice of motion has been received from Councillor Leigh Murphy.

#### **MOTION**

That Council submit the following motion at the next LGAT (Local Government Association of Tasmania) General Meeting:

*"That LGAT request the State Government legislate, that eligibility for nomination as councillor requires a person to hold a Working with Vulnerable People Card."*

#### **SUPPORT**

Section 270 of the *Local Government Act 1993* outlines a number of requirements for a person to be eligible to nominate as a Councillor. To improve protections for vulnerable people, a further requirement should be added requiring a "Working with Vulnerable People Card" (WWVP) be held.

A WWVP card is now required by most community groups for staff and volunteers and it is only reasonable the same rules apply to Councillors who interact with a whole range of community members whilst undertaking their duties.

The legislation should include provision to accommodate those who have applied and are eligible but at the time of nomination may not have yet received their Card.

#### **OFFICER'S COMMENTS**

Given the increasing expectations on organisations to ensure the safety and protection of those most vulnerable within our community, the request to mandate this requirement for all Councillors is sensible. Making the request through LGAT ensures that, if supported, the request to the State Government will carry the support of the whole sector.

#### **ATTACHMENTS**

Nil

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## **4 PLANNING AUTHORITY MATTERS**

There are no items in this agenda to be considered by Council in its capacity as a Planning Authority.

## **5 REPORTS**

### **5.1 TENDER REPORT CT0369A SPREYTON CONNECTOR DESIGN AND CONSTRUCT BRIDGE**

Author: **Shannon Eade, Assets & Technical Services Coordinator**

Endorser: **Jeffrey Griffith, Deputy General Manager**

#### **RECOMMENDATION**

That Council in relation to Contract CT0369A Spreyton Connector Bridge Design and Construct,

1. award the contract to Buildrite Construction & Project Management for the tendered sum of \$367,349 (ex. GST);
2. note project management and administration costs of \$20,000 (ex. GST); and
3. note a construction contingency of \$163,826 (ex. GST).

#### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

2.3 Active asset renewal program and clear infrastructure priorities for funding

#### **SUMMARY**

This report considers tenders received for the construction of the State Government funded "Spreyton Connector" pathway and seeks Council's approval to award the Bridge Design and Construction Contract to Buildrite Construction & Project Management.

#### **BACKGROUND**

Over recent years, progress has been made on the construction of a shared recreational pathway that connects the Devonport City centre with the Spreyton community. The remaining stages of this project will extend the shared path network from Horsehead Creek around the Mersey River foreshore through Quoiba and into Spreyton linking to the existing path at Maidstone Park.

The Council has successfully completed earlier stages that connect the city centre to Quoiba at Horsehead Creek, however progress on the final sections has been contingent on securing external funding. In August 2023, Council submitted an application for the extension of the Spreyton Connector Path as part of round one of the State Government Active Transport program. Announcements were made in November 2023 that the project was successful in securing a \$1.27 million dollar grant.

Stage 3, which is now under construction, includes a 1.3km link from Devonport Road near Horsehead Creek, extending along the foreshore side of Merseyside Street through to Turners Lane and onto a waterway inlet adjacent the Waste Transfer Station.

The proposed new bridge will link stage 3 across a 20-metre-wide waterway inlet to the stage 4 section of path.

Stage 4 is the final link to the centre of Spreyton, from the waterway inlet continuing around the Mersey River foreshore of the Waste Transfer Station, then along the Figure of Eight Creek embankment to the existing path and bridge at Maidstone Park. This stage is currently under detail design, with construction likely to continue after completion of Stage 3.

The plan below details the project staging and linkages to the existing shared path network.



**STATUTORY REQUIREMENTS**

Council is required to comply with section 333A of the *Local Government Act 1993* and its adopted Code for Tenders and Contracts when considering awarding tenders over the prescribed amount.

**DISCUSSION**

The tender was advertised as a design and construction project of a suitably sized bridge to span the waterway inlet adjacent the northern boundary of the Waste Transfer Station. Tenders were received from 5 companies, with all tenders assessed as conforming and are summarised below in Table 1.

**TABLE 1**

No.	Tender	Total Price (ex GST)
1	Buildrite Construction	367,349
2	Bridge Pro	431,400
3	Harding's	468,950
4	Ritson Family Trust (AJR Construction)	570,739
5	Timber Restoration	611,811

The Tender Planning and Evaluation Committee assessed each submission against the selection criteria with Buildrite Construction & Project Management ranking highest overall and therefore offering Council best value for money. The selection criteria included:

- Relevant Experience
- Quality, Safety and Environmental Management
- Methodology
- Price

The Buildrite Construction tender submission included a concept bridge design for a galvanised steel construction bridge, similar to the style of bridge recently completed from Maidstone Park over the Figure of Eight Creek linking to Woodrising Avenue. Steel bridges are easily fabricated and installed at the site, while delivering lengthy asset life.

**COMMUNITY ENGAGEMENT**

The tenders were publicly advertised in The Advocate Newspaper on 16<sup>th</sup> December 2023 and were also advertised on Council's website and via Tenderlink.

**FINANCIAL IMPLICATIONS**

The grant received under the State Government Active Transport funding program listed in the 2023/24 Capital Budget under the project title CT0369 Spreyton Connector Path with a budget amount of \$1,270,000. The project estimate is detailed below in Table 2.

**TABLE 2**

<b>No.</b>	<b>Tender</b>	<b>Budget (ex GST)</b>
<b>1</b>	<b>Bridge Design &amp; Construct (Contract CT0369A)</b>	<b>\$367,349</b>
2	Stage 3 path construction (Contract CT0369 Awarded)	\$298,825
3	Stage 4 path construction (Estimated addition to Contract CT0369)	\$420,000
4	Construction contingency	\$163,826
5	Project management	\$20,000
<b>TOTAL</b>		<b>1,270,000</b>

**RISK IMPLICATIONS**

To minimise risk, the tender administration processes related to this contract complies with Council's Code for Tenders and Contracts which was developed to ensure compliance with section 333A of the *Local Government Act 1993*.

The project associated risks include the geotechnical design of the bridge piers and abutments are conceptual and the site will undergo soil and subgrade material testing and design. The area surrounding the Waste Transfer Station is expected to encounter historic uncontrolled fill, which may result in increases in design or changes in bridge location.

**CONCLUSION**

The Tender Planning and Evaluation Committee recommends that Buildrite Construction & Project Management provided the best value for money tender submission and be awarded the Spreyton Connector Bridge Design and Construction Contract.

**ATTACHMENTS**

Nil

## 5.2 TENDER REPORT CONTRACT 1354 CLEANING OF COUNCIL FACILITIES

Author: **Brady Gale, Technical Support**

Endorser: **Jeffrey Griffith, Deputy General Manager**

### RECOMMENDATION

That Council in relation to Contract 1354 Cleaning of Council Facilities:

1. award the 2-year schedule of rates contract to Command 51 for the nominal baseline tendered sum of \$519,104 per annum (ex GST); and
2. note the contract allows for three one-year contract extensions.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

4.1 Sport and recreation facilities and programs meet community needs

### SUMMARY

This report considers tenders received for "Contract 1354 Cleaning of Council Facilities" and seeks Council's approval to award the contract to the company Command 51.

### BACKGROUND

The "Cleaning of Council Facilities" Contract includes the scope for cleaning of 35 Council operated facilities within the City. The current contract has been operating since 2019 and has been extended on three occasions with the final extension due to expire on 31 March 2024.

The term of the new contract has been set for a two-year period ending 31 March 2026, with an option to extend the contract for three one-year extensions, which are subject to satisfactory performance and Council discretion.

The only major exclusion from this contract is the paranapple centre due to body corporate arrangements.

### STATUTORY REQUIREMENTS

Council is required to comply with section 333A of the *Local Government Act 1993* and its adopted Code for Tenders and Contracts when considering awarding tenders over the prescribed amount.

### DISCUSSION

Tenders were received from four companies, with all tenders assessed as conforming and are summarised below in Table 1.

**TABLE 1**

<b>Tenderer</b>	<b>Tender Price (Annual Total)</b>
Jones & Co Cleaning Solutions	\$495,841
Command 51	\$519,104
Lazaro Pty Ltd	\$611,321
JanGar Clean	\$1,716,172



The tendered price is the calculated annual cost based on specified cleaning frequencies and scope of work set out in the contract specifications.

The Tender Planning and Evaluation Committee assessed each submission against the selection criteria with the company Command 51 ranking highest overall and therefore offering Council best value for money. The selection criteria included:

- Relevant Experience
- Quality, Safety and Environmental Management
- Methodology
- Price

The assessment of Business Methodology and Quality Assurance were closely considered with significant benefits detailed in the tender submission provided by Command 51. Some of the systems include an online request system and cleaning audit & tracking process that ensures transparency with Council access to all activities with before & after photos.

### **COMMUNITY ENGAGEMENT**

The tenders were publicly advertised in The Advocate Newspaper on 20<sup>th</sup> January 2024 and were also advertised on Council's website and via Tenderlink.

### **FINANCIAL IMPLICATIONS**

The annual cleaning operations budget for the current year 2023/24 is \$354,549.

The new tendered schedule of rates and expected increases in facilities and level of service will require an Annual Cleaning Operations Budget of \$519,104 for 2024/25, which is an overall increase of 46%.

This contract is for a two-year period and includes an annual increase based on Consumer Pricing Index (CPI).

The proposed improvements in systems and processes should lead to enhanced management of the cleaning services and ultimately a reduction in reactive and ad-hoc cleaning activities.

The new contract specifications now include additional facilities and in some cases an increase in service levels and frequency of cleaning and the scope of cleaning tasks undertaken. The contract review and improvements are based on feedback over recent years, along with changes in the usage or demand across facilities. However, notwithstanding the scope changes the majority of the increase from prior years is simply the market rates. It is understood that the cost of cleaning services has risen dramatically since the outbreak of covid-19 in 2020. This is the first time Council has tendered for cleaning services since 2019.

### **RISK IMPLICATIONS**

To minimise risk, the tender administration processes related to this contract complies with Council's Code for Tenders and Contracts which was developed to ensure compliance with section 333A of the *Local Government Act 1993*.

### **CONCLUSION**

The Tender Planning and Evaluation Committee recommends that the company Command 51 be awarded Contract 1354 Cleaning of Council Facilities.

### **ATTACHMENTS**

Nil

## 5.3 CAPITAL BUDGET ADJUSTMENTS

Author: **Joshua Jackson, Finance Manager**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council approves adjustments to the 2023/24 capital budget estimates as contained in this report.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management.

### SUMMARY

This report provides information to Council on capital budget estimates which are recommended to be updated for this current financial year.

### BACKGROUND

Council's 2023/24 capital budget estimates have been reviewed and updated, taking into consideration several changes that have eventuated since the budget was adopted. Given these changes include several new projects which will see both additional income and expenditure in this current financial year and the monetary values exceed the delegation authority provided to the General Manager, it was considered prudent for council to formalise these revisions by adopting an updated capital budget.

### STATUTORY REQUIREMENTS

The original budget estimates and adjustments to budget estimates are made in accordance with the following requirements of the *Local Government Act 1993*:

#### *74. Expenditure*

*A council may expend its funds for the purpose of exercising its powers or carrying out its functions under this or any other Act within the estimates adopted under section 82.*

#### *82. Estimates*

- (1) The general manager must prepare estimates of the council's revenue and expenditure for each financial year.*
- (2) Estimates are to contain details of the following:*
  - (a) the estimated revenue of the council.*
  - (b) the estimated expenditure of the council;*
  - (c) the estimated borrowings by the council;*
  - (d) the estimated capital works of the council;*
  - (e) any other detail required by the Minister.*
- (3) Estimates for a financial year must –*
  - (a) be adopted by the council, with or without alteration, by absolute majority;*
  - and*
  - (b) be adopted before 31 August in that financial year; and*
  - (c) not be adopted more than one month before the start of that financial year.*

- (4) *A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.*
- (5) *A council may make adjustments to individual items within any estimate referred to in subsection (2) by a simple majority so long as the total amount of the estimate is not altered.*
- (6) *A council, by absolute majority, may authorise the general manager to make minor adjustments up to specified amounts to individual items within any estimate referred to in subsection (2) so long as the total amount of the estimate is not altered.*
- (7) *The general manager is to report any adjustment and an explanation of the adjustment at the first ordinary meeting of the council following the adjustment.*

#### **DISCUSSION**

Council's 2023/24 capital budget estimates have been reviewed and updated, to reflect recent changes, that were unknown or unconfirmed when the original budget was adopted.

Council has been successful in obtaining additional grant funds associated with capital projects. This has enabled works that were expected to be carried out in future years to be brought forward to this current year.

In summary this budget review includes:

- Additional items of capital income and expenditure as a result of grants that have been obtained or confirmed since adoption of the original budget.
- Additional items of capital expenditure approved at Council Meetings since adoption of the original budget.
- A recommendation to reallocate surplus funds from Kelsey Tier Road to create a new project to address landslip issues on Pump Station Road.

#### **Pump Station Road**

A landslip during winter on Pump Station Road was cleared and stabilised by Council maintenance crews. Unfortunately, the stabilisation did not withstand further heavy rains in January this year and our engineering advice is that further maintenance repairs are likely to fail again with a large rainfall event. On that basis it is recommended that capital works be undertaken this autumn to stabilise the bank and add appropriate drainage. A budget of \$85,000 is required and it is recommended these funds be reallocated from savings on Kelsey Tier Road.



Picture taken following large rainfall event on the 17<sup>th</sup> January 2024.

Details of changes from this review are displayed by asset class in the tables below.

**Capital Expenditure Revisions**

<b>Asset Category</b>	<b>Comments</b>	<b>2023/2024 Budget (inc's C/F)</b>	<b>Proposed Change to Budget</b>	<b>Total Revised Budget</b>
Open Space & Recreation	no changes	\$2,259,011	\$0	\$2,259,011
Buildings & Facilities	CB0129 Indoor Stadium, \$1.5M CB0134 Byard Park amenities development \$1.2M	\$4,653,185	\$2,700,000	\$7,353,185
Transport	CT0369 Spreyton connector path (Quoiba to Spreyton) \$1.27M CT0370 Don Village Path Connectivity Improvement \$175,000. Reallocate \$85,000 from CT0355 Kelcey Tier Road Safety Improvements to CT0371 Pumping Station Road Landslip & Drainage Improvements	\$11,090,984	\$1,445,000	\$12,535,984
Stormwater	no changes	\$2,443,074	\$0	\$2,443,074
Living City	no changes	\$3,447,521	\$0	\$3,447,521
Plant & Fleet	no changes	\$1,628,455	\$0	\$1,628,455
Other Equipment	no changes	\$1,313,913	\$0	\$1,313,913
<b>Total capital budget revisions</b>		<b>\$26,836,1430</b>	<b>\$4,145,000</b>	<b>\$30,981,143</b>

**Capital Income Revisions**

<b>Income Type</b>	<b>Comment</b>	<b>2023/2024 Budget (Inc. C/F)</b>	<b>Proposed Change to Budget</b>	<b>Total Revised Budget</b>
<b>Grants - Capital</b>	DSG - Spreyton Connector Path. \$1.27M. Recognise Federal Government funding allocated to the Indoor Stadium \$1.5M. Federal government funding for Byard Park amenities \$1.2M. DSG - Don Village Path Connectivity Improvement \$175,000.	\$3,844,839	\$4,145,000	\$7,989,839
<b>Capital income totals</b>		<b>\$3,464,839</b>	<b>\$4,145,000</b>	<b>\$7,989,839</b>

**COMMUNITY ENGAGEMENT**

No community engagement has been undertaken.

**FINANCIAL IMPLICATIONS**

As the additional allocation to the capital program is grant funded, the additional expenditures aligns with the additional income with no nett cashflow impact for Council.

