



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, paranaple centre, 137 Rooke Street, Devonport, on Monday 26 November 2018, commencing at 5:30pm.

The meeting will be open to the public at 5:30pm.

QUALIFIED PERSONS

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

Paul West
GENERAL MANAGER

21 November 2018

December 2018

Meeting	Date	Commencement Time
Annual General Meeting	10 December	5:00pm
Infrastructure Works & Development Committee	10 December	5:30pm
Council Meeting	17 December	5:30pm

**AGENDA FOR AN ORDINARY MEETING OF DEVONPORT CITY COUNCIL
HELD ON MONDAY 26 NOVEMBER 2018 IN THE ABERDEEN ROOM, paranaple centre, 137
ROOKE STREET, DEVONPORT AT 5:30PM**

Item	Page No.
1.0 APOLOGIES.....	1
2.0 DECLARATIONS OF INTEREST	1
3.0 PROCEDURAL.....	2
3.1 CONFIRMATION OF MINUTES	2
3.1.1 Council meeting - 22 October 2018.....	2
3.1.2 Special Council meeting - 19 November 2018	2
3.2 PUBLIC QUESTION TIME.....	4
3.2.1 Responses to questions raised at prior meetings (D508419)	5
3.2.2 Questions on notice from the public (D501469)	10
3.2.3 Question without notice from the public	22
3.3 QUESTIONS ON NOTICE FROM ALDERMEN.....	22
3.4 NOTICES OF MOTION	23
3.4.1 Christmas Season Free Parking Opportunity - Notice of Motion - Ald A Jarman (D556701)	23
4.0 PLANNING AUTHORITY MATTERS	24
5.0 REPORTS	25
5.1 Meeting Arrangements (D546994)	25
5.2 Councillor (Alderman) Allowances (D548486)	27
5.3 Section 23 Committees - Policy (D552289)	29
5.4 Appointments - Section 23 Committees (D552288)	35
5.5 Appointment to Committees, Controlling Authorities and Panels (D553307)	38
5.6 Appointment to Special Committees and Working Groups (D555717)	41
5.7 Standing Delegation - Appointment of Acting General Manager (D550807)	44
5.8 Annual Financial Report - 30 June 2018 (D535002)	46
5.9 Proposal - Mural - Surf Club Complex Foyer (D551344)	121
5.10 Smoke-Free Area in Market Square (D552374)	127
5.11 Credit Card Policy (D542985)	135
5.12 Tender Report Contract CS0074 William Street Stormwater Stage 8 (D552541)	150
5.13 Kelcey Tier Draft Master Plan (D555306)	154
6.0 INFORMATION	202
6.1 Workshops and Briefing Sessions held since the last Council meeting (D499012)	202
6.2 Mayor's Monthly Report (D498994)	203
6.3 General Manager's Report - November 2018 (D498977)	205
6.4 Governance & Finance Report (D552078)	213
6.5 Community Services, Arts and Culture Report - September/October 2018 (D544069)	225
6.6 Elected Members' Expenditure Report September and October 2018 (D552284)	241
6.7 Minutes of Council's Special Interest Groups and Advisory boards (D544071)	244

6.8	Finance Report to 31 October 2018 (D556464).....	288
7.0	SECTION 23 COMMITTEES	
	Nil	
8.0	CLOSED SESSION - CONFIDENTIAL MATTERS	300
	Out Of Closed Session	301
9.0	CLOSURE	301

Agenda of an ordinary meeting of the Devonport City Council to be held in the Aberdeen Room, Level 2 paranaple centre, 137 Rooke Street, Devonport on Monday, 26 November 2018 commencing at 5:30pm.

PRESENT

		Present	Apology
Chair	Ald A Rockliff (Mayor)		
	Ald A Jarman (Deputy Mayor)		
	Ald J Alexiou		
	Ald G Enniss		
	Ald P Hollister		
	Ald L Laycock		
	Ald S Milbourne		
	Ald L Murphy		
	Ald L Perry		

ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges and pays respect to the Tasmanian Aboriginal community as the traditional and original owners and continuing custodians of this land.

IN ATTENDANCE

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Audio Recording Policy. The audio recording of this meeting will be made available to the public on Council's website for a minimum period of six months. Members of the public in attendance at the meeting who do not wish for their words to be recorded and/or published on the website, should contact a relevant Council Officer and advise of their wishes prior to the start of the meeting.

1.0 APOLOGIES

2.0 DECLARATIONS OF INTEREST

3.0 PROCEDURAL

3.1 CONFIRMATION OF MINUTES

3.1.1 COUNCIL MEETING - 22 OCTOBER 2018

RECOMMENDATION

That the minutes of the Council meeting held on 22 October 2018 as circulated be confirmed.

3.1.2 SPECIAL COUNCIL MEETING - 19 NOVEMBER 2018

RECOMMENDATION

That the minutes of the Special Council meeting held on 19 November 2018 as circulated be confirmed.

3.2 PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 159/17 refers):

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

3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS

File: 32161 D508419

Responses to questions raised at prior meetings are attached.

ATTACHMENTS

- ↓1. OPGOV Letter Public Question Response to Douglas Janney Multi Story Car Park 20181022
- ↓2. OPGOV Letter Public Question Response to Malcolm Gardam Providore Place 20181022
- ↓3. OPGOV Letter Public Question Response to Trevor Smith Road and Tree Maintenance 20181022

RECOMMENDATION

That the responses to questions from Mr Douglas Janney, Mr Malcolm Gardam and Mr Trevor Smith at the 22 October Council meeting be noted.

Author:	Paul West
Position:	General Manager



DEVONPORT CITY COUNCIL

ABN: 47 611 446 016

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

Telephone 03 6424 0511

Email council@devonport.tas.gov.au Web www.devonport.tas.gov.au

29 October 2018

In reply please quote:

File 32161

Mr Doug Janney
23 Watkinson Street
DEVONPORT TAS 7310

Email: djanney39@gmail.com

Dear Mr Janney,

QUESTION WITHOUT NOTICE – 22 OCTOBER 2018

I refer to your questions raised at the Council meeting on 22 October 2018 and provide the following response:

Question

At what year in the Long Term Financial Plan ending in 2025/26 is it forecast that the multi-story car park will generate revenue in excess of all costs.

Response

The 2025/26 Financial Management Strategy prepared in 2016 assumed that the CBD car park would break even in 2019/20.

Since 2016, Council has prepared 2 budgets and 2 further revisions of the Financial Management Strategy based on actual information available at the time of preparation. During this time, actual revenue from car parking activities as a whole has met or exceeded the budget set. Whilst every effort is made to accurately predict car parking revenue by facility, often the actual results varies from the detailed budget.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Paul West'.

Paul West
GENERAL MANAGER

*The City with Spirit*



DEVONPORT CITY COUNCIL

ABN: 47 611 446 016

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

Telephone 03 6424 0511

Email council@devonport.tas.gov.au Web www.devonport.tas.gov.au

25 October 2018

In reply please quote:
File 32161Mr Malcolm Gardam
4 Beaumont Drive
MIANDETTA TAS 7310Email: mgardam@outlook.com.au

Dear Mr Gardam,

QUESTION WITHOUT NOTICE – 22 OCTOBER 2018

I refer to your questions raised at the Council meeting on 22 October 2018 and provide the following response:

Question 1

We have repeatedly been told by Council that Providore Place (Devonport) Pty Ltd is fully responsible for the food pavilion including running the markets/events and securing and managing tenants such as the Tasmanian Chip Company Pty Ltd, Charlotte Jack restaurant and the Southern Wild Distillery. Has Providore Place Devonport Pty Ltd been paying lease payments to the council since first use of these respective areas of the food pavilion?

Response

As previously advised all details relating to the lease and its terms and conditions, between Providore Place (Devonport) Pty Ltd and Council have been dealt with in a Closed Meeting and as such the information requested remains confidential.

Question 2

Is the income from the Providore Place food pavilion as expected and in accord with council's budget and if not what is the approximate percentage received of the budgeted amount?

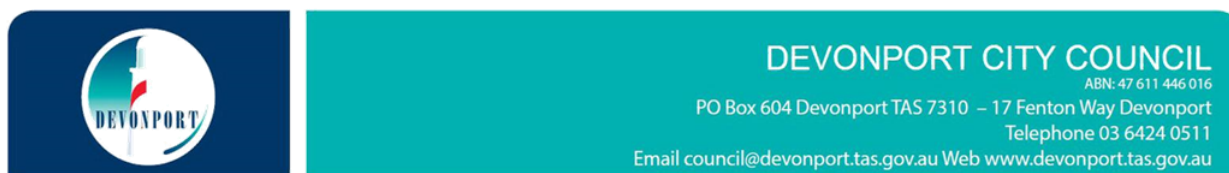
Response

As noted above in response to Question 1, specific details regarding income from Providore Place (Devonport) Pty Ltd is and remains confidential.

Yours sincerely

Paul West
GENERAL MANAGER

The City with Spirit



25 October 2018

In reply please quote:
File 32161

Mr Trevor Smith
7 Glen Court
DEVONPORT TAS 7310

Dear Mr Smith,

QUESTION WITHOUT NOTICE – 22 OCTOBER 2018

I refer to your questions raised at the Council meeting on 22 October 2018 and provide the following response:

Question 1

With reference to file 31375, you state that the line markings were found to be in good condition, except for the line markings on the two road humps, which was somewhat worn. Why did you re-do the two painted pedestrian crossings, closer to the Splash Aquatic Centre, which were in the same state as the road humps? These repaired road crossings were completed at least two months ago, so if it's good enough to have those crossings done, it should be the same for the existing road humps?

Response

The two zebra crossings outside Splash were removed and remarked recently following an incident in which a member of the public slipped. An investigation found that the surface was slippery when wet. The new crossings were remarked with paint embedded with glass beads which improves slip resistance. Slip resistance was not a concern at the two road humps so the reapplication of the "piano key" markings on those two humps has been scheduled to occur as part of the annual state-wide line marking program administered by the Department of State Growth at no cost to Council.

Question 2

Why has it taken so long, for your Council workers, to notice that the tree at 209 Best Street Devonport, needs its branches trimmed? Even Australia Post workers struggle to ride their bikes under this tree; this issue has come up before with question time.

Response

The tree outside 209 Best Street has been inspected and the low hanging branches will be removed as part of the next work package to be undertaken by Council's tree contractor. It is expected this will be completed in the next 2-4 weeks.

.../2



-2-

The growth rate of Council's trees is highly variable and dependent on a number of factors including location and species, so at times tree growth will extend beyond acceptable limits. Responding promptly to public requests is an effective method of managing Council's trees, so thank you for bringing this to our attention.

Yours sincerely



Paul West
GENERAL MANAGER

3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

File: 29120 D501469

MR MALCOLM GARDAM – 4 BEAUMONT DRIVE, MIANDETTA

Questions on notice received from Mr Malcolm Gardam on 16 November 2018 are reproduced as attachment 1.

DISCUSSION

In relation to the questions received 16 November 2018, it is proposed Mr Gardam be advised of the following:

Q1. Based on Council claims that the last major repairs to the Julie Burgess, at a cost of \$86,800 as at February 2018, were “future proofing” the vessel, will Council please clarify/advise as to the following:

- a) Was there a further written survey report provided once the last batch of plank replacements was completed and if so will that be made available in full to ratepayers on request?

Response

Yes. Refer to **attachment 2**.

- b) Has the previous limitations on the distance the vessel can operate off-shore and passenger numbers been removed?

Response

There is no limitation on the vessel in accordance with its operations certificate. The vessel can operate in any water within 30 nautical miles of the Tasmanian coast, and further distance by special permit.

- c) Has the 2018 annual seaworthiness survey been completed yet and if not what is the scheduled date for this to occur?

Response

Yes.

- d) Will council make a copy of that survey report available in full to ratepayers on request?

Response

Attached as **attachment 3**.

Q2. Can council please advise as to the status of the current Julie Burgess Business Plan and is it available to ratepayers on request?

Response

As reported previously a draft updated business plan was discussed with Council at Workshop sessions in May and August 2018. In reporting its Workshop discussions at the 27 August 2018 Council meeting it was noted as follows:

Julie Burgess Business Plan	Discussion on draft 2018-19 Julie Burgess Business Plan and investigation of future operations of the vessel. Agreed that members of the Julie Burgess (<i>Operations Committee</i>) be invited to meet with the new Council after the election.
-----------------------------	--

With the election now complete arrangements will be made for the Council to meet the Julie Burgess Operations Committee.

When a new Business Plan is finalised, it will be listed for adoption on a Council agenda at which time it will be publicly available.

Q3. In regards to the 2017-2018 FY will council please advise as to the following:

a) What was the total number of paying passengers?

Response

153

b) What was the annual profit/loss?

Response

\$129,113 loss.

Q4. In relation to previous works relating to the Julie Burgess can council please advise as to the following:

a) Who was the contractor awarded the contract to construct the berthing pontoon facilities at East Devonport, previously advised as costing \$294,998? (i.e. pontoon and walkway mooring - \$248,710 and concrete abutment - \$46,288)

b) What was the final adjusted contract sum on completion if not as stated above?

c) Was a public tender process undertaken to procure prices for this work?

d) If not was it a selected tenderers process and who were the selected tenderers?

e) Who were the contractors that formal tenders were received from and considered by council before awarding the contract?

Response

The restoration project for the Julie Burgess was undertaken during the period 2009 to 2012. None of the people who were involved with the project (which included the pontoon) are now employed by Council. There are limited records available however it has been confirmed the pontoon works were commissioned and overseen by the Julie Burgess Restoration Trust Committee with professional support from Tasmanian Consulting Services (TCS). It is understood that each trade was procured as a separate distinct package of works under the direction of TCS.

MR BOB VELLACOTT – 11 COCKER PLACE, DEVONPORT

Questions on notice received from Mr Bob Vellacott on 19 November 2018 are **reproduced as attachment 4.**

DISCUSSION

In relation to the questions received 19 November 2018, it is proposed Mr Vellacott be advised of the following:

Q1 Does the condition as stated comply with council's standards, expectations and the key performance indicators that, I presume, would have been included in the secret Head Lease Agreement?

Q2. What action if any will council now take to ensure Providore Place is maintained at a standard befitting the \$9.5 Million of ratepayers' borrowings and taxpayers' money so far expended on this facility?

Response

The Council has a lease agreement with Providore Place (Devonport) Pty Ltd. Matters raised in your correspondence have been referred to the head lessee.

ATTACHMENTS

- [1.](#) Letter - Questions on Notice - 26 November 2018 Council Meeting - Malcolm Gardam - Julie Burgess
- [2.](#) Survey Activity Report and Temporary Operations - Julie Burgess
- [3.](#) Survey Report and Recommendation - 8 January 2018 - Julie Burgess
- [4.](#) Letter - Question on Notice - 26 November 2018 Council Meeting - Mr Bob Vellacott - Providore Place

RECOMMENDATION

That Council in relation to the correspondence received from Mr Malcolm Gardam and Mr Bob Vellacott endorse the responses proposed and authorise their release.

Author:	Robyn Woolsey	Endorsed By:	Paul West
Position:	Executive Assistant General Management	Position:	General Manager

16th November 2018

Devonport City Council
17 Fenton Way
DEVONPORT TAS 7310

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

ATTENTION: MR. PAUL WEST – GENERAL MANAGER (MAYOR & ALDERMEN)

RE: JULIE BURGESS - QUESTIONS ON NOTICE FOR ORDINARY MEETING 26/11/18 – File 29120

Dear Sir,

The following questions relate to seeking further clarification as to management of the Julie Burgess including previous responses to earlier questions to council.

- Q1.** Based on council claims that the last major repairs to the Julie Burgess, at a cost of \$86,800 as at February 2018, were “future proofing” the vessel, will council please clarify/advise as to the following:
- a) Was there a further written survey report provided once the last batch of plank replacements was completed and if so will that be made available in full to ratepayers on request?
 - b) Has the previous limitations on the distance the vessel can operate off-shore and passenger numbers been removed?
 - c) Has the 2018 annual seaworthiness survey been completed yet and if not what is the scheduled date for this to occur?
 - d) Will council make a copy of that survey report available in full to ratepayers on request?
- Q2.** In January 2018 council advised in response to a question that *“Council readily acknowledges that the Julie Burgess has not achieved the desired operational results initially proposed in the business modelling which was undertaken. There is no doubt that a number of the issues relating to the Julie Burgess should have been foreseen as part of the initial assessment process, however Council’s focus is now to actively review the future of the vessel and its operating model to ensure that the best result for the community can be achieved.”*

In January 2018 council also advised in relation to efforts to stem annual losses that ***“The Julie Burgess was discussed as part of the development of the 2017/18 budget (refer Council meeting agenda 22 May 2017 - Workshops). It was further discussed at the Community Services Meeting on 19 June 2017 when the Business Plan was endorsed.”***

It was also stated in the February 2018 Meeting Agenda that *“As mentioned earlier in this report a review of the Julie Burgess Business Plan is currently being undertaken with the intention that an updated document will be provided to Council for consideration.”*

It had been reported in *The Advocate* on the 7th February 2018 as "Mr West said an updated financial report and an updated business plan for the JB would be tabled at either the February or March council meetings."

Again on the 25th June 2018 council advised in response to another question asking "Has a new or revised Business Plan for the Julie Burgess operations, frequently referred to for some time now by Council as being developed, been finalised?" responded with "**No - when a new Business Plan is completed it will be considered by Council and released publicly at the appropriate time.**"

Accordingly, can council please advise as to the status of the current Julie Burgess Business Plan and is it available to ratepayers on request?

Q3. In regards to the 2017-2018 FY will council please advise as to the following:

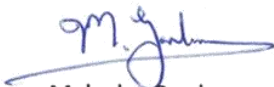
- a) What was the total number of paying passengers?
- b) What was the annual profit/loss?

