

## COUNCIL MEETING - 26 FEBRUARY 2024 ATTACHMENTS

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## DEVONPORT CITY COUNCIL

ABN: 47 611 446 016

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

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24 January 2024

Ms Marta Wiatrouska

E. [marta.wiatrouska.87@gmail.com](mailto:marta.wiatrouska.87@gmail.com)

Dear Ms Wiatrouska

### Response to Questions Without Notice raised Monday 22 January 2024

**Q1.** My question is about parking meters in Devonport and what is the legal, ethical, practical, democratic, just and reasonable reasons behind parking meters in Devonport. Many residents are against this idea - it doesn't promote tourism, it is detrimental for businesses because people would rather go to Ulverstone and not pay for parking meters. The machines are outdated because we can use only coins and Apps and older people don't know how to use Apps and it is not easy to carry coins around. I would like to know why this is in place and where the funds go from the fines from parking meters and in current times with inflation, people in Devonport, especially older people don't think it is beneficial.

### Response

Devonport has a population of about 26,000 however the number of people that work in and visit Devonport regularly is upwards of 70,000. Having parking meters is a method of ensuring these visitors and non-residents contribute towards the building and upkeep of the things they use in our city such as footpaths, playgrounds, galleries, museums, swimming pools and sporting facilities to name just a few. Without the income received from parking the full burden of cost for all these facilities would fall back on to the rate payers hence a "user pays" system where visitors contribute is not only economically sustainable but considered fair and justified as it allocates costs based on actual use. Council is mindful of their residents and some 20+ years ago introduced a Concession Parking permit where most resident older age pensioners in Devonport receive free parking which is once again supported by contributions from other parking users.

I trust the above information provided answers your question.

Yours sincerely

Matthew Atkins  
GENERAL MANAGER



*The City with Spirit*



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24 January 2024

Mr D Janney  
23 Watkinson Street  
**DEVONPORT TAS 7310**

Dear Mr Janney

### **Response to Questions Without Notice raised Monday 22 January 2024**

**Q1** A tree is being cut down in the open area to the west of the Maritime Museum recently. How many trees and where will they be planted to replace the tree cut down?

#### **Response**

The tree to the west of the Maritime Museum had a large limb break and fall over the Christmas period. The tree was assessed and given its health and risk in a public location, it was decided to remove the tree. The Council has access to semi-mature trees in our nursery and it is intended to plant a few replacement trees in the area during Autumn.

**Q2.** Zebra Cross Walks and signs of a person walking across them – Does this also apply to a person on a bike going on the Cross Walk?

#### **Response**

The following extracts are taken from the Tasmanian Road Rules, which set out the requirements for pedestrian crossings with standard line-marking and signage.



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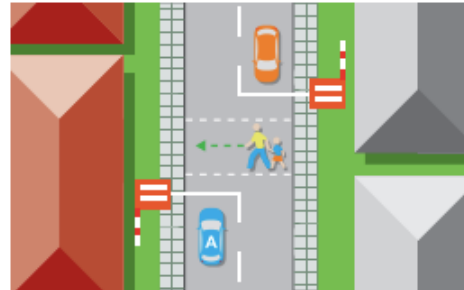
- 2 -

## Section 7 – Giving way

### Pedestrian crossings



A pedestrian crossing.



A children's crossing.



A marked foot crossing.

You must share the road with pedestrians. Markings on the road show where pedestrians have special rights. These are designed to make the roads safer for pedestrians.

When driving towards a pedestrian or children's crossing:

- slow down and be ready to stop safely before the stop line if necessary
- stop for children, pedestrians or bicycle riders **on or entering** the crossing, and
- do not go until all pedestrians and bicycle riders have left the crossing.

The Section 17 extract below details the requirements on a bicycle rider to stop at a pedestrian crossing and to ride across slowly and safely.

## Section 17. Rules for bicycle riders

### Riding on the footpath

You are allowed to ride on the footpath, unless there is a **No bicycles** sign. Children under the age of 12 can ride on any footpath.

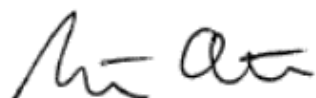
You must give way to pedestrians and ride in a manner that does not inconvenience or endanger others.

You are allowed to cross at pedestrian crossings but you must stop as near as practical to the crossing. Then you should ride across slowly and safely, giving way to pedestrians.

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I trust the above information provided answers your question.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Atkins'.

Matthew Atkins  
GENERAL MANAGER



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25 January 2024

Mr S. 'Cush' Allison  
65 Wilmot Street  
PORT SORELL TAS 7307  
E. [sustcush@gmail.com](mailto:sustcush@gmail.com)

Dear Mr Allison

### **Response to Questions Without Notice raised Monday 22 January 2024**

I write in response to your questions taken on notice at the Council meeting on Monday 22 January 2024.

- Q1.** Can the Devonport Council please provide the community the estimated costs regarding any future amalgamation that have been established for the Devonport Council including what the estimated costs are for the proposed councils of Latrobe, Kentish and Central if this amalgamation goes ahead?

### **Response**

As noted at the meeting Council has not undertaken any economic modelling regarding the costs associated with any potential amalgamation with neighbouring Councils.

- Q2.** Can the council and councillors please provide the community, they are elected to represent and work in the "best interests" of with five (5) examples of where successful council amalgamations from mainland Australia have occurred including costs versus benefits modelling or analysis based on the following criteria where:

- Councils are financially more stable and fiscally sustainable with incurred examples of lower rates and costed efficiencies.
- Council infrastructure has been improved to outlying suburbs and communities including to regional councils.
- Council community services have improved to outlying suburbs and communities including to regional councils.
- Individual Councillors "Voice" and input has improved regarding all decisions made by amalgamated councils.



*The City with Spirit*

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- Community "Voice" and input has been enhanced in the decision making of the council.
- Community "Voice" and input into local planning decisions has been improved?

**Response**

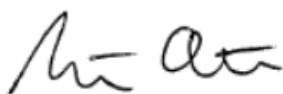
Council has not undertaken the research to the detail described above. However, Council does consider there are significant benefits for local government in this region if structural boundary change was to occur. These benefits have been outlined in the four Devonport City Council submissions that have been made to date to the Future of Local Government Review. The submissions are publicly available on the Review's [website](#).

**Q3.** Could councillors please provide in the "best interests of the community" all the above business names, that includes all ABN's, all companies and their ACN's and all NGO's registered and/or operating under the Devonport Council or any affiliates along with, all Resource Sharing arrangements, including any public/private partnerships, agreements with NGO's and other councils that includes "**all**" signatories to business names, ABN's, Company Board Members and NGO's both executive and non-executive directors not exhaustive as of 15th January 2024?

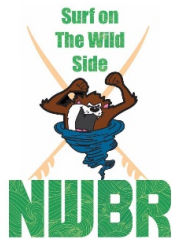
**Response:**

Council has equity in the Dulverton Waste Management Authority and TasWater, with full details of this ownership outlined in Councils Annual Report which is available on Councils [website](#). Council does not have an interest in any other businesses or have any commercial partnerships.

Yours sincerely



Matthew Atkins  
GENERAL MANAGER



Att: Cr. Damien Viney – DCC

#### Proposal of a Mersey River Shelter

The North West Board Riders are highly supportive of a proposal to see a 'Shelter' of some description erected at the mouth of the Mersey River, a highly renowned and popular Surf break that attracts surfers from all around the region, even the state.

As a rule, we, the Surfers generally find ourselves Surfing there on those wild North West storm events, a shelter would provide a protected place to come together with others, rather than sitting in cars. It would be an appropriate place to get changed, and most importantly a potential place to run Surfing Contests out of for, judges, athletes and spectators.

There could also be an opportunity to showcase local art and NW Surfing History in the shelter in some way or form. The possibilities are endless and exciting from the local Surfing communities point of view!

If something like this was to go ahead, it would be fantastic for other local Councils to follow Devonport's lead and consider a similar approach for certain Surf breaks/beaches!

Toby Ray

President

North West Board Riders



## Devonport City Council Submission

### FINAL REPORT - Future of Local Government Review

Approved by resolution at Council's meeting on xxxx

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#### Introduction

The Devonport City Council (DCC) welcomes the opportunity to provide comment on the Final Report (Report) into the Future of Local Government Review (FofLGR).

DCC has been an active participant in the FofLGR with this being its fifth written submission in respect of the process.

The Board should be commended for the manner in which they have engaged throughout the Review and in particular for the quality and content of the staged reports that have been released. These reports have captured the challenges that exist and progressively advanced to the conclusions outlined in this Final Report.

It is clear to those engaged in the process that the primary conclusion woven through this Final Report is that structural reform must occur if councils in Tasmania are to not only be successful into the future, but for them to simply remain sustainable and continue to serve their communities as they do now.

DCC strongly endorse this position having previously promoted fewer, larger councils as the simplest, most effective, and efficient way to address the broadly recognised challenges that exist.

DCC agrees that given all that has changed since current council boundaries were established over 30 years ago, new boundaries, creating approximately half the current number of councils, is the optimum balance between appropriate scale versus protecting the sense of place and community which is fundamental to local government. As acknowledged in the Report, further detailed assessment of final council boundaries is required and DCC maintain a view that the boundary between the proposed Cradle Coast and North West councils should be east of Burnie, not west as suggested.

The Board should be commended for outlining a new design comprising of 15 council areas as the best solution to position the sector for a successful and sustainable future. DCC considers this the most critical and important element of the Report. It is consistent with views outlined in the 2021 Premier's Economic & Social Recovery Advisory Council (PESRAC) report, prepared by a board of nine highly respected Tasmanians, each leaders within their varied fields.

In addition to detailing optimum structural reform, both the FofLGR and PESRAC reports recognise the political challenges with such reform and acknowledge the Government's voluntary only approach. Noting mandated structural reform as "not a live option", the FofLGR Final Report responds by identifying a set of second-best recommendations. PESRAC remain committed to the optimum solution, calling the political stand-off on reform to end and seeking a bipartisan response from all political parties to unite on the issue given its importance to the future of the State.

Such is the importance of the issue, PESRAC, as quoted below, highlight an urgency to act if Tasmania is to maintain its current quality of life and be prepared for future disruption.

*“Some may say that we should wait until more stable times to embark on significant reform. Our strong view is that the Tasmanian community can ill-afford to have this key structural issue left unaddressed over the next two to five years. Continuing to put local government reform in the too-hard basket while the state works through COVID-19 recovery is not tenable. A strong, robust, and well-focussed local government sector is required to play its part in recovery, and to respond to future shocks.” (Ref P78 PESRAC Report.)*

Disappointingly, DCC recognises it is unlikely the PESRAC objective of bipartisan support will happen soon, however DCC are not convinced of the merit of the Board’s political solution of second-best recommendations involving voluntary amalgamations and mandated shared services. If beneficial at all, these recommendations are at best, a far compromised approach. They will require significant resourcing and have a massive disruption for the sector, have the potential to weaken the current larger successful councils and are unlikely to bring any meaningful sector wide improvement, whilst potentially further delaying the inevitable structural reform the State so desperately needs.

In considering the Report, DCC would encourage the Government to commit to bold reform ensuring the best long-term outcomes, rather than more incremental change for change’s sake, as the sector has experienced over recent decades. Focus and effort should concentrate only on those recommendations which align and unquestionably move the sector towards a model of 15 sustainable and effective standalone councils. Mandating of shared services is not supported by DCC given it is difficult to see any tangible nett gains, however if pursued, any proposals should be assessed through this lens before being considered further.

Aside from structural reform solutions, DCC broadly agree with the majority of the recommendations in the Final Report. The specific reforms have been well considered and will generally assist in incremental improvements within the sector. Primarily the focus of this submission is on those aspects of concern, with comments outlined below under the following headings.

1. Proposed Cradle Coast boundary
2. Mandated shared services
3. Common ICT systems
4. Centralised asset management body
5. Recommendations generally

#### **1. Proposed Cradle Coast Boundary**

DCC has been grouped with Kentish, Latrobe, Central Coast and Burnie Councils as the preferred new “Cradle Coast” Council. However, the Board has made it very clear in its report that further detailed work is required to assess this particular grouping, in particular whether Burnie should be part of the Cradle Coast Council or the North West Council. Burnie was identified as a “grey area” in the Board assessment, recognising that it could have been included in either area.