The Byard Park project has been tendered and all tenders came in over budget. A value management process is currently being undertaken with the lowest tenderer to identify potential savings. The outcome of this process will be the subject of a later report to Council, with some level of council contribution to be required for the project as part of the 24/25 budget.

**RISKS**

Project risks include:

- Liquidity risk – the risk that council has insufficient funds to meet its obligations. Liquidity risk could be an issue in the circumstances where expenditure is incurred on significant projects without external funding being received as expected.
- Risk of delays – the risk of extended project delivery due to internal capacity constraints, and or availability of contractors and materials.
- Risk of cost overrun - the risk that costs exceed budget if either the scope or budget for a project is not clearly defined and managed.
- Ongoing inflation - inflation may lead to increased costs over and above expected costs, particularly in relation to capital projects that are delivered over multiple years.

The above risks are mitigated by adequate financial and contract management practices.

**CONCLUSION**

The revised budget estimates reflect a number of changes that have occurred since the capital budget was approved and it is prudent for Council to adopt this update.

**ATTACHMENTS**

Nil

## 5.4 FUTURE OF LOCAL GOVERNMENT FINAL REPORT

Author: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council endorse the attached submission in response to the Final Report into the Future of Local Government Review.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

Following a Council Workshop, a submission in response to the Final Report of the Future of Local Government Review has been prepared for Council's endorsement.

### BACKGROUND

The Future of Local Government Review (the Review) has been commissioned by the Tasmanian Government to ensure the State's local government sector is robust, capable, and ready for the challenges and opportunities of the future.

The Review is described on the Government's website as an ambitious, generational opportunity to explore the role, function, and design of local government in Tasmania.

The Minister for Local Government appointed a Board, chaired by the Hon. Sue Smith AM to undertake the Review, which commenced in January 2022.

The Review has taken approximately two years to complete, with a Final Report being handed to the Minister in October 2023.

The Final Report contains 37 recommendations regarding the future of local government in Tasmania.

The Minister has now released the Final Report for public feedback with submissions due by 29 February 2023.

The [Future of Local Government Review](#) website contains information regarding the Review including various reports released throughout the process, public submissions to date, research papers and comparative data on each of Tasmania's 29 councils.

To date, Council has made the following four submissions to the Review:

- Initial submission - April 2022
- Stage 1 Interim Report - August 2022
- Stage 2 Options Paper – February 2023
- Stage 2 Interim Report – July 2023

### STATUTORY REQUIREMENTS

The Local Government Board, established to undertake the review, has been appointed by the Minister for Local Government under section 210 of the *Local Government Act 1993*.



## **DISCUSSION**

Following an extensive process the Future of Local Government Board have developed a Final Report containing 37 recommendations. The Report has now been released by the Local Government Minister for comment.

Council discussed the Report findings at a workshop on 11 December 2023 and again on 12 February 2024. A final Devonport City Council submission has been drafted and is presented for Council's endorsement.

The Review has highlighted that 'scaling-up' of council services is necessary and would drive cost efficiencies and deliver better value and higher quality services for Tasmanian communities. Previous Devonport City Council submissions have supported this conclusion and emphasised the only efficient and effective model to achieve this necessary scale is through fewer, larger councils.

While unfortunately, late in the process the State Government ruled out forced boundary changes, influencing recommendations in the Final Report, this final Devonport City Council submission maintains the view that bold structural change is the only viable and worthwhile option to achieving sustainable sector reform.

## **COMMUNITY ENGAGEMENT**

The Future of Local Government Review has involved an extensive community consultation process.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications as a result of this report.

## **RISK IMPLICATIONS**

With Devonport City Council taking a leadership role in the reform process, it risks criticism from neighbouring councils who may not necessarily share the same views.

## **CONCLUSION**

A submission to the Final Report of the Future of Local Government Review has been prepared for Council's endorsement. The submission reflects the sentiments of Councillors at a recent Workshop and is consistent with previous submissions.

## **ATTACHMENTS**

1. DCC Submission – Final Report Future of Local Government Review February 2024  
[5.4.1 – 4 pages]



## **5.5 EXTENDING CRADLE COAST WASTE MANAGEMENT GROUP MEMBERSHIP**

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council receive this report and endorse the new Terms of Reference of the Cradle Coast Waste Management Group to include King Island and West Coast Councils into the group.

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

5.1 Regional co-operation is achieved through purposeful participation

### **SUMMARY**

This report details a request to include West Coast and King Island Councils as member councils of the Cradle Coast Waste Management Group.

### **BACKGROUND**

The Cradle Coast Waste Management Group (CCWMG) was formed in 2007 to improve waste management from a regional perspective, providing efficiencies and economies of scale and sourcing specialty waste reduction services in North-West Tasmania. CCWMG currently represents seven North-West Tasmanian Councils being: Burnie City, Central Coast, Circular Head, Devonport City, Latrobe, Kentish and Waratah Wynyard Councils.

Over the last year the group has been working with King Island and West Coast Councils on a range of matters and these two Councils are seeking to become formal members of the group.

CCWMG membership is governed by the Terms of Reference (TOR), signed by representatives of Participating Councils. In the 2022 update of this document the TOR noted that:

*West Coast and King Island Councils do not currently participate, however, opportunity for participation is open.*

Following investigations by these Councils into the opportunities available from formal membership of the group, both Councils confirmed the desire to join the CCWMG. An amendment to the group's 2023/24 Annual Plan and budget was drafted, together with changes to the TOR to formally include both local government areas. In joining the CCWMG, this ensures all Tasmanian councils belong to one of the three regional waste groups.

### **STATUTORY REQUIREMENTS**

CCWMG membership is governed by the Terms of Reference (TOR), signed by representatives of Participating Councils, and therefore would require amendment to include West Coast and King Island Councils as member councils.

## **DISCUSSION**

### **Membership of CCWMG**

The CCWMG currently consists of the General Managers of the participating Councils. The group is supported by Cradle Coast Waste Services, part of the Dulverton Regional Waste Management Authority (DWM), providing project management support and waste expertise.

At a meeting of the CCWMG on 19 April 2023, it was agreed that to extend the membership to King Island and West Coast Councils the following process would apply:

1. Exchange of documentation requesting and approving admission to the Group.
2. Negotiation between CCWMG and the new Councils regarding financial contribution to the group, including start dates for service delivery, as well as revision of the group's annual plan and budget to incorporate the additional funding and projects to be presented and agreed by all members.
3. Endorsement from the additional member Council to accept CCWMG Strategic Plan, with any amendments agreeable to members relative to the new Councils needs or modifications to current projects to support broader participation.
4. Resolution of approval minuted in CCWMG meeting.
5. Update of the TOR to include the new member Councils and ensure rules match the requirements of the group.
6. All Councils sign updated TOR.
7. The Department of Natural Resources and Environment (NRE) and the Waste and Resource Recovery Board be advised of the change in membership, at the completion of Steps 1-6.

Steps 1-5 have now been addressed and the proposed changes are provided to the TOR in the attachment. The primary changes proposed to the TOR relate to:

1. The TOR specifies certain rules based on the number of Councils currently members. For example: number of Voting Members as seven, quorum amount as four and similar. The TOR is updated to incorporate additional Council membership and amend the majority required for a quorum.
2. State Landfill Levy funding agreements are set up with distinct service areas in mind and remote areas have been offered funding under separate terms than those offered to waste management groups. Due to this, additional Councils outside of current CCWMG borders will need to have payment arrangements to CCWMG to cover regional services in these areas. Provision for this arrangement, and transparency on the use of funds is provided in the revised TOR.
3. The TOR identifies the CCWMG Strategic Plan as the primary driver for the projects and operations of the group. All members are expected to work toward alignment between Councils goals or strategies and the CCWMG goals.

If these changes are supported by the current members, then the revised Terms of Reference can be endorsed, with any amendments required.

### **Impact on the CCWMG 2023/24 Annual Plan and Budget**

Whilst the proposed two new member Councils have several unique issues, related to the remoteness of these communities, both are working towards supporting their communities to increase resource recovery and manage the cost and environmental impact of waste disposal.

The process so far has been that both Councils have formally sought to join the group. At the April 2023 CCWMG meeting it was agreed in principle to include these Councils as members, subject to developing an approach to the funding and project delivery that the Councils would participate in. The current CCWMG funding agreement does not include return of waste levy for tonnages disposed of by either of these municipalities.

Consequently, it is proposed to charge an equivalent rate for the estimated tonnes generated annually by each Council. This generates a combined additional income for the group of \$76,930.

Program delivery for 2023/24 will seek to see both communities gain access to education and support to increase the recycling and recovery of materials through:

- Provision of 3 days for the schools' program in each new Council area. This will be delivered in a block rather than the usual spread of days to minimize cost and maximize learning outcomes;
- Access to the updated recycling education material to be developed to support the new FOGO and recycling contract commencing in July 2024;
- Provision of community hubs for resource recovery of common household waste streams at 1 location on King Island and 3 locations in West Coast, together with formalizing the logistics for the recovery of items presented;
- King Island will take on the use of the Mandalay program at its landfill and Waste Transfer Station; and
- Development of a Feasibility Study to assess capacity for West Coast to be included within the regional FOGO and recycling tender, addressing logistics, benefits to all member Councils for increased throughput and expected impact on diversion rates.

The Councils will also gain access to several other existing programs and contribute towards the administration costs of the organization. The proposed changes to the CCWMG Project Task List and Budget have been endorsed by both Councils and the approved in principle by the CCWMG at its December 2023 meeting.

Looking to the future, discussions will be held with NRE to determine if it is simpler to retain the current invoicing approach or amend the grant agreement for the CCWMG for 25FY.

### **Policy Considerations**

The CCWMG's strategic vision is to:

*Deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.*

CCWMG prepares a five-yearly Strategic Plan which details projects and strategies for improvements in resource recovery and waste reduction for member councils and the region's residents and businesses. This Annual Plan and Budget (AP&B) marks the second year of the CCWMG 2022/23 – 2027/28 Strategic Plan Actions.

The objectives of the CCWMG Strategic Plan 2023-2028 are:

1. By 2028, establish regionally consistent practices for waste management in all member council areas for consistent waste contracts, services and best practice principles.
2. By 2028, target 60% MSW resource recovery.
3. By 2028, target <10% contamination rate in kerbside recycling bins (based on annual kerbside recycling auditing).
4. By 2028, phase out priority single-use plastics.

The implementation of the regional FOGO collection service across the northwest from mid-2024 will be instrumental in reducing the amount of materials bound for landfill and achieving the 2028 target of 60% of municipal waste being recovered and reused.

By joining the CCWMG, King Island and West Coast Councils strengthen their commitment to increase recycling and manage all waste streams more effectively into the future.

These Councils will benefit from the existing programs operated by the groups as well as having access to advice on their relatively unique challenges, compared to the rest of the region.

### **COMMUNITY ENGAGEMENT**

The member Councils, staff and General Managers, together with community groups have been instrumental in making the CCWMG the most mature and stable waste management group in the State. The commitment to the voluntary levy and the capacity to work together has driven many changes in the last 15 years.

Broadening the membership will spread the benefits of this work further across the region. When the TOR is endorsed by all Councils, then the State Government and the Waste and Resource Recovery Board will be advised of this change.

### **FINANCIAL IMPLICATIONS**

Until 2022/23, the CCWMG was funded by a voluntary levy for waste collected at the regions three landfills: Dulverton (DWM), Port Latta and Lobster Creek. During the 2021/22 FY this levy was charged at a rate of \$5.50 per Tonne and was scheduled to increase by \$0.50 per year for the next ten years.

On 1 July 2022, the Tasmanian State Government initiated a State Landfill Levy of \$20.00 per Tonne, which superseded the regional voluntary levy collection method as ongoing funding for all regional groups was promised from the State. This levy will increase to more than \$60.00 per Tonne by 2026/27.

The Landfill Levy is managed by the Waste and Resource Recovery Board (WRRB), which is developing a clear path for supporting Statewide infrastructure and circular economy projects and released its strategy in November 2023.

WRRB funding is delivered through a three-year Grant linked to average tonnages over the previous three years. This creates a smoothing function for significant landfill changes, such as the introduction of a Food Organics and Garden Organics (FOGO) service. The 2022/23 funding amount has been included in the Grant Deed as a base minimum for future years to maintain a baseline in case of tonnage reductions. The 2023/24 CCWMG grant income for 2023/24 is \$690,990. The inclusion of the two additional Council areas will increase the group's income to \$767,920.

### **RISK IMPLICATIONS**

The rates of waste generation per person, together with the costs for disposal and the requirements to manage the environmental and social impacts, have become increasingly demanding for many communities to manage. At a regional level, joint contracts provide the ability to increase market competition, when compared to individual council purchasing. Also, for most Councils in the region, staff may not have specialist knowledge or have an already full workload, limiting their ability to source the best outcomes.

For the new member Councils, participation in CCWMG provides both direct and indirect benefits to enhance waste and resource recovery outcomes and reduce exposure to risks. For the existing members of the CCWMG, increased funding will support the

programs offered into the future, as well as have the potential to build throughput in some contracts that lower the unit price for processing collected materials for all.

### **CONCLUSION**

That, as per the recommendation, membership of the CCWMG be broadened to include both West Coast and King Island Councils.

### **ATTACHMENTS**

1. CCWMG TERMS OF REFERENCE - FINAL REVIEW DEC 2023 [**5.5.1** - 20 pages]
2. CCWMG TOR - FINAL DEC 2023 Clean Copy [**5.5.2** - 14 pages]

## 6 INFORMATION

### 6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

#### RECOMMENDATION

That the report advising of Workshop Sessions held since the last Council meeting be received and the information noted.

Council is required by Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015* to include in the Agenda the date and purpose of any Council Workshop held since the last meeting.

Date	Description	Purpose
12 February 2024	Mersey Community Care	Update and presentation
	Medium Density developments	Discussion to progress Notice of Motion Council resolved to consider opportunities to increase medium density residential developments
	Term Plan Update	Mid-Year (Qtr 2) update on Council's Term Plan, Annual Plan actions and Capex Program
	Local Government Reform	Discussion of Council's response to Final Report into Future of Local Government Review

Apologies from previous Workshop:

- Nil

Declarations of Interest received for previous Workshop:

- Nil

## **6.2 MAYOR'S MONTHLY REPORT**

### **RECOMMENDATION**

That the Mayor's monthly report be received and noted.

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### **SUMMARY**

This report details meetings and functions attended by the Mayor.

### **BACKGROUND**

This report is provided regularly to Council, listing the meetings and functions attended by the Mayor.

### **STATUTORY REQUIREMENTS**

There are no statutory requirements which relate to this report.

### **DISCUSSION**

In her capacity as Mayor, Councillor Alison Jarman attended the following meetings and functions between 17 January 2024 and 21 February 2024.