Q4. In relation to previous works relating to the Julie Burgess can council please advise as to the following:

- a) Who was the contractor awarded the contract to construct the berthing pontoon facilities at East Devonport, previously advised as costing \$294,998? (i.e. pontoon and walkway mooring - \$248,710 and concrete abutment - \$46,288)
- b) What was the final adjusted contract sum on completion if not as stated above?
- c) Was a public tender process undertaken to procure prices for this work?
- d) If not was it a selected tenderers process and who were the selected tenderers?
- e) Who were the contractors that formal tenders were received from and considered by council before awarding the contract?

Please provide responses in writing and ensure inclusion of this letter in full in the next Ordinary Meeting Agenda.

Yours sincerely,



Malcolm Gardam

CC: Mayor & Aldermen



Australian Government
 Australian Maritime Safety Authority

SURVEY ACTIVITY REPORT AND TEMPORARY OPERATIONS

Marine Safety (Domestic Commercial Vessel) National Law Act 2012
 Marine Safety (temporary operations) exemption 2018 (divisions 5 or 6) EX07

This form may be used by an accredited marine surveyor or recognised organisation to record corrective action that is required on the domestic commercial vessel specified below in this document. This form enables the surveyor to communicate these matters to both the National Regulator and the vessel owner.

If the surveyor believes the vessel to be unsafe (as defined in the Marine Safety (Domestic Commercial Vessel) National Law Act 2012) they should report this by phone to the National Regulator.

This form may also be used to record matters for the purposes of exemptions that have been granted by the National Regulator in accordance with Division 5 or 6 of EX07 that allow for the temporary operation of a vessel after a periodic or renewal survey where only minor deficiencies (or no deficiencies) were identified.

It is a condition of Divisions 5 and 6 of EX07 that the owner of the vessel keeps this signed document on the vessel at all times when the exemption is in force.

A. Surveyed vessel details

Vessel name

JULIE BURGESS

Displayed unique identifier

5109

AMSA issued UVI

453132.

B. Non-conformances

Brief description of each non-conformance and the standard to which the non-conformance relates	Clear by Inspection - I Proof - P Declaration - D
NIL DEFICIENCIES.	

C. Owner / agent acknowledgement

I acknowledge receipt of the above non-conformances:

Received by (name of recipient)

GRAHAM KEIT

Signature of recipient

[Handwritten Signature]

Date of receipt

12/11/2018

D. Temporary operations document

Is this document being used for the purposes of Division 5 or 6 of EX07? No Yes if yes, complete the below statements otherwise leave blank.

The vessel specified in **section A** is, as a consequence of division 5 or 6 of *Marine Safety (temporary operations) exemption 2018* (EX07), exempted from:

Select one * *Strikethrough as appropriate*

- after a periodic survey (Division 5 of EX07) - compliance with the conditions of Marine Order 503 mentioned in EX07 and, if the vessel must have a load line certificate, the conditions of Marine Order 507. The vessel must have a *certificate of survey / load line certificate** in force. The exemption ends on _____ (enter expiry date) or 90 days after it commences, whichever occurs first.
- after a renewal survey (Division 6 of EX07) - the requirement to have a *certificate of survey / load line certificate** under the National Law. The vessel had in force a *certificate of survey / load line certificate** that had not been revoked or suspended. The exemption ends 120 days after, the day the certificate of survey that has been in force expires. It is a condition of the exemption that the vessel continues to comply with the conditions on the certificate of survey that was in force for the vessel.

Note for Division 6: The renewal survey must have been conducted in the 180 days before or the 90 days after the certificate of survey ceases to be in force.

- The owner must keep this document on board the vessel at all times whilst it is in force.

E. Surveyor's declaration

I declare that:

- I am an accredited marine surveyor, a delegate of the National Regulator or an authorised representative of a recognised organisation.
- I understand and acknowledge that the Australian Maritime Safety Authority, as the National Regulator, may ask that I provide any information or document that the National Regulator reasonably considers necessary in relation to the survey and/or the signing of this document.
- I have conducted a periodic or renewal survey of the above mentioned vessel and consider that the vessel:

Select one of the below

- during the survey of the above named vessel, deficiencies were identified. As such the vessel may not operate without breaching the conditions of its certificate of survey mentioned in Marine Order 503.
- after a periodic survey - complies with the standards that apply to the vessel to the extent that only minor non-conformances were identified that will not jeopardise the safety of the vessel or any person on board. The non-conformances are detailed in **section B**.
- after a renewal survey - the vessel complies with the standards that apply to the vessel, or the vessel complies with the standards that apply to the vessel to the extent that only minor non-conformances were identified that will not jeopardise the safety of the vessel or any person on board. Any identified non-conformances are detailed in **section B**.

Name of surveyor

PETER HARRIS

Surveyor Identification Number / Recognised Organisation

15394

Signature of surveyor

[Handwritten Signature]

Date of issue

12/11/2018

Privacy Statement

The collection of information requested in this form is required or authorised by *Schedule 1 of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the Act). It will be used for purposes related to the Act and may be provided to Commonwealth or State / Territory government agencies for the purposes of marine safety. Failure to provide the information may result in the transaction not being processed. To contact us, or for more information on how to access or correct your personal information, how to make a privacy complaint, or how your information may be used or disclosed for purposes beyond those described in this statement, visit www.amsa.gov.au/privacy/



Australian Government
Australian Maritime Safety Authority

SURVEY REPORT AND RECOMMENDATION

Marine Safety (Domestic Commercial Vessel) National Law Act 2012, Schedule 1
Marine Order 503 (certificates of survey – national law) 2013

This form may be used by an accredited surveyor when undertaking the survey of a vessel in accordance with the requirements of NSAMS Chapter 4.

If after conducting a periodic survey, the surveyor is satisfied that the vessel and/or equipment meets the requirements of the standards this form can be used to make a recommendation to the National Regulator. This form may also be used in conjunction with AMSA 606 when conducting an initial survey.

The accredited surveyor is required to keep a copy of this report for their records.

Vessel details

Vessel name Julie Burgess	Unique Identifier 5109	Standard USL Code
Hull Material Timber	Engine (kWp) 112	Length (metres) 18.7

Survey location

Devonport

Date of survey

1/11/2017

Owner details

Title (Mr, Mrs, Dr, etc.) 	Surname 	Given name
Company name Devonport City Council	Trading name (if different to company name) 	
ACN / ABN 		
Street number and name PO Box 604	Town/Suburb Devonport	State TAS
		Postcode 7310
Contact numbers	Business phone 0364247100	Mobile 0418321845
Home phone	Email	

Vessel/operation Type

Class	Crew	Unberthed passengers	Berthed passengers	Special persons	Operational limits
1D	6	22			Within designated sheltered waters
2C	4		8		

Special Conditions (exemptions/equivalents)

--

	Periodic Survey	Out of Water Survey	Compass	Shaft
Date of Survey				
Next survey due				

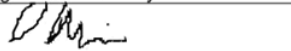
I declare that I have conducted survey(s) as indicated below of the above mentioned vessel, in accordance with the applicable standards as set out in Marine Order 503 Certificates of Survey, and that to the extent evident from the inspection/s carried out, am satisfied that the vessel meets the standards as defined in NSAMS Section 4.

Select all that apply:

Periodic survey In water survey Out of water survey Safety equipment survey Other – _____

On conducting the survey(s):

- No deficiencies were identified
 Minor deficiencies were identified as listed in survey activity report dated / / and rectified / / .
 Major deficiencies were identified as listed in survey activity report dated 1/11/2017 and rectified 08/01/18 .

Name of Surveyor	Signature of Surveyor	Date of Completion	Surveyor ID Number
Peter Harris		08/01/18	15394

Documentation

Classification Society _____ Last Classification Survey _____

Life raft Certificate(s)

Type	Serial No(s)	Due Date
Coastal	5161610100065	20/12/2018
Coastal	5161610100016	30/9/2019

Compass Adjusters Certificate Date of Adjustment: 6/7/2016 Fixed Fire Fighting Installation / Service Report / Certificate Statex installed 2011(due for replacement 2020) by _____

Radio Survey Date 26/10/2016 Safety Management Plan correct

Logbooks, maintenance records, training drill records and manifests on-board as necessary Yes

Stability documentation on-board _____ LPG Compliance Certificate 20/11/12

Ships Equipment

Item	Comment
Pyrotechnics and Container	Correct
Medical Supplies	Correct
Torch(es)	Correct
Daylight signalling lamp (SL 1 only)	N/A
Code flags (SL 1 only)	N/A
Lifejackets, Lights & Whistles	Type No
Sound signals (Whistle / Bell / Horn)	Correct
Magnetic Compass	Yes
Nav.Aids - Radar, GPS, Barometer, Clock, AIS	Correct
Depth Sounder/Lead Line	Correct
Engine instruments (on the bridge)	Correct
Radio Communications Batteries, Radio lights and voltmeter / Hydrometer	Radio Call sign VLJV Station Called Bell Bay VTS Time & Date 1/11/2017 2:40 PM Signal Strength & modulation Good
Charts and publications	Correct

Item	Comment
EPIRB (test and record S/N)	Functional Exp 4/18
Lifebuoys	Type: Smoke/light: No. 2 Type: Line: No. Type: Light: No. Type: Plain: No.
Buoyant appliances	Type Capacity
Life raft hydrostatic release	Correct
Rescue boat/life raft, launching arrangements and lighting	Correct
Portable Fire Extinguishers	Type: Dry powder No: 4
	Type: Foam No: 1
	Type: No: No:
	Type: No: No:
Fire bucket / blanket	Expiry: 1/11/2020
Fire and safety plan posted	Yes
Fireman's outfit	No

Anchor	Weight	Type	Chain: Size & Length	Rope: Size & Length
1.	50kg	CQR	16mm x 100m	
2.	30kg	Bruce	16mm x 100m	

Deck Survey

Item	Comment
Anchor (condition)	Serviceable
Anchor chain shackles / anchor rope (condition where visible)	Serviceable
Anchor Windlass (SL 1 only)	
Bulwarks, guardrails, stairs and grab rails	Serviceable
Hull / Deck (where visible)	Serviceable
Escapes, Freeing ports and Scuppers	Serviceable
Weather tight doors / hatches and latching devices (SL 1 only)	Serviceable
Windows / Side scuttles and deadlights	Serviceable
Passenger Boarding, Seating and Berths	Serviceable
Bollards and Deck Cleats	Serviceable

Engineering

Item	Comment
Engine	Make: Gardiner Model: 6LXB KWP: 112
Gearbox	Make: Dong
Auxiliary machinery	Serviceable
Machinery guards	Serviceable
Raw Water piping	Serviceable
Exhaust System/Lagging	Serviceable
Valves and skin fittings (where visible)	Serviceable
Bilge pumps /piping/ valves/ manifolds	Pump type: Ok
Refrigeration equipment	Serviceable
Compressors/Air Receivers/Relief Valves	Serviceable
Instruments (within the machinery space)	Serviceable
Engine room cleanliness	Satisfactory
Steering Gear	Serviceable
Emergency Steering	Satisfactory
Bilge alarms (test)	OK
Emergency Power (test)	N/A
Emergency lighting (test)	N/A
Remote fuel shutoff (test)	OK

Fire Systems

SFP (SL 1 Only)	
Fixed fire system (SL 1 only)	
Fire detectors/alarms (SL 1 only)	
Fire dampers (SL 1 only)	
Fire pump system (SL 1 only)	

Required during intermediate and renewal surveys only

Item	Comment
Hull / Deck external out of water	
Hull / Deck internally	OK
Tanks/ voids internally	OK
Anchoring (out of vessel)	
Internal Examination of Chain Locker	
Shaft Coupling and Stern Gland	Not OK
Shaft Bracket / Appendages	
Stern Bearing and Propeller Shaft Bearing Clearance:	Not OK Disassembled
Propellers	
Rudder	
Rudder Stock Bearing	Clearance:
Test Anchor Windlass	

To be inspected during 10, 20 and 30 year renewal surveys

Item	Comment
UT Measurement of Hull (Metallic Vessels)	
Withdraw sample fastening from hull (Wooden vessels)	
Verify internal foam buoyancy (if not carried out at previous renewal survey)	
Pressure Test all Sea Water pipes	
NDT of Shaft/Rudder Stock iwo keyway, taper and threads	
Internal Inspection of Fuel Tanks	

Where to Lodge

Where to lodge: Roads and Maritime Services NSW • Maritime Safety QLD • Transport Safety VIC • Marine and Safety TAS • Department of Planning, Transport and Infrastructure SA • Department of Transport WA • Marine Safety NT.

A RBV QoN for 26 Nov 2018 Providore Place SWD . Final to send

BOB VELLACOTT (RATEPAYER)
11 COCKER PLACE
DEVONPORT 7310

QUESTIONS ON NOTICE FOR DCC MEETING 26 NOVEMBER 2018

Mayor and Aldermen :- Subject: - Southern Wild Distillery at Providore Place

I refer to the council owned Food Pavilion and in particular that part of the building now occupied by Southern Wild Distillery Pty Ltd. (SWD) which is situated in the N W corner of the building with frontage to Oldaker Street. SWD is a company as I understand part owned by those with direct connections to Providore Place Devonport Pty Ltd director, being Projects + Infrastructure (P+i) the Living City appointed Development Manager lead consultant Grant Hirst and the shareholders being members of his family. - Note there has been several changes to the ownership and structure of some of the companies involved since they were first registered.

At the time of writing (16th Nov. 2018) the condition of the premises for some months leaves much to be desired. For instance the windows are filthy with a couple of cheap signs stuck on.

Internally it can only best be described as a shambles of unfinished fit out work, a conglomeration of building materials, production equipment and what appear to be cartons of bottles.

Externally a second rate fabric banner completes the scene.

Of note- The Director of Providore Place Devonport Pty Ltd Mr. Grant Hirst was asked at a service club meeting in April 2018 - whether he or anyone from P+i Group have or had ever operated a business or like business to the food pavilion constructed by Council? Mr Hirst's response was: - "**No**".

Is it any wonder the shemozzle that now exists at this date and I have no hesitation in saying it appears will continue? Some weeks ago several Aldermen admitted privately the excuses given for the delays in opening of the various tenancies as well as other aspects of the food pavilion is "a joke" , a disappointment and an embarrassment to Council.

It is now approximately 12 months since the construction of the building was completed.

The Advocate –Nov 9th 2015 reported Mr. Grant Hirst at that time the Living City Development lead consultant , now the sole Director of Providore Place P/L, as saying - "*If we're going to bring change to Devonport there's no point in putting in average operators, we've got to bring in new standards.*" Indeed a snide /cheap shot at existing establishments. I hope Mr. Hirst practices what he preaches; indications so far are he has not done so.

Q1 . Does the condition as stated comply with council's standards, expectations and the key performance indicators that, I presume, would have been included in the secret Head Lease Agreement?

Q2. What action if any will council now take to ensure Providore Place is maintained at a standard befitting the \$9.5 Million of ratepayers' borrowings and taxpayers' money so far expended on this facility?

Please include all of the above and responses in the DCC November 2018 meeting Agenda.

R. V. Vellacott 16th November 2018

3.2.3 Question without notice from the public

3.3 QUESTIONS ON NOTICE FROM ALDERMEN

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

3.4 NOTICES OF MOTION

3.4.1 CHRISTMAS SEASON FREE PARKING OPPORTUNITY - NOTICE OF MOTION - ALD A JARMAN

File: 31342 D556701

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

ATTACHMENTS

Nil

MOTION

"That Council support the Christmas season by providing free parking in all car parks (except for the CBD multi-level car park) on Saturday 22 and Monday 24 December from 10:00am.

SUPPORT

Aiming for this to be a positive move to encourage last minute shoppers to come into town and free park after 10:00am for both days. The reason for after 10:00am will aim to discourage staff parking in these car parks so that we can get the actual clients to benefit from this offer.

Saturday used to be free but the issue was generally most staff took up the spaces instead of clients.

OFFICER'S COMMENTS

The car park charges in council car parks apply between the hours of 8:30am and 2:00pm on Saturday's and 8:30am to 6:00pm on weekdays.

The loss of parking revenue on Saturday 22 and Monday 24 December based on previous experience could be expected to be between \$10,000 And \$12,500. Other considerations include:

- previous experience would suggest occupancy is at near capacity for the two shopping days prior to Christmas;
- free parking may mean reduced turnover of parking availability;
- employee costs during a period of no parking revenue.

If the motion is accepted by Council, there is likely to be an expectation that the free parking would be actively promoted. If this was to include paid advertising in the lead up to the free parking days, there would potentially be an additional cost of between \$1,000 and \$2,000 depending on the extent of the advertising instigated.

Council could alternatively rely on the City's retailers and its own social media networks to promote the free parking opportunity.

4.0 PLANNING AUTHORITY MATTERS

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

5.0 REPORTS

5.1 MEETING ARRANGEMENTS

File: 35242 D546994

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.2.3 Encourage community action and participation that results in increased well-being and engagement

SUMMARY

This report has been prepared to assist Council in determining the timing of meetings for the newly elected Council.

BACKGROUND

Council's has operated a Section 23 Committee structure since 2014 to assist it in its decision-making processes. The Section 23 Committees allows the more routine Council business to be subject of discussion/review at the Committee level prior to being considered by the full Council. In most cases the Council confirms the decisions of the Committees however, on occasion an item may be further debated.

STATUTORY REQUIREMENTS

The *Local Government (Meeting Procedure) Regulations 2015* states:

6. Times of meetings

- (1) A meeting is not to start before 5:00pm unless otherwise determined by the council by absolute majority or by the council committee by simple majority.
- (2) After each ordinary election, a council and a council committee are to review the times of commencement of meetings.

DISCUSSION

The Council may determine the most appropriate timing for ordinary meetings. The only provision included within the Regulations is that an ordinary meeting is to be conducted at least once per month. All meetings are to commence after 5:00pm unless otherwise determined by the Council by absolute majority.