As outlined in our previous submission, DCC does not agree with including Burnie in the Cradle Coast council area and believes that the most logical scenario is that Burnie forms part of the North West council. This divides the North West Coast based on the two sub-regions which currently cluster around the two cities within the region. The two north west cities are the commercial and economic centres of the region, each serving their sub-region with active ports, airports, regional retailing, higher education facilities, court facilities and hospitals. Devonport currently exists as the base for the eastern half, and Burnie the main population centre and commercial hub of the western half.

Having Burnie in Cradle Coast will create a “2 capitals” scenario with ongoing competition between the two main service areas which is not healthy for the region. Burnie should be the service and administrative centre of the North West region, while Devonport should be the service and administrative centre of the Cradle Coast region.

Research and experience from other states indicates that amalgamations are more likely to succeed when a region has a “centre of gravity” from a major regional centre. Amalgamations in other states which have not worked as well have had disparate and similar sized regional centres competing with each other for resource allocations. For example, in 2008 Queensland went through significant structural reform involving compulsory amalgamations reducing the number of councils from 157 to 73. Some 15 years later, those amalgamations which have gone well are those where there is a central major town/city surrounded by areas that were merged into the main council town (e.g. Townsville City Council). Conversely, newly formed councils without a centre of gravity have struggled, such as North Burnett Regional Council, which was formed from 5 council areas but with 4 similarly sized townships that compete for limited resources.

Combining over 75% of the existing population of northwest Tasmania into one council with the balance split across three additional councils is non-sensical. Including Burnie City Council in Cradle Coast will result in an 87,000/22,000 population split between the two nearby subregions. One of the key Board propositions is that councils need greater scale and capability, and only Burnie can deliver that for the North West council by creating a more balanced 67,000/42,000 population split.

For the Cradle Coast residents, including the cities of Devonport and Burnie into one new council, made up of three quarters of the entire regional population, effectively removes any sense of ‘local’ from local government for the majority of North West Tasmanians. An entity combining both North West cities would basically be a regional service provider without any connection to place. DCC has always maintained that it is important to ensure appropriately sized councils, with sufficient capacity to deliver meaningful value, yet small and nimble enough to listen, care and understand evolving community expectations.

## **2. Mandated shared services (recommendations 9 to 12)**

The Review process has outlined in detail the advantages and disadvantages of shared services, and whilst successful examples were identified, the review process has failed to identify a compelling case that shared services can deliver sector wide net benefits. DCC supports further Government incentivisation and support to encourage councils to explore voluntary sharing where there is genuine benefit, however, are opposed to any attempt to force councils to participate in shared arrangements, particularly when considering the time, resource and focus that will be required.

If shared services are a win/win for all parties, then mandating this should not be necessary. DCC is concerned however that if mandating is required, as suggested, the reality will be that there are winners and losers.

The first shared services principle outlined in the Final Report is to identify and agree on the problem. Taking this principle from a DCC perspective, with the suggested mandated services it is difficult to define a problem, yet the negative outcomes through mandatory participation include loss of scale, progress and performance impacts due to the ‘convoy theory’, loss of autonomy in decision making and additional administration and governance overhead (particularly if a new authority is established). On balance these outcomes would be a net loss for DCC and its community.

Whilst against mandated shared services, DCC is open to greater strategic alignment with neighbouring councils and win/win resource sharing and would encourage the Government to incentivise such approaches. Strategic alignment could involve actions such as the development of shared plans and strategies, joint branding and marketing and shared regional facility ownership.

### **3. Common ICT systems (recommendation 13)**

DCC consider the recommendation of common ICT systems as more a shared, staged procurement process than a sharing of resources, and acknowledge significant benefits could be achieved from such an approach. The Report recommends a common statewide digital business system and ICT infrastructure. While the advantages of this outcome are extensive, the reality of achieving such an outcome is questionably an insurmountable challenge, particularly with the 5-8 year timeframe suggested.

To be successful, the Government would need to lead and establish a suite of ICT products and solutions that councils can progressively adopt at the appropriate time. The system capability and purchase cost of such adoption would need to be highly attractive and far better than any alternative to justify and warrant councils investing in the transition to new systems and processes.

Without question, the investment by Government would need to be significant for the initiative to work, however the benefits, if achieved, would likewise be significant and lay a foundation for greater cooperation between councils.

### **4. Asset Management (recommendation 13, 30 & 31)**

Whilst recognising the benefit of standardisation of asset lives, and the simplification of asset planning, DCC does not support the establishment of a centralised asset management authority. Asset officers play a key role within councils engineering and technical teams, assisting with decision making, design and financial planning. Many of the functions are intertwined into the specific council's operations and could not be successfully provided from an external authority. Should it be this simple, then consulting organisations would already be successfully providing one stop asset services to local government. The removal of asset experts would overtime only lead to duplication within councils as the need for staff with council specific asset skills and knowledge becomes evident.

### **5. Recommendations Generally**

The conclusion of 15 councils as the optimum structure for local government in Tasmania should not be dismissed, but rather used as a template to against which to assess any reform recommendations. Whilst DCC does not support the mandating of shared services, if this was to occur, the 15 proposed council areas should generally be the starting point for any consolidation. This provides an additional strategic benefit to justify the resourcing and effort required to undertake the change.

Likewise, any Government incentives provided to facilitate the final recommendations, should target only those initiatives that take steps to move the sector towards a 15 council model.



# Terms of Reference

## Cradle Coast Waste Management Group

### 1. Overview

#### 1.1 Background

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG ~~was established by~~ ~~represents seven (7)~~ northwest Tasmanian municipal councils (the "Participating Councils") who agreed to participate in a voluntary waste levy scheme in 2007.

The Participating Councils are:

- Burnie City Council;
- Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

~~In June 2023, the Participating Councils resolved that King Island Council and West Coast Council joined the group.~~

~~The CCWMG membership consists of the General Managers from the Participating Councils or appointed Proxy.~~

~~West Coast and King Island Council's do not currently participate, however, opportunity for participation is open. The CCWMG will aim to share intellectual property with non-participating Councils if requested.~~

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern ~~Tasmania~~ ~~Tasmanian Regional Waste Management Joint~~ Authority in the development and delivery of waste management programs and in the sharing of resources and services.



The original Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.

Landfills subject to the collection of the voluntary waste levy were:

- Dulverton Regional Waste Management Authority's Landfill;
- Central Coast Council's Resource Recovery Centre and Landfill; and
- Circular Head Council's Port Latta Landfill.

In March 2022, the Tasmanian State Government endorsed the Waste and Resource Recovery Bill 2022. This legislation introduced a State-wide Landfill Levy which replaced the Voluntary Waste Levy Agreement. Funding for the CCWMG is now contingent on Waste and Resource Recovery Board grant agreements.



## 1.2 Existing Agreements

~~The original Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.~~

~~Landfills subject to the collection of the voluntary waste levy are were:~~

- ~~• Dulverton Regional Waste Management Authority's Landfill;~~
- ~~• Central Coast Council's Resource Recovery Centre and Landfill; and~~
- ~~• Circular Head Council's Port Latta Landfill.~~

~~In late 2021, the Tasmanian State Government introduced the Waste and Resource Recovery Bill 2021. This legislation introduces a State-wide waste Landfill Levy which will replace the current Voluntary Waste Levy Agreement. Funding for the CCWMG is now contingent on Waste and Resource Recovery Board agreements. The Waste Levy Agreement will continue until State Levy fees are introduced.~~

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This Terms of Reference replaces the following agreements:

- Interim MOU between DWM and Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe & Waratah Wynyard Councils for Waste Levy Collection, Financial Management & Project Delivery;
- MOU between the CCA and DWM for the CCWMG Financials Management; and
- MOU between the CCA, CCWMG and DWM for administrative arrangements.
- [Previous versions of this Terms of Reference.](#)

~~An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.~~

~~In late 2021, the State Government introduced the Waste and Resource Recovery Bill 2021. This legislation introduces a State-wide waste Levy which will replace the current Voluntary Waste Levy Agreement. The Waste Levy Agreement will continue until State Levy fees are introduced.~~



A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- Cradle Coast Waste Management Group;
- Northern Tasmanian Waste Management Group; and
- Southern Tasmanian Regional Waste Management Authority (previously Southern Tasmanian Waste Management Group).





## 2. Term

This Terms of Reference is effective from ~~14<sup>th</sup> June~~ December 2023 and will be reviewed on 30<sup>th</sup> June 2024, and thereafter biennially or as required by the CCWMG.

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This Terms of Reference supersedes the Terms of Reference dated ~~1st November 2020~~ 18<sup>th</sup> May 2022.

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This Terms of Reference may be amended, varied or modified after consultation and agreement by the CCWMG members.

## 3. Membership

### 3.1 CCWMG ~~Representation~~ Membership

The CCWMG will operate with membership being the General Managers from the Participating Councils.

Group membership comprises of the following arrangement:

#### 3.1.1 Council Members:

The CCWMG will comprise the General Manager from each Participating Council or their nominated proxy who will attend meetings during periods of leave by the General Manager.

In cases where the General Manager works for more than one council then that General Manager will represent each individual council and vote for each council.

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General Managers will also be responsible for ensuring that:

- Technical staff respond to requests for information, participate in groups as requested, and undertake works as agreed etc;
- The activities of the Group are effectively communicated to elected members; and
- may appoint a proxy where attendance at a meeting is not possible.

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#### 3.1.2 Chairperson:

The Chairperson shall be a member of the CCWMG appointed by the members of the Participating Councils. Appointment is for a term of two ~~(2)~~ years, unless otherwise determined by the members. If the exiting Chairperson is re-nominated, subsequent terms of appointment will be permitted.

### 3.1.3 Deputy Chairperson:

The Deputy Chairperson will be appointed by a vote of the CCWMG. Appointment is for a term of two ~~(2)~~ years, unless otherwise determined by the members. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment ~~will be~~ are permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

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### 3.1.4 Dulverton Waste Management:

DWM will manage the CCWMG financials reporting, provide administration assistance as well as, provide technical and project management expertise and assistance.

DWM will be represented by its CEO and/or designated officers on an ex-officio basis with no voting rights.

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### ~~3.2~~ **Voting Members**

~~Voting Members are the seven (7) Council Members, with each Council having a single vote.~~

### ~~3.2~~ **CCWMG Financial membership**

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Since 1 July 2022 the operation of the group has been funded by the state utilising the waste levy funding. The current multi-year agreement is between NRE and DWM to deliver the CCWMG approved Annual Plan and Budget.

King Island and West Coast Council are separately funded by the state from the waste levy.

To ensure equity, these Councils agree to contribute to the CCWMG based on the estimated annual tonnes of waste collected on which levy is due. This amount will be invoiced separately by DWM following the Councils receipt of payment from the state.

The Annual Plan and Budget will identify the regional projects the group will participate in, together with any specific projects to be delivered utilising these funds to ensure transparency for all parties.

## 4. Objectives

### 4.1 Objectives of the CCWMG

a) To develop strategies and plans to manage waste sustainability including a:

- 5-year CCWMG Strategic Plan;
- Annual Plan & Budget; and
- 10 Year financial mAnagement pPlan.

**cradle coast**  
Waste Services  
Operated by Dulverton Waste Management



♦ The CCWMG plans and activities will seek to advance the state and national waste goals, as well as those expectations of the member Councils and the communities they represent.

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- b) To monitor the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of the budget;
- c) To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and
- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

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## 5. Reporting Responsibilities

### 5.1 Strategic Plan

- a) ~~The CCWMG Members are responsible for developing a Strategic Plan at least -~~
- b) ~~A Strategic Plan is to be adopted every five (5) years.~~
- c) ~~Preparation of a new plan is to commence one (1) year prior to expiry of the previous current one, unless an early review is warranted by the change in the waste and resource recovery sector that undermines to current Strategic Plan.~~
- d) ~~The Strategic Plan is to be presented to the Participating Councils for endorsement.~~
- e) ~~The endorsed Strategic Plan is to be submitted to the CCWMG for adoption.~~
- f) ~~The adopted Strategic Plan is to be forwarded to Participating Councils, and DWM and the Waste and Resource Recovery Board for information and published on the Cradle Coast Authority website.~~
- g) ~~Participating Councils will report to the CCWMG any significant deviations between Council operations/strategy and the Strategic Plan, so that these variance can be acknowledged, reviewed, and if agreed adopted by all.~~

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### 5.2 Annual Plan and Budget

- a) The CCWMG Members are responsible for developing an Annual Plan and Budget.
- b) The Annual Plan and Budget is to be will be submitted to the CCWMG for adoption finalised and adopted, prior to 30<sup>th</sup> June each year. The AP&B will clearly identify any projects that serve only a sub-set of the regional group.
- c) A copy of the adopted Annual Plan and Budget will be forwarded to Participating Councils, and DWM and the Waste and Resource Recovery Board for information.
- d) ~~The CCWMG Members~~ will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget.