- Met with General Manager and staff as required
- Radio interviews including SeaFM, ABC Radio and 7AD
- Attended DCCI meetings
- One on One meetings with Councillors
- Attended Open Day for the re-opening of the Aged Day Centre at Melaleuca Home for the Aged
- Attended East Devonport Medical Media Event
- Attended meeting re East Devonport Medical Centre meeting with Senator Urquhart and Sue Costello
- Met with Minister Barnett and Dr Baig
- Attended Roundtable meeting regarding East Devonport Medical Centre (EDMC) with Minister Barnett
- Attended video conference meeting re EDMC discussions with Nick Martin, Anita Dow MP and Senator Urquhart
- Attended Living City Pedestrian Crossing Discussion with TasRail
- Met with Regional Chief Shane Batt regarding relocation of Devonport Fire Brigade
- Attended Dress for Success meeting
- Officiated at the Citizenship and Australia Day Awards Ceremony
- With the General Manager, met with Shane Broad MP regarding election policy priorities
- Attended briefing session regarding the Grace Tame event
- Attended media announcement regarding Indie School development
- Met with Nigel Palmer of the Devonport Apex Regatta Association regarding Horsehead Creek Boat Ramp

- With Central Coast Mayor Cheryl Fuller, attended media event regarding Leith intersection
- Attended online meeting regarding FOGO community engagement
- Attended media announcement with Minister Barnett regarding EDMC
- Attended Don College's Evening of Excellence
- Participated in Volunteer Marine Rescue Facility Tour
- Attended a Future of Local Government Review Engagement Session
- Attended meeting with Central Coast Council Mayor Cheryl Fuller and GM Barry Omundson
- Attended Una Rockliff's 90<sup>th</sup> birthday celebration
- Attended Access & Inclusion Group Meeting
- Attended FOGO meeting regarding media announcement
- Attended DEVYAG Splendour by the Mersey music event
- Attended the Rotary Kite Festival
- Attended PAC Meeting and Council Workshop
- Attended East Devonport Working Group Meeting
- Attended the North-West Launch of Knight Frank
- Attended an online TasWater half year briefing to owners
- Attended Kids Winterfest Chat meeting
- Attended Women in Waves with Layne Beachley
- Met with David Gough and Jennifer Houston Tiagarra Aboriginal Cultural Centre
- Attended briefings regarding International Women's Day Event with Grace Tame
- Attended NWSS Devonport Community Reference Group Meeting

## **ATTACHMENTS**

Nil



## 6.3 GENERAL MANAGER'S REPORT

Author: **Matthew Atkins, General Manager**

### RECOMMENDATION

That the report of the General Manager be received.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

This report provides a summary of the activities undertaken by the General Manager, between 17 January and 20 February 2024. It also provides information on matters that may be of interest to Councillors and the community.

### BACKGROUND

A monthly report provided by the General Manager to highlight management and strategic issues that are being addressed by Council. The report also provides regular updates in relation to National, Regional and State based local government matters as well as State and Federal Government programs.

### STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation. The General Manager is appointed by the Council in accordance with the provisions of the *Act*.

### DISCUSSION

#### 1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in regular scheduled internal staff and management meetings.
- 1.2. Attended Workshops, Planning Authority Committee Meetings and Council Meetings as required.
- 1.3. Met with TasRail CEO, Stephen Dietrich, regarding new pedestrian rail crossings within Roundhouse Park. In-principle agreement has been achieved and TasRail are now progressing with the detailed design. Construction will be carried out by a rail accredited contractor and coordinated by TasRail. Timing of the works is to be confirmed and subject to contractor availability.
- 1.4. Undertook the MC role at the Devonport City Council Australia Day Awards and Citizenship Ceremony.
- 1.5. Met with Lady Gowrie Tasmania CEO, Mat Rowell, regarding plans they have to expand their children services into the Northwest of Tasmania.
- 1.6. Met with Indie Education CEO, Rod Wangman, to progress the sale of part of 29 Fenton Way and plan the public announcement on the decision to build a new educational facility in Devonport.
- 1.7. Attended an information session on the political implications of the pending update to the Federal Government's *Environmental Protection Biodiversity Conservation Act 1999*.

- 1.8. Met with the Director of Active Communities, Jamie Synott, regarding Council's Sports Infrastructure Priority Investment Plan.
- 1.9. Met with Central Coast Council CEO, Barry Omundson, for a catch up on general matters affecting our councils.
- 1.10. Attended the Tasmanian Audit Office entry meeting to discuss the audit process for 2024/25.
2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)
  - 2.1. Met with the CEO and Board President of Meercroft Care to discuss future expansion plans for their site.
  - 2.2. Attended the "Splendor in the Park" music event at Haines Park.
3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT
  - 3.1. Attended the Cradle Coast General Managers meeting.
  - 3.2. Attended a meeting of the Cradle Coast Waste Management Group.
  - 3.3. Attended the TasWater half yearly briefing session.
4. STATE AND FEDERAL GOVERNMENT PROGRAMS
  - 4.1. Along with the Mayor, met with Shane Broad MP regarding Council's election priorities. The projects and priorities that were discussed were as highlighted in Council's Term Plan 2022-2026.
  - 4.2. Along with the Mayor, met with Regional Fire Chief, Shane Batt, to discuss the current status of a potential relocation of Emergency Services from Victoria Parade.
  - 4.3. Attended the Future of Local Government Review GM/CEO Engagement session regarding the Board's Final Report.
5. OTHER
  - 5.1. Nil

#### **COMMUNITY ENGAGEMENT**

The information included above details any issues relating to community engagement.

#### **FINANCIAL IMPLICATIONS**

There is not expected to be any impact on the Council's operating budget as a result of this report.

#### **RISK IMPLICATIONS**

Any specific risk implications will be outlined in the commentary above. Any specific risk that may result in an issue for Council is likely to be subject of a separate report to Council.

#### **CONCLUSION**

This report is provided for information purposes only and to allow Council to be updated on matters of interest.

#### **ATTACHMENTS**

1. Current & Previous Minutes Resolution - January 2024 [**6.3.1** - 1 page]

## 6.4 MONTHLY OPERATIONAL REPORT - JANUARY 2024

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council receive and note the Monthly Operational Report for the period ending 31 January 2024.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

This report provides a summary of council performance and general matters of interest during the month of January 2024.

### BACKGROUND

This report is provided to update Councillors and the community on council's performance over the previous month and includes:

- monthly financial performance reports;
- progress on annual plan actions;
- information on matters relating to operational activities of the Council;
- general council matters that maybe of interest to the community; and
- tabling of minutes received relating to Council Committees, Authorities and related External Organisations.

Further operational information can be obtained by viewing Council dashboards at Council's website: [Your Council Dashboards | Devonport City Council](#)

### STATUTORY REQUIREMENTS

In undertaking its operational activities, Council is required to comply with the *Local Government Act 1993* and various other legislation.

### DISCUSSION

The following information is provided as an update on operational activity undertaken by Council during the month of January 2024:

## 1. DEVELOPMENT SERVICES:

### 1.1. Planning:

- 1.1.1.** During January the Tasmanian Planning Commission (TPC) made the following determinations for applications that Council had made on behalf of developers:

246 Brooke Street, East Devonport Rezoning and Subdivision:

The TPC determined effective from 25 January 2024:

- AM2022.04 - Rezone 246 Brooke Street, East Devonport, and adjoining portions of Brooke Street and Upper Drew Street to the road centrelines, from the Agriculture Zone to the General Residential Zone.
- PA2022.0121 - 41 lot subdivision, that includes one road lot connecting to Upper Drew Street, and one walkway lot connecting to Brooke Street.

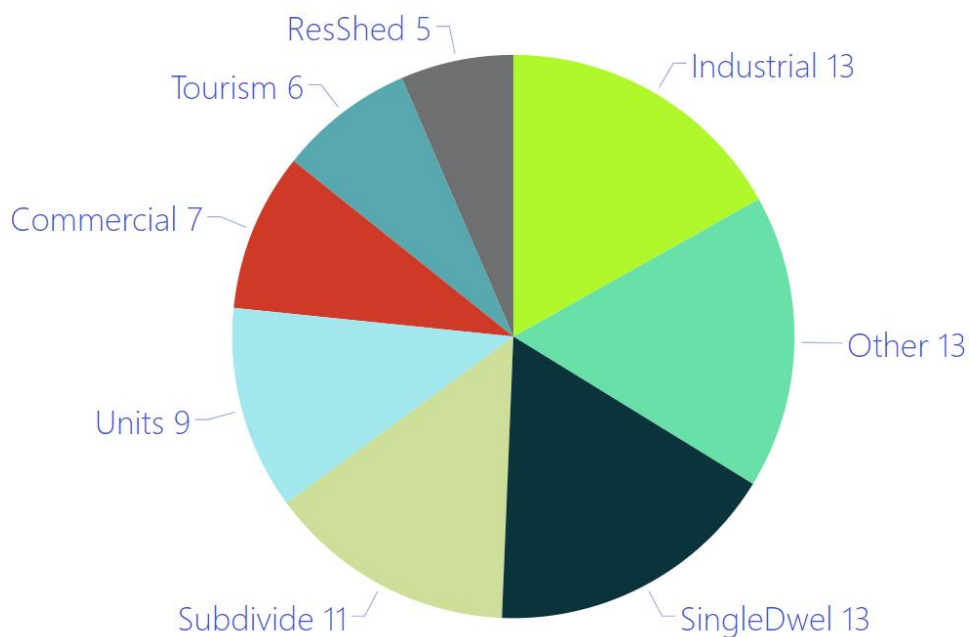
171 Steele Street, Devonport (Kerrison's corner) and development application:

The TPC determined that effective from 6 February 2024:

- AM2022-05 - rezone 171 Steele Street, Devonport from General Residential to Commercial.
- PA2022-0134 - Vehicle Fuel Sales and Service at 171 Steele Street and 2-8 Don Road, Devonport was approved to operate 24/7, however deliveries and the carwash operations were restricted to 7am until 10pm each day.

- 1.1.2.** The following graph details the breakdown of planning applications received during January:

Planning Applications Received Monthly Breakdown

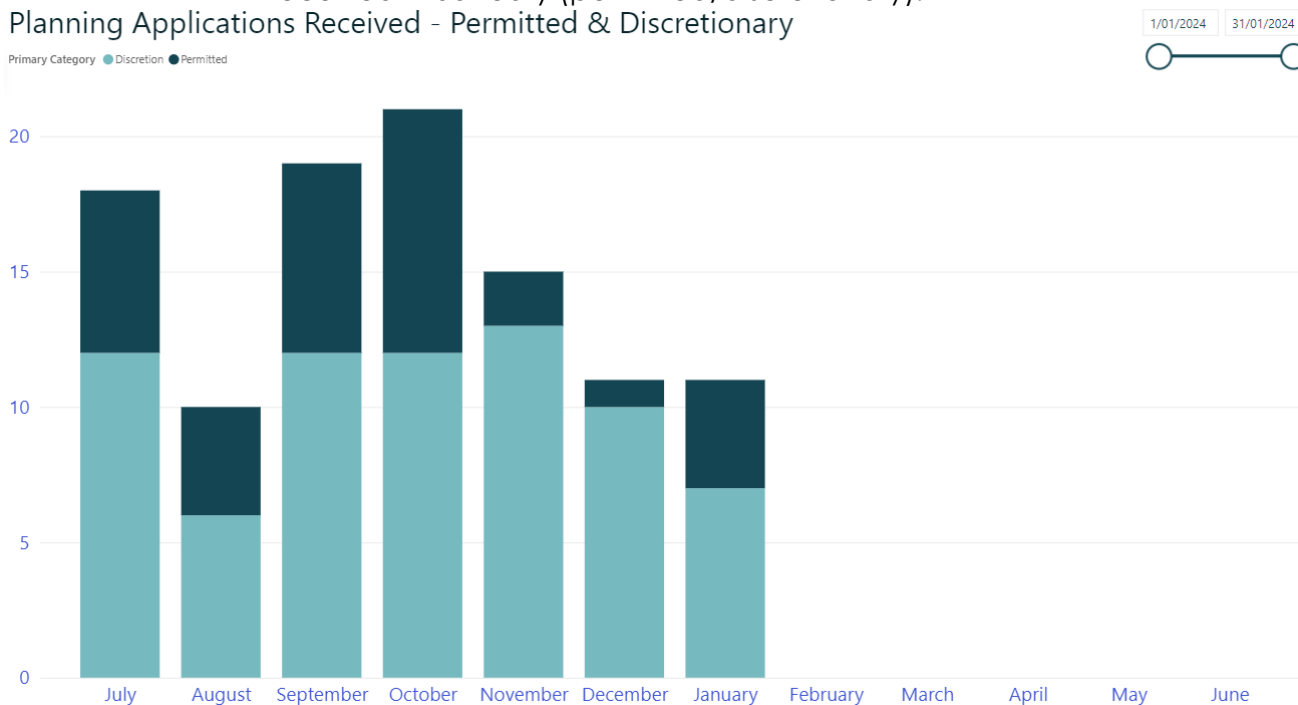


### Definitions:

- Single Dwellings – means residential dwelling on a single lot.
- Residential Shed – means shed on a residential lot.
- Units – means two or more dwellings on a site.
- Subdivision – means the division of a single lot into multiple lots giving separate rights of occupation, excluding boundary adjustments.
- Commercial – means bulky goods sales, business and professional services, community meeting and entertainment, educational and occasional care, equipment and machinery sales and hire, food services, general retail and hire, hotel industry, research and development.
- Tourism – means tourist operations and visitor accommodation.
- Industrial and Utilities – means extractive industry, manufacturing and processing, port and shipping, recycling and waste disposal. Resource processing, service industry, storage, transport depot and distribution, utilities, vehicle fuel sales and service.
- Other – means all other use classes.

**1.1.3.** The following graph details the number of Planning Applications received in January (permitted/discretionary):

Planning Applications Received - Permitted & Discretionary



### 1.1.4. Planning Applications approved under delegation:

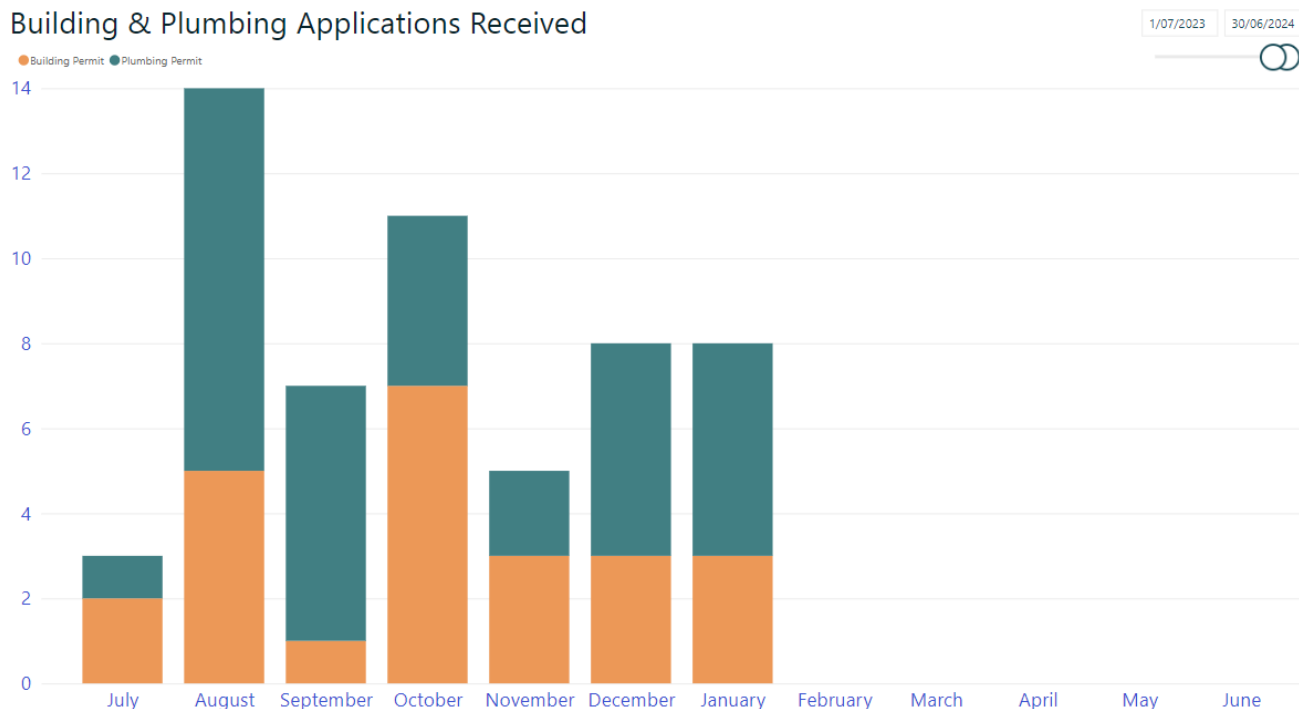
## Planning Applications approved for period January