Council for the past two years has commenced most of its meetings at 5:30pm. Meetings have usually been held on a Monday night unless there is a public holiday in which case another day is substituted.

Following a recent discussion with the newly elected Council it has been determined that the following will apply to meetings moving forward:

Meeting Type	Day/Week of the Month	Commencement Time
Ordinary Council	Monday 4 th week	5:30pm
Workshop	Monday 1 st week	5:30pm

Report to Council meeting on 26 November 2018

Infrastructure, Works & Development Committee	Monday 2 nd week (bi-monthly)	5:30pm
Governance, Finance & Community Services Committee	Monday 3 rd week (bi-monthly)	5:30pm
Planning Authority Committee	When required at a time suitable	(to be advised and separately advertised)

COMMUNITY ENGAGEMENT

Council through its public meetings are engaging with the community insofar as notification requirements and the ability for anyone interested to attend. Public advertisements of meetings are undertaken in accordance with the legislative requirements. Council has included a schedule of meeting dates in the information brochure included in rate notices.

FINANCIAL IMPLICATIONS

The conduct of all Council meetings has costs associated with them which have been appropriately budgeted for.

RISK IMPLICATIONS

No risks have been identified in relation to the content of this report.

CONCLUSION

The determination of the timing of meetings is a formality which is required to be reviewed by Council and all Section 23 Committees following the conduct of each ordinary election.

The recommendation provided accords with the consensus reached by Aldermen at a recent Workshop session.

ATTACHMENTS

Nil

RECOMMENDATION

That the report of the General Manager in relation to the meeting arrangements of the Council be received and noted and that Council determines:

- (a) ordinary meetings of Council will usually be held on the fourth Monday of each month;
- (b) the usual commencement time of ordinary meetings will be 5:30pm, unless otherwise notified;
- (c) Council authorises the General Manager in consultation with the Mayor to alter the ordinary meeting night/time or to convene Special Meetings from time to time when considered necessary;
- (d) Governance, Finance & Community Services and the Infrastructure, Works & Development Section 23 Committee meetings are to commence at 5:30pm unless otherwise determined in consultation with the Chair of the Committee; and
- (e) Planning Authority Committee meetings are to be convened on an as required basis commencing at a time determined by the availability of the majority of the members (may on occasion be prior to 5:00pm).

Author:	Paul West
Position:	General Manager

5.2 COUNCILLOR (ALDERMAN) ALLOWANCES

File: 26572 D548486

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances

SUMMARY

Council has received advice from the Local Government Division that the Councillor (Aldermen) Allowances have recently been indexed in accordance with legislative requirements.

BACKGROUND

Aldermen allowances are required to be paid by Council in accordance with the schedule included in the *Local Government Act 1993*.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* at Section 340 (2A) entitles Aldermen to allowances as prescribed in the Regulations. The Mayor and Deputy Mayor are entitled to allowances in addition to those payable to them as Alderman.

Regulation 42(2) of the *Local Government (General) Regulations 2015* (the Regulations) specifies the allowances payable to Aldermen and outlines the indexation process to be applied from 1 November each year.

DISCUSSION

Council is required under the Regulations to pay the annual allowance to Aldermen in monthly or fortnightly instalments. Council has traditionally paid its allowances on a fortnightly basis.

Section 340A(3) of the Act enables a councillor, mayor or deputy mayor to decide not to receive part or all of an allowance. This is entirely the prerogative of the individual Alderman. As allowances are annual allowances payable in arrears, any such notification is not revokable retrospectively.

The increments to be applied to the allowances for Devonport Aldermen from 1 November 2018 are as follows:

	Alderman	Mayor	Deputy Mayor
New Allowance 1 November 2018	\$22,271	\$55,679	\$17,407
Previous Allowance 1 November 2017	\$21,754	\$54,385	\$17,002
Increment	\$ 517	\$ 1,294	\$ 405

COMMUNITY ENGAGEMENT

There has been no community engagement undertaken in relation to this matter. Council as part of its Annual Report details the allowances paid to Aldermen. Regular reporting is also included on the Governance, Finance & Community Services Committee agenda.

FINANCIAL IMPLICATIONS

The allowances payable to Aldermen has been included in the 2018/19 budget.

RISK IMPLICATIONS

No risks have been identified in relation to this issue. The indexation of allowances is required in accordance with legislative requirements.

CONCLUSION

Council has been advised of indexation to be applied to allowances from 1 November 2018. Council is obliged to pay Aldermen the prescribed allowances unless an individual directs the General Manager in writing to do otherwise.

ATTACHMENTS

Nil

RECOMMENDATION

That the report of the General Manager in relation to the indexation of Councillor (Alderman) Allowances be received and noted.

Author:	Paul West
Position:	General Manager

5.3 SECTION 23 COMMITTEES - POLICY

File: 30046 D552289

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances

SUMMARY

This report is provided to assist Council in the review of its Council Committees Policy.

BACKGROUND

Council has been operating a Section 23 Committee arrangement since 2014 to assist in its decision-making processes. In May 2017 the number of Committees were reduced to streamline the arrangements.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* provides:

Section 23

23. Council committees

- (1) A council may establish, on such terms as it thinks fit, council committees to assist it in carrying out its functions under this or any other Act.
- (2) A council committee consists of councillors appointed by the council and any councillor who fills a vacancy for a meeting at the request of the council committee.
- (3) A meeting of a council committee is to be conducted in accordance with prescribed procedures.

Section 24

24. Special Committees

- (1) A Council may establish, on such terms and for such purposes as it thinks fit, special committees.
- (2) A special committee consists of such persons appointed by the Council as the Council thinks appropriate.
- (3) The Council is to determine the procedures relating to meetings of a special committee.

Section 22(1) of the Act provides the legislative framework which allows a council to implement a committee structure. The Act states that a council "may delegate with or without conditions to the general manager, controlling authority, a council committee or a special committee, any of its functions or powers under this or any other Act".

DISCUSSION

With the Council election now complete it is appropriate for the new Council to consider if it wishes to maintain the Committee structure and the delegations provided.

The attached Policy details the arrangements for Committees and the head of power which allows for decisions to be made where appropriate under delegation. It is important to

recognise, if adopted the Policy will allow the Planning Authority Committee to make decisions on planning matters. The Policy also provides a delegation to the Infrastructure, Works & Development Committee to determine tenders under certain circumstances.

COMMUNITY ENGAGEMENT

Section 23 Committee meetings are open to the public in the same way that ordinary Council meetings are.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Without policies in place, Council is exposed to the risk of inconsistent and ineffective management and operations, and may fail to comply with legislation or standards that subsequently affect operations, service provision and compliance.

CONCLUSION

The attached Policy details the arrangements for the operation of Council's Section 23 Committees.

ATTACHMENTS


- [1.](#) Council Committees Policy - November 2018

RECOMMENDATION

That Council in relation to its Committees Policy:

- (a) receive the report and determine to continue to operate Section 23 Committees in line with the attached Policy;
- (b) acknowledge that the Policy provides formal delegations in accordance with Section 22 of the *Local Government Act 1993* to both the Planning Authority Committee and the Infrastructure, Works & Development Committee.

Author:	Paul West	Endorsed By:	Paul West
Position:	General Manager	Position:	General Manager

	COUNCIL COMMITTEES POLICY												
POLICY TYPE	POLICY ADOPTED (DATE)	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM):										
Council	26 November 2018	TBA	TBA										
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW										
General Manager	General Manager	5.3.4 – Ensure effective administration and operation of Council's committees	July 2019										
PURPOSE	<p>To provide information and guidance in relation to Committees established by Council in accordance with Section 23 of the <i>Local Government Act 1993</i>.</p> <ol style="list-style-type: none"> 1. Council operates its decision-making process around a formalised Committee structure. 2. This Policy covers the meeting schedule of Council and its Section 23 Committees, the structure of Committees, and delegations by Council to the Committees incorporating respective areas of responsibility. 												
SCOPE	<p>This Policy applies to all meetings of Council's established Section 23 Committees which will be utilised to formulate decisions on specific areas of its operations for Council's ratification except in cases where a delegation has been provided for the Committee to make a determination.</p>												
POLICY	<p>The usual meeting schedule will be as follows:</p> <table border="1" data-bbox="480 1128 1345 1384"> <thead> <tr> <th data-bbox="480 1128 906 1162">Meeting Format</th> <th data-bbox="906 1128 1345 1162">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 1162 906 1196">Planning Authority Committee</td> <td data-bbox="906 1162 1345 1196">Mondays (when required).</td> </tr> <tr> <td data-bbox="480 1196 906 1256">Infrastructure, Works & Development Committee</td> <td data-bbox="906 1196 1345 1256">Bi-monthly – 2nd Monday</td> </tr> <tr> <td data-bbox="480 1256 906 1317">Governance, Finance and Community Services Committee</td> <td data-bbox="906 1256 1345 1317">Bi-monthly – 3rd Monday</td> </tr> <tr> <td data-bbox="480 1317 906 1384">Workshops</td> <td data-bbox="906 1317 1345 1384">1st Monday (additional workshop convened on an as needed basis)</td> </tr> </tbody> </table> <p>Note: When a meeting falls on a public holiday, it will normally be postponed to the next available working day. The Chairman of a Committee in consultation with the General Manager can alter the date and time of scheduled meetings.</p> <ol style="list-style-type: none"> 1. Committee Functions: A guide to the roles and functions of Section 23 Committees are outlined in Attachment 1. 2. Delegations by Council to Council Committees: Pursuant to Section 22(1) of the <i>Local Government Act 1993</i>, Council delegates the following powers and functions to the following Section 23 Committees, subject to the following: <ol style="list-style-type: none"> a) Any Alderman who is not a member of the Council Committee may, before commencement of discussion of the item by at least verbal notification to the Chairman of the Committee, or to the General Manager four hours prior to the advertised commencement time of the Committee, require that an item on the agenda, which would be determined by the Committee 			Meeting Format	Frequency	Planning Authority Committee	Mondays (when required).	Infrastructure, Works & Development Committee	Bi-monthly – 2 nd Monday	Governance, Finance and Community Services Committee	Bi-monthly – 3 rd Monday	Workshops	1 st Monday (additional workshop convened on an as needed basis)
Meeting Format	Frequency												
Planning Authority Committee	Mondays (when required).												
Infrastructure, Works & Development Committee	Bi-monthly – 2 nd Monday												
Governance, Finance and Community Services Committee	Bi-monthly – 3 rd Monday												
Workshops	1 st Monday (additional workshop convened on an as needed basis)												

	<p>under delegated authority, be referred to Council. That item shall then be determined by Council at its next ordinary meeting or at a special meeting held to determine that matter.</p> <p>b) With the exception of the Planning Authority Committee, an item may only be determined under delegated authority if the determination is in accordance with the recommendation detailed within the agenda. For the purposes of this clause, where the recommendation is for approval, a delegated decision to approve an item unconditionally or subject to conditions which differ from those detailed in the recommendation (if any), shall be taken as nevertheless being in accordance with that recommendation.</p> <p>Infrastructure, Works and Development Committee</p> <p>a) To accept tenders for activities related to the functions of the Committee only to the extent of the estimates for the current financial year as adopted by Council.</p> <p>Planning Authority Committee</p> <p>a) To exercise all of Council's functions and powers as a Planning Authority under the <i>Land Use Planning and Approvals Act 1993</i>, including all functions and powers contained in any planning scheme and special planning orders.</p> <p>b) To exercise all of Council's functions and powers as a Planning Authority under the <i>Historic Cultural Heritage Act 1995</i>.</p> <p>c) To exercise all of Council's functions and powers under Part 3 of the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>.</p> <p>d) To exercise all of Council's powers to determine all matters brought before the Committee in compliance with the scope of matters as determined by this Policy.</p> <p>3. Guidelines:</p> <p>3.1. Council will use an effective Section 23 Committee system to conduct its business and will endeavour to avoid deferring decisions.</p> <p>3.2. A quorum for each committee is the simple majority of such numbers of Aldermen who are members of the Committee.</p> <p>3.3. The membership of the Committee shall be in accordance with this Policy.</p> <p>3.4. Aldermen who are not members of a Committee are able to attend any Committee meeting with the right to speak in accordance with <i>the Local Government (Meeting Procedures) Regulations 2015</i> and this Policy, but will not have voting rights.</p> <p>3.5. In relation to appointment to Committees, Aldermen will be given the opportunity to formally indicate a first and second preference for membership. As far as practicable, an Alderman's preferences will be taken into account. Where there is an excess of Aldermen selecting to be members of a particular Committee, the matter will be determined by Council by formal vote.</p> <p>3.6. The appointment of the Committee Chairman will be the responsibility of Council. Where more than one Alderman</p>
--	--

	<p>nominates for the position, then a ballot of all Aldermen will be conducted.</p> <p>3.7. In circumstances where the Chairman is absent from a Committee meeting, either the Mayor or Deputy Mayor (if they are members of that Committee) will assume the role of Chairman for that meeting. If the Mayor or Deputy Mayor are not members of that Committee, the members of the Committee will appoint a member as Acting Chairman for the meeting.</p> <p>3.8. A scheduled Committee meeting may be postponed / rescheduled / cancelled by the General Manager following consultation with the Chairman of the Committee.</p> <p>4. Communication:</p> <ul style="list-style-type: none"> • Members of the public • Devonport City Council staff
LEGISLATION AND RELATED DOCUMENTS	<p><i>Local Government Act 1993 (Sections 22 and 23)</i> <i>Local Government (Meeting Procedures) Regulations 2015</i></p> <p>All Section 23 Committee meetings will operate under the provisions of the <i>Local Government (Meeting Procedures) Regulations 2015</i>. In accordance with Section 37 of those Procedures, an Alderman may speak up to three times during debate on a matter listed on the agenda.</p>
ATTACHMENT/S (IF APPLICABLE)	Appendix 1 – Council Committees

APPENDIX 1 – Council Committees

Planning Authority Committee (6 Aldermen)

- Statutory Planning Authority responsibilities
- Development Applications
- Subdivision Approvals
- Planning Scheme Amendments
- Legal matters related to Statutory Planning
- Planning Appeals

Infrastructure, Works & Development Committee (6 Aldermen)**Infrastructure & Works**

- Asset Management Program (forward planning and maintenance)
- Capital Works
- Roads, Footpaths and Cycleways
- Streetscape Design (incl. lighting, signs, furniture, vegetation)
- Stormwater Management
- Traffic Management
- Waste Management
- Sporting Grounds and Facilities
- Recreation Reserves (incl. playgrounds, parks and gardens)
- Public Buildings (incl. public halls, toilets)
- Tracks and Trails
- Marine Structures (incl. jetties, boat ramps)
- Recreation and open space planning

Development Services

- Fire Hazards
- Public Health
- Building Control
- Compliance and Enforcement
- Animal Control

Governance, Finance and Community Services Committee (6 Aldermen)

- Strategic and Operational Plans
- Corporate Communication
- Human Resources
- Partnerships
- Risk Management and Insurances
- Information Technology
- Budget Management
- Economic Development
- Property Management
- Parking
- Financial Strategy and Management
 - Revenue and Rating
 - Grants
 - Loan Borrowing
 - Compliance
 - Related Policies
 - Financial Reporting
- Community & Cultural Development
- Community Information & Engagement
- Social Inclusion
- Health and Wellbeing
- Arts, Culture & Events
- Tourism, Marketing and Visitor Services
- Section 24 Special Committee Reporting
- Emergency Management & Community Safety
- Natural Resource Management

5.4 APPOINTMENTS - SECTION 23 COMMITTEES

File: 30046 D552288

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances

SUMMARY

This report is provided to assist Council in finalising the appointment of Aldermen to its various Section 23 Committees under the provisions of the *Local Government Act 1993*.

BACKGROUND

Council has three (3) Section 23 Committees established to assist it in its decision-making processes. The Committees have been in place since 2014 and have proven to be an effective way to assist in the decision making process.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* provides:

23. Council committees

- (1) A council may establish, on such terms as it thinks fit, council committees to assist it in carrying out its functions under this or any other Act.
- (2) A council committee consists of councillors appointed by the council and any councillor who fills a vacancy for a meeting at the request of the council committee.
- (3) A meeting of a council committee is to be conducted in accordance with prescribed procedures.

Section 22(1) of the Act provides the legislative framework which allows a council to implement a committee structure. The Act states that a council "may delegate with or without conditions to the general manager, controlling authority, a council committee or a special committee, any of its functions or powers under this or any other Act".

DISCUSSION

Council's current Section 23 Committees are:

1. Planning Authority Committee
2. Infrastructure, Works and Development Committee
3. Governance, Finance and Community Services Committee

The Planning Authority Committee meets on an as required basis only whereas the other two Committees meet on alternate months.

Following the recent Council election, Aldermen were asked to nominate their preferences for appointment to Committees.

At a Council Workshop on Monday 19 November, the Aldermen informally considered the Section 23 Appointments and determined representation as follows:

	Planning Authority (PAC)	Governance, Finance & Community Services (GFC)	Infrastructure, Works & Development (IWD)
1	Ald Alexiou	Ald Alexiou	Ald Enniss
2	Ald Hollister	Ald Enniss	Ald Hollister
3	Ald Milbourne	Ald Jarman	Ald Jarman
4	Ald Murphy	Ald Laycock	Ald Laycock
5	Ald Perry	Ald Milbourne	Ald Murphy
6	Ald Rockliff	Ald Rockliff	Ald Perry

The appointment of the Chairperson for each of the Committees was also discussed and there was agreement that the following be confirmed:

- Planning Authority Committee Mayor Rockliff
- Governance, Finance & Community Services Deputy Mayor Jarman
- Infrastructure, Works & Development Ald Perry

The GFC and IWD Committee meetings will usually commence at 5:30pm unless otherwise determined by the Committee or through consultation with the respective Committee Chairperson and the General Manager.

COMMUNITY ENGAGEMENT

Operating Section 23 Committees strengthen Council's community engagement through greater opportunity for residents to be part of, and observe the decision making of Council.