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### 5.45.3 Annual Report

- a) ~~The~~ CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 30<sup>th</sup> November each year and is to include reporting against ~~the~~ year's Annual Plan and Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils, and DWM, other regional waste management groups and the Waste and Resource Recovery Board for information.

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#### 5.5.4 Other

a) DWM is to prepare quarterly financial reports to be forwarded to the CCWMG Chair within 30 days of the end of the quarter. The most current financial reports are to be included in the CCWMG meeting agenda.

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b) DWM is to prepare the documentation required to acquit the state grant at the designated milestones specified in the grant agreement.

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d) Participating Councils are to update the Data Collections Portal monthly with eCouncil waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.

e) DWM is to maintain a Report and Resources List annually.

## 6. Conflict of Interest

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations ~~that might~~ which may compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members and will enable public confidence to be maintained.

When members ~~believe they have~~ are aware of a conflict of interest, either real or perceived, on a subject that ~~will~~ may prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, ~~they will declare a conflict of interest~~ this is to be declared to the Chairperson at the start of the meeting and ~~the member should~~ withdraw themselves from the discussion and/or activity.



## 7. Meetings

Meetings can be held in person, via video conference or tele conference, or a combination thereof, as agreed by the majority of members.

### 7.1 Frequency of Meetings

- a) Meetings will be held at a frequency and location determined by the CCWMG.
- b) Meeting dates are generally to be set a minimum of eight ~~(8)~~ weeks in advance by the group; however changes to the dates may be made with lesser notice, with the support of the majority of members with the aim to maximise participation.

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### 7.2 Agendas and Minutes

Protocols for the preparation and distribution of agendas and minutes are detailed under Attachment 2.

### 7.3 Quorum

~~a) —~~ A meeting quorum will be ~~four (4)~~ a minimum attendance of five (5) voting members of the CCWMG. ~~If a Member is representing more than one council.....~~

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If a quorum is not present prior to the scheduled meeting start time, then the meeting may proceed; however any proposed actions have no effect until confirmed at the following meeting or by circular resolution by the majority of Members

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~~b)a) is to be abandoned.~~

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~~—~~ Members may nominate a proxy to attend the meeting on their behalf, either as a one-off or on an on-going basis. during periods of leave by the member.

~~e)b) All proxies are to have adequate delegated authority to fulfil the position of Member.~~

### 7.4 Urgent Matters

A meeting may be called by the Chairperson to discuss specific matters for urgent attention that can't which is unsuitable to cannot wait until the next regular meeting. Any notice of the meeting is satisfactory, so long as the proposed time and date for the meeting is accepted by and attended by ~~an absolute~~ majority of members.

### 7.5 Circular Resolution

A circular resolution may be instigated by the Chairperson if a decision is required between meetings. Circular resolutions should be used sparingly and should be limited to use for:

- procedural matters;
- non-controversial matters or for matters that have had prior discussions in meetings;
- matters that do not require further discussion and
- matters which cannot be deferred to the next meeting.

Circular resolutions should not be used for dealing with urgent or controversial matters that arise of which the Members are previously unaware.

A circular resolution is a documented resolution which is signed by Members with wording to signify they are in favour of the resolution. Acceptable forms of signed documentation can include:

- printed copy with original signature;
- scanned signed copy received by electronic mail (email); or
- consent received by email.

The circular resolution is determined by an absolute majority of Members in favour of the resolution.

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## 8. Publicity / Media

Only the Chairperson, or their delegate, may make or issue public statements in relation to the decisions of the CCWMG, unless otherwise determined by resolution of the group.

## 9. Dispute Resolution

If a ~~difference or~~ dispute arises between any of the Members or any Member/s and DWM in connection with this Term of Reference, any party may give the other party a written notice setting out full details of the Dispute ("Notice of Dispute").

A Member, or Council or DWM, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The parties must attempt to resolve any dispute promptly by negotiating in good faith. If the parties are unable to resolve the dispute within ten ~~business~~(10) days after a Notice of Dispute is served, each party must agree to engage the services of an independent person to support all parties participation in informal resolution processes. This independent person will assist the parties in discussing available options, or may facilitate any other necessary arrangements to support the best possible outcomes. This independent person must have an appropriate



skill set within the local government context, experience in issues resolution and interpersonal skills which can assist in resolving matters of conflict.

If the dispute is not resolved, or the ~~Members-parties~~ have not agreed on any alternative method to resolve the dispute, within twenty ~~(20)~~ days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a ~~Member-party~~ from seeking injunctive or urgent declaratory relief at any time.

Each ~~Member-party~~ must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.





## 10. Administrative Arrangements

Attachment 1 details the roles and responsibilities of the members.

Attachment 2 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWMG's financial management protocols.

## 11. Procurement

The CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

DWM procurement policies can be provided on request [and are available on the business' website.](#)



## 12. Dissolution of the CCWMG

The CCWMG can only be dissolved when an absolute majority of the Participating Councils have resolved the dissolution.

In the event the CCWMG is dissolved:

- a) the balance of prepaid income accumulated prior to 1 July 2022 will be split among the Participating Councils contributing to the funding prior to that date and in proportion to prior financial year's contribution of municipal solid waste levy funds (Council contribution, not landfill contribution). ABS Estimated Resident Population for each Participating Council for the most recent year data is available; and
- b) Unspent state funding received under the grant agreement will be returned as required by that agreement and any negotiation with the state in relation to work in progress.

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## 13. Confidentiality

This All Participating Councils and DWM agree to maintain the Terms of Reference is a contract for confidentiality among the Members of the group to maintain security and confidentiality of the CCWMG's communications and information of information shared and developed within the group and will only release any information gathered as required by law or with the written permission of the group.

## 14. Signatories

<u>Council</u>	<u>Signature</u>	<u>Date</u>
<u>Burnie City Council</u>		
<u>Central Coast Council</u>		
<u>Circular Head Council</u>		
<u>Kentish Council</u>		

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<a href="#">King Island Council</a>		
<a href="#">Latrobe Council</a>		
<a href="#">West Coast Council</a>		
<a href="#">Waratah-Wynyard Council</a>		
<a href="#">Dulverton Waste Management</a>		





## **14.15. Attachment 1 – Roles and Responsibilities**

### **14.15.1 Chairperson**

#### **14.1.15.1.1 General:**

- a) Provide leadership.
- b) Set meeting Agenda's.
- c) Oversee the CCWMG's activities.
- d) Act as the CCWMG's spokesperson.

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#### **14.1.215.1.2 Meetings:**

- a) The Chairperson is the chair for every meeting.
- b) Undertake any necessary preparation prior to the meeting.
- c) Ensure a quorum is present.
- d) Start the meeting on time.
- e) Control the meeting and keep to the Agenda.
- f) Allow fair and open discussion on matters so that decisions can be made.
- g) Re-focus discussion that has wandered off topic.
- h) Conclude one point and lead into the next.
- i) Clarify any misunderstandings.
- j) Pace the meeting ensuring it runs on time.

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### **14.215.2 Members**

#### **14.2.15.2.1 General:**

- a) Promote and support the CCWMG activities.
- b) Ensure timely response of information is provided by their council.
- c) Be the waste spokesperson between their council and the CCWMG.
- d) Have the authority to make decisions on behalf of their councils.

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#### **14.2.215.2.2 Meetings:**

- a) Undertake any necessary preparation prior to the meeting.
- b) Arrive on time.
- c) Participate but do not interrupt each other.
- d) All remarks are addressed through the Chairperson.
- e) Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region.
- f) A vote is taken if consensus is not reached. The majority wins the vote, and all Members are to accept the majority decision.

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- g) Note down any action agreed upon ~~n.a. and~~
- h) After the meeting, undertake any agreed action and brief others as appropriate.

#### ~~14.3~~15.3 **Dulverton Waste Management**

- a) To provide executive, administrative, financial and communication support to the group.
- ~~b) To collect and distribute the waste management levy;~~
- ~~c) To project manage~~ deliver actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes.
- ~~d) To provide technical support to the CCWMG;~~
- ~~e) To attend CCWMG meetings and provide project status reports, including up to date costings; and~~
- ~~f) When procuri~~Procure goods and services in relation to agreed projects, ~~to do so~~ in compliance with all legal and regulatory requirements, work health and safety environmental legislation and statutory requirements and DWM's procurement policies.

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#### ~~14.4~~15.4 **CCWMG**

- a) ~~Will be r~~Responsible for ensuring that ~~the~~ projects and actions are delivered in accordance with the Annual Plan and Budget.
- ~~Will a~~Agree to the Terms of Reference being amended, varied or modified following a majority vote of the Participating Council members.
- ~~Will a~~Appoint the Chairperson who shall be a member of the CCWMG and this appointment is for a term of two (2) years.
- ~~Will a~~Adopt the Annual Plan and Budget prior to 30th June each year; ~~and~~
- e) Can dissolve the CCWMG when a majority of the Participating Councils have approved the dissolution.

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## 15.16 Attachment 2 – Agenda & Minute Protocol

### 15.16.1 Agendas / Notice of Meetings

- a) DWM is responsible for coordinating meeting Agenda's.
- b) DWM is to request Agenda Items from CCWMG Members no less than seven ~~(7)~~ business days prior to the Agenda due date.
- c) Members are to provide DWM with Agenda Items (including attachments) no less than five ~~(5)~~ business days prior to the Agenda due date.
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two ~~(2)~~ business days prior to the Agenda due date.
- e) The Chairperson is to review the Agenda within one ~~(1)~~ business days and advise the DWM of any changes.
- f) DWM is to issue all CCWMG Members with the Agenda no less than one ~~(1)~~ week prior to the meeting date.

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### 15.16.2 Minutes

- a) At each meeting, DWM is to takes notes for the purpose of drafting Minutes.
- b) Within five ~~(5)~~ business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review.
- c) Within ten ~~(10)~~ business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes.
- d) Within ~~fifteen~~ ~~15~~ ~~(15)~~ business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each Participating Council (as requested) for inclusion as an open Agenda Item at Council Meetings.
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation.
- f) Within two ~~(2)~~ business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.

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### **16.17. Attachment 3 – Financial Management Protocols**

#### **16.17.1 Dulverton Waste Management**

- a) The Participating Councils appoint DWM for the management of funds.
- b) DWM will maintain a ledger system which allows discreet project costs to be easily monitored and reported to Participating Councils and the Waste and Resource Recovery Board.-
- c) DWM will handle and process accounts payable in relation to project expenses.
- d) DWM will on-charge recoverable project expenses to relevant parties as required.
- e) Income will be deemed not to be earned by DWM until services have been rendered in accordance with the terms of this agreement. The balance of unearned income will be accounted for as a liability and be ultimately refundable to the Participating Councils in accordance with the provisions of clause 12 of this agreement.
- f) DWM will not be responsible to the Participating Councils for any liability, cost or expense (including legal fees) that the parties may incur arising out of the activities undertaken as part of the Regional Waste Management Strategy or the activities of DWM in performing its duties under this agreement, except to the extent that the liability costs or expenses arose directly from the DWM's wilful misconduct, bad faith or negligence.
- g) The Participating Councils irrevocably and unconditionally indemnify DWM from any liability cost or expense (including legal fees) in performing its financial management, except to the extent that the liability cost or expense arose directly from DWM's wilful misconduct, bad faith or negligence.

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# Terms of Reference

## Cradle Coast Waste Management Group

### 1. Overview

#### 1.1 Background

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG was established by 7 northwest Tasmanian municipal councils (the “Participating Councils”) who agreed to participate in a voluntary waste levy scheme in 2007.