# Applications	Primary Category	Application Address	Description
PA2023.0142	Discretion	10-12 STONY RISE RD QUOIBA TAS 7310	Manufacturing and Processing (demolition and replacement) and Signage
PA2023.0169	Discretion	89 OLDAKER ST DEVONPORT TAS 7310	Business and Professional (dentist additions) and signage
PA2023.0171	Discretion	141 FORTH RD DON TAS 7310	Residential (outbuilding)
PA2023.0172	Discretion	9 FENTON ST DEVONPORT TAS 7310	Residential (multiple dwellings x 10)
PA2023.0173	Discretion	33-61 JAMES ST DEVONPORT TAS 7310	Sports and Recreation (sports ground lighting - 4 x light poles) - new application as light poles have been repositioned
PA2023.0174	Discretion	2 WATTLE POD COURT SPREYTON TAS 7310	Residential (outbuilding)
PA2023.0175	Discretion	46 OLD TRAMWAY RD EUGENANA TAS 7310	Natural and Cultural Values Management (storage shed)
PA2023.0176	Discretion	64 CHICHESTER DRIVE DEVONPORT TAS 7310	Residential (secondary residence)
PA2023.0177	Discretion	177 TARLETON ST EAST DEVONPORT TAS 7310	Residential (multiple dwellings x 2, additional units)
PA2023.0178	Discretion	7 ALLANBRAE PLACE DEVONPORT TAS 7310	Residential (single dwelling)
PA2023.0179	Discretion	17 MANGANA DRIVE TUGRAH TAS 7310	Residential (single dwelling)
PA2023.0181	Discretion	14 CAMERAY ST EAST DEVONPORT TAS 7310	Residential (single dwelling)
PA2023.0183	Discretion	707 MELROSE RD MELROSE TAS 7310	Residential (demolition of existing dwelling and construction of a new dwelling)
PA2023.0185	Permitted	16 NORTH CAROLINE ST EAST DEVONPORT TAS 7310	Subdivision (boundary adjustment)
PA2023.0186	Discretion	91-95 DON RD DEVONPORT TAS 7310	Subdivision (3 lots)
PA2024.0002	Permitted	6 WRIGHT ST EAST DEVONPORT TAS 7310	Visitor Accommodation (covered addition) - Site 18

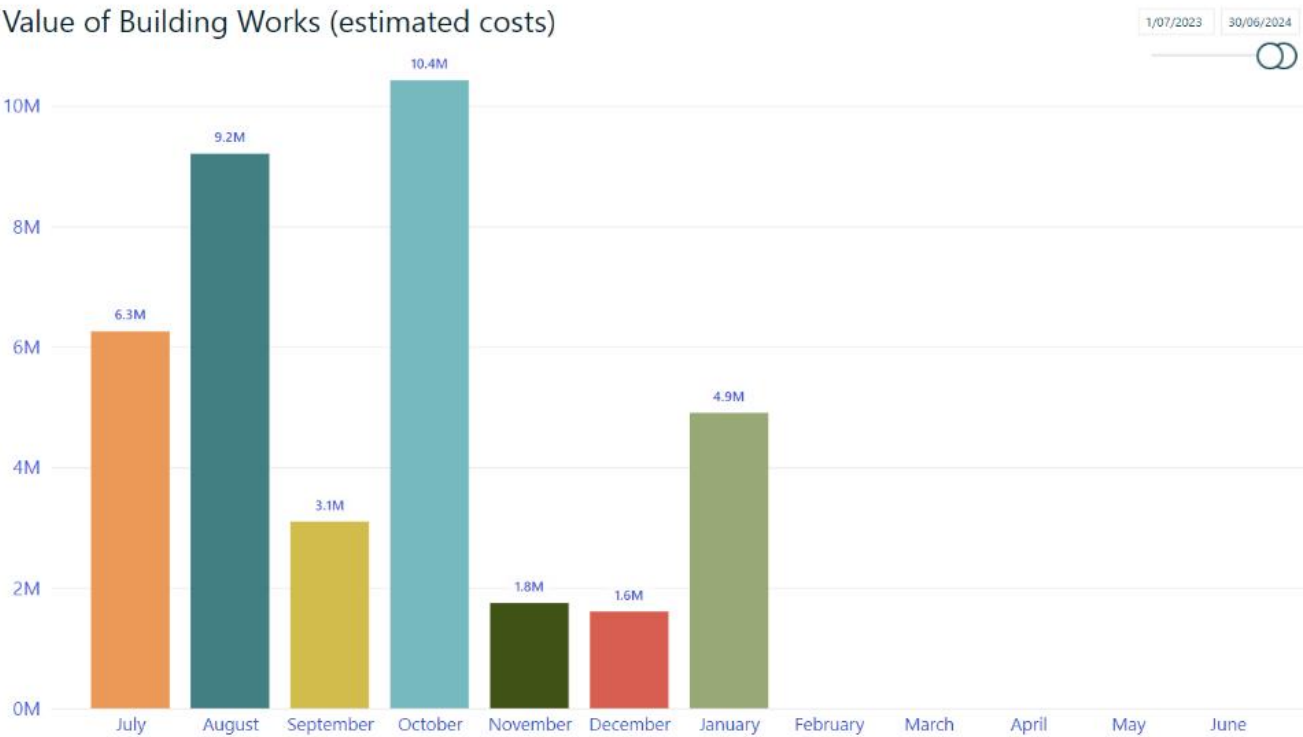
## 1.2. Building & Plumbing:

1.2.1. The following graph details the Building and Plumbing Applications received this financial year:

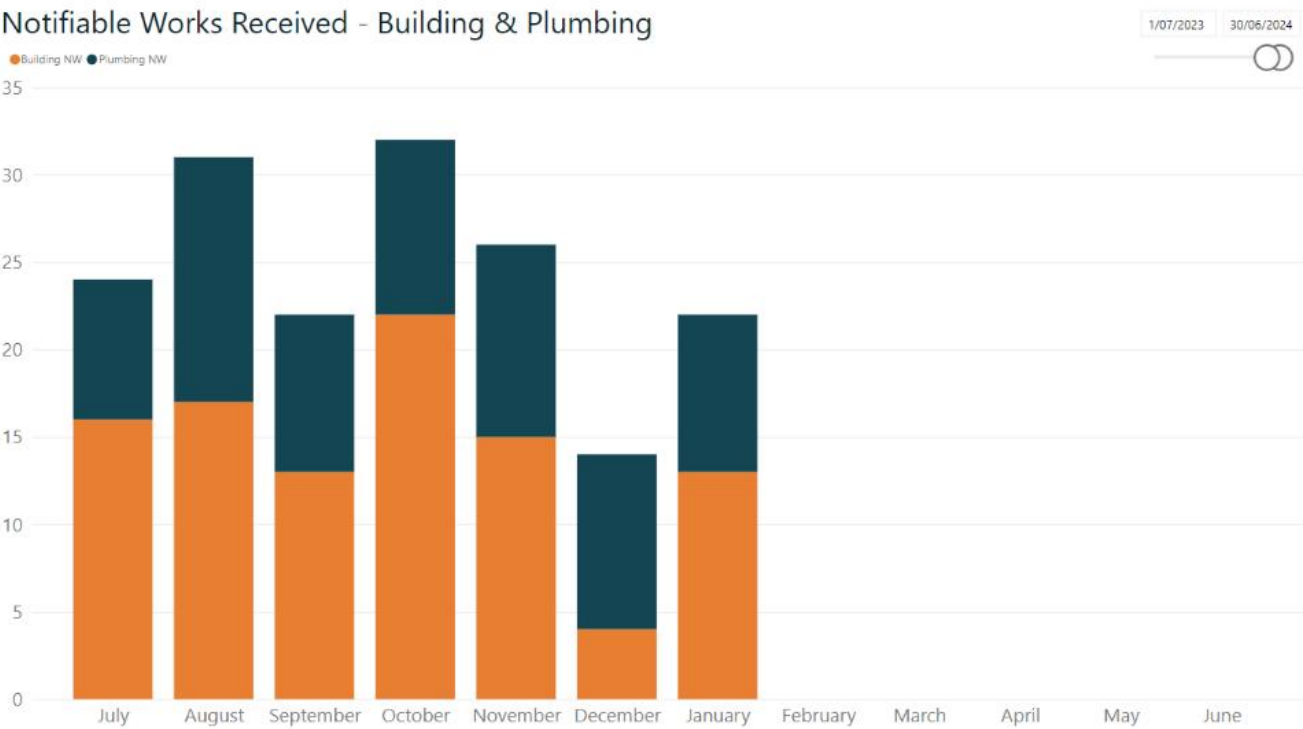
### Building & Plumbing Applications Received



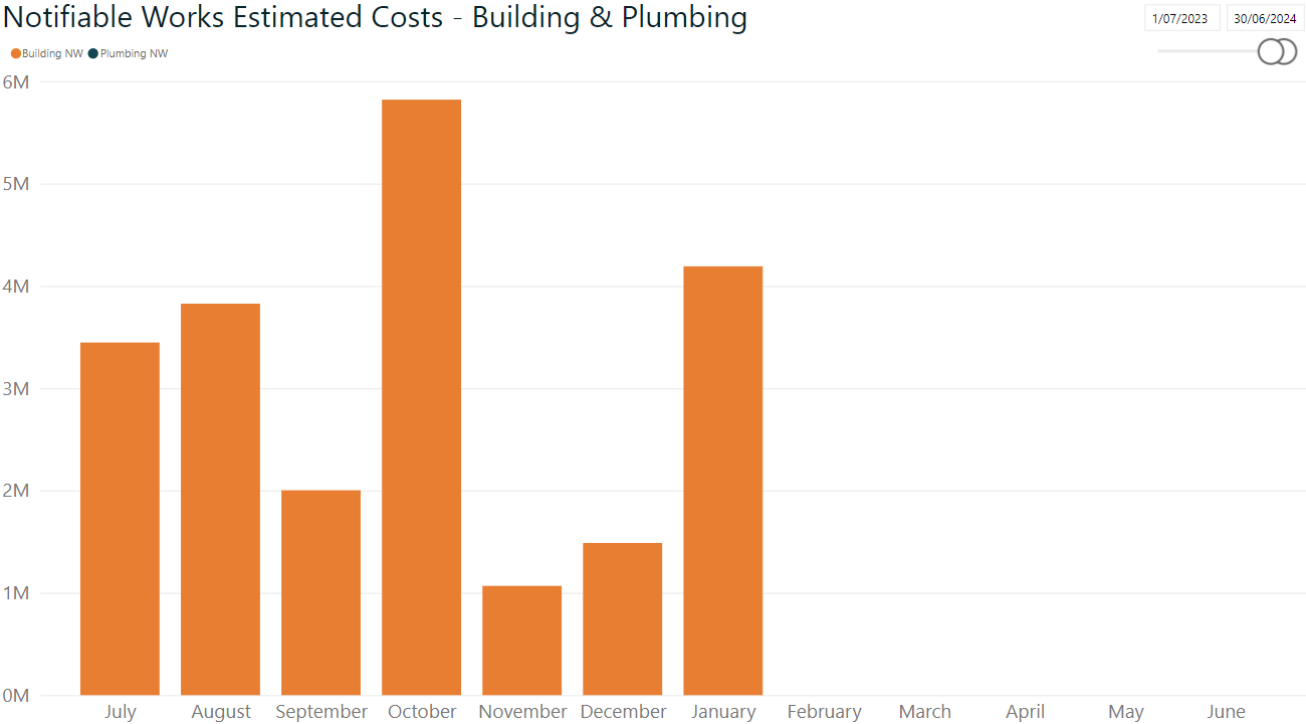
1.2.2. The following graph details the value of building works received this financial year:



1.2.3. The following graphs details the notifiable works received for building that have been issued this financial year:

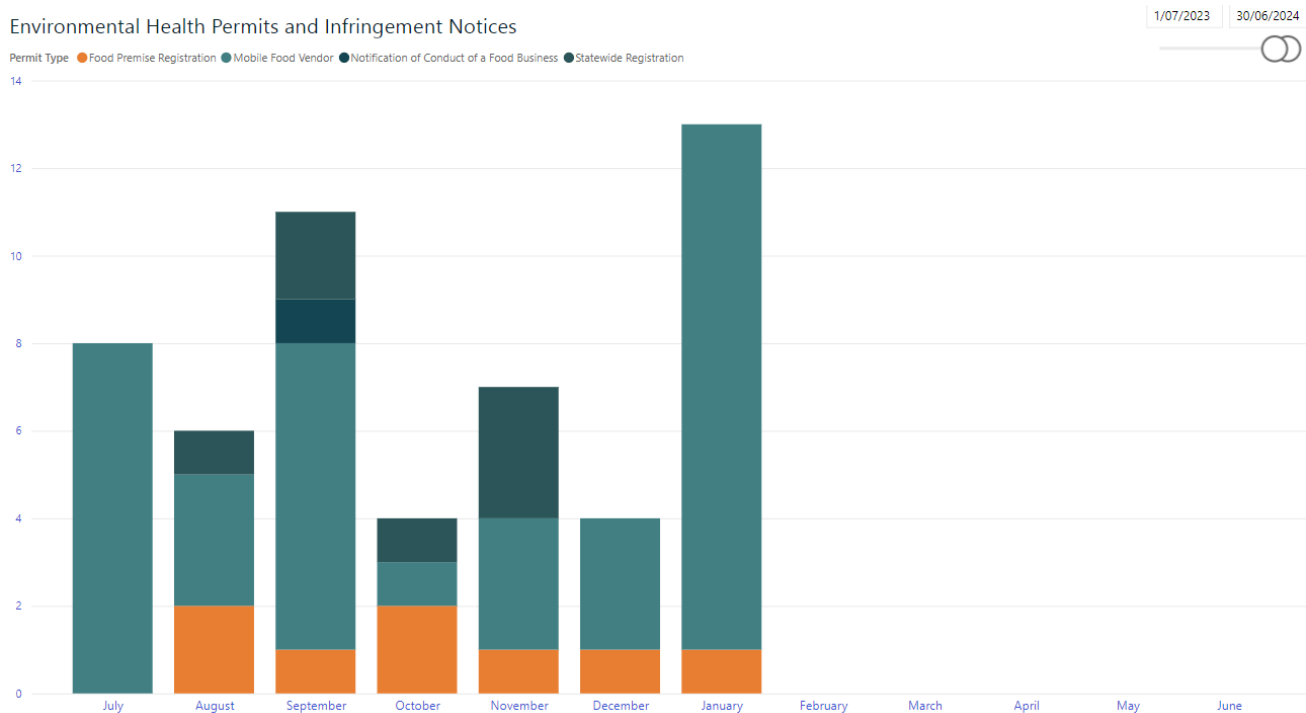


Notifiable Works Estimated Costs - Building & Plumbing



1.3. Environmental Health:  
1.3.1. Food Business Registrations:

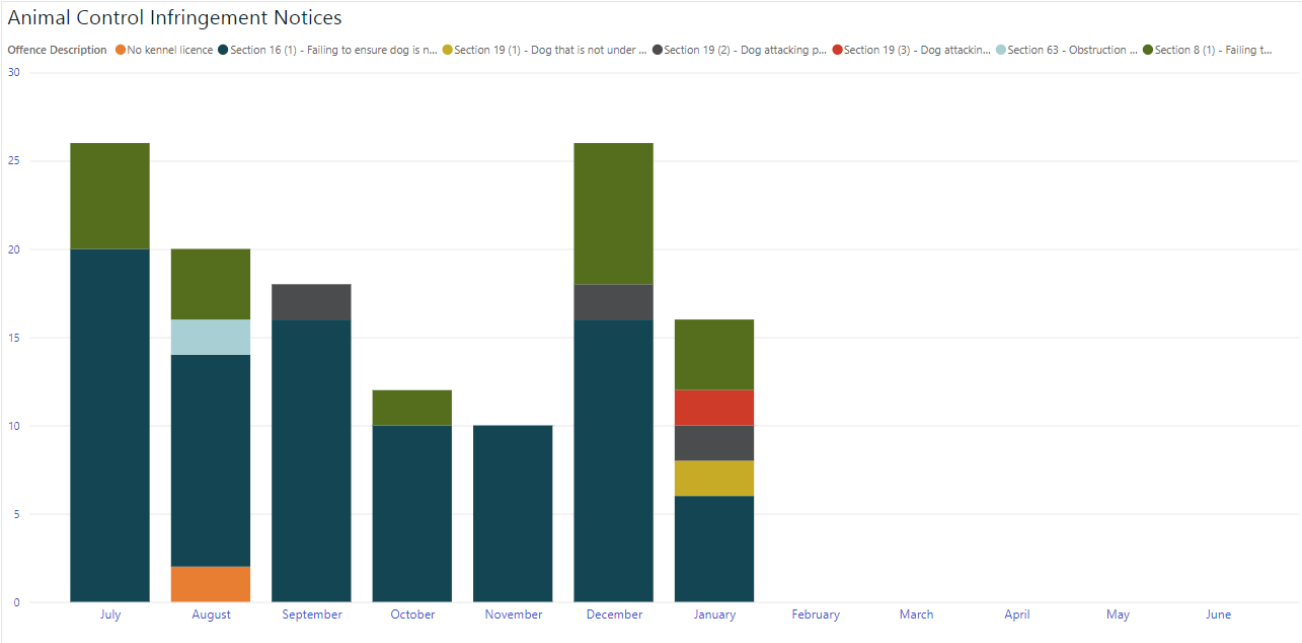
Environmental Health Permits and Infringement Notices