The Committee agendas/meetings provide:

- reporting on activities, statistics, key performance indicators (KPI's), etc
- opportunity for more debate on items
- less items being referred/ending up at Workshops
- accountability to the community (meetings are open to the public)

The Section 23 Committees agendas include an opportunity for members of the community to ask questions like the current process at an Ordinary Council meeting.

FINANCIAL IMPLICATIONS

All meetings of the Committees are advertised in accordance with statutory requirements.

RISK IMPLICATIONS

An expectation can be created that Council has determined a particular view on a matter at the Committee level only to have this overturned or changed at the full Council.

Apart from delegations specifically provided to the Committees formally by Council, the Section 23 Committee will only be able to provide advice and recommendations to the full Council. The full Council can determine to accept, reject or alter any recommendation provided to it by a Committee.

CONCLUSION

This report formalises the appointment of Aldermen to each of the Committees, appoints the respective Chairs and determines the commencement time for the meetings.

ATTACHMENTS

Nil

RECOMMENDATION

That the report of the General Manager be received and Council in relation to its Section 23 Committees determine to:

(a) appoint the following Aldermen to the Committees:

Planning Authority (PAC)	Governance, Finance & Community (GFC)	Infrastructure, Works & Development (IWDC)
Ald Alexiou	Ald Alexiou	Ald Enniss
Ald Hollister	Ald Enniss	Ald Hollister
Ald Milbourne	Ald Jarman	Ald Jarman
Ald Murphy	Ald Laycock	Ald Laycock
Ald Perry	Ald Milbourne	Ald Murphy
Ald Rockliff	Ald Rockliff	Ald Perry

(b) for each of the Committees appoint the following Chairmen:

Planning Authority (PAC)	Governance & Finance (GFC)	Infrastructure & Works (IWC)
Mayor Rockliff	Deputy Mayor Jarman	Ald Perry

(c) note that all Committee meetings will commence at 5:30pm unless otherwise determined through consultation with the respective Committee Chairman.

Author:	Paul West
Position:	General Manager

5.5 APPOINTMENT TO COMMITTEES, CONTROLLING AUTHORITIES AND PANELS

File: 26932 D553307

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.4 Ensure effective administration and operation of Council's committees

SUMMARY

This report is provided to assist Council in determining appointment of Aldermen to community committees, external bodies and joint authorities.

BACKGROUND

Following a Council election, all previous positions held by Aldermen on Council Committees, Community Committees and Joint Authorities are deemed vacant. Therefore, the first meeting after an election, new appointments are usually made to fill these vacancies.

Special Committees may consist of a mix of both Aldermen and external representatives. Council is to determine the procedures relating to meetings of a special committee.

Community Committees are those where a Council representative has been sought by the Committee to act as the liaison between Council and the organisation.

Joint Authorities involve two or more Councils. The key features of joint authorities are they perform any function or exercise any power of a council under the *Local Government Act* and that a board of management is usually appointed to be responsible for the governance of the authority.

A separate report is provided in this agenda to appoint Aldermen to Special Committees and special interest groups.

STATUTORY REQUIREMENTS

Appointments to the committees/organisations included in this report are in most cases governed by legislation.

DISCUSSION

The following information outlines the required appointments.

Member Association

- Local Government Association of Tasmania – 1 Council Representative

Shareholdings in Corporations

- TasWater – 1 Council Representative

Joint Authorities

- Dulverton Regional Waste Management Authority – 2 Council Representatives
- Cradle Coast Authority – 2 Council Representatives - (under the Rules the Mayor and General Manager)

Community Committees

Report to Council meeting on 26 November 2018

- Maidstone Park Controlling Authority – 2 Representatives
- Tasmanian Arboretum Inc – 1 Representative
- Mersey-Leven Emergency Management Committee – 1 Representative
- Cement Australia Community Liaison Committee – 1 Representative
- Mersey Bluff Seawalk Steering Committee – 1 Representative

Statutory Council Committees

- Audit Panel – 2 Aldermen

Aldermen at a Workshop on 19 November 2018 discussed the appointments to the above listed committees/organisations. The appointments as recommended were as determined at the Workshop.

COMMUNITY ENGAGEMENT

Appointments strengthen Council's engagement.

FINANCIAL IMPLICATIONS

Administrative support is provided by Council to the Controlling Authorities detailed in this report.

RISK IMPLICATIONS

No risk implications have been identified in relation to the matter of appointments discussed in this report.

CONCLUSION

This report formalises the appointment of elected members following the recent election.

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

1. Appoints:
 - a. Mayor Rockliff as the voting delegate for the Local Government Association of Tasmania, with Deputy Mayor Jarman the designated proxy.
 - b. Mayor Rockliff as an Owner Representative for the Tasmanian Water and Sewerage Corporation (Trading as TasWater), with Deputy Mayor Jarman the designated proxy.
 - c. Deputy Mayor Jarman, with Ald Perry the designated proxy, and the General Manager as Council's representatives on the Cradle Coast Authority.
 - d. Mayor Rockliff, with Deputy Mayor Jarman the designated proxy, and the General Manager as Council's representatives on the Dulverton Regional Waste Management Authority.
 - e. Mayor Rockliff and Ald Milbourne as Council's representatives on the Maidstone Park Management Controlling Authority.

Report to Council meeting on 26 November 2018

- f. Mayor Rockliff and Ald Milbourne as the Council's representatives on the Tasmanian Arboretum Committee.
 - g. Mayor Rockliff as Council's representative on the Mersey-Leven Emergency Management Committee, with Deputy Mayor Jarman the designated proxy.
 - h. Ald Hollister as the Council's representative on the Cement Australia Community Liaison Committee.
 - i. Ald Jarman and Ald Enniss as the Council's representatives on the Mersey Bluff SeaWalk Steering Committee
 - j. Ald Perry and Ald Murphy to the Shared Audit Panel.
2. In circumstances where a delegate and/or the proxy are unable to attend any of the following meetings:
- TasWater;
 - Local Government Association of Tasmania;
 - Cradle Coast Authority;
 - Dulverton Regional Waste Management Authority; and
 - Shared Audit Panel

Council authorises the General Manager, in consultation with the Mayor, to appoint a proxy delegate for that meeting.

Author:	Robyn Woolsey	Endorsed By:	Paul West
Position:	Executive Assistant General Management	Position:	General Manager

5.6 APPOINTMENT TO SPECIAL COMMITTEES AND WORKING GROUPS

File: 22992 D555717

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.4 Ensure effective administration and operation of Council's committees

SUMMARY

This report is provided to assist Council in finalising the appointment of Aldermen to a number of Special Committees, Special Interest Groups and Working Groups.

BACKGROUND

Council has representation on a number of special committees and working groups and external bodies and following the conduct of the Council election it is appropriate to consider new appointees.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* outlines the following in relation to the appointment of Special Committees:

24. Special Committees

- (1) A council may establish on such terms and for such purposes as it thinks fit, special committees.
- (2) A special committee consists of such persons appointed by the council as the council thinks appropriate.
- (3) The council is to determine the procedures relating to meetings of a special committee.

DISCUSSION

The appointments to Special Committees, Special Interest Groups and Working Groups were discussed by Aldermen at a Workshop on 19 November 2018 at which time general consensus was achieved on the appointment process.

Appointment of Aldermen to Special Committees, Special Interest Groups and Working Groups was agreed as follows:

Special Committee	Meetings	Alderman Appointed	New Appointments
Active City Special Committee	Bi-monthly	Ald Rockliff, Ald Matthews, Ald Perry	Ald Alexiou, Ald Enniss & Ald Milbourne
Community Financial Assistance Committee	As required	Ald Emmerton, Ald Goodwin, Ald Rockliff	Mayor Rockliff, Ald Hollister & Ald Murphy
Dame Enid Lyons' Trust Fund	As required	Ald Emmerton & Ald Rockliff	Mayor Rockliff & Ald Laycock
Devonport Food and Wine Festival	Fortnightly then as needed	Ald Laycock & Ald Goodwin	Ald Jarman & Ald Laycock. Ald Milbourne (proxy)
Devonport Jazz Committee		Ald Jarman, Ald Laycock, Ald Milne	Ald Alexiou, Ald Hollister & Ald Jarman

Report to Council meeting on 26 November 2018

Devonport Regional Gallery Advisory Board	Bi-monthly	Ald Jarman, Ald Milne	Ald Hollister & Ald Jarman
East Devonport Special Interest Group	Monthly	Ald Jarman, Ald Rockliff, Ald Emmerton (Proxy)	Ald Alexiou & Ald Murphy. Ald Jarman (proxy)
Environment Strategy Working Group		Ald Jarman & Ald Milne	Strategy complete – a working group created in future if required
General Manager's Performance Review Committee	When required	Ald Rockliff, Ald Perry, Ald Laycock, Ald Jarman, Ald Emmerton	Mayor Rockliff, Deputy Mayor Jarman, Ald Hollister, Ald Laycock & Ald Perry
Liveable Communities Committee	Bi-monthly	Ald Milne, Ald Rockliff, Ald Jarman (Proxy)	To be more focused on specific issues as required which relate to community issues. No appointments made.
Maritime and Heritage Committee	Bi-monthly	Ald Goodwin & Ald Laycock	Ald Laycock & Ald Murphy
Public Art Advisory Special Interest Group	As Required	Ald Jarman, Ald Matthews, Ald Milne	Recommended that this Committee be incorporated into a future parnaple arts centre committee.

COMMUNITY ENGAGEMENT

Council advertises positions on its Special Committee, Special Interest Groups and Working Groups when required.

FINANCIAL IMPLICATIONS

There is minimal financial impact as a result of this report, apart from staff time at meetings and associated follow up administration.

RISK IMPLICATIONS

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

CONCLUSION

This report formalises the appointment of elected members following the recent election.

ATTACHMENTS

Nil

RECOMMENDATION

That Council

(1) appoints:

- a) Ald Alexiou, Ald Ennis and Ald Milbourne to the Active City Special Committee;
- b) Mayor Rockliff, Ald Hollister and Ald Murphy to the Community Financial Assistance Committee;

Report to Council meeting on 26 November 2018

- c) Mayor Rockliff and Ald Laycock to the Dame Enid Lyon's Trust Fund;
 - d) Ald Jarman and Ald Laycock to the Devonport Food and Wine Festival, with Ald Milbourne the designated proxy;
 - e) Ald Alexiou, Ald Hollister and Ald Jarman to the Devonport Jaz Committee;
 - f) Ald Hollister and Ald Jarman to the Devonport Regional Gallery Advisory Board;
 - g) Ald Alexiou and Ald Murphy with Ald Jarman as proxy to the East Devonport Special Interest Group;
 - h) Mayor Rockliff, Deputy Mayor Jarman, Ald Hollister, Ald Laycock and Ald Perry to the General Manager's Performance Review Committee;
 - i) Ald Laycock and Ald Murphy to the Maritime and Heritage Committee.
- 2) incorporate the previous role of the Public Art Advisory Special Interest Group into a new paranple arts centre Committee when established.
- 3) note that a further review of Committees will occur in the New Year to determine changes and structural arrangements prior to seeking external community appointees where deemed necessary.

Author:	Robyn Woolsey	Endorsed By:	Paul West
Position:	Executive Assistant General Management	Position:	General Manager

5.7 STANDING DELEGATION - APPOINTMENT OF ACTING GENERAL MANAGER

File: 32124 D550807

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances

SUMMARY

This report has been prepared to assist Council in determining a standing delegation for appointment of an Acting General Manager during absences by the General Manager.

BACKGROUND

For the past five years the Council has had a standing delegation which provided that the Deputy General Manager, Mr Matthew Atkins automatically assumed the role of Acting General Manager during absences of the General Manager.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* states:

61B. Acting general managers

- (1) For the purposes of this section, a general manager is absent if –
 - (a) he or she is absent from duty for any reason; or
 - (b) he or she is otherwise unavailable or unable to perform the functions of the office of general manager; or
 - (c) the position of general manager is vacant.
- (2) The mayor may appoint a person to act in the office of general manager if –
 - (a) the general manager is absent and no person holds an appointment under subsection (4); or
 - (b) the general manager is absent and the person appointed under subsection (4) is absent from duty or otherwise unavailable or unable to act in the office of general manager.
- (3) An appointment under [subsection \(2\)](#) ends when the first of the following occurs:
 - (a) the general manager returns to duty;
 - (b) the term of the appointment expires;
 - (c) the mayor or the council revokes the appointment;
 - (d) a person is appointed as general manager under section 61.
- (4) The council may appoint a person to act in the office of general manager during every absence of the general manager.
- (5) An appointment under subsection (4) is for the term, not exceeding five years, specified in the appointment and ends when the first of the following occurs:
 - (a) the term of the appointment expires;
 - (b) the council revokes the appointment;
 - (c) if the appointment is to the holder of an office, the person ceases to hold that office.

- (6) *While a person appointed to act in the office of general manager is acting as general manager, that person is taken to be the general manager.*

DISCUSSION

To have a standing delegation for the appointment of an Acting General Manager (covering absences by the General Manager) is a prudent business continuity decision.

COMMUNITY ENGAGEMENT

There has been no community engagement undertaken in relation to this matter. This matter is purely a Council decision.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to providing a standing delegation to Mr Atkins to undertake the role of Acting General Manager during absences by the General Manager.

As part of his employment contract and position description there is a requirement that he assumes the role of Acting General Manager as part of his duties and that no additional remuneration is applicable.

RISK IMPLICATIONS

No risks have been identified in relation to this matter.

If Council chooses not to endorse the recommendation provided, it will be left to the Mayor to appoint an Acting General Manager.

By Council endorsing a standing delegation for the Acting General Manager role, it provides certainty and continuity to the delivery of services for the Council.

Council can at any time review its decision in relation to this delegation.

CONCLUSION

It is recommended that Council formally determine that during absences by the General Manager, that Mr Matthew Atkins automatically assumes the role of Acting General Manager with full delegations of that position being conferred upon him.

ATTACHMENTS

Nil

RECOMMENDATION

That Council in accordance with section 61B of the *Local Government Act 1993* appoint Mr Matthew Atkins, Deputy General Manager to act in the office of the General Manager during every absence of the General Manager.

Author:	Paul West
Position:	General Manager

5.8 ANNUAL FINANCIAL REPORT - 30 JUNE 2018

File: 31641 D535002

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements

SUMMARY

This report is provided to present to Council the Annual Financial Report for the year ended 30 June 2018.

BACKGROUND

The Annual Financial Report has been prepared in accordance with the requirements of the *Local Government Act 1993*, the *Audit Act 2008* and relevant Accounting Standards.

The Audit Opinion and the Annual Financial Report are attached to this report and are available on Council's website and for viewing at Customer Services.

STATUTORY REQUIREMENTS

Section 72 of the *Local Government Act 1993* requires Council to prepare an Annual Report containing the Annual Financial Report and other statutory requirements. The Annual Report must be considered at the Annual General Meeting, which is to be held no later than 15 December.

The Annual Financial Report is required to be prepared in accordance with applicable Accounting Standards; Section 84 of the *Local Government Act 1993* and the *Audit Act 2008*.

The *Audit Act 2008* requires that the financial report is to be prepared within 45 days of the end of the financial year and forwarded to the Auditor-General as soon as practicable. The Tasmanian Audit Office then has a further 45 days to complete the audit of the Statements.

Section 84 (4) of the *Local Government Act 1993* requires that '*the general manager is to ensure that the certified financial statements are tabled at a meeting of the council as soon as practicable*'.

This is the first opportunity for the certified financial statement to be provided formally to Council.

Section 82 (4) of the Act "*a council may alter by absolute majority any estimate referred to in subsection (2) during the financial year*".

DISCUSSION

The Annual Financial Report meet the requirements of the *Local Government Act 1993* and applicable Accounting Standards and has been audited by the Tasmanian Audit Office. An unqualified audit opinion was issued by the Auditor General on 9 November 2018.

The Annual Financial Report comprises four financial statements, together with notes to the accounts. The 'notes' provide additional detail and explanation to the financial statements. The Annual Financial Statements fully comply with the accounting standards and Council's statutory obligations. The four primary financial statements are:

1. Statement of Profit or Loss and Other Comprehensive Income

Report to Council meeting on 26 November 2018

2. Statement of Financial Position
3. Statement of Changes in Equity
4. Statement of Cash Flows

The draft financial statements were referred to the Audit Panel for review at its meeting on 13 August 2018 prior to submission to the Audit Office by the due date.

Below is a summary of the results of Council's financial activities during the year.

	Actual \$000	Budget \$000
Ordinary activities		
Total recurrent income	40,225	37,286
Total operating expenditure	37,595	37,882
Surplus / (Deficit) from ordinary activities	2,630	(596)
Adjustments		
Prepaid Financial Assistance Grant 2018/19	(1,075)	0
Prepaid Financial Assistance Grant 2017/18	1,020	992
Loss on Disposal of Assets	(1,439)	(537)
Share of profit in Dulverton Regional Waste Management Authority	372	141
Underlying Surplus/(Deficit)	1,508	0

Council has achieved an underlying surplus of \$1.508M for the 2017/18 financial year compared to a budgeted breakeven position.

Recurrent Income	Actual 2017/18 \$000	Budget 2017/18 \$000	Variance \$000
Rates and Service Charges	27,327	27,227	100
Fees and User Charges	5,497	5,281	216
Grants - Operating	3,216	1,133	2,083
Contributions - Operating	49	50	(1)
Investment Revenue	2,951	2,567	384
Other Revenue	1,185	1,028	157
Total Recurrent Income	\$40,225	\$37,286	\$2,939

Total operating revenue was \$2.939M or 7.88% higher than budget. The major variations include:

- Operating Grants were \$2M above budget partly due to a decision by the Australian Government to prepay two instalments of the 2018/19 Financial Assistance Grants (FAGs) prior to 30 June 2018 and the funding received from the State Government for the demolition of the former Maternity Hospital.