The Participating Councils are:

- Burnie City Council;
- Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

In June 2023, the Participating Councils resolved that King Island Council and West Coast Council join the group.

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern Tasmanian Regional Waste Authority in the development and delivery of waste management programs and in the sharing of resources and services.

The original Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.

Landfills subject to the collection of the voluntary waste levy were:

- Dulverton Regional Waste Management Authority's Landfill;
- Central Coast Council's Resource Recovery Centre and Landfill; and
- Circular Head Council's Port Latta Landfill.

In March 2022, the Tasmanian State Government endorsed the Waste and Resource Recovery Bill 2022. This legislation introduced a State-wide Landfill Levy which replaced the Voluntary Waste Levy Agreement. Funding for the CCWMG is now contingent on Waste and Resource Recovery Board grant agreements.

## 1.2 Existing Agreements

This Terms of Reference replaces the following agreements:

- Interim MOU between DWM and Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe & Waratah Wynyard Councils for Waste Levy Collection, Financial Management & Project Delivery.
- MOU between the CCA and DWM for the CCWMG Financials Management.
- MOU between the CCA, CCWMG and DWM for administrative arrangements.
- Previous versions of this Terms of Reference.

A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- Cradle Coast Waste Management Group;
- Northern Tasmanian Waste Management Group; and
- Southern Tasmanian Regional Waste Authority (previously Southern Tasmanian Waste Management Group).

## 2. Term

This Terms of Reference is effective from 6 December 2023 and will be reviewed on 30<sup>th</sup> June 2025, and thereafter biennially or as required by the CCWMG.

This Terms of Reference supersedes the Terms of Reference dated 18<sup>th</sup> May 2022.

This Terms of Reference may be amended, varied or modified after consultation and agreement by the CCWMG members.

### **3. Membership**

#### **3.1 CCWMG Representation**

The CCWMG will operate with membership being the General Managers from the Participating Councils.

Group membership comprises of the following arrangement:

##### 3.1.1 Council Members:

The CCWMG will comprise the General Manager from each Participating Council or their nominated proxy who will attend meetings during periods of leave by the General Manager.

In cases where the General Manager works for more than one council then that General Manager will represent each individual council and vote for each council.

General Managers will also be responsible for ensuring that:

- Technical staff respond to requests for information, participate in groups as requested, and undertake works as agreed;
- The activities of the Group are effectively communicated to elected members; and
- may appoint a proxy where attendance at a meeting is not possible.

##### 3.1.2 Chairperson:

The Chairperson shall be a member of the CCWMG appointed by the members of the Participating Councils. Appointment is for a term of two years, unless otherwise determined by the members. If the exiting Chairperson is re-nominated, subsequent terms of appointment are permitted.

##### 3.1.3 Deputy Chairperson:

The Deputy Chairperson will be appointed by a vote of the CCWMG. Appointment is for a term of two years, unless otherwise determined by the members.. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment are permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

##### 3.1.4 Dulverton Waste Management:

DWM will manage the CCWMG financial reporting, provide administration assistance as well as provide technical and project management expertise and assistance.

DWM will be represented by its CEO and/or designated officers on an ex-officio basis with no voting rights.

### **3.2 CCWMG Financial membership**

Since 1 July 2022 the operation of the group has been funded by the state utilising the waste levy funding. The current multi-year agreement is between NRE and DWM to deliver the CCWMG approved Annual Plan and Budget.

King Island and West Coast Council are separately funded by the state from the waste levy.

To ensure equity, these Councils agree to contribute to the CCWMG based on the estimated annual tonnes of waste collected on which levy is due. This amount will be invoiced separately by DWM following the Councils receipt of payment from the state.

The Annual Plan and Budget will identify the regional projects the group will participate in, together with any specific projects to be delivered utilising these funds to ensure transparency for all parties.

## **4. Objectives**

### **4.1 Objectives of the CCWMG**

a) To develop strategies and plans to manage waste sustainability including a:

- 5-year CCWMG Strategic Plan;
- Annual Plan & Budget; and
- 10 Year financial management plan.

The CCWMG plans and activities will seek to advance the state and national waste goals, as well as those expectations of the member Councils and the communities they represent.

- b) To monitor the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of the budget;
- c) To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and

- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

## **5. Reporting Responsibilities**

### **5.1 Strategic Plan**

- a) The CCWMG Members are responsible for developing a Strategic Plan at least every five years.
- b) Preparation of a new plan is to commence one year prior to expiry of the current one, unless an early review is warranted by the change in the waste and resource recovery sector that undermines the current Strategic Plan.
- c) The Strategic Plan is to be presented to the Participating Councils for endorsement.
- d) The endorsed Strategic Plan is to be submitted to the CCWMG for adoption.
- e) The adopted Strategic Plan is to be forwarded to Participating Councils, DWM and the Waste and Resource Recovery Board for information and published on the Cradle Coast Authority website.
- f) Participating Councils will report to the CCWMG any significant deviations between Council operations/strategy and the Strategic Plan, so that these variances can be acknowledged, reviewed, and if agreed adopted by all.

### **5.2 Annual Plan and Budget**

- a) The CCWMG Members are responsible for developing an Annual Plan and Budget.
- b) The Annual Plan and Budget is to be finalised and adopted, prior to 30 June each year. The AP&B will clearly identify any projects that serve only a sub-set of the regional group.
- c) A copy of the adopted Annual Plan and Budget will be forwarded to Participating Councils, DWM and the Waste and Resource Recovery Board for information.
- d) CCWMG Members will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget.

### **5.3 Annual Report**

- a) CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 30 November each year and is to include reporting against that year's Annual Plan and Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils, DWM, other regional waste management groups and the Waste and Resource Recovery Board for information.

#### **5.4 Other**

- a) DWM is to prepare quarterly financial reports to be forwarded to the CCWMG Chair within 30 days of the end of the quarter. The most current financial reports are to be included in the CCWMG meeting agenda.
- b) DWM is to prepare the documentation required to acquit the state grant at the designated milestones specified in the grant agreement.
- c) Participating Councils are to update the Data Collections Portal monthly with Council waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.
- d) DWM is to maintain a Report and Resources List annually.

### **6. Conflict of Interest**

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations which may compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members and will enable public confidence to be maintained.

When members are aware of a conflict of interest, either real or perceived, on a subject that may prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, this is to be declared to the Chairperson at the start of the meeting and the member should withdraw themselves from the discussion and/or activity.

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A Member, or Council or DWM, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The parties must attempt to resolve any dispute promptly by negotiating in good faith. If the parties are unable to resolve the dispute within ten business days after a Notice of Dispute is served, each party must agree to engage the services of an independent person to support all parties participation in informal resolution processes. This independent person will assist the parties in discussing available options, or may facilitate any other necessary arrangements to support the best possible outcomes. This independent person must have an appropriate skill set within the local government context, experience in issues resolution and interpersonal skills which can assist in resolving matters of conflict.

If the dispute is not resolved, or the parties have not agreed on any alternative method to resolve the dispute, within twenty days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a party from seeking injunctive or urgent declaratory relief at any time.

Each party must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.



## **10. Administrative Arrangements**

Attachment 1 details the roles and responsibilities of the members.

Attachment 2 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWMG's financial management protocols.

## **11. Procurement**

The CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

DWM procurement policies can be provided on request and are available on the business' website.

## **12. Dissolution of the CCWMG**

The CCWMG can only be dissolved when an absolute majority of the Participating Councils have resolved the dissolution.

In the event the CCWMG is dissolved:

- a) the balance of prepaid income accumulated prior to 1 July 2022 will be split among the Participating Councils contributing to the funding prior to that date and in proportion to ABS Estimated Resident Population for each Participating Council for the most recent year data is available; and
- b) Unspent state funding received under the grant agreement will be returned as required by that agreement and any negotiation with the state in relation to work in progress.

### 13. Confidentiality

All Participating Councils and DWM agree to maintain the confidentiality of information shared and developed within the group and will only release any information gathered as required by law or with the written permission of the group.

### 14. Signatories

Council	Signature	Date
Burnie City Council		
Central Coast Council		
Circular Head Council		
Kentish Council		
King Island Council		
Latrobe Council		
West Coast Council		
Waratah-Wynyard Council		
Dulverton Waste Management		

## **15. Attachment 1 – Roles and Responsibilities**

### **15.1 Chairperson**

#### 15.1.1 General:

- a) Provide leadership.
- b) Set meeting Agendas.
- c) Oversee the CCWMG's activities.
- d) Act as the CCWMG's spokesperson.

#### 15.1.2 Meetings:

- a) The Chairperson is the chair for every meeting.
- b) Undertake any necessary preparation prior to the meeting.
- c) Ensure a quorum is present.
- d) Start the meeting on time.
- e) Control the meeting and keep to the Agenda.
- f) Allow fair and open discussion on matters so that decisions can be made.
- g) Re-focus discussion that has wandered off topic.
- h) Conclude one point and lead into the next.
- i) Clarify any misunderstandings.
- j) Pace the meeting ensuring it runs on time.

### **15.2 Members**

#### 15.2.1 General:

- a) Promote and support the CCWMG activities.
- b) Ensure timely response of information is provided by their council.
- c) Be the waste spokesperson between their council and the CCWMG.
- d) Have the authority to make decisions on behalf of their councils.

#### 15.2.2 Meetings:

- a) Undertake any necessary preparation prior to the meeting.
- b) Arrive on time.
- c) Participate but do not interrupt each other.
- d) All remarks are addressed through the Chairperson.
- e) Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region.
- f) A vote is taken if consensus is not reached. The majority wins the vote, and all Members are to accept the majority decision.

- g) Note down any action agreed upon.
- h) After the meeting, undertake any agreed action and brief others as appropriate.

### **15.3 Dulverton Waste Management**

- a) To provide executive, administrative, financial and communication support to the group.
- b) To deliver actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes.
- c) To provide technical support to the CCWMG.
- d) To attend CCWMG meetings and provide project status reports, including up to date costings.
- e) Procure goods and services in relation to agreed projects, in compliance with all legal and regulatory requirements, work health and safety environmental legislation and statutory requirements and DWM's procurement policies.

### **15.4 CCWMG**

- a) Responsible for ensuring that projects and actions are delivered in accordance with the Annual Plan and Budget.
- b) Agree to the Terms of Reference being amended, varied or modified following a majority vote of the Participating Council members.
- c) Appoint the Chairperson who shall be a member of the CCWMG and this appointment is for a term of two (2) years.
- d) Adopt the Annual Plan and Budget prior to 30th June each year.
- e) Can dissolve the CCWMG when a majority of the Participating Councils have approved the dissolution.

## **16. Attachment 2 – Agenda & Minute Protocol**

### **16.1 Agendas / Notice of Meetings**

- a) DWM is responsible for coordinating meeting Agendas.
- b) DWM is to request Agenda Items from CCWMG Members no less than seven business days prior to the Agenda due date.
- c) Members are to provide DWM with Agenda Items (including attachments) no less than five business days prior to the Agenda due date.
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two business days prior to the Agenda due date.
- e) The Chairperson is to review the Agenda within one business days and advise the DWM of any changes.
- f) DWM is to issue all CCWMG Members with the Agenda no less than one week prior to the meeting date.

### **16.2 Minutes**

- a) At each meeting, DWM is to takes notes for the purpose of drafting Minutes.
- b) Within five business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review.
- c) Within ten business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes.
- d) Within 15 business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each Participating Council (as requested) for inclusion as an open Agenda Item at Council Meetings.
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation.
- f) Within two business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.

## **17. Attachment 3 – Financial Management Protocols**

### **17.1 Dulverton Waste Management**

- a) The Participating Councils appoint DWM for the management of funds.
- b) DWM will maintain a ledger system which allows discreet project costs to be easily monitored and reported to Participating Councils and the Waste and Resource Recovery Board.
- c) DWM will handle and process accounts payable in relation to project expenses.
- d) DWM will on-charge recoverable project expenses to relevant parties as required.
- e) Income will be deemed not to be earned by DWM until services have been rendered in accordance with the terms of this agreement. The balance of unearned income will be accounted for as a liability and be ultimately refundable to the Participating Councils in accordance with the provisions of clause 12 of this agreement.
- f) DWM will not be responsible to the Participating Councils for any liability, cost or expense (including legal fees) that the parties may incur arising out of the activities undertaken as part of the Regional Waste Management Strategy or the activities of DWM in performing its duties under this agreement, except to the extent that the liability costs or expenses arose directly from the DWM's wilful misconduct, bad faith or negligence.
- g) The Participating Councils irrevocably and unconditionally indemnify DWM from any liability cost or expense (including legal fees) in performing its financial management, except to the extent that the liability cost or expense arose directly from DWM's wilful misconduct, bad faith or negligence.