1.4. Animal Control:

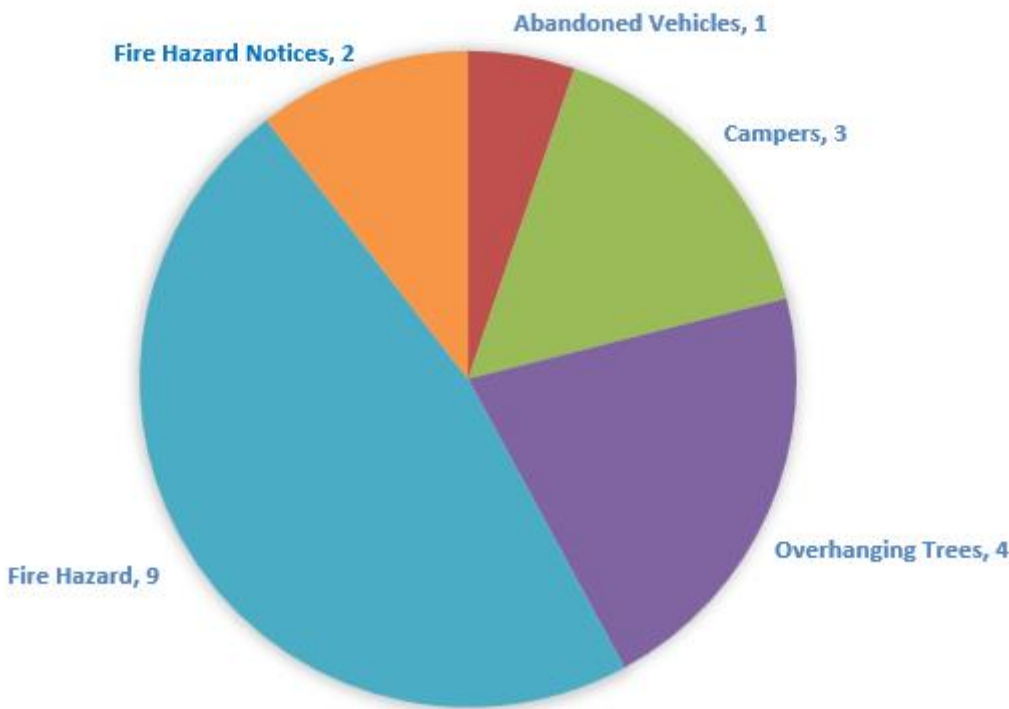
1.4.1. The following graph details the number of animal complaints for this financial year:



Risk & Compliance:

1.4.2. The following graph details the breakdown of the complaints received by the Risk Department during January:

COMPLAINTS RECEIVED BREAKDOWN



1.4.3. The following table details the types of incidents reported in January:

Council/Public	Number Reported
[-] Council	25
[-] Property Damage	11
[-] General Public	4
[-] Motor Vehicle	3
[-] Near Hit	3
[-] Personal Injury	2
[-] Hazard	1
[-] Property Theft	1
[-] Public	16
[-] Personal Injury	5
[-] Property Damage	5
[-] Motor Vehicle	3
[-] General Public	1
[-] Hazard	1
[-] Near Hit	1
	41

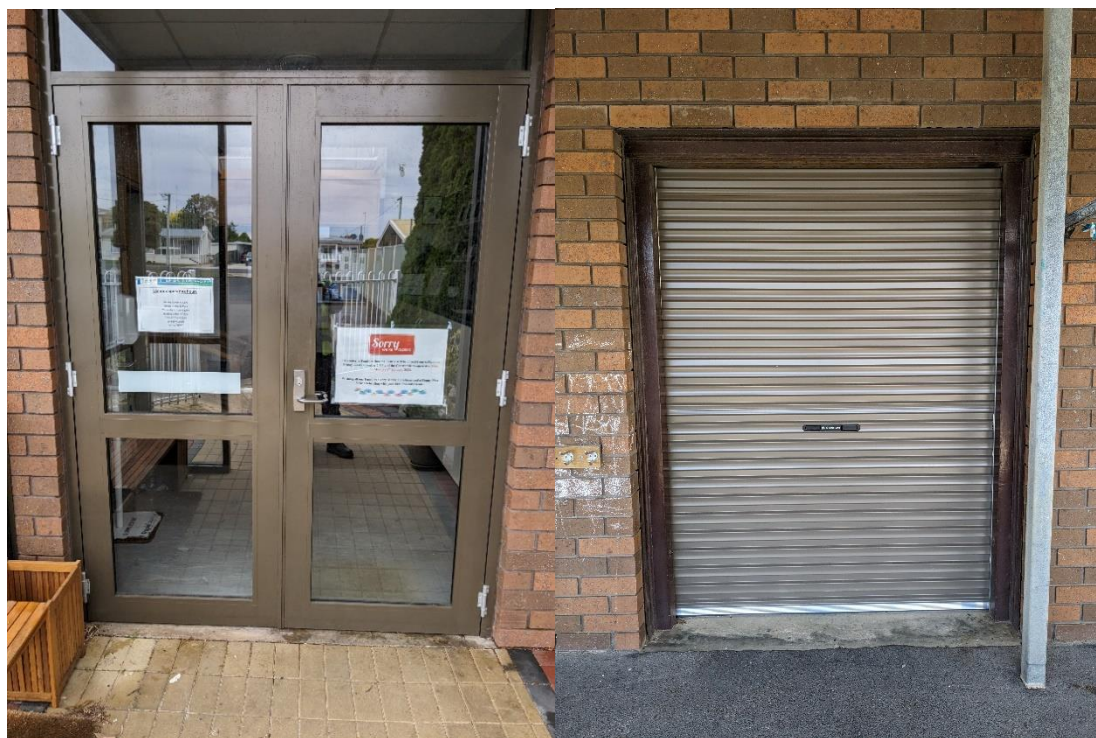
2. INFRASTRUCTURE & WORKS:

2.1. Asset Maintenance:

Replaced Sprinklers Victoria Parade and Devonport Oval



### North Street Childcare Front Door and Roll Door Replacement



### Playcentre – External Painting under eaves, flashing and guttering





### East Devonport Recreation Centre Floor Sanding and Reseal



### Don College Open Drain – Clean Out and Pressure Clean





### Adelaide Street Footpath Repair



### Clare Court – Fire Break Clearance



Waste Management:

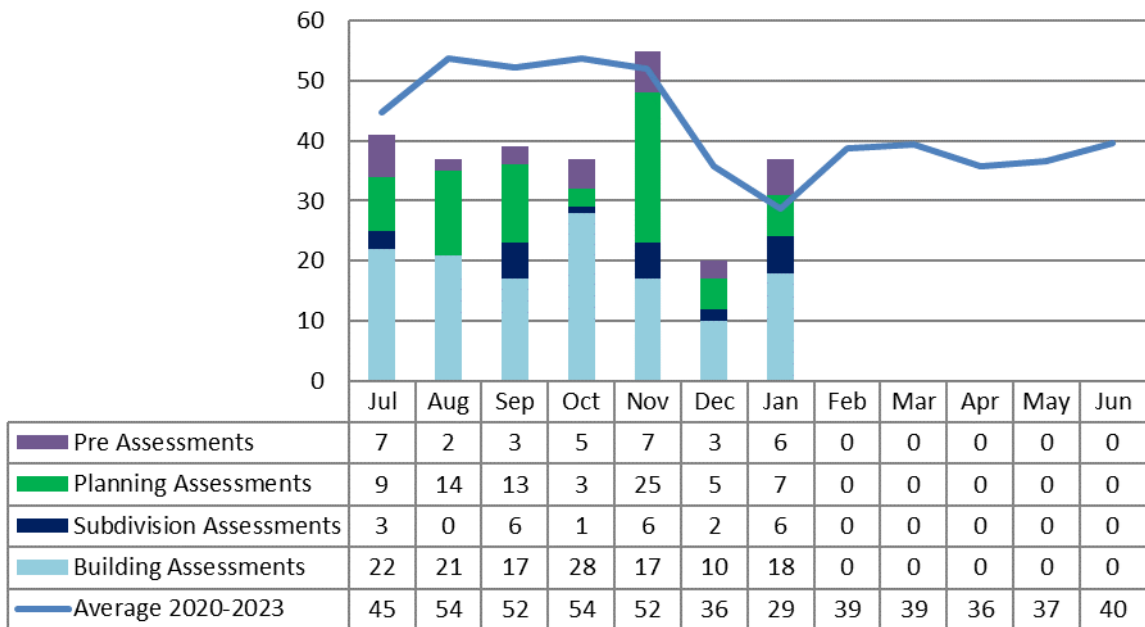
Waste Transfer Station stats for financial year 2023-24



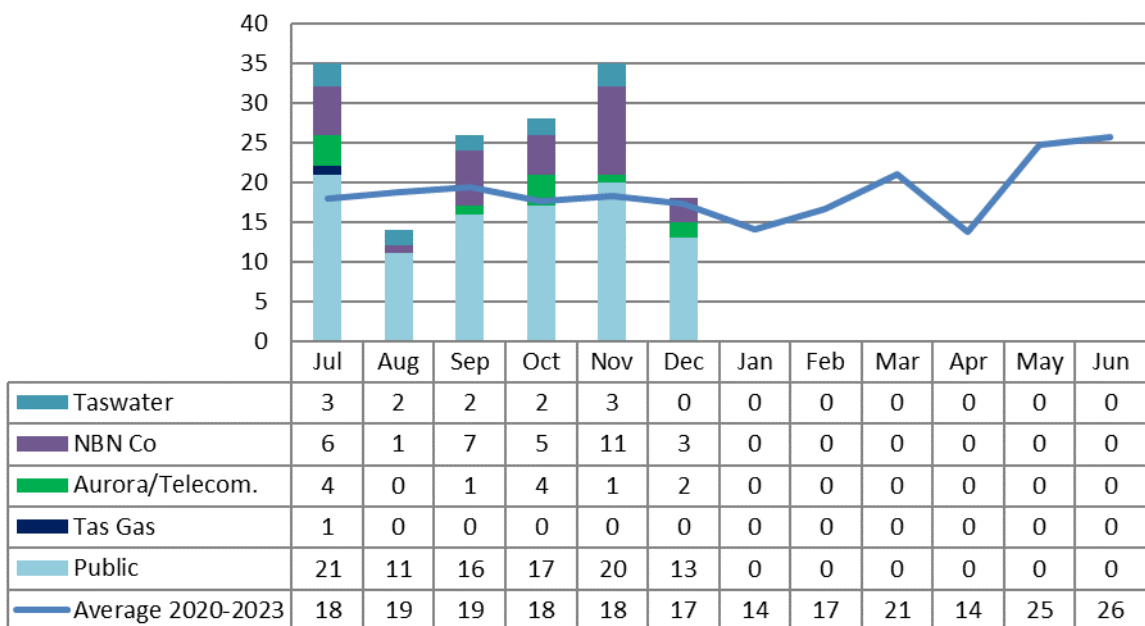
## 2.2. General Infrastructure Matters:

The following graphs detail the assessments processing through the Infrastructure Department. Each graph details the applications completed year to date, compared to a three-year average trend line.

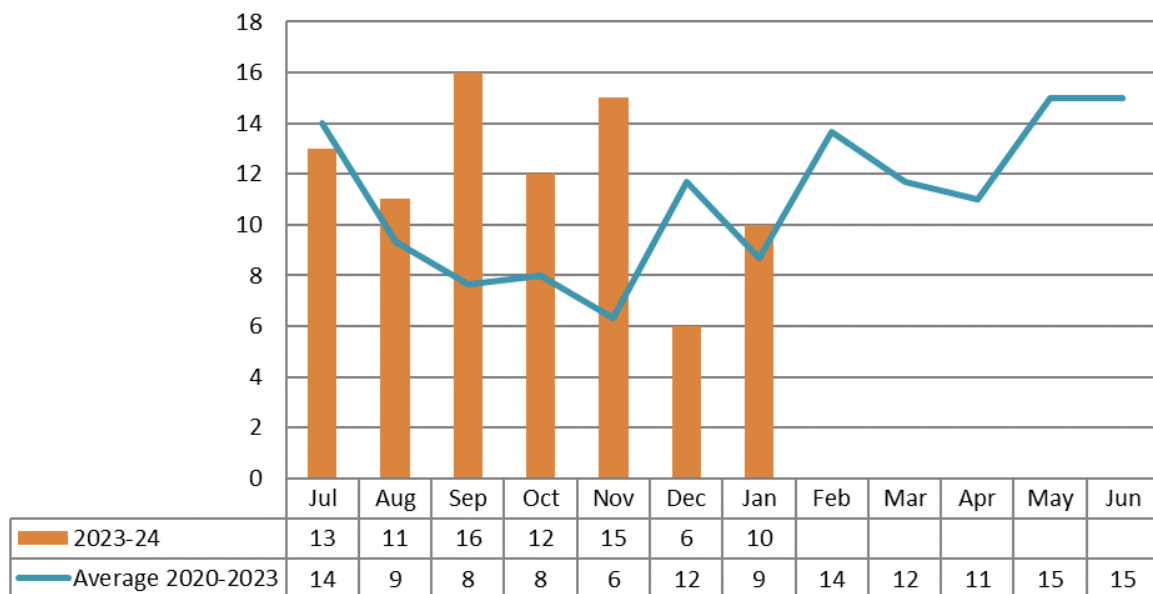
### 2.2.1. Engineering Assessments for Development Applications



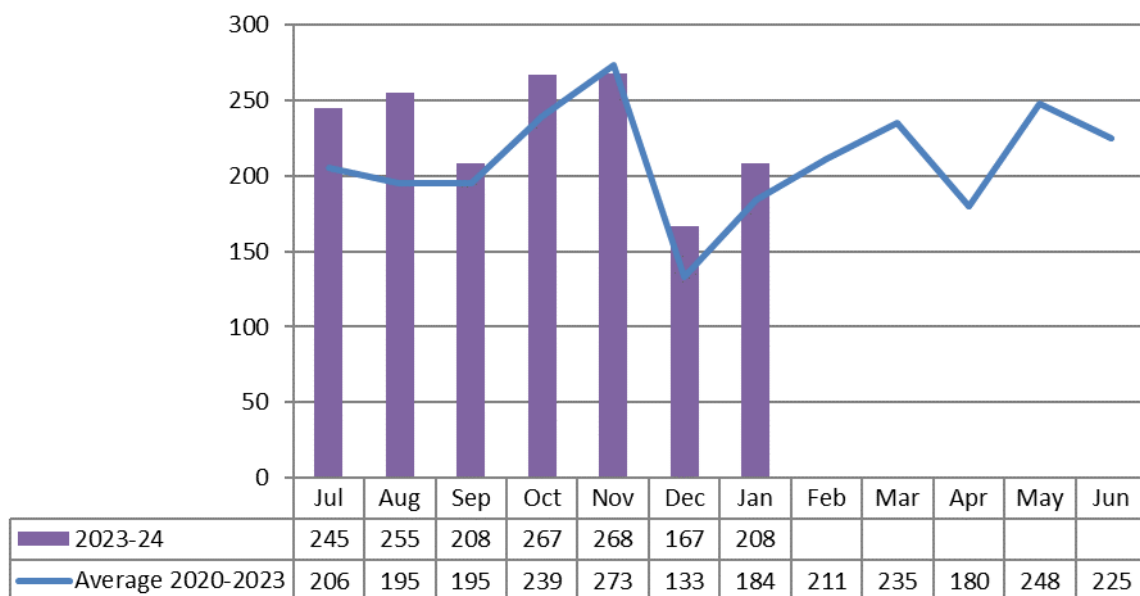
### 2.2.2. Road Reserve Permit Assessments



### 2.2.3. National Heavy Vehicle Regulator Assessments



### 2.2.4. Dial Before You Dig Requests





### 3. COMMUNITY SERVICES:

#### 3.1. Community Development

##### 3.1.1. Australia Day Awards and Citizenship Ceremony

Council honoured Australia Day Award nominees and welcomed 17 new citizens at a ceremony held Thursday 25 January in the paranapple convention centre.