Report to Council meeting on 26 November 2018

- Interest and dividend income was 14.9% higher than budget due in part to increased interest from short term deposits and increased distributions from the Dulverton Regional Waste Management Authority.

Operating Expenditure	Actual 2017/18 \$000	Budget 2017/18 \$000	Variance \$000
Employee Benefits	11,647	12,041	394
Materials and Services	15,199	14,507	(692)
Depreciation	8,427	8,816	389
Financial Costs	1,208	1,421	141
Other Expenses	1,042	1,097	55
Total Operating Expenditure	\$37,595	\$37,882	\$287

Total operating expenditure was \$287K less than budget. The major variations include:

- Employee benefits were 3.3% less than budget primarily due to the number of full time equivalent employees (FTE's) being consistently lower for the year compared to budget.
- Material and services were \$692K higher than budget. A significant impact was the costs associated with the demolition of the former Maternity Hospital \$920K. A State Government grant for the equivalent amount was recorded as additional income during the year.
- Depreciation was \$389K lower than budget across a number of asset classes.
- Financial costs were \$141K less than budget due to the timing of taking up the loan funds associated with Stage 1 of LIVING CITY.

A summary of the Council's equity position at 30 June 2018 compared with the previous year was:

Financial Position	2018 \$000	2017 \$000
Total Assets	608,938	563,570
Total Liabilities	67,167	39,819
Net Community Equity	\$541,771	\$523,751
Key Assets and Liabilities (included in Financial Position)		
Cash Assets	16,442	16,125
Property, plant and equipment	442,010	424,767
Council Borrowing	45,159	19,738

Cash assets include operating accounts, trust deposits and investments held by Council at 30 June 2018.

Loan debt is shown on the Balance Sheet as a current liability as required by the Auditor General due to the terms and conditions of loan arrangements with ANZ Bank. In reality

though Council have a repayment schedule covering a 30-year period and will continue to make interest and principal repayments over that time.

Further detail and summary information is available in the Council's 2017/18 Annual Report which will be presented to the Annual General Meeting on 10 December 2018.

COMMUNITY ENGAGEMENT

The preparation of the Annual Report and the conduct of the Annual General Meeting underpins the community engagement in relation to this matter.

FINANCIAL IMPLICATIONS

Whilst the Annual Financial Report deals with the finances of Council, there are no direct financial consequences relating to the consideration of this covering report.

RISK IMPLICATIONS

There are no specific identified risks in relation to the content of this report.

CONCLUSION

The Annual Financial Report for the year ended 30 June 2018 provides detailed information as to Council's financial performance and position as at balance date.

Copies of the following documents are provided to support this report:

1. Auditor's Opinion
2. Financial Report for the Year Ended 30 June 2018

The Annual Report will be tabled at the Annual General Meeting.

ATTACHMENTS

- [1. Independent Auditor s Report \(Opinion\) - Financial Report for the Year Ended 30 June 2018](#)
- [2. Annual Financial Report 2017-18](#)

RECOMMENDATION

That the report of the General Manager relating to the Annual Financial Report for the year ended 30 June 2018 be received and that Council receive the Annual Financial Report and note that it has been included as an Appendix in the 2018 Annual Report.

Author:	Paul West
Position:	General Manager



Independent Auditor's Report

To the Aldermen of Devonport City Council

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Devonport City Council (Council), which comprises the statement of financial position as at 30 June 2018 and statements of profit or loss and other comprehensive income, changes in equity and cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, other explanatory notes and the statement of certification by the General Manager.

In my opinion the accompanying financial report:

- (a) presents fairly, in all material respects, Council's financial position as at 30 June 2018 and its financial performance and its cash flows for the year then ended
- (b) is in accordance with the *Local Government Act 1993* and Australian Accounting Standards.

Basis for Opinion

I conducted the audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

The *Audit Act 2008* further promotes the independence of the Auditor-General. The Auditor-General is the auditor of all Tasmanian public sector entities and can only be removed by Parliament. The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

My audit responsibility does not extend to the budget figures included in the financial report, the asset renewal funding ratio disclosed in note 43, nor the Significant Business Activities disclosed in note 3 to the financial report and accordingly, I express no opinion on them.

...1 of 3

To provide independent assurance to the Parliament and Community on the performance and accountability of the Tasmanian Public sector.
Professionalism | Respect | Camaraderie | Continuous Improvement | Customer Focus

Strive | Lead | Excel | To Make a Difference

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the General Manager for the Financial Report

The General Manager is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1993* and for such internal control as determined necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the General Manager is responsible for assessing Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council is to be dissolved by an Act of Parliament or the Aldermen intend to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the General Manager.
- Conclude on the appropriateness of the General Manager's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusion is based

...2 of 3

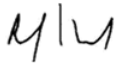
To provide independent assurance to the Parliament and Community on the performance and accountability of the Tasmanian Public sector.
Professionalism | Respect | Camaraderie | Continuous Improvement | Customer Focus

Strive | Lead | Excel | To Make a Difference

on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause Council to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the General Manager regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Rod Whitehead
Auditor-General

Tasmanian Audit Office

9 November 2018
Hobart

...3 of 3

To provide independent assurance to the Parliament and Community on the performance and accountability of the Tasmanian Public sector.
Professionalism | Respect | Camaraderie | Continuous Improvement | Customer Focus

Strive | Lead | Excel | To Make a Difference

DEVONPORT CITY COUNCIL				
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018				
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME				
	NOTE	BUDGET 2018 \$'000	ACTUAL 2018 \$'000	ACTUAL 2017 \$'000
Income from continuing operations				
Recurrent income				
Rates and service charges	5	27,227	27,327	27,334
Fees and charges	6	5,281	5,497	5,324
Grants	7	1,133	3,216	3,200
Contributions - cash	8	50	49	205
Investment revenue from TasWater	9	1,700	1,643	1,679
Other investment revenue	10	867	1,308	1,268
Other income	11	1,028	1,185	1,084
Total recurrent income		37,286	40,225	40,094
Capital items				
Capital grants received specifically for new or upgraded assets	7	9,511	8,675	3,104
Contributions - non monetary assets	8	0	1,323	3,107
Contributions - cash	8	0	0	270
Share of profit of associates accounted for by the equity method	25	141	372	798
Net loss on the disposal of property, infrastructure, plant and equipment	17	(537)	(1,439)	(697)
Donated assets	18	0	0	(360)
Capital works completed on assets not owned by Council	19	0	(420)	(20)
Derecognition of assets	20	0	(516)	(165)
Total capital items		9,115	7,995	6,037
Total income from continuing operations		46,401	48,220	46,131
Expenses from continuing operations				
Employee benefits	12	12,041	11,647	11,441
Materials and services	13	14,507	15,199	14,431
Depreciation	14	8,816	8,427	8,393
Finance costs	15	1,421	1,280	2,654
Other expenses	16	1,097	1,042	1,124
Total expenses from continuing operations		37,882	37,595	38,043
Result from continuing operations		8,519	10,625	8,088
Net result for the year		8,519	10,625	8,088

DEVONPORT CITY COUNCIL				
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018				
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME Continued				
	NOTE	BUDGET 2018 \$'000	ACTUAL 2018 \$'000	ACTUAL 2017 \$'000
Other comprehensive income				
Items that may be reclassified to net result				
Fair value adjustment on available for sale assets	24	0	1,119	562
Items that will not be reclassified to surplus/(deficit)				
Net asset revaluation increment/(decrement) - Council	32	0	6,154	4,773
Net asset revaluation increment/(decrement) - Associates	25	0	122	(22)
Total other comprehensive income			7,395	5,313
Total comprehensive result		8,519	18,020	13,401

DEVONPORT CITY COUNCIL			
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018			
STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018			
	NOTE	2018 \$'000	Restated 2017 \$'000
Current assets			
Cash and cash equivalents	21	16,442	16,125
Receivables	22	1,128	1,410
Prepayments	23	164	96
Available for sale assets	26.1	2,397	0
Total current assets		20,131	17,631
Non-current assets			
Receivables	22	28	31
Investment in TasWater	24	87,345	86,226
Investments in associates	25	6,009	5,515
Property, plant and equipment	26	442,010	424,767
Capital work in progress	27	53,415	29,400
Total non-current assets		588,807	545,939
TOTAL ASSETS		608,938	563,570
Current liabilities			
Payables	28	18,864	4,197
Interest bearing liabilities	29	45,159	19,738
Provisions	31	2,103	2,145
Total current liabilities		66,126	26,080
Non-current liabilities			
Payables	28	0	13,000
Other financial liabilities	30	604	307
Provisions	31	437	432
Total non-current liabilities		1,041	13,739
TOTAL LIABILITIES		67,167	39,819
NET ASSETS		541,771	523,751
Equity			
Asset revaluation reserve - Council	32	314,946	308,792
Asset revaluation reserve - Associates	32	1,568	1,446
Other reserves	33	10,948	9,829
Accumulated surplus	32	214,309	203,684
TOTAL EQUITY		541,771	523,751

DEVONPORT CITY COUNCIL
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018
STATEMENT OF CHANGES IN EQUITY

2018	Asset Revaluation Reserve - Council Note 32 (i) \$'000	Asset Revaluation Reserve - Associate Note 32 (ii) \$'000	Accumulated Surplus Note 32 (iii) \$'000	Other Reserves Note 33 \$'000	Total \$'000
Balance at beginning of year	308,792	1,446	203,684	9,829	523,751
Net result for the year	0	0	10,625	0	10,625
Other comprehensive income	6,154	122	0	1,119	7,395
Transfers between reserves	0	0	0	0	0
Balance at end of year	314,946	1,568	214,309	10,948	541,771

2017 Restated*	Asset Revaluation Reserve - Council Note 32 (i) \$'000	Asset Revaluation Reserve - Associate Note 32 (ii) \$'000	Accumulated Surplus Note 32 (iii) \$'000	Other Reserves Note 33 \$'000	Total \$'000
Balance at beginning of year	301,385	1,468	196,005	9,266	508,124
Restated balance at the beginning of the reporting period	304,019	1,468	195,593	9,266	510,346
Net result for the year	0	0	8,088	0	8,088
Other comprehensive income	4,773	(22)	0	562	5,313
Transfers between reserves	0	0	0	0	0
Balance at end of year	308,792	1,446	203,684	9,829	523,751

*Refer to note 4 for details of prior period restatement

DEVONPORT CITY COUNCIL			
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018			
STATEMENT OF CASH FLOWS			
	NOTE	2018 \$'000	2017 \$'000
Cash flows from operating activities:			
Rates and other user charges		32,992	31,902
Refunds from Australian Taxation Office for GST		4,963	3,129
Interest		384	494
Contributions - cash		49	205
Government grants and subsidies		3,216	3,200
Investment revenue from TasWater		1,656	2,417
Other investments		901	759
Other receipts		1,415	1,084
Payments to suppliers and employees		(32,124)	(27,460)
Finance Costs		(983)	(544)
Refinance Costs		0	(1,709)
Other payments		(848)	(1,042)
Net cash flows provided by operating activities	38	11,621	12,435
Cash flows from investing activities:			
Proceeds from sale of non-current assets		486	51
Payments from non-current assets		(45,889)	(28,906)
Capital grants		8,675	3,104
Contributions - cash		0	270
Sale proceeds in advance		0	13,000
Loans to community organisations		3	(35)
Net cash used in investing activities		(36,725)	(12,516)
Cash flows from financing activities:			
Proceeds from borrowings		26,189	0
Repayment of borrowings		(768)	(769)
Net cash provided by financing activities		25,421	(769)
Net increase/(decrease) in cash and cash equivalents		317	(850)
Cash and cash equivalents at beginning of the financial year		16,125	16,975
Cash and cash equivalents at end of the financial year	21	16,442	16,125

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Reporting Entity

(a) The Devonport City Council was established in 1908 and is a body corporate with perpetual succession and a common seal. Council's main office is located at 137 Rooke Street, Devonport.

(b) The purpose of the Council is to:

- provide for health, safety and welfare of the community;
- represent and promote the interests of the community;
- provide for the peace, order and good government in the municipality.

1. Statement of accounting policies**(a) Basis of accounting**

These financial statements are a general purpose financial report that consists of the Statement of Profit and Loss and Other Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and accompanying notes. The general purpose financial report complies with Australian Accounting Standards and the *Local Government Act 1993 (LGA 1993)* (as amended). Council has determined that it does not have profit generation as a prime objective. Consequently, where appropriate, Council has elected to apply options and exemptions within accounting standards that are applicable to not-for-profit entities.

All amounts are presented in Australian dollars and unless stated, have been rounded to the nearest thousand dollars.

This financial report has been prepared on an accrual and going concern basis. This financial report has been prepared under the historical cost convention, except where specifically stated in Notes 24, 26, 29, 30 and 31. Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

All entities controlled by Council that have material assets or liabilities, such as special committees of management, and material subsidiaries or joint ventures, have been included in this financial report. Where relevant, all transactions between these entities and Council have been eliminated in full.

(b) Judgements and assumptions

In the application of Australian Accounting Standards, Council is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Council has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period. Judgements made by Council that have significant effects on the financial report are disclosed in the relevant notes as follows:

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

1. Statement of accounting policies continued*Employee entitlements*

Assumptions are utilised in the determination of Council's employee entitlement provisions. These assumptions are discussed in Note 31.

Defined benefit superannuation fund obligations

Actuarial assumptions are utilised in the determination of Council's defined benefit superannuation fund obligations. These assumptions are discussed in Note 34.

Fair value of property plant & equipment

Assumptions and judgements are utilised in determining the fair value of Council's property, plant and equipment including useful lives and depreciation rates. These assumptions are discussed in Note 1 (g) and Notes 26 and 44.

Investment in water corporation

Assumptions utilised in the determination of Council's valuation of its investment in TasWater are discussed in Note 24.

(c) Adoption of New and Amended Accounting Standards**(i) AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107**

This standard is applicable to annual reporting periods beginning on or after 1 January 2017.

Amendments to AASB 107 require additional disclosures to enable the reader to evaluate changes in liabilities arising from financing activities. These disclosures include both cash flows and non-cash changes between the opening and closing balance of the relevant liabilities. Council has included a reconciliation of liabilities arising from financing activities in the Statement of Cash Flows at Note 38.1.

(d) Pending accounting standards

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2018 reporting periods. Council's assessment of the impact of the relevant new standards and interpretations is set out below.

(i) AASB 9 Financial Instruments

This standard is applicable to annual reporting periods beginning on or after 1 January 2018.

This standard replaced the existing standard, AASB 139 *Financial Instruments; Recognition and Measurement*, and revises classification, measurement and disclosure of financial assets and liabilities. It reduces the number of categories for financial assets and simplifies the measurement choices, including the removal of impairment testing of assets measured at fair value. Classification of financial assets is determined by an entity's business model for holding the particular asset and its contractual cash flows. The amortised cost model is available for debt assets meeting both a business model and cash flow characteristics tests. Amortised cost is to be used for assets with contractual terms giving rise to principal and interest payments. Where the business model is achieved by both collecting the contractual cash flows and from selling the financial asset, it may be classified as fair value through other comprehensive income. Any financial asset not held in either of these classifications, or where designated, will be classified as fair value through profit or loss. Gains or losses on financial assets at fair value are to be recognised in profit and loss unless, the asset is part of a hedging relationship, or, where the financial asset is an equity instrument not held for trading, and an irrevocable election is made to present all movements in other comprehensive income.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

1. Statement of accounting policies continued

When adopted, the standard requires Council to reclassify all financial assets. This includes Council's classification and accounting for its significant investment in TasWater which is an available-for-sale financial asset. Council currently recognises changes in the fair value of its available-for-sale assets through other comprehensive income. Under AASB 9 Council will make an irrevocable election for its equity investment in TasWater as 'fair value through other comprehensive income' and therefore the adoption of this standard will not impact the way movements in the fair value are accounted for.

The standard also introduces a new impairment model that requires impairment provisions to be based on expected credit losses, rather than incurred credit losses. Council expects a small increase to impairment losses, however the standard is not expected to have a material impact overall.

There will be no impact on Council's accounting for financial liabilities, as the swaps in place are already accounted for as financial liabilities that are designated at fair value through profit or loss. The derecognition rules have been transferred from AASB 139 *Financial Instruments: Recognition and Measurement* have not been changed.

Council will apply the standard from 1 July 2018 using a retrospective approach with cumulative catch-up. This does not require Council to restate comparative figures, but will require a reconciliation of changes in classification of financial assets and financial liabilities.

(ii) AASB 15 Revenue from Contracts with Customers

The standard is applicable to annual reporting periods beginning on or after 1 January 2019.

AASB 15 introduces a five-step process for revenue recognition, with the core principle of the new standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.

Council has analysed the new revenue recognition requirements noting that future impacts include:

Depending on the respective contractual terms, the new requirements of AASB 15 may result in a change to the timing of revenue from sales of goods and services such that some revenue may need to be deferred as a liability to a later reporting period to the extent that Council has received cash, but has not met its associated performance obligations, (a promise to transfer a good or service).

Grants received to construct non-financial assets controlled by Council will be recognised as a liability, and subsequently recognised progressively as revenue as Council satisfies its performance obligations under the grant. At present, such grants are recognised as revenue upfront.

Other grants presently recognised as revenue upfront may be eligible to be recognised as revenue progressively as the associated performance obligations are satisfied, but only if the associated performance obligations are enforceable and sufficiently specific.

Grants that are not enforceable and/or not sufficiently specific, will not qualify for deferral, and continue to be recognised as revenue as soon as they are controlled. Council receives several grants for which there are no sufficiently specific performance obligations, for example the Commonwealth Financial Assistance Grants. These grants are and will continue to be recognised as revenue upfront assuming no change to the current grant arrangements.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

1. Statement of accounting policies continued

For Council there will be a significant effect in the treatment of all grants with sufficiently specific performance obligations, but where the conditions have yet to be fulfilled at year end. Council currently presents unexpended grant income received in note 7. Council's assessment is that the majority of the amounts received and unexpended for the year, will be deferred as a liability under AASB15 and progressively recorded as income as performance obligations are fulfilled.