Current and Previous Minutes Resolutions - January 2024					
Meeting Date	Resolution	Item	Status	Assignees	Action Taken
25/09/2023	23/187	Notice of Motion - Request for Report on Higher Density Housing - Cr S Sheehan	In progress	General Manager	Discussion on motion held at Council Workshop on 12 February 2024
22/01/2024	24/1	Confirmation of Minutes	Completed	Governance Officer	Minutes confirmed
22/01/2024	24/2	Responses to Questions Raised at Prior Meetings	Completed	Governance Officer	Responses noted
22/01/2024	24/3	Questions on Notice from the Public	Completed	Governance Officer	Response endorsed and authorised for release
22/01/2024	24/4	Delegations - General Manager - Biennial Update	Completed	Governance Officer	Delegation of functions and powers authorised
22/01/2024	24/5	Bluff Sauna Licence	In progress	General Manager	General Manager authorised to execute a licence agreement with Savu Saunas to locate a portable sauna at the Bluff Beach in accordance with endorsed terms
22/01/2024	24/6	Sports Infrastructure Priority Investment Plan Actions	In progress	Executive Manager	Documentation currently being finalised for all action items. PIP document to be released publicly during February
22/01/2024	24/7	Devonport Events Strategy 2024-2030	In progress	Executive Officer	Strategy open for public comment on Speak Up Devonport until 26 February 2024
22/01/2024	24/8	Tender Report Contract CT0369 Spreyton Connector	Completed	Infrastructure Manager	Contract Documents signed and issued
22/01/2024	24/9	FOGO Service Rollout Communications Update	Completed	Deputy General Manager	Report received and noted and progression of communications strategy to roll out FOGO from mid-July 2024
22/01/2024	24/10	Mayor's Monthly Report	Completed	Governance Officer	Report received and noted
22/01/2024	24/11	General Manager's Report	Completed	Governance Officer	Report received and noted
22/01/2024	24/12	Monthly Operational Report - December 2023	Completed	Governance Officer	Report received and noted

**Minutes of the Planning Authority Committee of the Devonport City Council  
held in the Aberdeen Room, Level 2, paranple centre, 137 Rooke Street, Devonport  
on Monday 12 February 2024 commencing at 5.15 PM**

**Present** Cr A Jarman (Mayor) in the Chair  
Cr G Enniss  
Cr P Hollister  
Cr L Murphy  
Cr D Viney

**Councillors in Attendance** Cr S Martin

**Council Officers** General Manager, M Atkins  
Executive Manager, K Lunson  
Executive Manager, M Skirving  
Infrastructure Manager, J Bellchambers  
Senior Town Planner, C Milnes (remote)  
Planning Officer, E Pieniak (remote)

**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 S Sheehan recorded an apology for the meeting.



## 2 DECLARATIONS OF INTEREST

The following Declaration of Interest was advised:

Councillor	Item No	Reason	Remaining in Meeting? Yes/No	If remaining, reason/s for decision
Cr L Murphy	3.1	I am known to the proponent in my capacity as a real estate agent	No	

Cr L Murphy left the room at 5.16 pm.

### 3 DEVELOPMENT REPORTS

#### 3.1 PA2023.0182 - 16A STEPHEN STREET EAST DEVONPORT - RESIDENTIAL (SINGLE DWELLING)

##### PAC24/1 RESOLUTION

MOVED: Cr Viney

SECONDED: Cr Enniss

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 PA2023.0182 and grant a Permit to use and develop land identified as 16A Stephen Street, East Devonport for the following purposes:

- Residential (single dwelling)

Subject to the following conditions:

1. The Use and Development is to proceed generally in accordance with the submitted plans referenced as Proposed Residence, Job No. Wang, Sheets A01-A05, Rev# A, dated 12.12.2023 by RFS Projects Pty Ltd, copies of which are attached and endorsed as documents forming part of this Planning Permit.
2. The surface water from the driveway and/or any paved areas is to be collected and drained to the private stormwater drainage system.
3. All stormwater collected from this work is to be directed into the existing property stormwater pipe in accordance with the National Construction Code.

Note: The following is provided for information purposes.

The development is to comply with the requirements of the current National Construction Code. The developer is to obtain the necessary building and plumbing approvals and provide the required notifications in accordance with the *Building Act 2016* prior to commencing building or plumbing work.

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*.

No burning of any waste materials (including cleared vegetation) is to be undertaken on site. Any waste material is to be removed and disposed of at a licensed refuse waste disposal facility.

In regard to condition 3 the applicant 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 Jarman, Cr Enniss, Cr Hollister and Cr Viney

AGAINST: Nil

CARRIED 4 / 0

Cr L Murphy rejoined the meeting at 5.18pm

## **4 CLOSURE**

**There being no further business on the agenda the Mayor declared the meeting closed at 5.18 PM.**

Confirmed

Chairperson



## Devonport City Council

### FINANCE REPORT

#### YTD for the month ended January 2024

#### Contents:

#### Page

Monthly Finance Report for Council

Financial Summary	1
Summarised Operating Report, including Financial Charts	2-3
Balance Sheet Report	4
Capital Expenditure Report (with Commitments)	5-7
Forecast Adjustments	8

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.

#### **Rates & Service Charges - \$304K Favourable**

The favourable variance is due to additional supplementary rates raised. A forecast adjustment of \$250K has been made.

#### **Fees and User Charges - \$788K Favourable**

The favourable variance includes income from the Convention Centre, facility hire and infringements & fines. A forecast adjustment of \$780K has been made.

#### **Grants - Operating - \$9K Favourable**

The favourable variance is due to the timing of receiving grants for community development and museum operations. A forecast adjustment of \$67K has been made in relation to financial assistance grants.

#### **Contributions - Operating - \$27K Favourable**

The favourable variances include training incentives for works employees and sponsorship income in the marketing and events area.

#### **Interest Income - \$630K Favourable**

The favourable variance is a result of funds on hand that are invested until expended on allocated capital projects. A \$840K forecast adjustment has been made.

**Other Investment Income - \$312K favourable**

The favourable budget variance is due to a tax equivalent payment received from Dulverton for the previous financial year which was not budgeted for. A \$280K forecast adjustment has been made.

**Other Revenue - \$120K Favourable**

The favourable timing variance includes the recovery of fines, reimbursements and sundry income relating to events. A \$79K forecast adjustment has been made.

**Employee Benefits - \$185K Favourable**

Favourable timing variance relating to salary and wages.

**Materials and Services - \$433K Unfavourable**

The unfavourable variances include contract catering expenses relating to the Convention Centre, (which are offset by higher catering revenues) and waste disposal fees. A \$400K forecast adjustment has been made.

**Depreciation - \$134K Unfavourable**

The unfavourable variance is due to the capitalisation of Haines Park assets and revaluations applied to recognise assets at fair value. A \$280K forecast adjustment has been made.

**Financial Costs - \$11K Unfavourable**

The unfavourable variance is due to interest rate increases. A \$50K forecast adjustment has been made.

**Levies & Taxes - \$13K Favourable**

The favourable variance can be attributed to the timing of recoveries from tenants.

**Other Expenses - \$141K Favourable**

The favourable variance is mostly due to the timing of grant payments, including community partnership grants. A \$920k forecast adjustment has been made which includes \$700k of a \$1.5M commitment to the Devonport City Soccer Club Inc. towards the Vallev Road development.

**Internal Charges and Recoveries - \$84K Unfavourable**

Unfavourable timing variance.

**Balance Sheet**

The balance of capital work in progress at the end of January is \$12.15M.

## FINANCIAL SUMMARY YTD to January 2024

Operating Summary	Budget	YTD Actual	Annual Budget	Current Forecast
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Revenue	40,204,068	42,394,054	50,247,718	52,543,718
Expenditure	28,940,845	29,263,360	47,123,162	48,773,163

<b>Operating Position</b>	<b>11,263,223</b>	<b>13,130,694</b>	<b>3,124,555</b>	<b>3,770,555</b>
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Capital Expenditure Summary	Annual Budget \$'000	Actual \$'000	Annual Forecast \$'000
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<b>Capital Expenditure</b>	<b>26,836</b>	<b>6,580</b>	<b>21,549</b>
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Cash Information	January 2024	June 2023
Operating Account (Reconciled balance)	1,818,585	708,458
Interest-Earning Deposits	22,182,537	20,605,864
	<b>24,001,122</b>	<b>21,314,322</b>

Debtor Information	January 2024	June 2023	Rates Debtors Ageing	January 2024	% of Annual Rates
Rates Debtors	10,742,848	747,551	2023/2024 - Current	10,378,654	30.6%
Infringement Debtors	85,012	117,900	2022/2023 - 1 Year	232,249	
Sundry Debtors	4,172,514	2,716,579	2021/2022 - 2 Years	59,715	
Planning & Health Debtors	6,639	32,546	2020/2021 - 3 Years	17,101	
	<b>15,007,012</b>	<b>3,614,576</b>	Over 3 years	55,128	
	<b>15,007,012</b>	<b>3,614,576</b>		<b>10,742,848</b>	

Cash Investment Information	Actual Rate	Credit rating	Maximum Holding Allowed	Actual Holding % of total Cash	January 2024
CBA Cash Deposits - At Call	4.35%	A1+ /AA-			2,173,402
CBA Term Deposit - (8 months)	5.33%	A1+ /AA-			10,000,000
		A1+	100%	50.72%	12,173,402
AMP 31 days notice account	4.70%	A2/BBB+			4,009,135
MyState Term Deposit (271 days)	5.20%	A2/BBB+			6,000,000
		A2-A3	40%	41.70%	10,009,135
					<b>22,182,537</b>

All cash investments are invested in compliance with Council's Investment Policy.

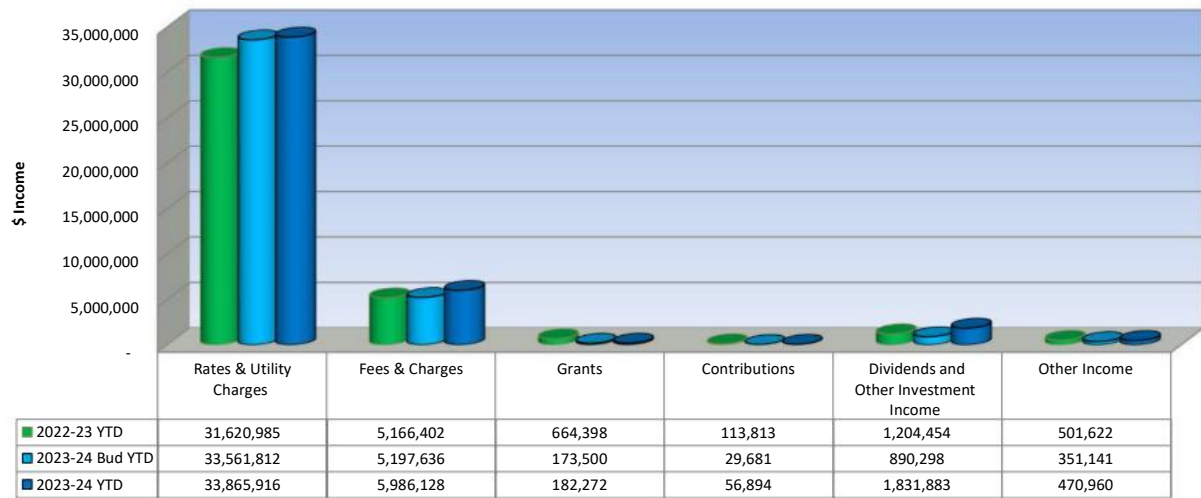
Benchmarks: BBSW90 Day Index	4.3460%
RBA Cash Rate	4.35%