Politicians in attendance: Premier Jeremy Rockliff, Senator Anne Urquhart, Senator the Hon Richard Colbeck, Felix Ellis MP, Honourable Roger Jaensch MP, Anita Dow MP and Honourable Mike Gaffney MLC.

##### *Australia Day Award Nominees*

Nominations for the Citizen of the Year:

- Jenny Mountney (First nomination)
- Jenny Mountney (Second nomination)
- Katrina Hatfield
- Steven Fisher

Winner – Jenny Mountney

Spirit of the City Winner - Steven Fisher

Nominations for the Young Citizen of the Year:

- Srishti Namoa
- Zara Braid

Winner – Srishti Namoa

Nominations for the Event of the Year:

- The Big Sing
- Freaky Friday the Musical – Relaxed Performance
- Novotel Devonport Symphony on the Waterfront – Tasmanian Symphony Orchestra
- An Evening with Claire Bowditch “Taming the Inner Critic”
- The 2023 Fearless Festival
- The Broughton Cup

Winner - Novotel Devonport Symphony on the Waterfront – Tasmanian Symphony Orchestra





*Above: Australia Day Award Winners: Lynn Hayward, Tasmanian Symphony Orchestra – Board, Jenny Mountney, Steven Fisher, Srishti Namoa. And new Citizens reciting the pledge.*

New citizens welcomed at the ceremony originated from South Africa, New Zealand, United Kingdom, Egypt, Shri Lanka, People's Republic of China, Philippines and Italy.

### **3.1.2. Financial Assistance Program**

Major and Minor Grant scheme opened of applications 1 January – 28 February. Advertised via social media, and via Financial Assistance Mailing lists.

Acquittal received from:

*Organisation: TANA (Trauma Awareness Network Australia)*

*Project: Only the Beginning event*

Held on 18 November 2023 approx. 250 people attended the event in the paranple convention centre.



*TANA event – Only the Beginning*

Individual Development Grant requests continue to rise. January saw the 26<sup>th</sup> sports related application assessed.

Sports competitions being attended by Devonport competitors:

- National Youth Championships – Touch Football - Sunshine Coast
- Australian Darts Championships – NSW
- National Indoor Bowls Championships – QLD
- Asian Junior Tenpin Bowling Championships – Singapore
- School Hockey Championships – NSW
- Hockey Australia Carnival – NSW
- Australian National Indoor Hockey Championships - ACT
- Australian Junior Country Cup Basketball Championships – VIC
- National Basketball Championships – VIC
- Senior National Futsal Championship – NSW
- Australian Futsal Association - Brazil tour

### 3.2. Active Communities:

#### 3.2.1. Recreation Centre Participation Data for January

Devonport Recreation Centre		
	Bookings	User Groups
Judo	21	1
Meeting Room	0	0
Sauna	138	1
Squash	22	2
Stadium Court 1	55	6
Stadium Court 2	40	5
Table Tennis	22	4
Youth Centre	40	7
Total	338	26

East Devonport Recreation and Function Centre		
	Bookings	User Groups
Stadium	3	2
Community Room	1	1
Total	4	23

Recreation Centre User Numbers:

Devonport Recreation Centre	
Squash Centre	1870
Stadium	3188
Youth Centre	2611
Table Tennis	1843

**3.2.2. January Sporting Events**

Several significant community events were held, with a number of new events finalising their applications to host onsite.

	Event	Dates	Venue
1	JackJumpers Clinic	09/01/2024	Devonport Recreation Centre – Main Stadium
2	Mersey Valley Cycling Club Carnival	13/01/2024	Devonport Oval

**3.2.3. Upcoming Sporting Events:**

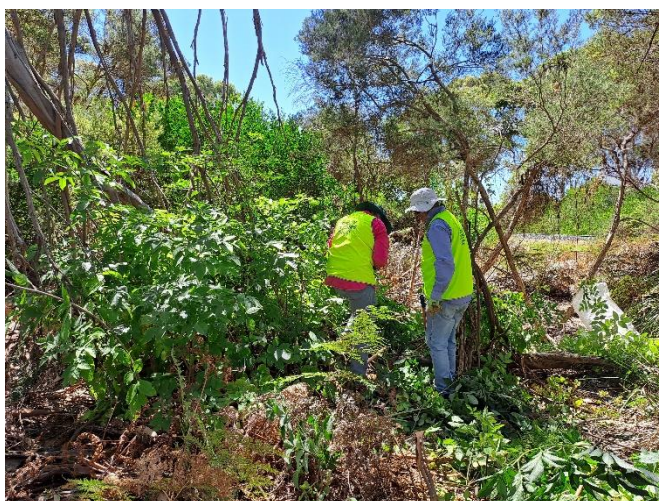
	Event	Dates	Venue
1	NWBU Roster	Roster commences on 09/02/2024	Devonport Recreation Centre – Main Stadium
2	Living Well Devonport Autumn Season	Commences week of February 12 <sup>th</sup>	Various venues in the Devonport municipality.

**3.3. External Events held in January:**

	Event	Dates	Organisation	Venue
1	Family Fun Fair	3-20 January	Xtreme Rides	Devonport Oval
2	Ladbroke's Devonport Cup	10 January	Devonport Racing Club	Spreyton Racecourse
3	Show n Shine	21 January	Marion Storm Cafe	Joshua Slocum Park

**3.4 Natural Resource Management****3.4.1. Friends of Don Reserve**

The group met three times over January, with 5 members contributing a total of 24 hours in helping preserve the fauna and flora in the Don Reserve. Works undertaken included removing numerous weeds (thistles, St John's Wort, blackberries, and elderberries) alongside the walking track and railway line.



*Friends of Don Reserve January 2024*

**4. CULTURAL FACILITIES:****4.1. Devonport Regional Gallery:****4.1.1. Gallery Program**

<b>Exhibition</b>	<b>Date</b>
Dusk: Curated by Victor Manuel Medrano-Bonilla	10 Nov – 20 Jan
Zoonoses: Curated by Dr. Nicola Hooper	24 Nov – 6 Jan
North-West Support School 2023 Exhibition	02 Dec – Feb 2
North-West Art Circle Annual Exhibition	20 Jan – 17 Feb
Current: Gail Mabo, Lisa Waup and Dominic White	27 Jan – 9 Mar
The Interior: Natalya Hughes	2 Mar – 13 Apr
Little Gallery Emerging Artist Program: Halima Bhatti	16 Mar – 20 April
Beyond the Wandering Moon, Beyond the Star	23 Mar – 11 May

**4.1.2. Education Program activities and participation data:**

<b>Event</b>	<b>Participation</b>	<b>Date</b>
School Holiday Program: Collage Workshop	20	11-Jan
Books + Art	4	11-Jan
School Holiday Program: Fruit & Veg Printmaking Workshop	11	16-Jan
School Holiday Program: Lithography Workshop	12	17-Jan
Opening: North-West Art Circle Annual Award Exhibition	60	21-Jan
Opening and Floor Talk: Current, Mabo, Waup, White	30	27-Jan
<b>TOTAL</b>	<b>137</b>	

**4.2. Bass Strait Maritime Centre:****4.2.1. Exhibition Program**

<b>Current Exhibition</b>	<b>Date</b>
Bass Strait Maritime Centre: The First 50 Years	19 July – 22 Feb
CSIRO Investigate (Mobile Temporary Exhibition)	6 Nov – 30 Jan

**4.2.2. Education and public program activities and participation data:**

<b>Event</b>	<b>Participation</b>	<b>Date</b>
NDIS Group Visit	13	12-Jan
Stepping Stones Group Visit, Miandetta	22	15-Jan
Spraoi Childcare Group	35	24-Jan
Cruise Ship Group Visit: Queen Elizabeth	74	17-Jan
Cruise Ship Group Visit: Pacific Explorer	45	19-Jan
<b>TOTAL</b>	<b>69</b>	

In January 2024, BSMC received cruise ship tour cancellations due to vessel rerouting caused by piracy in the Suez Canal. As a result, cruise ship passenger numbers were not as good as predicted. However, for the same period, domestic and interstate visitation soared by 26% compared with the previous year. Overall, January visitation at BSMC was **1,140 pax**, reflecting a visitor increase of **5.4%** year-on-year.





Pacific Explorer Cruise Ship Visit

4.3. paranaple arts centre

4.3.1. Performance and production program:

Production	Patrons	Date
Town Hall Theatre closed for renovations until May 2024		
<b>TOTAL</b>		

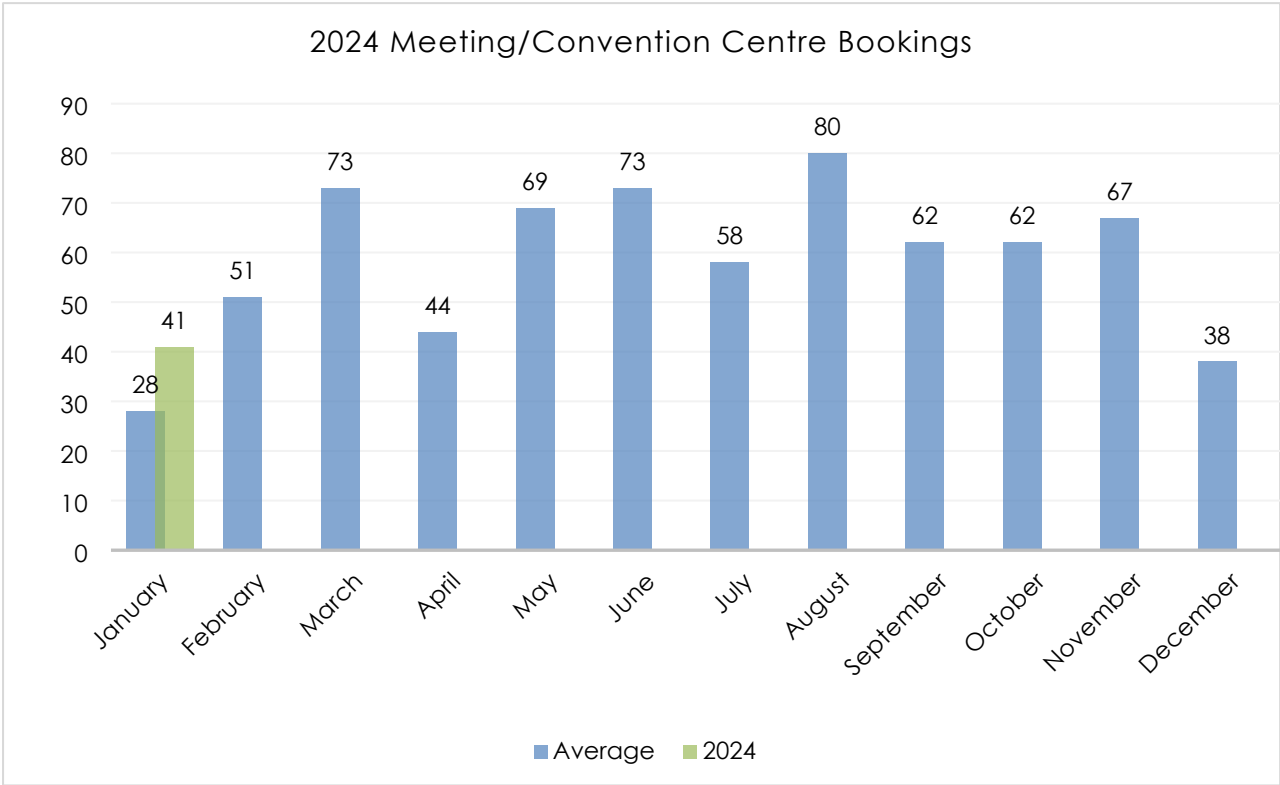
4.3.2. Visitor number data:

Facility	Visitors January
paranaple arts centre	3,344
Bass Strait Maritime Centre	1,101
<b>TOTAL</b>	<b>4,052</b>

4.4. Convention Centre & Market Square:

4.4.1. Events including attendee numbers and utilisation trends.  
For January 2024, the DCC meeting rooms held 40 events, 1 event in the convention centre. Total attendance of 664 patrons.

Event: Convention Centre	Presented By	Attendance
Australia Day	Devonport City Council	160

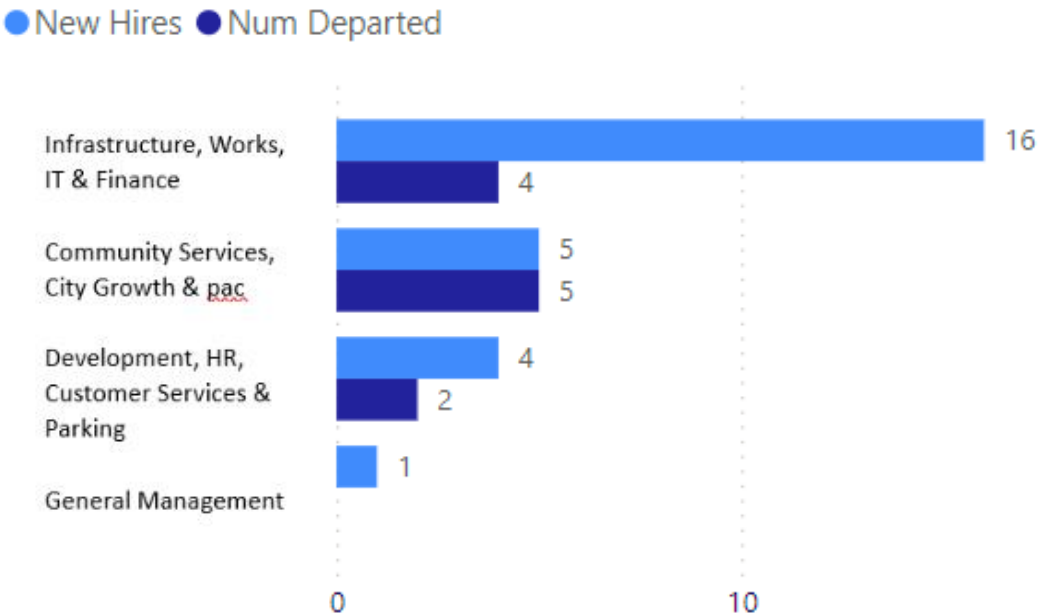


5. CORPORATE SERVICES:

5.1. Human Resources:

5.1.1. Staff departures and recruitment (advertised positions and staff appointments) this financial year:

Turnover by Department



5.2. Communications:

5.2.1. Website and social media statistics and data:

Devonport City Council Website

Devonport City Council website content is refreshed on an on-going basis, by updating information and the addition of new public notices, planning applications, news stories and events.