Council will apply the standard from 1 July 2019 using a retrospective approach with cumulative catch-up with an adjustment to Accumulated Surpluses for the difference in accounting treatment on initial adoption.

(iii) AASB 1058 Income of Not-for-Profit Entities

This standard is applicable to annual reporting periods beginning on or after 1 January 2019.

AASB 1058 supersedes all the income recognition requirements relating to councils, previously in AASB 1004 *Contributions*. The timing of income recognition under AASB 1058 depends on whether a transaction gives rise to a liability or other performance obligation, or a contribution by owners, related to an asset (such as cash or another asset) received.

AASB 1058 applies when Council receives volunteer services or enters into other transactions in which the consideration to acquire an asset is significantly less than the fair value of the asset, and where the asset is principally to enable Council to further its objectives. In cases where Council enters into other transactions, Council recognises and measures the asset at fair value in accordance with the applicable Australian Accounting Standard (e.g. AASB 116 Property, Plant and Equipment).

If the transaction is a transfer of a financial asset to enable Council to acquire or construct a recognisable non-financial asset to be controlled by Council (i.e. an in-substance acquisition of a non-financial asset), Council recognises a liability for the excess of the fair value of the transfer over any related amounts recognised. Council will recognise income as it satisfies its obligations under the transfer, similar to income recognition in relation to performance obligations under AASB 15 as discussed above.

Where the asset acquired is leased at a "Peppercorn" rate, Council is required to recognise the leased asset at its fair value, the remaining lease liability and the balance as income. These leased right-of-use assets have not previously been recognised.

AASB 1058 also encompasses non-contractual statutory income such as rates, taxes and fines. Under AASB 1058, income is recognised when the taxable event has occurred. There will be no change to the way Council currently accounts for prepaid rates as Council currently defers revenue from prepaid rates until the commencement of the applicable rating period and recognises prepaid rates as a financial liability, in line with the pending accounting standard.

AASB 1058 requires the recognition of Volunteer services where they would have been purchased if not donated and the fair value of those services can be reliably measured. It is estimated that the value of volunteer services donated will be \$650,000 per annum.

Council will apply the standard from 1 July 2019 using a retrospective approach with cumulative catch-up with an adjustment to Accumulated Surpluses for the difference in accounting treatment on initial adoption.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

1. Statement of accounting policies continued

(iv) AASB 16 Leases

This standard is applicable to annual reporting periods beginning on or after 1 January 2019.

AASB 16 introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligations to make lease payments. AASB 16 will result in most of Council's operating leases being brought onto the statement of financial position. There are limited exceptions relating to short-term leases and low-value assets which may remain off the balance sheet.

The calculation of the lease liability will take into account appropriate discount rates, assumptions about the lease term, and increases in lease payments. A corresponding right to use assets will be recognised, which will be amortised over the term of the lease. Rent expense will no longer be shown. The profit and loss impact of the leases will be through amortisation and interest charges. In the Statement of Cash Flows lease payments will be shown as cash flows from financing activities instead of operating activities.

Council has assessed assets leased at "Peppercorn" rates from the Crown and determined that these assets do not meet the recognition criteria under AASB16 as Council does not have the right to direct how and for what purposes the assets are used throughout the period of use, therefore the application of this standard will have limited financial impact.

Lessor accounting under AASB 16 remains largely unchanged. For finance leases, the lessor recognises a receivable equal to the net investment in the lease. Lease receipts from operating leases are recognised as income either on a straight-line basis or another systematic basis where appropriate.

Council has several operating lease receivables. Lease receipts for these are recognised as income on a straight line basis, therefore no change in accounting treatment for these leases is expected.

Council will apply the standard from 1 July 2019 using a retrospective approach with cumulative catch-up with an adjustment to accumulated surpluses for the difference in accounting treatment on initial adoption.

(e) Allocation between current and non-current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being Council's operational cycle, or if Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

(f) Taxation

Council is exempt from all forms of taxation except Fringe Benefits Tax, Payroll Tax and the Goods and Services Tax.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST. Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

1. Statement of accounting policies continued**(g) Impairment of assets**

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the Statement of Profit or Loss and Other Comprehensive Income, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset. For non-cash generating assets of Council such as roads, drains, public buildings and the like, value in use is represented by the deprival value of the asset approximated by its written down replacement cost.

(h) Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars.

(i) Budget

The budgeted revenue and expense amounts in the Statement of Profit or Loss and Other Comprehensive Income represent original budget amounts adopted on 26 June 2017 and are not audited.

(j) Working capital deficit

Council's current liabilities exceed current assets by \$45.9M. The deficit is primarily the result of all borrowings being classified as current.

Council borrowings have been classified as current as they are subject to an annual review. Net current assets are insufficient to cover the borrowings if they were to be repaid in full within 12 months, however, it is not anticipated that these borrowings will be repaid in full within 12 months and it is highly probable that these borrowings will be refinanced. Interest bearing liabilities are disclosed in Note 29.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

2. Functions/Activities

(a) Council's functions and activities

Revenue, expenses and assets have been attributed to the following functions:

Programs	Revenue		Expenses	Surplus/ (deficit) for Year	Assets
	Grants	Other			
	2018 \$'000	2018 \$'000	2018 \$'000	2018 \$'000	2018 \$'000
Corporate	3,109	27,729	6,799	24,039	139,113
Community, Cultural & Recreation	169	1,117	7,219	(5,933)	5,121
Parking	0	2,689	1,563	1,126	22,452
Economic Development	7,500	199	1,740	5,959	62,713
Roads	1,016	(264)	7,143	(6,391)	135,377
Stormwater	0	46	2,016	(1,970)	74,739
Waste Management	0	4,137	4,158	(21)	1,563
Parks & Gardens	97	145	4,697	(4,455)	162,856
Buildings	0	0	390	(390)	1,797
Infrastructure Administration	0	(282)	394	(676)	3,115
Regulatory Services	0	813	1,476	(663)	92
Total	11,891	36,329	37,595	10,625	608,938

2017 Restated

Programs	Revenue		Expenses	Surplus/ (deficit) for Year	Assets
	Grants	Other			
	2017 \$'000	2017 \$'000	2017 \$'000	2017 \$'000	2017 \$'000
Corporate	3,108	27,762	6,503	24,367	124,617
Community, Cultural & Recreation	90	825	7,210	(6,295)	4,759
Parking	0	2,474	1,498	976	8,939
Economic Development	1,500	488	2,890	(902)	39,259
Roads	1,570	1,513	7,195	(4,112)	132,192
Stormwater	0	1,266	1,905	(639)	72,180
Waste Management	0	4,269	4,051	218	1,425
Parks & Gardens	29	407	4,716	(4,280)	165,062
Buildings	0	(54)	373	(427)	11,639
Infrastructure Administration	0	84	117	(33)	3,457
Regulatory Services	7	793	1,585	(785)	41
Total	6,304	39,827	38,043	8,088	563,570

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

2. Functions/Activities continued

(b) Reconciliation of assets from note 2 with the Statement of Financial Position at 30 June:

	2018 \$'000	2017 \$'000
Current assets	20,131	17,631
Non-current assets	588,807	545,939
	608,938	563,570

*Refer to Note 4 for details of prior period restatement

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

2. Functions/Activities continued
(c) Council's programs and activities

The activities relating to the Programs in Note 2 (a) are as follows

<p>CORPORATE <i>This Program includes the following activities:</i> Executive Management Receptions and Functions Communication Emergency Management Corporate Services Governance Property Management Customer Services Records Management Elected Members Support Human Resource Management Information Technology Payroll Services Accounting & Finance Corporate Revenue</p>	<p>COMMUNITY, CULTURAL AND RECREATION <i>This Program includes the following activities:</i> Community Development Community Financial Assistance paranaple arts centre paranaple convention centre Recreational Development Devonport Regional Gallery Devonport Aquatic Centre Devonport Recreation Centre East Devonport Recreation Centre Devonport Entertainment & Convention Centre Visitor Information Centre Marketing & Events Bass Strait Maritime Centre Home Hill</p>
<p>ECONOMIC DEVELOPMENT <i>This Program includes the following activities:</i> Living City Project Economic Development</p>	<p>PARKING <i>This Program includes the following activities:</i> Parking</p>
<p>ROADS <i>This Program includes the following activities:</i> Roads Maintenance</p>	<p>STORMWATER <i>This Program includes the following activities:</i> Stormwater Maintenance</p>
<p>WASTE MANAGEMENT <i>This Program includes the following activities:</i> Waste Management Operations</p>	<p>PARKS AND GARDENS <i>This Program includes the following activities:</i> Parks & Open Space Maintenance Cemetery Operations</p>
<p>BUILDINGS <i>This Program includes the following activities:</i> Building Maintenance</p>	<p>INFRASTRUCTURE ADMINISTRATION <i>This Program includes the following activities:</i> Project Management Engineering Services Plant Services</p>
<p>REGULATORY SERVICES <i>This Program includes the following activities:</i> Town Planning & Development Building Permit Authority Plumbing Assessment & Inspections Environmental Health Services Animal Control Emergency Management</p>	

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

3. Significant business activities

The operating capital and competitive neutrality costs of the Council's significant business activities:

2018	Parking	Waste Management	Devonport Entertainment & Convention Centre
	\$'000	\$'000	\$'000
Operating Statement			
Revenue			
Fees and charges	1,706	4,085	233
Donated assets	0	0	0
Other	983	52	69
Grants and contributions	0	0	0
Total Revenue	2,689	4,137	302
Expenses - Direct			
Employee costs	350	499	435
Materials and services	908	3,609	497
Levies and taxes	175	3	38
Total expenses (before depreciation)	1,432	4,111	970
Capital Costs			
Depreciation expense	131	47	179
Opportunity cost of capital	392	37	108
(Gain)/loss on sale of non-current assets	0	0	13
	523	84	300
Competitive neutrality adjustments			
Loan guarantee fees	0	0	0
	0	0	0
Calculated surplus/(deficit)	734	(58)	(968)
Income Tax Equivalent Rate 30%			
Income tax equivalent	220	0	0
Total fully attributed costs	2,176	4,195	1,270

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

3. Significant Business Activities continued

2017	Parking \$'000	Waste Management \$'000	Devonport Entertainment & Convention Centre \$'000
Operating Statement	\$'000	\$'000	\$'000
Revenue			
Fees and charges	1,650	4,259	229
Donated assets	0	0	0
Other	951	10	73
Grants and contributions	0	0	0
Total revenue	2,601	4,269	302
Expenses - direct			
Employee costs	295	474	407
Materials and services	888	3,527	309
Levies and taxes	181	3	37
Total expenses (before depreciation)	1,364	4,004	753
Capital costs			
Depreciation expense	134	47	166
Opportunity cost of capital 2.5%	229	46	109
(Gain)/loss on sale of non-current assets	128	0	0
	491	93	275
Competitive neutrality adjustments			
Loan guarantee fees	0	0	0
	0	0	0
Calculated surplus/(deficit)	746	172	(726)
Income Tax Equivalent Rate 30%			
Income tax equivalent	224	52	0
Total fully attributed costs	2,079	4,149	1,028

Accounting policy

Council is required to report the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the Council. Council's disclosure is reconciled above. Council has determined, based on materiality that Parking, Waste Management and the Devonport Entertainment and Convention Centre as defined above are considered significant business activities. Competitive neutrality costs include notional costs i.e. income tax equivalent, rates and loan guarantees. In preparing the information disclosed in relation to significant business activities, the following assumptions have been applied:

- the opportunity cost of capital is calculated at 2.5% of assets; and
- income tax equivalents are calculated using the company tax rate.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

4. Correction of a prior period error

As a requirement of the *Urban Drainage Act 2013*, Council is in the process of undertaking significant inspection of its stormwater network. This process will result in more precise information in both the Geographic Information System (GIS) and Asset Register. As a result of this process a number of stormwater assets have been identified as not being correctly stated resulting in corrections being made throughout the 2017/18 financial year. As the majority of corrections relate to assets taken up in prior years it is appropriate to restate the 30 June 2017 comparative figures for the Statement of Financial Position and Changes in Equity in accordance with AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*. In addition to the stormwater assets, a number of road, park and office assets have also been corrected and included with the restated figures.

The 30 June 2017 comparatives have been restated to reflect the following changes:

- Property Plant and Equipment adjustments consisting of assets taken up \$2,633,778 and asset disposals of \$411,979 resulted in an overall increase to Property, Plant and Equipment of \$2,221,799.

The carrying amount of assets for 2016/17 increased by \$2,221,799 due to the impact of prior period errors as follows:

- Land assets decreased in value by \$185,926
- Stormwater assets increased in value by \$2,068,295 (net of disposals)
- Road assets increased in value by \$144,994 (net of disposals)
- Parks and Open Space assets increased in value by \$194,436 (net of disposals)

Statement of Comprehensive Income

The adjustment of \$411,979 for assets disposed is an adjustment to the opening accumulated surplus figure as it represents assets which were included on the asset register prior to 1 July 2016.

	Accumulated Surplus (Unadjusted) \$'000	Accumulated Surplus (Adjusted) \$'000	Prior Period Error Adjustment \$'000
Accumulated Surplus			
Balance at 1 July 2016	196,005	195,593	(412)
Transfer to accumulated surplus	8,091	8,091	0
Balance at 30 June 2017	204,096	203,684	(412)

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

4. Correction of prior period error continued

Statement of Financial Position as at 30 June 2017 (Extract)

	Note	2017 \$'000	Correction of Error \$'000	Restated 2017 \$'000
Non-current assets				
Property, plant and equipment		422,545	2,222	424,767
Total non-current assets		543,717	2,222	545,939
TOTAL ASSETS		561,348	2,222	563,570
NET ASSETS				
		521,529	2,222	523,751
Equity				
Asset revaluation reserve - Council	32	306,158	2,634	308,792
Accumulated surplus	32	204,096	(412)	203,684
TOTAL EQUITY		521,529	2,222	523,751
Note 26 - Property, plant & equipment (extract)				
Land				
at fair value	26	149,873	(186)	149,687
		149,873	(186)	149,687
Parks and open space				
at fair value	26	23,806	1,011	24,817
less: accumulated depreciation on improvements	26	9,186	816	10,002
		14,620	195	14,815
Roads				
at fair value	26	285,192	210	285,402
less: accumulated depreciation on improvements	26	156,171	65	156,236
		129,021	145	129,166
Storm Water				
at fair value	26	122,511	3,408	125,919
less: accumulated depreciation on improvements	26	52,889	1,340	54,229
		69,622	2,068	71,690
Total infrastructure assets				
at fair value	26	691,563	4,443	696,006
less: accumulated depreciation on improvements	26	269,018	2,221	271,239
		422,545	2,222	424,767

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

5. Rates and service charges

Council uses Assessed Annual Value (AAV) as the basis of valuation, for rating purposes, of all properties within the municipal area. AAV is an assessment of the indicative rental value of a property for a 12 month period or a 4% minimum of capital value, at a specific date and in accordance with legislation. The Valuer-General determines the AAV under the *Valuation of Land Act 2001*

	2018 \$'000	2017 \$'000
General rates	20,969	20,906
Penalty income from overdue rates and charges	99	121
Waste Management rates and charges	3,567	3,753
Fire Service Levy	2,692	2,554
Total rates and service charge	27,327	27,334

The date of the last general revaluation of land for rating purposes within the municipal area was 1 July 2014, and the valuation was first applied in the rating year commencing 1 July 2015.

Accounting Policy

Rate income is recognised as revenue when Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates. A provision for impairment on rates has not been established as unpaid rates represents a charge against the rateable property that will be recovered when the property is next sold.

6. Fees and charges

	2018 \$'000	2017 \$'000
Admission charges	129	211
Animal registrations	96	92
Cemetery fees	208	170
Certificate charges	195	188
Development fees	369	383
Equipment hire fees	10	16
Facility hire	291	254
Fines	661	623
Licences	75	75
Parking fees	1,706	1,650
Property leases and rental	993	985
Sales of goods	246	171
Waste Management fees	518	506
Total Fees and Charges	5,497	5,324

Refer to Note 42 for the aging analysis of contractual receivables.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

6. Fees and Charges continued

Accounting Policy**Fees and fines**

Fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs. A provision for impairment is recognised when collection in full is no longer likely. Aged infringement debtors are forwarded to the Monetary Penalties Enforcement Service for collection on Council's behalf, and recorded as an expense at that time. Any amounts recovered by the Monetary Penalties Enforcement Service are recorded as income when received.

Property leases and rentals

Rents are recognised as revenue when the payment is due or the payment is received, whichever first occurs. Rent payments received in advance are recognised as a liability until they are due.

Operating leases as lessor

Council leases properties at market rental values and, usually where tenants are not for profit entities such as community or sporting organisation, at subsidised or peppercorn rentals as part of its community support objectives.

All lease revenue is recorded on an accruals basis for the actual rental receivable. Subsidies and incentives are not quantified or separately recorded.

All leased properties are recognised at fair value (refer to note 26).

Sale of goods

Sale of goods are recognised as revenue when the product or service has been produced.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

7. Grants

	2018 \$'000	2017 \$'000
Grants - recurrent		
Commonwealth Government Financial Assistance Grants - General Purpose	939	1,222
Commonwealth Government Financial Assistance Grants - Roads	1,196	1,781
State Government - Grant to demolish Maternity Hospital Building	918	79
Arts	90	79
Community projects	16	61
Roads	57	57
Total recurrent grants	3,216	3,200

Conditions on grants

Non-reciprocal grants which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:

Unexpended at the close of the previous reporting period	1,020	0
less: expended during the current period from revenues recognised in previous reporting periods		
Financial Assistance Grants	(1,020)	0
plus: amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions		
Financial Assistance Grants	1,075	1,020
Unexpended at the close of this reporting period	1,075	1,020
Net increase (decrease) in non-reciprocal grant revenues for the year	55	1,020

Capital grants received specifically for new or upgraded assets		
Roads to Recovery	898	865
Black Spot Program	118	418
Community Projects	0	34
State Government - Road Projects	0	287
Urban Renewal - LIVING CITY Project	7,500	1,500
Parks & Open Spaces	159	0
Total capital grants	8,675	3,104
Total grants	11,891	6,304

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

7. Grants continued

Accounting Policy

Grant income is recognised as revenue when Council obtains control over the assets comprising the receipt. Control over granted assets is obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Where grants recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant is also disclosed. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the year.