### Commentary

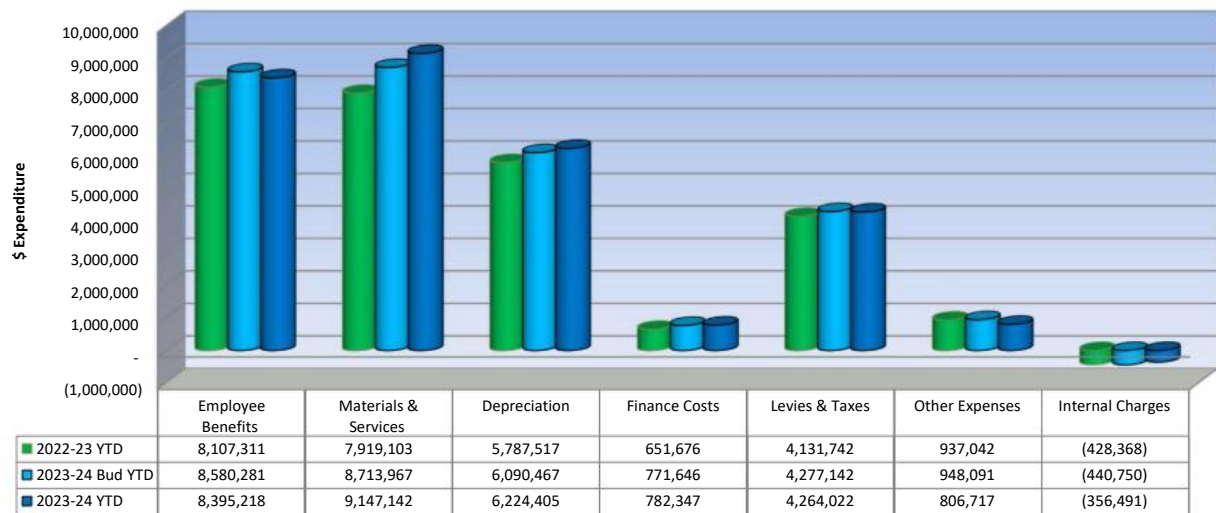
This report provides a high level summary of operational income and expenditure, capital expenditure and the cash and receivables position as at the date of the report.

SUMMARISED OPERATING REPORT					YTD to January 2024	
	Budget	YTD Actual	YTD Variance \$	YTD Variance %	Full Budget 2023-24	Forecast 2023-24
<b>INCOME</b>						
Rates and Service Charges	33,561,812	33,865,916	304,104	0.9%	33,614,193	33,864,193
Fees and User Charges	5,197,636	5,986,128	788,492	15.2%	8,842,493	9,622,493
Grants - Operating	173,500	182,272	8,772	5.1%	2,838,834	2,905,834
Contributions - Operating	29,681	56,894	27,212	91.7%	50,882	50,882
Dividend Income	546,000	546,000	-	0.0%	1,310,400	1,310,400
Interest Income	210,000	839,974	629,974	300.0%	360,000	1,200,000
Tax Equivalent Payments	134,298	445,909	311,611	232.0%	268,596	548,596
Share of profit of associates	-	-	-	0.0%	2,360,755	2,360,755
Other Revenue	351,141	470,960	119,820	34.1%	601,564	680,564
<b>TOTAL INCOME</b>	<b>40,204,068</b>	<b>42,394,054</b>	<b>2,189,986</b>	<b>5.4%</b>	<b>50,247,718</b>	<b>52,543,718</b>
<b>EXPENSES</b>						
Employee Benefits	8,580,281	8,395,218	(185,064)	-2.2%	14,799,823	14,799,823
Materials and Services	8,713,967	9,147,142	433,175	5.0%	15,371,879	15,771,879
Depreciation	6,090,467	6,224,405	133,938	2.2%	10,440,800	10,720,800
Financial Costs	771,646	782,347	10,700	1.4%	1,322,822	1,372,822
Levies & Taxes	4,277,142	4,264,022	(13,120)	-0.3%	4,558,578	4,558,578
Other Expenses	948,091	806,717	(141,374)	-14.9%	1,338,276	2,258,276
Internal Charges and Recoveries	(440,750)	(356,491)	84,260	-19.1%	(709,016)	(709,015)
<b>TOTAL EXPENSES</b>	<b>28,940,845</b>	<b>29,263,360</b>	<b>322,515</b>	<b>1.1%</b>	<b>47,123,162</b>	<b>48,773,163</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>11,263,223</b>	<b>13,130,694</b>	<b>1,867,470</b>	<b>16.6%</b>	<b>3,124,555</b>	<b>3,770,555</b>
<b>CAPITAL ITEMS</b>						
Grants - Capital	2,660,000	1,707,545	(952,455)	-35.8%	3,464,839	
Contributions - Capital	-	675,301	675,301	#DIV/0!	-	
Gain / Loss on Disposal of Assets	(350,000)	(299,005)	50,995	-14.6%	(600,000)	
<b>TOTAL CAPITAL ITEMS</b>	<b>2,310,000</b>	<b>2,083,841</b>	<b>(226,159)</b>	<b>-9.8%</b>	<b>2,864,839</b>	
<b>NET SURPLUS / (DEFICIT)</b>	<b>13,573,223</b>	<b>15,214,535</b>	<b>1,641,311</b>	<b>12.1%</b>	<b>5,989,394</b>	
<b>Own Source Revenue:</b>	<b>99.5%</b>	<b>99.4%</b>			<b>94.2%</b>	

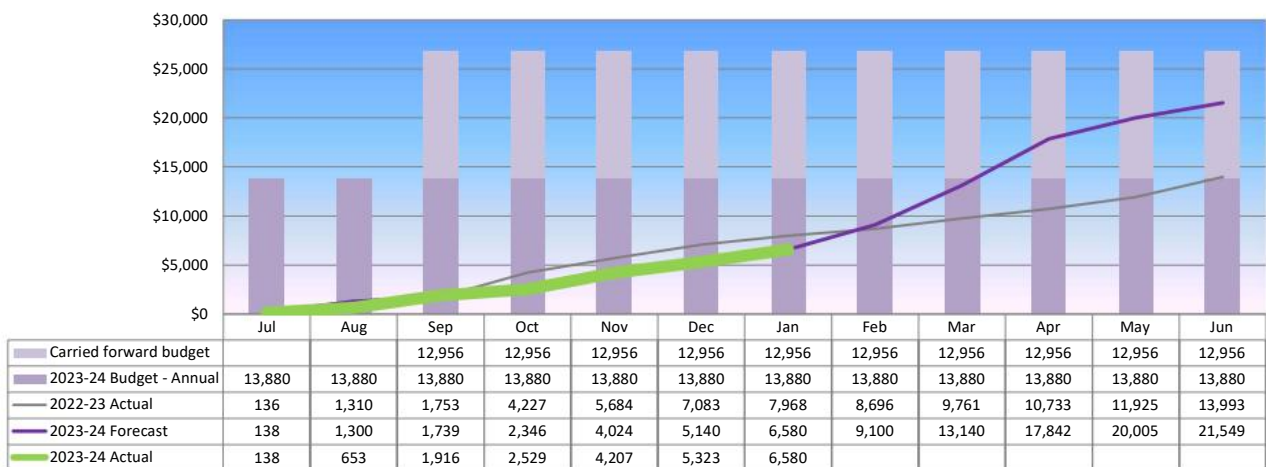
### Income Analysis



### Expenditure Analysis



### Capital Expenditure - \$'000





**BALANCE SHEET REPORT****As at January 2024**

	<b>31 Jan 2024</b>	<b>30 Jun 2023</b>
<b>Current Assets</b>		
Cash at Bank and On Hand	1,818,585	708,458
Trust Deposits	365,208	213,893
Cash Investments	22,182,537	20,605,864
Receivables - Rates and Utility Charges	10,742,848	747,551
Receivables - Infringements	85,012	117,900
Receivables - Sundry	4,172,514	2,716,579
Receivables - Planning & Health	6,639	32,546
Loans Receivable - Current	27,663	27,663
Accrued Revenue	382,451	316,395
Prepayments	169,641	474,714
Net GST Receivable	19,943	455,923
Other Asset	769,899	769,899
	<b>40,742,938</b>	<b>27,187,385</b>
<b>Non Current Assets</b>		
Loans Receivable - Non-Current	253,257	281,843
Dulverton Regional Waste Management Authority	12,282,091	12,584,069
TasWater	87,972,056	87,972,056
Property, Plant & Equipment	928,184,677	927,320,618
Accumulated Depreciation - PP&E	(356,289,643)	(350,948,772)
Capital Work in Progress	12,155,917	7,121,428
	<b>684,558,356</b>	<b>684,331,241</b>
<b>Total Assets</b>	<b>725,301,294</b>	<b>711,518,626</b>
<b>Current Liabilities</b>		
Trade Creditors	21,980	216,737
Accrued Expenses	2,016,258	2,319,376
Trust Liability	357,669	208,071
Income In Advance - Current	1,901,323	2,479,722
Loans - Current	1,088,886	1,088,886
Annual Leave	1,277,393	1,276,492
Other Leave - RDO	80,713	71,810
Other Leave - TOIL	8,257	11,733
Lease Liabilities - Current	48,275	48,275
Long Service Leave - Current	1,229,640	1,192,248
	<b>8,030,394</b>	<b>8,913,349</b>
<b>Non Current Liabilities</b>		
Loans - Non-Current	44,136,733	44,685,597
Long Service Leave - Non-Current	393,649	393,649
Lease Liabilities - Non Current	745,218	745,218
	<b>45,275,600</b>	<b>45,824,464</b>
<b>Total Liabilities</b>	<b>53,305,994</b>	<b>54,737,813</b>
<b>Net Assets</b>	<b>671,995,300</b>	<b>656,780,813</b>
<b>Equity</b>		
Asset Revaluation Reserve	396,397,083	396,393,536
Asset Revaluation Reserve - Associates	3,221,386	3,221,386
Other Reserves	11,575,152	11,575,152
Accumulated Surplus	245,587,144	236,420,866
Operating Surplus / (Deficit)	13,130,694	3,466,244
Capital Surplus / (Deficit)	2,083,841	5,703,629
<b>Total Equity</b>	<b>671,995,300</b>	<b>656,780,813</b>
<b>Current Ratio:</b>	<b>5.07</b>	<b>3.05</b>

The Current ratio indicates Council's ability to pay its debts as and when they become due.  
A ratio of one or higher is required for the entity to remain solvent.