Top 10 Website Pages	January 2024
<div>1. Contact Us</div> <div>2. Waste Transfer Station</div> <div>3. Advertised Planning Permit Applications</div> <div>4. Forms and payments</div> <div>5. What's On Devonport</div> <div>6. Lillico Beach</div> <div>7. Employment Opportunities</div> <div>8. Devonport Cup – Public Holiday</div> <div>9. Bin Collection Day Map</div> <div>10. Make A Request</div>	
<b>Note:</b> Most visitors to the website begin at the home page, but this is not listed in the top 10 pages, as it would be a normal starting point for most website visits.	





January 2024 Website Statistics

Community Consultation

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultation.

Community submissions are currently being sought on the Parking Strategy; the 2024/25 Budget; and the Draft Devonport Events Strategy 2024-2030.

Social Media

Council currently utilises Facebook, Twitter and LinkedIn as social media tools to engage with the community and local media.

Followers at the end of January 2024:

Facebook	12,952 up by 295
LinkedIn	1,292 up by 27
Twitter	715 up by 27

The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, media releases, Council events, emergency updates, community initiatives and road works. Several other Facebook pages and Instagram accounts are administered by Council's Events Team, and the paranapple arts and convention centre. Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

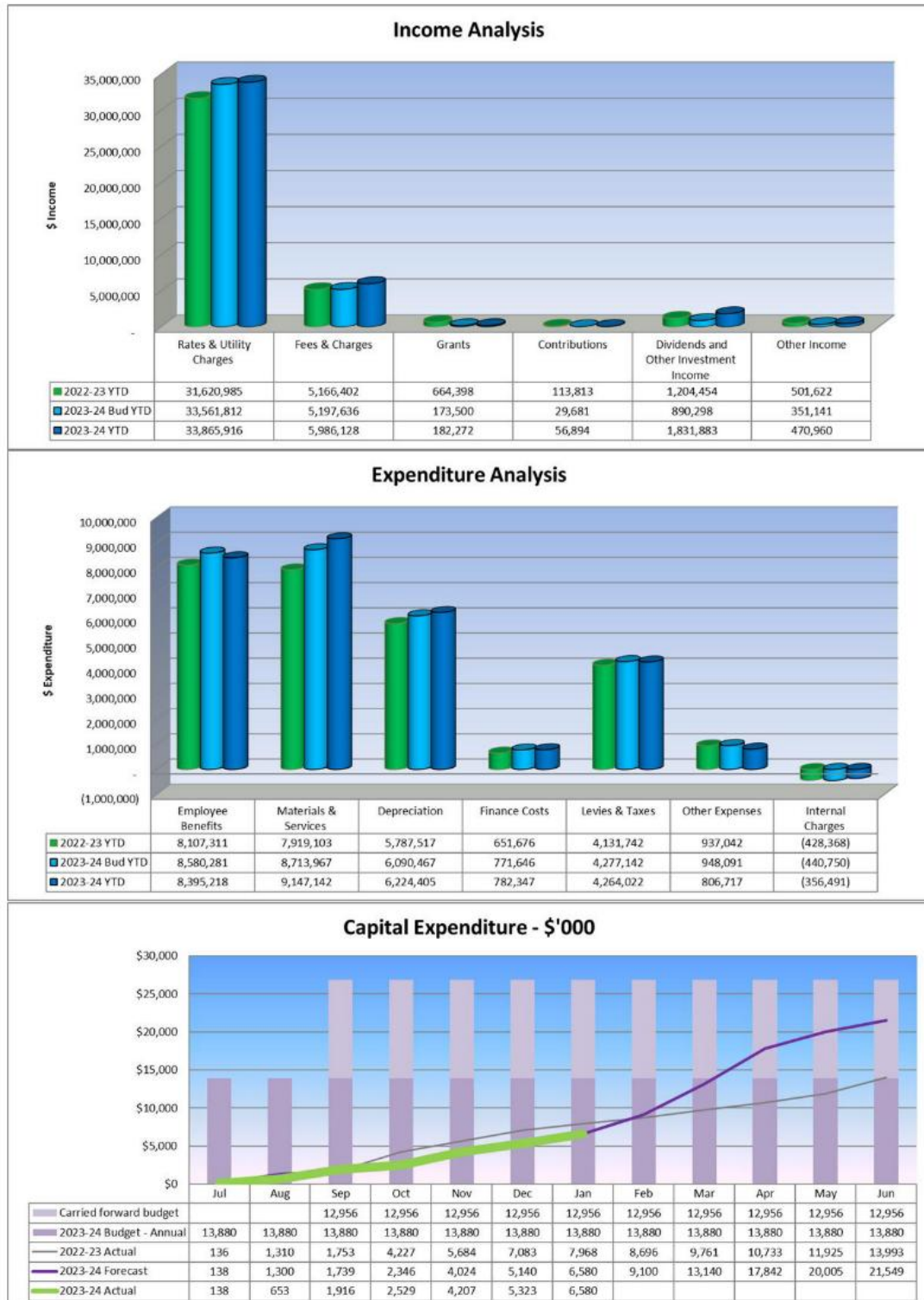
<b>DCC Corporate Facebook Page Statistics</b>	<b>January 2024</b>
<b>Facebook Average Monthly Reach:</b> Number of Facebook users who have seen content associated with the page during the period.	116,801 TY (48,579 LY)

During January, the top 10 Facebook posts in terms of audience reach were:

<b>January 2024</b>
<ol style="list-style-type: none"> <li>1. Back Beach Ramp Completed, 24/01/2024, 32.8k</li> <li>2. Business Owners Rooke Street Evacuation, 12/01/2024, 29.9k</li> <li>3. Road Closure – Invasion Day March, 22/01/2024, 27.7k</li> <li>4. Council Sporting Ground Closures, 17/01/2024, 27.3k</li> <li>5. Road Closure – Formby Road, 9/01/2024, 24.7k</li> <li>6. International Women's Day Keynote Event, 15/01/2024, 15.9k</li> <li>7. Road Closure – Stewart Street, 24/01/2024, 14.8k</li> <li>8. Employment Opportunity – Customer Service Officer, 19/01/2024, 11.3k</li> <li>9. Rooke Street Closure - Evacuation, 12/01/2024, 10.4k</li> <li>10. Splendour By The Mersey, 17/01/2024, 9k</li> </ol>

### 5.3. Finance:

The operating result for the financial year to the end of January 2024 is favourable with actual revenue being higher than budget by \$2.19M and actual expenses being higher than budget by \$322K, resulting in an overall favourable variance of \$1.87M. The forecast operating surplus for the financial year is \$3.8M, which includes share of profit of associates (Dulverton) of \$2.3M.



For further information please refer to the attached finance report.

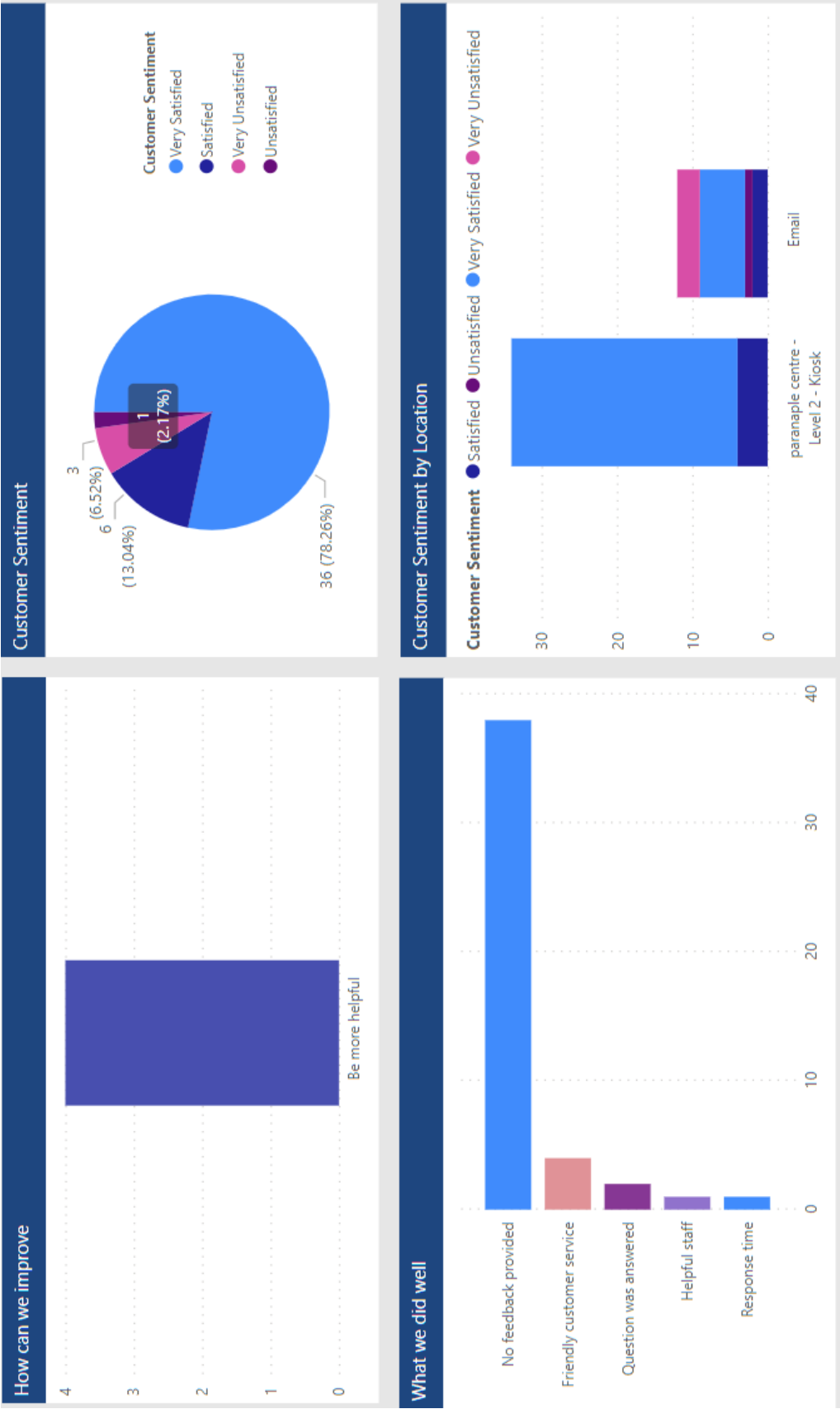
5.4. Customer Service:

5.4.1. The following graph shows the breakdown of customer sentiment for inbound and outbound calls to Council's Customer Service in January:

**NOTE:** Customer Sentiment Stats along with other useful Council reports can be found on Council's website at [Your Council Dashboards | Devonport City Council](#)



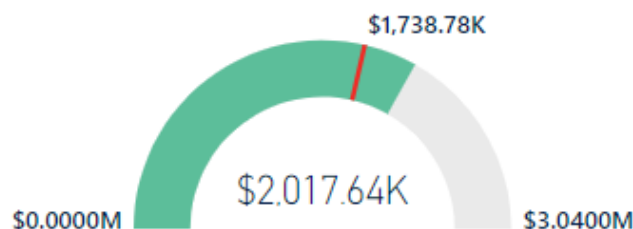
5.4.2. The following graphs details the customer feedback received by Council during January:



## 5.5. Parking:

### 5.5.1. Parking statistics Financial YTD:

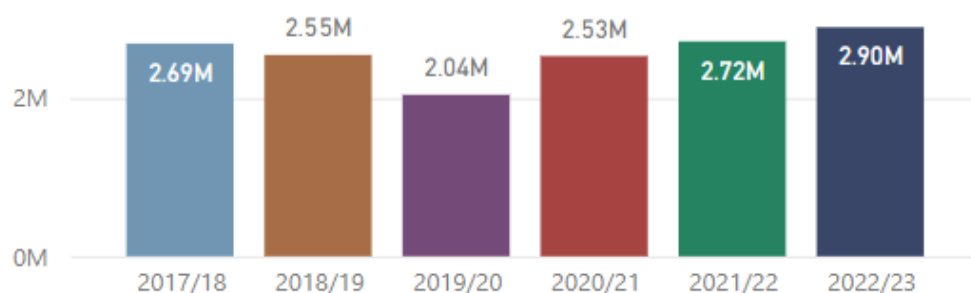
#### Budget v Revenue Period to Date



#### Revenue/Budget Period to Date

Description	Budget \$	Revenue \$	Variance \$	Variance %
Edward St CP	\$73,326.19	\$67,527.49	(\$5,798.70)	-8%
Fenton Way CP	\$14,809.06	\$17,684.27	\$2,875.21	19%
Fines Received	\$361,666.70	\$580,991.69	\$219,324.99	61%
Formby Rd CP	\$182,756.56	\$164,614.97	(\$18,141.59)	-10%
Fourways CP	\$71,344.56	\$67,778.40	(\$3,566.16)	-5%
Multi Storey CP	\$189,807.94	\$193,456.08	\$3,648.14	2%
Other - MPES	\$128,916.69	\$193,167.98	\$64,251.29	50%
Parking Meters	\$408,878.63	\$416,243.18	\$7,364.55	2%
Parking Permits	\$114,487.94	\$145,694.33	\$31,206.39	27%
Payne Ave CP	\$69,837.25	\$63,981.42	(\$5,855.83)	-8%
Steele St CP	\$57,491.00	\$47,543.18	(\$9,947.82)	-17%
Wenvoe St CP	\$65,459.31	\$58,958.26	(\$6,501.05)	-10%
<b>Total</b>	<b>\$1,738,781.83</b>	<b>\$2,017,641.25</b>	<b>\$278,859.42</b>	<b>16%</b>