Unreceived grants over which Council has control are recognised as receivables.

8. Contributions

	2018 \$'000	2017 \$'000
Cash		
Training Contributions	1	0
Sundry	48	100
Natural Disaster Claim	0	99
Developer Contribution	0	6
Total	49	205
Cash - capital		
Natural Disaster Claim	0	270
Total	0	270
Non-monetary assets		
Land	0	0
Parks and Open Space	328	106
Roads	681	1,736
Stormwater	289	1,265
Cultural & Heritage	25	0
Total	1,323	3,107

Accounting Policy

Contributions are recognised as revenue when Council obtains control over the assets comprising the receipt. Revenue is recognised when Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to Council and the amount of the contribution can be measured reliably. Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Non-monetary contributions (including developer contributions) with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

9. Investment revenue from TasWater

	2018 \$'000	2017 \$'000
Dividend revenue	1,010	1,062
Tax equivalent	483	476
Guarantee fee	150	141
Total investment revenue from TasWater	1,643	1,679

Accounting Policy

Distributions are recognised when Council's right to receive payment is established

10. Other investment revenue

Interest received from investments	394	486
Dulverton dividend revenue	421	230
Dulverton tax equivalent	493	552
Total other investment revenue	1,308	1,268

Accounting Policy

Interest is recognised progressively as it is earned.

Distributions are recognised when Council's right to receive a payment is established.

11. Other income

Commission	210	199
Recoverables	347	332
Miscellaneous	628	553
Total other revenue	1,185	1,084

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

12. Employee benefits

	2018 \$'000	2017 \$'000
Total wages and salaries	8,682	8,551
Annual and long service leave entitlements	1,194	1,115
Superannuation (Note 34)	1,178	1,114
Workers compensation & payroll tax	834	830
	11,888	1,610
Other employee related expenses	133	161
	12,021	11,771
Less amounts capitalised	(374)	(330)
	11,647	11,441

Accounting Policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post employment benefits.

13. Materials and services

Advertising, printing & other office costs	330	387
Computer services & maintenance	462	440
Consultants	304	740
Contractors	6,354	5,159
General - services & materials	1,312	1,627
Insurance	268	250
Levies & taxes	3,394	3,302
Memberships - organisations	254	253
Plant expenses	616	586
Professional services	110	93
Telephone & postage services	124	126
Utilities	1,671	1,468
	15,199	14,431

Accounting Policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

14. Depreciation

	2018 \$'000	2017 \$'000
Parks and Open Space	672	776
Buildings	1,439	1,387
Plant	540	588
Furniture and fittings	341	479
Roads	4,222	3,997
Stormwater	1,198	1,151
Cultural heritage	15	15
	8,427	8,393

Accounting Policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis and depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and remaining values and a separate depreciation rate is determined for each component.

Land, artworks and road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods are listed below and are consistent with the prior year unless otherwise stated:

	Basis of Depreciation	Useful Life
Land	Not depreciated	Unlimited life
Parks and Open Space	Straight line	2 - 100 years
Buildings	Straight line	20 - 135 years
Plant	Straight line	2 - 50 years
Furniture and Fittings	Straight line	1 - 50 years
Roads	Straight line	15 - 100 years
Stormwater	Straight line	15 - 100 years
Cultural and Heritage	Majority not depreciated	5 years - unlimited life

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

15. Finance costs

	2018 \$'000	2017 \$'000
Borrowing fees & charges	91	94
Interest - borrowings	892	544
Market value movement in fair value swaps	297	307
Refinancing costs	0	1,709
	1,280	2,654

Accounting Policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

Finance costs are expensed as incurred using the effective interest method. Council has entered into interest rate swaps to protect it from adverse changes in interest rates over time. Council is recognising the movements in the swaps through the Statement of Comprehensive Income.

16. Other expenses

General expenses	66	65
Bank fees	104	82
Bad and doubtful debts	193	259
Councillors' remuneration	257	257
Grants and community benefits	422	461
	1,042	1,124

Audit fees are included in general expenses. Audit fees including travel expenses paid or payable to the Tasmanian Audit Office to audit the financial statements for 2017/18 total \$50,275 (2016/17: \$44,820). Other audit services performed were the audits relating to grant acquittals for Roads to Recovery funding in 2017/18 \$1,200, (2016/17: \$1,000) and National Disaster Recovery and Relief funding (2016/17: \$6,000)

Councillors' remuneration represents allowances payable in accordance with Section 340A of the Local Government Act 1993, Regulation 42 of the Local Government (General) Regulations 2005 and Council's "Payment of Aldermen Allowances, Expenses and Provision of Facilities Policy".

Accounting Policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

17. Net loss on the disposal of assets

	2018 \$'000	2017 \$'000
Proceeds from Sale	486	51
Written Down Value of Assets Disposed	(1,925)	(748)
	(1,439)	(697)

Accounting Policy

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably.

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

18. Donated assets

Tiagarra	0	(360)
----------	---	-------

Council signed a Deed of Transfer document on 28 September 2016, transferring the Tiagarra Aboriginal Centre to Six Rivers Aboriginal Corporation (SRAC). The transfer was completed for nil consideration and represented a donation of assets to SRAC.

19. Capital works completed on assets not owned by council

Derecognition of buildings	(420)	(20)
----------------------------	-------	------

During 2017/18 Council carried out construction works on State Government road assets including traffic signals on Fenton, Steele and William Streets and off ramp improvements on Middle Road.

During 2016/17 Council carried out constructions works on behalf of two sporting clubs: Stormwater works at the Devonport Cricket Club \$7,000 and the installation of a plinth at the Devonport Tennis Club totalling \$13,000.

20. Derecognition of assets

Derecognition of infrastructure assets	(516)	(165)
--	-------	-------

The fibre optic cables that serviced the former Council Offices at 44-48 Best Street are no longer in use and have now been decommissioned, resulting in a loss on derecognition of \$22,000.

As part of the LIVING CITY Masterplan, Council has designated the southern CBD as the growth area for business services. During the 2016/17 year TasWater relocated their North West office to this area. Council agreed to purchase a number of properties to develop a car park to service this area. Buildings were subsequently demolished, resulting in a loss on derecognition of \$494,000 in 2017/18 and \$165,000 in 2016/17.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

21. Cash and cash equivalents

	2018 \$'000	2017 \$'000
Cash at bank and on hand	2,791	3,730
Investments	13,651	12,395
	16,442	16,125

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

- Grants received in advance (Note 7)	(1,075)	(1,020)
- Leave provisions (Note 31)	(2,540)	(2,577)
- Trust funds and deposits (Note 37)	(139)	(159)
Restricted funds	(3,754)	3,756
Total unrestricted cash and cash equivalents	12,688	12,369

Accounting Policy

For the purposes of the Statement of Cash Flows, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

22. Receivables

(i) Current receivables		
Rates	(32)	(119)
Infringement debtors	84	32
Sundry debtors	213	500
Planning & health debtors	8	9
Net GST receivable	487	400
Loans and advances	4	4
Accrued revenue	364	584
Total current receivables	1,128	1,410
(ii) Non-current receivables		
Loans and advances	28	31
Total non-current receivables	28	31

Receivables are recognised at their amortised cost less an allowance for impairment losses.

Accounting Policy

Receivables are carried at cost. A provision for impairment is recognised only when collection in full is no longer probable. Aged infringement debtors are forwarded to the Monetary Penalties Enforcement Service for collection on Council's behalf, and recorded as an expense at that time. Any amounts recovered by the Monetary Penalties Enforcement Service are recorded as income when received.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

23. Prepayments

	2018 \$'000	2017 \$'000
Current		
Prepayments	164	96
	164	96

Accounting Policy

Prepayments are expenses paid in advance. The portion of the expense not consumed in the accounting period is treated as a current asset .

24. Investment in TasWater

Opening Balance	86,226	85,664
Fair Value Adjustments on Available-for-Sale Assets	1,119	562
Total Investment in TasWater	87,345	86,226

Council has derived returns from TasWater as disclosed at Note 9.

Accounting Policy

Council's investment in TasWater is valued at its fair value at balance date. Fair value was determined by using Council's ownership interest against the water corporation's net asset value at balance date. At 30 June 2018, Council held a 5.44% ownership interest in TasWater which is based on schedule 2 of the Corporation's Constitution. Any unrealised gains and losses are recognised through the Statement of Profit or Loss and Other Comprehensive Income to a Fair Value Investment Reserve each year. (Refer note 32)

Council has classified this asset as an available for sale financial asset as defined in AASB 139 *Financial Instruments: Recognition and Measurement* and has followed AASB 132 *Financial Instruments: Presentation* and AASB 7 *Financial Instruments: Disclosures* to value and present the asset in the financial report. Council's investment is not traded in an active market and is only sensitive to fluctuations in the value of TasWater's net assets.

On 1 May 2018 TasWater and the State Government announced a memorandum of understanding under which the State Government will inject \$20 million per year for the next ten years into TasWater and in return will become a shareholder of TasWater. As a shareholder the State Government will not receive any dividend distributions. The partnership provides for a reduction in forecast price increases, accelerated infrastructure upgrades and a joint focus on major projects. As at the date of these financial statements, the owner councils and the State Government were working together on the nature of the future reforms.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

25. Investments in associates

	2018 \$'000	2017 \$'000
Investments in associates accounted for by the equity method are as follows:		
Dulverton Regional Waste Management Authority	6,009	5,515

Dulverton Regional Waste Management Authority

Dulverton Regional Waste Management Authority is a Joint Authority established under the Local Government Act 1993 (as amended). Further information is provided in Note 39 (i).

Council's ownership interest in the Authority at 30 June 2018 was 43.45% (43.45% in 2017)

Reconciliation

Reconciliation or the carrying amount at the beginning and end of the current and previous period is set out below:

Authority's profit/(loss) before tax	3,219	3,381
Add: Prior year adjustment	(428)	0
Less: Authority's tax expense	(966)	(1,014)
Authority's profit/loss after tax	1,825	2,367
Council's equity interest	43.45%	43.45%
Percentage share of profit after tax	793	1,028
Share of dividends paid by Authority	(421)	(230)
Share of profit of authority recognised in income statement	372	798

Movement in carrying value of investment

Carrying amount at beginning of period	5,515	4,739
Council's share of profit after tax	372	798
Share of asset revaluation	122	(22)
Fair value at the period end	6,009	5,515

The Authority's assets, liabilities and revenue for the relevant financial years were:

Total Assets	23,895	18,459
Total Liabilities	10,065	5,766
Revenue	10,498	10,290

The investment value in Dulverton Regional Waste Management Authority recognised in the 2018 financial year is based on draft financial results, as provided to Council for inclusion in its financial report. Any adjustments will be recognised by Council in the 2019 financial year.

Accounting Policy

Council's investment in associates is accounted for by the equity method as Council has the ability to influence rather than control the operations of the entity. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in Council's share of the net assets of the entity. Council's share of the financial result of the entity is recognised in the Statement of Profit or Loss and Other Comprehensive Income.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

26. Property, plant & equipment

	2018 \$'000	2017 \$'000
(a) (i) Land		
at fair value	148,936	149,687
Freehold land is comprised of the following:		
Parks, Reserves & General Land	63,887	64,209
Other land (including under infrastructure)	85,049	85,478
	148,936	149,687
(ii) Parks and open space		
at fair value	23,301	24,817
Less: Accumulated Depreciation	9,630	10,002
	13,671	14,815
(iii) Buildings		
at fair value	106,218	93,320
Less: Accumulated Depreciation	44,229	42,794
	61,989	50,526
(iv) Plant		
at cost	7,526	7,408
Less: Accumulated Depreciation	4,582	4,543
	2,944	2,865
(v) Furniture and fittings		
at cost	4,725	4,541
Less: Accumulated Depreciation	3,538	3,282
	1,187	1,259
(vi) Total cultural and heritage assets		
at fair value	5,289	4,912
Less: Accumulated Depreciation	168	153
	5,121	4,759
(vii) Total infrastructure assets		
at fair value	427,342	411,321
Less: Accumulated Depreciation	219,180	210,465
	208,162	200,856
Infrastructure assets comprise:		
Roads	133,816	129,166
Stormwater	74,346	71,690
	208,162	200,856
Total net value of non-current assets	442,010	424,767

Information relating to the determination of Fair Value for each relevant asset class is included at Note 44.

*Refer to Note 4 for details of prior period restatement.

26. Property, plant and equipment continued
Reconciliation of property, plant and equipment

2018	Note Ref	Land \$'000	Parks and Open Space \$'000	Buildings \$'000	Plant \$'000	Furniture and Fittings \$'000	Roads \$'000	Stormwater \$'000	Cultural and Heritage \$'000	Total \$'000
Asset values										
Carrying amount at beginning of reporting period		149,687	24,817	93,320	7,408	4,541	285,402	125,919	4,912	696,006
Additions at cost		1,242	234	13,152	717	507	5,378	1,768	16	23,014
Contributed assets at valuation		0	328	0	0	0	681	289	25	1,323
Assets at initial recognition		0	0	0	0	0	0	0	0	0
Disposals	17,19	(210)	(410)	(703)	(599)	(171)	(3,609)	(472)	(26)	(6,200)
Revaluations in period		(596)	(1,710)	2,960	0		8,385	3,612	226	12,877
Internal transfers & adjustments		0	45	(62)	0	(119)	0	0	136	0
Closing balance		148,936	23,301	106,218	7,526	4,725	296,226	131,116	5,289	723,337
Accumulated depreciation										
Opening balance		0	10,002	42,794	4,543	3,282	156,236	54,229	153	271,239
Depreciation provided in period	14	0	672	1,439	540	341	4,222	1,198	15	8,427
Written off on disposals	17, 19	0	(93)	(152)	(501)	(134)	(2,651)	(228)	0	(3,759)
Adjustment on asset revaluation		0	(950)	1,477	0	0	4,621	1,571	0	6,719
Internal transfers & adjustments				(60)		60	(13)			(13)
Carrying amount at end of reporting period		0	9,630	44,229	4,582	3,538	162,410	56,770	168	281,327
Total written down value 30 June 2018		148,936	13,671	61,989	2,944	1,187	133,816	74,346	5,121	442,010

26. Property, plant and equipment continued
Reconciliation of property, plant and equipment

Restated 2017*	Note Ref	Land \$'000	Parks and Open Space \$'000	Buildings \$'000	Plant \$'000	Furniture and Fittings \$'000	Roads \$'000	Stormwater \$'000	Cultural and Heritage \$'000	Total \$'000
Asset values										
Opening balance at valuation		148,772	21,824	87,503	6,899	5,697	273,512	122,998	4,683	671,888
Adjusted opening balance at valuation		148,586	22,835	87,503	6,899	5,697	273,722	126,406	4,683	676,331
Additions at Cost		1,101	1,007	816	652	115	4,724	1,060	3	9,478
Contributed assets at valuation		0	106	0	0	0	1,736	1,265	0	3,107
Donations		0	0	0	0	0	0	0	0	0
Disposals	17, 19	0	(75)	(1,000)	(143)	(325)	(2,209)	0	0	(3,752)
Revaluations in period		0	624	5,028	0	0	7,734	(2,812)	226	10,800
Internal transfers & adjustments		0	320	973	0	(946)	(305)	0	0	42
Total asset value		149,687	24,817	93,320	7,408	4,541	285,402	125,919	4,912	696,006
Accumulated depreciation										
Opening balance		0	8,210	39,299	4,057	3,339	149,702	52,288	138	257,033
Adjusted opening balance		0	9,026	39,299	4,057	3,339	149,767	53,628	138	259,254
Depreciation provided in period	14	0	776	1,387	588	479	3,997	1,151	15	8,393
Written off on disposals	17, 19	0	(60)	(422)	(102)	(321)	(1,572)		0	(2,477)
Adjustment on asset revaluation		0	237	2,309	0	0	4,052	(550)	0	6,048
Internal transfers		0	23	221	0	(215)	(8)	0	0	21
Carrying amount at end of reporting period		0	10,002	42,794	4,543	3,282	156,236	54,229	153	271,239
Total written down value 30 June 2017		149,687	14,815	50,526	2,865	1,259	129,166	71,690	4,759	424,767

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

26. Property, plant and equipment continued

Accounting Policy**Acquisition and recognition**

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

Assets acquired as part of the LIVING CITY project have been accounted for under AASB 116 *Property, Plant and Equipment* and not AASB 140 *Investment Properties*. AASB 140 allows not for profit organisations to account for assets purchased for strategic purposes under AASB 116.

Property, infrastructure, land and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

The asset capitalisation threshold adopted by Council varies by class, as detailed below. Assets valued at less than the specified threshold are charged to the Statement of Profit or Loss and Other Comprehensive Income in the year of purchase (other than where they form part of a group of similar items which are material in total).