Attachment 6 4 2 20240131 Consolidated Financial Report - Capital Works Income & Expenditure Report January 2024														
	Funding 2023/24						Expenditure 2023/24			Balance	Performance Measures			
	Annual Budget	Carried Forward	Capital budget Adjustment	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	519,000	1,740,011	-	1,740,011	2,259,011	-	870,597	642,957	1,513,554	745,457			67%	
Buildings & Facilities	3,166,000	1,487,185	-	1,487,185	4,653,185	506,733	1,380,162	1,562,799	2,942,961	1,710,224			63%	
Transport	6,175,000	4,915,984	-	4,915,984	11,090,984	3,338,106	2,977,571	2,841,245	5,818,816	5,272,168			52%	
Stormwater	1,593,000	850,074	-	850,074	2,443,074	-	243,381	278,896	522,676	1,920,397			21%	
Living City	-	3,447,521	-	3,447,521	3,447,521	-	224,197	1,072,568	1,296,765	2,150,757			38%	
Plant & Fleet	1,308,400	320,055	-	320,055	1,628,455	257,000	394,283	703,286	1,097,569	530,886			67%	
Other Equipment	1,119,000	194,913	-	194,913	1,313,913	-	490,145	374,388	864,533	449,380			66%	
Total Capital Works	13,880,400	12,955,744	-	12,955,744	26,836,144	4,101,839	6,580,335	7,476,140	14,056,875	12,779,269			52%	
Open Space & Recreation														
CP0129 Don River Rail Trail - land purchase			-	-	-		5,011	-	5,011	(5,011)	Complete	Complete	#DIV/0!	Prior year project
CP0184 Don River Rail Trail - construction			-	-	-		654	-	654	(654)	Complete	Complete	#DIV/0!	Prior year project
CP0204 Horsehead Creek - RV dump point relocation		39,000		39,000	39,000		-	-	-	39,000	Complete	Complete	0.0%	Project completed last financial year
CP0208 Coastal Erosion Protection - Coles Beach and Don Heads		51,128		51,128	51,128		-	-	-	51,128	Complete	Complete	0.0%	Project completed last financial year
CP0210 Mungala-Langslow path link Improvements		79,765		79,765	79,765		2,802	99,094	101,896	(22,132)	Feb-24	Mar-24	127.7%	Works scheduled
CP0219 New pedestrian bridge - Figure of Eight Creek - Woodrising to Maidstone Park		328,252		328,252	328,252		353,254	-	353,254	(25,002)	Jun-23	Apr-24	107.6%	Bridge installed. Creek re-vegetation during Autumn
CP0224 Maidstone Park safety netting		58,323		58,323	58,323		35,327	-	35,327	22,996	Complete	Complete	60.6%	
CP0225 Byard Park Lights		309,314		309,314	309,314		6,242	232,855	239,097	70,217	Feb-24	Mar-24	77.3%	Installation with CB0134.
CP0226 Mersey Vale Memorial MBS stage 3		473,558		473,558	473,558		294,869	10,051	304,920	168,638	Complete	Complete	64.4%	
CP0227 Kelcey Tier - fire trail renewal and consolidation		45,607		45,607	45,607		-	-	-	45,607	Mar-24	Apr-24	0.0%	Works scheduled for Autumn.
CP0228 Kelcey Tier Map Signage		14,073		14,073	14,073		-	-	-	14,073	Mar-24	Apr-24	0.0%	
CP0229 Waste Transfer Station foreshore rehabilitation		46,018		46,018	46,018		1,043	-	1,043	44,975	TBA	TBA	2.3%	Works linked with Foreshore path construction.
CP0233 Park furniture renewal				-	-		6,585	-	6,585	(6,585)	Complete	Complete	#DIV/0!	
CP0234 Rooke Mall Furniture Renewal		15,098		15,098	15,098		19,177	-	19,177	(4,079)	Complete	Complete	127.0%	
CP0235 Aquatic Centre waterslide entry		49,307		49,307	49,307		498	60,689	61,187	(11,879)	Apr-24	May-24	124.1%	Contract awarded, programmed after summer.
CP0236 Spreyton netball courts - surface renewal - 2 courts				-	-		1,931	-	1,931	(1,931)	Complete	Complete	#DIV/0!	
CP0237 Installation of public recycling bins				-	-		746	-	746	(746)	Complete	Complete	#DIV/0!	
CP0238 Highfield Park Skate Park		89,202		89,202	89,202		-	70,000	70,000	19,202	Jan-24	Mar-24	78.5%	External funding secured
CP0239 East Devonport park furniture		5,606		5,606	5,606		14,104	3	14,107	(8,501)	Complete	Complete	251.6%	
CP0240 LRCI Phase 3 grant allocation		135,760		135,760	135,760		91,689	35,177	126,866	8,894	Nov-22	Mar-24	93.4%	Projects progressing during the year
CP0241 Mersey Vale Cemetery - Ash Interment Columns for Memorial Garden	37,000			-	37,000		23,728	-	23,728	13,272	Apr-24	Jun-24	64.1%	
CP0242 New Totem Signage - Stony Rise Road and Don River	11,000			-	11,000		413	-	413	10,587	Jan-24	Feb-24	3.8%	
CP0243 Aquatic Centre - Minor works in preparation for outdoor pool renewal	20,000			-	20,000		40	-	40	19,960	Dec-23	Mar-24	0.2%	
CP0244 Mersey Bluff Playground Renewal	150,000			-	150,000		300	-	300	149,700	Jan-24	Jun-24	0.2%	
CP0245 Park furniture renewal	25,000			-	25,000		999	-	999	24,001	Jan-24	Apr-24	4.0%	
CP0246 Bluff Road new irrigation - VV to Nth Fenton St	220,000			-	220,000		11,105	135,088	146,193	73,807	Dec-23	Jan-24	66.5%	
CP0247 Don River Rail Trail Interpretive Signage	16,000			-	16,000		-	-	-	16,000	Feb-24	Apr-24	0.0%	
CP0248 Tiagarra Eye Frame & Viewing Platform	40,000			-	40,000		80	-	80	39,920	Feb-24	Apr-24	0.2%	
Total Open Space & Recreation	519,000	1,740,011	-	1,740,011	2,259,011	-	870,597	642,957	1,513,554	745,457			67.0%	
Buildings & Facilities														
CB0107 Payne Avenue toilet block		241,040		241,040	241,040		-	-	-	241,040	TBA	TBA	0.0%	Design with project CT0361.
CB0114 Waste Transfer Station - waste and resource	500,000	878,760		878,760	1,378,760		160,403	38,450	198,853	1,179,907	Mar-24	Sep-24	14.4%	Design underway. For tender early 2024
CB0117 Little Athletics Storage shed		11,866		11,866	11,866		12,427	-	12,427	(561)	Complete	Complete	10.4%	
CB0119 Aquatic Centre Projects				-	-		276	-	276	(276)	Complete	Complete	#DIV/0!	
CB0120 PAC projects		223,302		223,302	223,302	131,733	605	205,545	206,150	17,152	Jan-24	Feb-24	92.3%	Commenced works, \$375K of \$506K external funding re-allocated to CB0131
CB0121 Highfield Park public toilets		60,395		60,395	60,395		47,560	-	47,560	12,835	Complete	Complete	78.7%	
CB0122 Art Storage Facility - racking		46,873		46,873	46,873		6,557	-	6,557	40,315	TBA	TBA	14.0%	To be completed with project CB0133
CB0123 Council facility - renewable energy project		24,950		24,950	24,950		-	-	-	24,950	TBA	TBA	0.0%	
CB0126 Aquatic Centre 25m Pool	1,000,000			-	1,000,000		587,826	534,926	1,122,752	(122,752)	Nov-23	Mar-24	112.3%	Works underway
CB0127 Works depot bulk material bins	105,000			-	105,000		32,407	41,185	73,593	31,407	Jan-24	Feb-24	70.1%	
CB0128 Workshop floor refurbish	30,000			-	30,000		1,383	27,520	28,903	1,097	Jan-24	Feb-24	96.3%	
CB0129 Indoor Stadium	500,000			-	500,000		372,165	302,916	675,081	(175,081)	Jul-23	Jun-24	135.0%	Design underway - External funding commitment of \$25M
CB0130 Fire panel ROMTECK upgrades	42,000			-	42,000		27,344	-	27,344	14,656	Complete	Complete	65.1%	Works underway
CB0131 Paranalpe Arts Centre - Renew carpet & ceiling	375,000			-	375,000	375,000	57,591	363,098	420,689	(45,689)	Jan-24	Feb-24	112.2%	Commenced works
CB0132 Play Centre (25 Forbes St) - Replace Roof Cladding	34,000			-	34,000		3,160	30,731	33,891	109	Oct-23	Jan-24	99.7%	
CB0133 Art Storage Facility - Storage Extension for BSMC	580,000			-	580,000	-	1,160	-	1,160	578,840	Mar-24	Jun-24	0.2%	Design underway
CB0134 Byard Park Amenities Redevelopment				-	-		69,296	18,427	87,723	(87,723)	Oct-23	Jun-24	#DIV/0!	External funding commitment of \$1.27M
Total Facilities	3,166,000	1,487,185	-	1,487,185	4,653,185	506,733	1,380,162	1,562,799	2,942,961	1,710,224			63.2%	
Transport														
CT0275 State Vehicle Entry Project	1,000,000	3,025,015	(1,250,000)	1,775,015	2,775,015	1,000,000	138,906	264,000	402,906	2,372,110	TBA	TBA	14.5%	Progression dependant on Port development