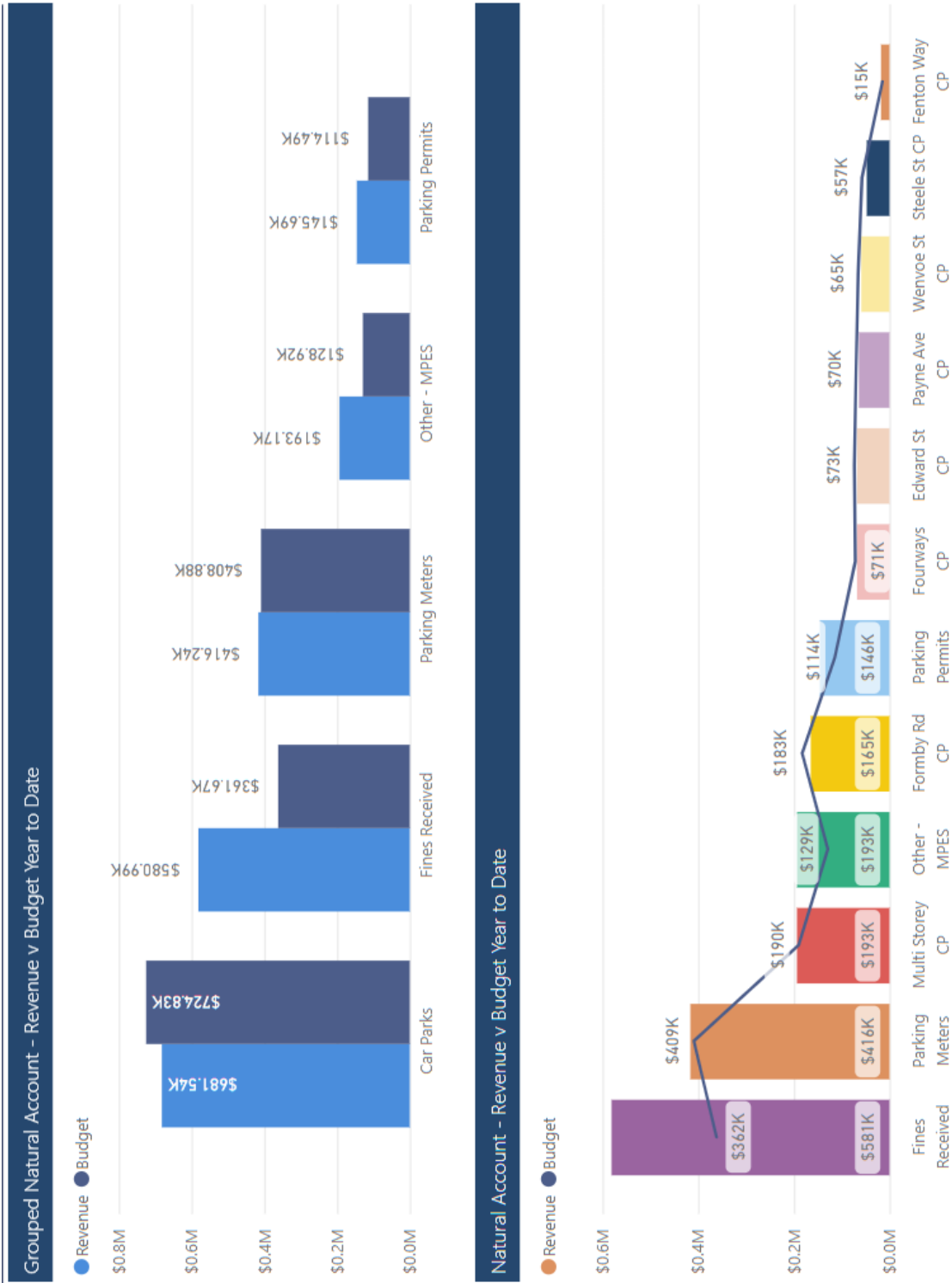
#### Previous Years Revenue



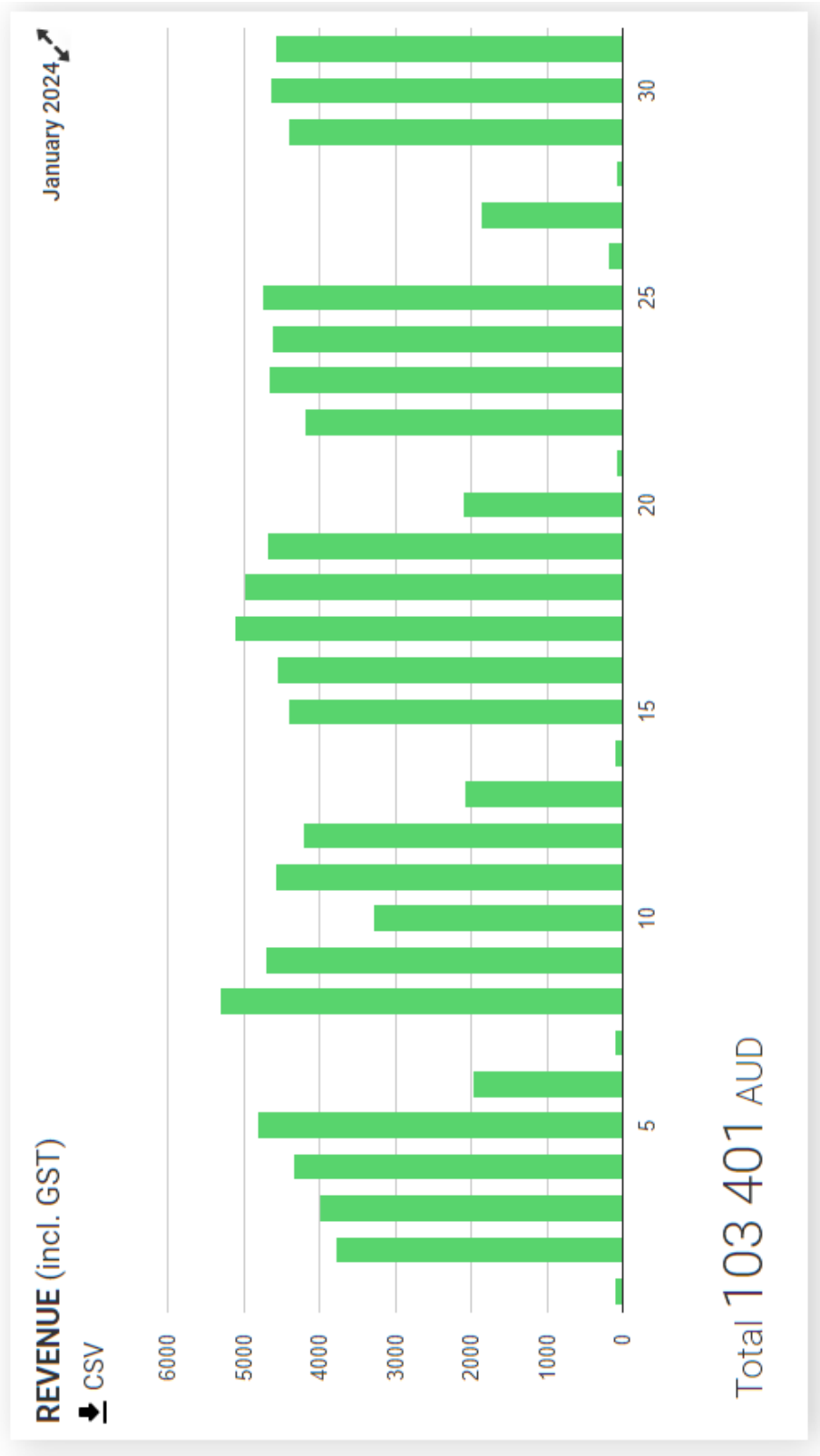
#### NOTE:

- Fines Received - well ahead of budget as the increase to value of penalty unit was increased by State Government significantly higher than was anticipated when the budget was developed.
- Other Income (MPES) - well ahead of budget as more income has been recovered from unpaid fines than what was anticipated when the budget was developed.
- Parking Permits - ahead of budget as a result of more permits being purchased in the first half of the year. It is forecast that revenue will be on budget by the end of the financial year.
- The timing of cash collection from parking meters usually results in revenue falling in the next period. Cash collected in one month will be recognised in the following month.

Revenue (Revenue v Budget – type breakdown; location breakdown):



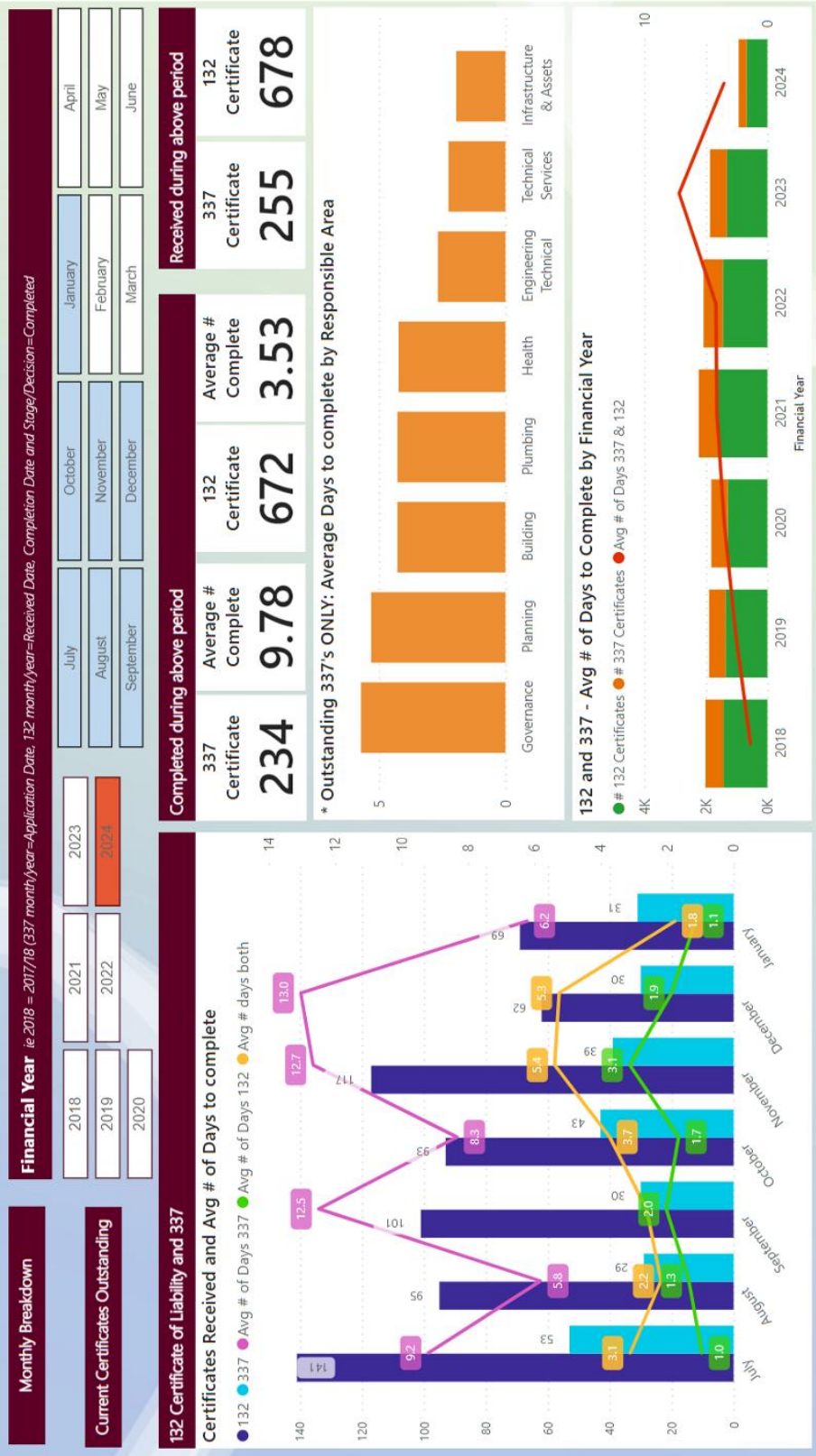
EasyPark Statistics:





Section 132 & 337 Certificates:

5.5.2 Statistics on completed certificates Financial YTD:



**5.6. Annual Plan Action Update:**

5.6.1. Current status as at 31 January 2024:



## 5.6.2. Action Highlights:

**Participate and contribute to the review of the Regional Land-Use Strategy**

A final draft of the proposed amendments to the current Regional Land Use Strategy have been provided to the State Planning Office for review.

**Commence construction of the Devonport Gateway project including the installation of public art entrance markers**

The Bass Highway installations are being fabricated and likely to be installed in the second quarter of 2024 with installation design work on the remaining sites continuing.

**Continue the implementation and use of TechnologyOne and Smart Cities Platforms with a focus on reporting outcomes**

The Smart Irrigation proposal has progressed. Sensors have been ordered and implementation to commence in September and October.

**Finalise and launch the feasibility study for the future direction and promotion of Home Hill**

The report has been finalised and will be presented to Council.

**Undertake an internal refurbishment of the paranapple arts centre theatre, including the replacement of existing seating**

The Town Hall Theatre has been stripped of carpet, ceiling and seat. The ceiling replacement is 20% complete and new seats expected to arrive end of February for installation in March.

## **6. COMMITTEES, AUTHORITIES & EXTERNAL ORGANISATIONS:**

### **6.1. Minutes:**

- PAC Minutes from meeting 12 February 2024

### **COMMUNITY ENGAGEMENT**

This report includes information that relates to community engagement undertaken in relation to operational activity.

### **FINANCIAL IMPLICATIONS**

Any financial or budgetary implications related to matters included in this report will be separately reported to Council.

There is not expected to be any impact on Council's operating budget as a result of this report.

### **RISK IMPLICATIONS**

Any specific risk implications have been outlined in the commentary included as part of this report. Any specific risk that is identified as an issue for Council would result in a separate report to Council.

### **CONCLUSION**

This report is provided for information purposes only and to allow Council and the community to be updated on matters of interest.

### **ATTACHMENTS**

1. Planning Authority Committee Minutes - 12 February 2024 [**6.4.1** - 4 pages]
2. 20240131 Consolidated Financial Report - Council [**6.4.2** - 10 pages]

## **6.5 UNCONFIRMED MINUTES DEVONPORT CITY COUNCIL AUDIT PANEL - 27 NOVEMBER 2023**

Author: **Chris Delphin, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council receive and note the unconfirmed minutes of the Audit Panel meeting held on Monday 27 November 2023.

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### **SUMMARY**

This is a report of the unconfirmed minutes of the Audit Panel meeting held on 27 November 2023.

### **BACKGROUND**

The Audit Panel is in place to assist Council in fulfilling its oversight responsibilities by providing independent advice and assurance regarding the Council's financial management, risk management, internal control and compliance framework.

The Audit Panel comprises two elected members and two independent members. One of the independent members is appointed as Chair of the Audit Panel.

### **STATUTORY REQUIREMENTS**

All councils must have Audit Panels that operate in accordance with Part 8 of Division 4 of the *Local Government Act 1993* (the Act) and the *Local Government (Audit Panels) Order 2014*.

### **DISCUSSION**

The unconfirmed minutes of the Devonport City Council Audit Panel meeting held on 27 November 2023 are included as a confidential attachment. Matters discussed at the meeting include:

- External Audit Update – update on recent audit and findings including IT, Related Party Declarations, asset management, financial procedures, reporting and control activities;
- Overview of the Internal Audit Plan for 2024 and the selection of the nominated areas for audit;
- Internal Audit Update review outcome focused on asset management and findings including Environmental Strategy and Climate Change Adaption;
- Annual Risk Overview presentation including the review of the Risk Management Framework and Risk Register including a demonstration of a new App RiskIT;
- Future of Local Government Review report final stages before release in February;
- Overview of the Delegations control process used to manage and exercise delegations;

- Information on the new Sensitivity Label Procedure as part of the Security of Information Systems and Record Retention;
- Review of the 2024 Audit Panel Meeting Schedule;
- The 2023 Audit Panel Self-Assessment feedback and the preparation of the 2024 survey noting it's value as feedback;
- Comparison of the Annual Workplan against the 'Local Government Audit Panels – a practice guide' activities as part of the review process to update the workplan.

### **COMMUNITY ENGAGEMENT**

Community engagement was not required for the preparation of this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report.

### **RISK IMPLICATIONS**

- Political/Governance

The Audit Panel plays a key oversight role in Council's risk management activities providing elected members with an extra level of comfort that the systems in place are adequate. Within its charter, the primary objectives of the Audit Panel are to consider whether:

- the annual financial statements of the Council accurately represent the financial position of the Council;
- the Strategic Plan, Annual Plan, Long Term Financial Management Plan and the 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
- the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council.

### **CONCLUSION**

The information contained in the report and the unconfirmed minutes of the Audit Panel meeting held on 27 November 2023 (confidential attachment) are presented to Council.

### **ATTACHMENTS**

Audit Panel Unconfirmed Minutes – 27 November 2023 (Confidential Attachment)

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## 7 CLOSED SESSION

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

### RECOMMENDATION

That in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following be dealt with in Closed Session.

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
3.1	Confirmation of Closed Minutes – Council Meeting – 22 January 2024	15(2)(g)
3.2	Application for Leave of Absence	15(2)(h)
4.1	Confidential Attachments	15(2)(g)

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## **8 CLOSURE**