Attachment 6.4.2 20240131 Consolidated Financial Report - Council

		Funding 2023/24						Expenditure 2023/24			Balance	Performance Measures			
		Annual Budget	Carried Forward	Capital budget Adjustment	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	
CT0289	Coastal Pathway contribution - part 2		1,077,932		1,077,932	1,077,932		965,837	12,529	978,365	99,567	Oct-21	Jan-24	90.8%	Construction completed
CT0309	Webberleys Road seal	-		-	-	-		-	-	-	-	Complete	Complete	# DIV/OI	
CT0310	Tugrah Road traffic management		203,133		203,133	203,133		247,078	-	247,078	(43,945)	Complete	Complete	121.6%	
CT0311	Fenton Way pedestrian improvements		39,920		39,920	39,920		-	-	-	39,920	TBA	TBA	0.0%	On hold subject to future development in the area
CT0321	Steele Street footpath renewal - Wenvoe to Fomby - south side				-	-		1,514	-	1,514	(1,514)	Complete	Complete	# DIV/OI	
CT0322	William Street renewal - Valley to Middle			40,000	40,000	40,000		12,679	-	12,679	27,321	Oct-22	Feb-24	31.7%	Land acquisition
CT0325	North Fenton Street renewal - Oldaker to Parker		39,355		39,355	39,355		-	-	-	39,355	Complete	Complete	0.0%	
CT0326	Rural road renewal - Gravel reshe				-	-		224	-	224	(224)	Complete	Complete	# DIV/OI	
CT0332	George Street William Street		87,318	(87,318)	(0)	(0)		-	-	-	(0)	Complete	Complete	0.0%	
CT0333	2022-23 Reseal Program				-	-		(7,658)	-	(7,658)	7,658	Complete	Complete	# DIV/OI	
CT0335	Street Light Provision				-	-		705	-	705	(705)	Complete	Complete	# DIV/OI	
CT0336	Payne Avenue carpark - access to Stewart St		99,800		99,800	99,800		-	-	-	99,800	TBA	TBA	0.0%	Design underway. With project CT0361
CT0337	Tarleton Street renewal - Wright Street to River Road				-	-		(1,234)	-	(1,234)	1,234	Complete	Complete	# DIV/OI	
CT0342	Footpath Missing Links				-	-		1,600	-	1,600	(1,600)	Complete	Complete	# DIV/OI	
CT0343	Percy St and Parker St roundabout		343,512		343,512	343,512	380,000	324,484	-	324,484	18,828	Complete	Complete	94.5%	Externally funded project \$380K
CT0345	Bus Stop Upgrade Program				-	-		36,594	227	36,821	(36,821)	Complete	Complete	# DIV/OI	Externally funded project
CT0346	Sheffield Rd Path VRUP	175,000			-	175,000	137,000	121,570	3,830	125,400	49,400	Complete	Complete	71.7%	
CT0347	Reseal Program 2023-24	775,000			-	775,000		208,959	519,667	728,625	46,375	Dec-23	Feb-24	94.0%	Resealing underway
CT0348	Transport Minor Works	30,000			-	30,000		60	-	60	29,940	TBA	TBA	0.2%	
CT0349	Road Traffic Device Renewal	25,000			-	25,000		13,148	-	13,148	11,852	TBA	TBA	52.6%	
CT0350	Street Light Provision	25,000			-	25,000		50	-	50	24,950	TBA	TBA	0.2%	
CT0351	Parking Infrastructure Renewal	25,000		47,318	47,318	72,318		62,827	1,091	63,918	8,400	Sep-23	Feb-24	88.4%	
CT0352	Rural Gravel Road Renewal	100,000			-	100,000		248	-	248	99,752	Apr-24	May-24	0.2%	
CT0354	NW Gateway Improvements Project	-		1,250,000	1,250,000	1,250,000		250,874	560,000	810,874	439,126	TBA	TBA	64.9%	Progression dependant on Port development plans
CT0355	Kelcey Tier Road Safety Improvements - Stage 2 (190-225)	1,100,000			-	1,100,000	812,295	28,783	-	28,783	1,071,217	Jan-24	Mar-24	2.6%	Construction commenced
CT0356	Kelcey Tier Road Condition Improvements - (282-310)	780,000			-	780,000	508,811	20,560	739,848	760,408	19,592	Jan-24	Mar-24	97.5%	Construction commenced
CT0357	Mersey Bluff Access Road Upgrade	500,000			-	500,000		399,914	2,325	402,239	97,761	Sep-23	Apr-24	80.4%	Construction completed. Landscaping in Autumn
CT0358	Oldaker St - Sorell St Roundabout	500,000			-	500,000	500,000	26,950	8,605	35,555	464,445	Mar-24	May-24	7.1%	Design underway
CT0359	Webberleys Rd Flood Remediation	75,000			-	75,000		40,061	-	40,061	34,939	Complete	Complete	53.4%	
CT0360	Duncans Road Bridge Safety	75,000			-	75,000		26,636	27,433	54,069	20,931	Complete	Complete	72.1%	
CT0361	Stewart Street renewal - Rooke to Edward	50,000			-	50,000		1,337	-	1,337	48,663	Dec-23	Apr-24	2.7%	Design underway
CT0362	Tarleton Street renewal - John to Torquay Rd	50,000			-	50,000		27,724	-	27,724	22,276	Aug-23	Feb-24	55.4%	Design underway
CT0363	Waverley Road Embankment Safety	150,000			-	150,000		1,688	-	1,688	148,312	Jan-24	Feb-24	1.1%	
CT0364	The Lee Kerb Renewal	350,000			-	350,000		8,934	487,438	496,372	(146,372)	Mar-24	Apr-24	141.8%	
CT0365	George Street - Gunn St to Charlotte Gns Kerb Renewal	160,000			-	160,000		4,047	215,000	219,047	(59,047)	Jan-24	Feb-24	136.9%	
CT0366	Footpath Missing Links - High Walkability	150,000			-	150,000		2,625	-	2,625	147,375	Mar-24	Apr-24	1.8%	
CT0367	Coastal Pathway Safety Compliance	50,000			-	50,000		100	-	100	49,900	Dec-23	Jan-24	0.2%	
CT0368	Multi Level Car Park Safety and Access Improvements	30,000			-	30,000		3,282	-	3,282	26,718	Feb-24	Mar-24	10.9%	
CT0369	Spreyton Connector Path				-	-		6,266	(747)	5,519	(5,519)	Mar-24	Jun-24	# DIV/OI	Externally funded project \$1.27M
Total Transport		6,175,000	4,915,984	-	4,915,984	11,090,984	3,338,106	2,977,571	2,841,245	5,818,816	5,272,168			52.5%	
Stormwater															
CS0076	Brooke St upgrade - Caroline Catchment S	-			-	-		(400)	-	(400)	400	Complete	Complete	# DIV/OI	
CS0081	John Stormwater Catchment Stage 1		194,892		194,892	194,892		3,175	-	3,175	191,716	Apr-24	Jun-24	1.6%	Works completed with CS0126
CS0083	Stormwater outfall risk management				-	-		(688)	-	(688)	688	Complete	Complete	# DIV/OI	
CS0097	Church street stormwater improvements		331,923		331,923	331,923		1,293	-	1,293	330,630	May-24	Jun-24	0.4%	Design underway, C/F to 2025
CS0103	Stormwater pollution control measures				-	-		65,920	-	65,920	(65,920)	Complete	Complete	# DIV/OI	With CS0131
CS0112	North Caroline Street - new open drain		57,014		57,014	57,014		-	-	-	57,014	TBA	TBA	0.0%	Design underway, C/F to 2025
CS0113	Minor Stormwater Works		24,264		24,264	24,264		5,176	-	5,176	19,088	Complete	Complete	21.3%	Works completed with CS0123
CS0116	Watkinson St/ Don College stormwa		82,141		82,141	82,141		21,829	27,546	49,375	32,766	Feb-24	Feb-24	60.1%	Reinling works scheduled with CS0129
CS0118	College court stormwater upgrade		64,469		64,469	64,469		(531)	-	(531)	65,000	Complete	Complete	-0.8%	
CS0119	Macfie St stormwater renewal				-	-		267	-	267	(267)	Complete	Complete	# DIV/OI	
CS0120	Pit replacements				-	-		-	3,268	3,268	(3,268)	Complete	Complete	# DIV/OI	
CS0122	Eugene Street - open drain renewal		38,239		38,239	38,239		5,368	-	5,368	32,872	Feb-24	Apr-24	14.0%	Design underway
CS0123	Minor Stormwater Works	80,000			-	80,000		2,119	-	2,119	77,882	Nov-23	Mar-24	2.6%	
CS0124	Pit Replacements	50,000			-	50,000		42,843	2,350	45,193	4,807	Nov-23	Feb-24	90.4%	Underway
CS0125	Development Contribution Fund	30,000			-	30,000		21,060	-	21,060	8,940	Jul-23	Jun-24	70.2%	
CS0126	Torquay Rd - Wright St SW Upgrade	800,000			-	800,000		38,721	96,156	134,876	665,124	Apr-24	Jun-24	16.9%	Design underway
CS0127	Surrey St Pipe Relining	35,000			-	35,000		600	20,565	21,165	13,835	Feb-24	Mar-24	60.5%	
CS0128	East Devonport Stormwater Upgrade - Port Area	250,000			-	250,000		926	-	926	249,074	Feb-24	Mar-24	0.4%	With Port Terminal works, C/F to 2025
CS0129	Watkinson St/ Don College stormwater	138,000			-	138,000		32,650	2,690	35,340	102,660	Jan-24	Feb-24	25.6%	Works Scheduled
CS0130	Chichester Dr stormwater renewal	100,000			-	100,000		399	92,900	93,299	6,701	Feb-24	Mar-24	93.3%	
CS0131	Stormwater pollution control measures	50,000			-	50,000		100	-	100	49,900	Complete	Complete	0.2%	Completed under CS0103
CS0132	Waniora St - Stormwater Flood Mitigation	45,000			-	45,000		1,693	33,421	35,114	9,886	Feb-24	Mar-24	78.0%	
CS0133	North St (west) stormwater renewal	15,000			-	15,000		861	-	861	14,139	Feb-24	Mar-24	5.7%	
Total Stormwater		1,593,000	850,074	-	850,074	2,443,074	-	243,381	278,896	522,676	1,920,397			21.4%	
Plant & Fleet															
CF0031	Fleet Replacement program 2021-22				-	-		-	48,187	48,187	(48,187)	TBA	TBA	# DIV/OI	
CF0034	Fleet Replacement program 2022-23		61,407		61,407	61,407		77,890	-	77,890	(16,483)	TBA	TBA	126.8%	Budget and actuals excludes trade values
CF0035	Hire Plant Replacement 2022-23		255,388		255,388	255,388		222,182	-	222,182	33,206	TBA	TBA	87.0%	Budget and actuals excludes trade values

Attachment 6.4.2 20240131 Consolidated Financial Report - Council

Funding 2023/24							Expenditure 2023/24			Balance	Performance Measures			
	Annual Budget	Carried Forward	Capital budget Adjustment	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	
CF0036 Non Hire Plant Replacement 22-23		3,260		3,260	3,260		-	-	-	3,260	TBA	TBA	0.0%	
CF0037 Fleet Replacement program 2023-24	320,000			-	320,000	72,000	84,928	91,525	176,453	143,547	TBA	TBA	55.1%	
CF0038 Hire Plant Replacement	930,000			-	930,000	185,000	178	562,075	562,254	367,746	TBA	TBA	60.5%	
CF0039 Non Hire Plant Replacement 23-24	58,400			-	58,400		9,104	1,500	10,604	47,796	TBA	TBA	18.2%	
<b>Total Plant &amp; Fleet</b>	<b>1,308,400</b>	<b>320,055</b>	<b>-</b>	<b>320,055</b>	<b>1,628,455</b>	<b>257,000</b>	<b>394,283</b>	<b>703,286</b>	<b>1,097,569</b>	<b>530,886</b>			<b>67.4%</b>	
<b>Other Equipment</b>														
Office and Equipment	1,099,000	10,029	65,411	75,440	1,174,440	-	384,628	374,388	759,017	415,423				
Information Technology	20,000	184,885	(65,411)	119,474	139,474	-	105,517	-	105,517	33,957			75.7%	
<b>Total Other Equipment</b>	<b>1,119,000</b>	<b>194,913</b>	<b>-</b>	<b>194,913</b>	<b>1,313,913</b>	<b>-</b>	<b>490,145</b>	<b>374,388</b>	<b>864,533</b>	<b>449,380</b>			<b>65.8%</b>	
<b>TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY</b>	<b>13,880,400</b>	<b>9,508,223</b>	<b>-</b>	<b>9,508,223</b>	<b>23,388,623</b>	<b>4,101,839</b>	<b>6,356,138</b>	<b>6,403,572</b>	<b>12,760,110</b>	<b>10,628,512</b>			<b>54.6%</b>	
<b>Total Living City</b>	<b>-</b>	<b>3,447,521</b>	<b>-</b>	<b>3,447,521</b>	<b>3,447,521</b>	<b>-</b>	<b>224,197</b>	<b>1,072,568</b>	<b>1,296,765</b>	<b>2,150,757</b>			<b>37.6%</b>	construction underway on lighting feature
<b>TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY</b>	<b>13,880,400</b>	<b>12,955,744</b>	<b>-</b>	<b>12,955,744</b>	<b>26,836,144</b>	<b>4,101,839</b>	<b>6,580,335</b>	<b>7,476,140</b>	<b>14,056,875</b>	<b>12,779,269</b>			<b>52.4%</b>	

**FORECAST ADJUSTMENTS for 2023/24 FINANCIAL YEAR**

	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast
<b>INCOME</b>														
Rates and Service Charges	33,614,193				150,000		100,000							33,864,193
Fees and User Charges	8,842,493						500,000	280,000						9,622,493
Grants - Operating	2,838,834							67,000						2,905,834
Contributions - Operating	50,882													50,882
Dividend Income	1,310,400													1,310,400
Interest Income	360,000			300,000	240,000			300,000						1,200,000
Tax Equivalent Payments	268,596					280,000								548,596
Share of Profit Associates	2,360,755													2,360,755
Other Revenue	601,564							79,000						680,564
<b>TOTAL INCOME</b>	<b>50,247,718</b>	-	-	300,000	390,000	280,000	600,000	726,000	-	-	-	-	-	<b>52,543,718</b>
<b>EXPENSES</b>														
Employee Benefits	14,799,823													14,799,823
Materials and Services	15,371,879					400,000								15,771,879
Depreciation	10,440,800						180,000	100,000						10,720,800
Financial Costs	1,322,822							50,000						1,372,822
Levies & Taxes	4,558,578													4,558,578
Other Expenses	1,338,276							920,000						2,258,276
Internal Charges and Recoveries	(709,015)													(709,015)
<b>TOTAL EXPENSES</b>	<b>47,123,163</b>	-	-	-	-	400,000	180,000	1,070,000	-	-	-	-	-	<b>48,773,163</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>3,124,555</b>	-	-	300,000	390,000	(120,000)	420,000	(344,000)	-	-	-	-	-	<b>3,770,555</b>

**Forecast adjustments for September**

Interest income

Adjustment for Higher interest rates, higher cash balances due to timing of capital expenditure of \$300,000

**Forecast adjustment for October**

Rates and Service Charges

Adjustment to Rates - due to supplementary rates raised \$150,000

Interest income

Adjustment for Higher interest rates, higher cash balances due to timing of capital expenditure of \$240,000

**Forecast adjustment for November**

Tax Equivalent Payments

Year end adjustment - DWM \$280,000

Materials &amp; Services

Adjustment includes higher catering costs in relation to the Convention Centre \$300,000 and waste disposal fees \$100,000.

**Forecast adjustment for December**

Rates and Service Charges

Adjustment to Rates - due to waste charges and supplementary rates raised \$100,000

Fees and User Charges

Adjustment to waste management fees \$150,000, facility hire \$50,000 and catering fees in relation to the Convention Centre \$300,000.

Depreciation

Additional depreciation due to capitalisation of the waterfront park

Materials and Services

Additional expense associated with maintenance and repairs at the Aquatic Centre \$100,000

**Forecast adjustments for January**

Fees and User Charges

Parking income to increase by \$280,000 due to higher value of penalty units for fines

Interest income

Adjustment for higher interest rates and higher cash balances due to timing of capital expenditure of \$300,000

Grants - Operating

Adjustment for Financial Assistance Grants allocation \$67,000

Other Revenue

Parking income forecast to increase by \$79,000 due to value of fines recovered by MPES.

Depreciation

Additional depreciation due to capitalisation of the waterfront park

Financial costs

Interest expense is expected to increase by \$50,000 due to higher interest rates applied to the variable rate loan

Other Expenses

Adjustments related to higher parking fine income: increase in debt collection costs \$85,000 and bad debts \$135,000.

Recognition of \$700K of a \$1.5M commitment towards infrastructure at the Valley Road Soccer facility