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

	\$ Threshold
Land	NA
Parks and Open Space	2,000
Buildings	5,000
Plant	1,000
Furniture and Fittings	1,000
Cultural and Heritage	NA
Infrastructure Assets	
- Roads	5,000
- Stormwater	2,000

Revaluation

Council has adopted the following valuation bases for its non-current assets:

Land	fair value
Parks and Open Space	fair value
Buildings	fair value
Plant	cost
Furniture and Fittings	cost
Cultural Heritage	fair value
Roads	fair value
Stormwater	fair value

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

26. Property, plant and equipment continued

Subsequent to the initial recognition of assets, non-current physical assets, other than plant, equipment and office furniture, are measured at their fair value in accordance with AASB 116 *Property, Plant & Equipment* and AASB 13 *Fair Value Measurement*. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset class materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Recognition and measurement of assets

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis to ensure valuations represent fair value. The valuation is performed either by an experienced Council officer or independent experts.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 44.

Where assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Land under roads

Council recognises the value of land under roads it controls at fair value.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

26.1 Assets held for sale

	2018 \$'000	2017 \$'000
Internal transfer from Land	1,783	0
Internal transfer from Buildings	1,335	0
Internal transfer from Furniture & fittings	22	0
Internal transfer from Parks & open spaces	2	0
Internal transfer from Roads	6	0
	3,148	0
Impairment adjustment	(751)	0
Total	2,397	0

Council is in the process of selling the following properties:

- 169 Steele Street, Devonport - Former Maternity Hospital site - vacant residential land
- 1-3 North Caroline Street, East Devonport - Keiko Childcare - land and buildings
- Fenton Villas - Devonport - land and buildings
- Lot 65, 24-26 Triton Road, East Devonport - vacant residential land

With the exception of the Triton Road vacant land the written valuations and offers received were below the carrying values of the assets and therefore impairment adjustments have been recognised. The majority of the impairment adjustment relates to the former Maternity Hospital site. The site was purchased from the State Government under an agreement whereby Council demolished the building and made the site available for sale. A grant was received from the State Government to cover the costs of the building demolition.

Accounting Policy

A non-current asset held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to sell, and is not subject to depreciation. Non-current assets, disposal groups and related liabilities are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

27. Capital work in progress - at cost

	2018 \$'000	2017 \$'000
Parks and Open Space	249	560
Buildings	2,521	372
Living City Project	48,520	24,360
Plant	88	357
Furniture and Fittings	83	235
Roads	1,561	3,026
Stormwater	393	490
	53,415	29,400

28. Payables

Current		
Trade creditors	766	400
Accruals	4,780	3,539
Income in advance	179	99
Sale proceeds in advance	13,000	0
Trust funds	139	159
	18,864	4,197
Non-Current		
Sale proceeds in advance	0	13,000
	0	13,000

Sale proceeds in advance relate to the State Government purchase of a portion of the paranapple centre building. The transfer is expected to be concluded in 18/19 after the paranapple centre building strata titles are issued.

29. Interest bearing liabilities

Current		
Borrowings - secured	45,159	19,738
Non-Current		
Borrowings - secured	0	0
Loan movements	45,159	19,738
Opening balance	19,738	20,507
Loans raised	26,189	0
Repayments	(768)	(769)
Book value at period end	45,159	19,738
The maturity profile for council's borrowings is:		
Not later than one year	45,159	19,738
Later than one year and not later than five years	0	0
Later than five years	0	0
Total	45,159	19,738

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

29. Interest bearing liabilities continued

Council's loans are secured by a floating charge over rates income. The construction loan relating to LIVING CITY projects is secured by a mortgage over properties within the LIVING CITY development. For further information on the classification of borrowings refer to Note 1(j).

Accounting Policy

The borrowing capacity of Council is limited by the *Local Government Act 1993*. Interest bearing liabilities are initially recognised at fair value, net of transaction costs incurred. Subsequent to initial recognition these liabilities are measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Statement of Profit or Loss and Comprehensive Income over the period of the liability using the effective interest method.

Operating leases as lessee

Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

Council leases several parcels of Crown land under lease agreements with the State Government. These leases, in general, do not reflect commercial arrangements, are long term and have minimal lease payments. Crown land is recognised as an asset in the Statement of Financial Position and carried at fair value when Council establishes that (i) it has control over the land and (ii) it will derive economic benefits from it.

30. Other financial liabilities

	2018 \$'000	2017 \$'000
Derivative Financial Instruments	604	307

Accounting Policy

Council has entered into interest rate swaps to protect it from adverse changes in interest rates over time. Council is recognising the movements in the swaps through the Statement of Profit and Loss and Other Comprehensive Income. Council has not elected to apply hedge accounting to the transactions as per *AASB 9 Financial Instruments*. Details of the fair value of the swaps is included in Note 42.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

31. Provisions

	2018 \$'000	2017 \$'000
Current		
Employee entitlements		
Annual leave	981	1,006
Long service leave	1,122	1,139
	2,103	2,145
Non-current		
Employee entitlements		
Long service leave	437	432
	437	432
	2,540	2,577

Included in the above employee entitlements balances is an allowance for oncosts amounting to \$163,480 (\$165,868 for 2017). As at 30 June 2018, Devonport City Council had 142 full time equivalent employees (144 for 2017).

Accounting Policy**Short term employee benefit obligations**

Liabilities for wages and salaries, rostered days off, annual leave and long service leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled, including appropriate oncosts such as workers compensation and payroll costs. The liabilities for annual leave and long service leave are recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long term employee benefit obligations

The liability for long service leave and annual leave which is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the Statement of Financial Position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

Sick leave

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

32. Capital and capital reserves

	2018 \$'000	Restated* 2017 \$'000
(i) Asset revaluation reserve - Council		
Movements in the asset revaluation reserve were as follows:		
Balance at the beginning of the year	308,792	301,385
Correction of prior period error		2,634
Adjustment for roundings	(4)	
Increment/(decrement) to capital non-current assets at end of period to reflect a change in current fair value:		
Land	(596)	0
Parks and open space	(760)	387
Buildings	1,483	2,719
Roads	3,764	3,682
Stormwater	2,041	(2,262)
Cultural & heritage	226	247
	6,154	4,773
Balance at end of year	314,946	308,792
(ii) Asset revaluation reserve - Associate		
Movements in the asset revaluation reserve - Associate were as follows:		
Balance at the beginning of the year	1,446	1,468
Share of asset revaluation movement - Associate (Note 25)	122	(22)
Balance at end of year	1,568	1,446
(iii) Accumulated surplus		
Movements in the accumulated surplus as follows:		
Balance at the beginning of the year	203,684	196,005
Correction of prior period error		(412)
Surplus/Deficit	10,625	8,088
Adjustment for roundings		3
Balance at end of year	214,309	203,684

*Refer to Note 4 for details of prior period restatement

Accounting Policy**Asset Revaluation Reserve**

The Asset Revaluation Reserve is comprised of adjustments relating to changes in value of items which arise primarily from changes in the purchasing power of money.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

32. Capital and capital reserves continued**Accumulated Surplus**

This represents that part of the Council's net wealth which would not be required to meet immediate requirements or to meet specific future needs. The balance on this account at the end of each financial year shows the amount available to be offset against expenditure in the following year or, if a deficit, the additional amount of revenue needed to be raised in the following year.

33. Other reserves

	2018 \$'000	2017 \$'000
(a) Reserves held for funding future capital expenditure:		
Fair Value investment reserve	10,948	9,829
	10,948	9,829
(b) Movements in capital reserves are analysed as follows:		
Balance B/Fwd	9,829	9,266
Fair value adjustment on available for sale assets	1,119	563
Balance as at 30 June	10,948	9,829

Accounting Policy

As at 30 June 2018 the only reserve held by Council is the Fair Value Investment Reserve which represents changes in the underlying value of Council's investment in TasWater.

34. Superannuation

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund (the Fund). The Fund was a sub fund of the Quadrant Superannuation Scheme (the Scheme) up to 30 November 2015. At this date the Quadrant Superannuation Scheme merged (via a Successor Fund Transfer) into the Tasplan Super and the Quadrant Defined Benefits Fund became a sub fund of Tasplan Super (Tasplan) from that date. The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employer. As provided under paragraph 34 of AASB 119 *Employee Benefits*, Council does not use defined benefit accounting for these contributions.

For the year ended 30 June 2018 the Council contributed 9.5% of employees gross income to the Fund. Assets accumulate in the fund to meet member benefits as they accrue, and if assets within the fund are insufficient to satisfy benefits payable, the Council is required to meet its share of the deficiency.

Rice Warner Pty Ltd undertook the last actuarial review of the Fund at 30 June 2017. The review disclosed that at that time, the net market value of assets available for funding member benefits was \$58,940,000, the value of vested benefits was \$51,170,000, the surplus over vested benefits was \$7,770,000 and the value of total accrued benefits was \$50,606,000. These amounts relate to all members of the fund at the date of valuation and no asset or liability is recorded in the Quadrant Superannuation Scheme's financial statement for Council employees.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

34. Superannuation continued

The financial assumptions used to calculate the Accrued Benefits for the Fund were:

Net Investment Return	7.0% p.a.
Salary Inflation	4.0% p.a.
Price Inflation	n/a

The actuarial review concluded that:

1. The value of assets of the Fund was adequate to meet the liabilities of the Fund in respect of vested benefits as at 30 June 2017.
2. The value of assets of the Fund was adequate to meet the value of the liabilities of the Fund in respect of accrued benefits as at 30 June 2017.
3. Based on the assumptions used, and assuming the Employer contributes at the levels described below, the value of the assets is expected to continue to be adequate to meet the value of the liabilities of the Fund in respect of vested benefits at all times during the period up to 30 June 2017.

The Actuary recommended that in future, the Council contribute 9.5% of salaries in 2017/18 and 0% from 1 July 2018 to 30 June 2021. The Actuary will continue to undertake a brief review of the financial position of the Fund at the end of each financial year to confirm that the contribution rates remain appropriate. The next full triennial actuarial review of the Fund will have an effective date of 30 June 2020 and is expected to be completed late in 2020.

Council also contributes to other accumulation schemes on behalf of a number of employees, however the Council has no ongoing responsibility to make good any deficiencies that may occur in those schemes.

During the year Council made the required superannuation contributions for all eligible employees to an appropriate complying superannuation fund as required by the *Superannuation Guarantee (Administration) Act 1992*.

As required in terms of paragraph 148 of AASB 119 *Employee Benefits*, Council discloses the following details:

The 2017 actuarial review used the "aggregate" funding method. This is a standard actuarial funding method. The results from this method were tested by projecting future fund assets and liabilities for a range of future assumed investment returns. The funding method used is different from the method used at the previous actuarial review in 2017.

Under the aggregate funding method of financing the benefits, the stability of the Councils' contributions over time depends on how closely the Fund's actual experience matches the expected experience. If the actual experience differs from that expected, the Councils' contribution rate may need to be adjusted accordingly to ensure the Fund remains on course towards financing members' benefits.

In terms of Rule 27.4 of the Tasplan Trust Deed (Trust Deed), there is a risk that employers within the Fund may incur an additional liability when an Employer ceases to participate in the Fund at a time when the assets of the Fund are less than members' vested benefits. Each member of the Fund who is an employee of the Employer who is ceasing to participate is required to be provided with a benefit at least equal to their vested benefit in terms of Rule 27.4(b) (A). However there is no provision in the Trust Deed requiring an employer to make contributions other than its regular contributions up to the date of cessation of contributions. This issue can be resolved by the Trustee seeking an Actuarial Certificate in terms of Rule 26.5 identifying a deficit and the Trustee determining in terms of Rule 26.3)c) that the particular employer should make the payment required to make good any shortfall before the cessation of the participation is approved.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

34. Superannuation continued

The application of Fund Assets on Tasplan being wound-up is set out in Rule 41.4. This Rule provides that expenses and taxation liabilities should have first call on the available assets. Additional assets will initially be applied for the benefit of the then remaining members and/or their dependants in such manner as the Trustee considers equitable and appropriate in accordance with the applicable requirements (broadly, superannuation and taxation legislative requirements and other requirements as determined by the regulators).

The Trust Deed does not contemplate the Fund withdrawing Tasplan. However it is likely that Rule 27.4 would be applied in this case (as detailed above). The Fund is a defined benefit Fund. The Quadrant Defined Benefits Fund has been classified as a multi-employer sponsored plan. As the Fund's assets are liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. Thus the Fund is not able to prepare standard AASB119 defined benefit reporting.

During the reporting period the amount of contributions paid to defined benefits schemes was \$67,424 (\$70,988 2016/17), and the amount paid to accumulation schemes was \$1,110,916 (\$1,042,779 2016/17).

During the next reporting period the expected amount of contributions to be paid to defined benefits schemes is \$0, and the amount expected to be paid to accumulation schemes is \$1,181,679.

As reported at the beginning of this note, assets exceeded accrued benefits as at the date of the last actuarial review, 30 June 2017. Moderate investment returns, since that date, make it quite probable that this is still the position. The financial position of the Fund will be fully investigated at the actuarial review as at 30 June 2020.

An analysis of the assets and vested benefits of sub-funds participating in the Scheme, prepared by Rice Warner Pty Ltd as at 30 June 2017, showed that the Fund had assets of \$58.9 million and members' Vested Benefits were \$51.2 million. These amounts represented 0.7% and 0.6% respectively of the corresponding total amounts for Tasplan.

As at 30 June 2017 the fund had 134 members and the total employer contributions and member contributions for the year ending 30 June 2017 were \$1,777,084 and \$267,506 respectively.

	2018 \$'000	2017 \$'000
Employer Contributions to:		
Defined Benefits Fund	67	71
Accumulation Schemes	1,111	1,043
	1,178	1,114

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

35. Commitments

Expenditure contracted as at 30 June, but not recognised in the financial report as liabilities. This note is for information only.

	2018 \$'000	2017 \$'000
Purchase commitments for material supplies & equipment	12,074	53,211
Commitments are payable as follows:		
Not later than 1 year	12,074	53,211

Accounting Policy

Commitments are not recognised in the Statement of Financial Position. Commitments are disclosed in this Note at their nominal value and inclusive of the GST payable. The 2018 total includes commitments to complete the construction of Stage 1 of the LIVING CITY project totalling \$10,505,000 including GST (\$51,983,708 in 2017).

36. Contingent liabilities

There are no known claims pending against Council which would exceed current insurance arrangements held at 30 June 2018.

Accounting Policy

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

37. Trust funds

Trust deposits	139	159
----------------	-----	-----

Council performs only a custodial role in respect of these monies, and because the monies cannot be used for Council purposes, they are not brought to account in these financial statements as income. Trust monies are invested with a financial institution in an appropriate interest-earning account. The deposits are bearing floating interest rates of 1.5% as at June 30 (2017 2.0%).

Accounting Policy

Amounts received as tender deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned or forfeited.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

38. Reconciliation of cash flows from operating activities to surplus/(deficit)

	2018 \$'000	2017 \$'000
Surplus/(deficit)	10,625	8,088
Depreciation and amortisation	8,427	8,393
Non-cash donations subsidies and contributions	(1,323)	(3,107)
Share of profit in associate	(372)	(798)
Net (gain)/loss on disposal of assets	1,439	697
Derecognition of assets	516	165
Donated assets	0	360
Market value movement in fair value swaps	297	307
Investing activity		
Capital grants and contributions	(8,675)	(3,374)
Changes in operating assets and liabilities:	309	2,643
(Increase)/Decrease in receivables	282	300
(Increase)/Decrease in prepayments	(68)	(20)
Increase/(Decrease) in payables	510	1,448
Increase/(Decrease) in employee provisions	(37)	(24)
	687	1,704
Net cash inflow from operating activities	11,621	12,435

38.1 Reconciliation of liabilities arising from financing activities

Liabilities arising from financing activities are liabilities for which cash flows were, or future cash flows will be, classified in the Statement of Cash Flows as cash flows from financing activities.

Interest-bearing loans and borrowings		
Opening balance	19,738	20,507
Other movements		
Transfers to/(from) other Government entity		
Changes from financing cash flows:		
Cash received	26,189	
Cash repayments	(768)	(769)
Closing balance	45,159	19,738

39. Joint Authorities**(i) Dulverton Regional Waste Management Authority**

The Council is a partner in the Dulverton Regional Waste Management Joint Authority established under the *Local Government Act 1993* (as amended).

Other partners in the Dulverton Regional Waste Management Joint Authority are the Central Coast, Latrobe, and Kentish Councils. The primary activity of the Authority is to operate the regional landfill site at Dulverton. As at 30 June 2018 the ownership share for Devonport was 43.45%

Value of ownership share	6,009	5,515
---------------------------------	--------------	--------------

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

39. Joint Authorities continued**(ii) Cradle Coast Authority**

The Council is a subscribing member of the Cradle Coast Joint Authority together with Burnie, Central Coast, Circular Head, Kentish, King Island, Latrobe, Waratah-Wynyard and West Coast Councils. No capital subscription is contemplated and operating costs will be provided out of current income by all subscribing Councils.

40. Controlling Authority transactions

	2018		2017	
	Income	Expenditure	Income	Expenditure
	\$'000	\$'000	\$'000	\$'000
Maidstone Park Management Controlling Authority	10	8	11	10
Total	10	8	11	10

Council have created Strategic Special Committees and Special Interest Groups to advise on specific areas of interest. These Committees and Groups do not hold assets and liabilities in their own right, they operate in an advisory capacity only.

41. Related party transactions**(i) Responsible persons**

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

Aldermen	S. Martin (Mayor until 9 March 2018)
	A. Rockliff (Deputy Mayor, and Acting Mayor from 26 March 2018)
	L. Perry (Acting Deputy Mayor from 26 March 2018)
	C. Emmerton
	G. Goodwin
	A. Jarman
	L. Laycock
	J. Matthews
	T. Milne
General Manager	P. West
Deputy General Manager	M. Atkins
Executive Manager	S. Crawford (Resigned 24/11/2017)
Executive Manager	J. Griffith (Commenced 5/02/2018)
Executive Manager	K. Peebles

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

41. Related party transactions continued

(ii) Aldermen remuneration

2018	Short-term employee benefits		Post employment benefits			
	Allowances	Vehicles ²	Super ¹	Total Compensation	Expenses ³	Total Section 72
	\$	\$	\$	AASB 124	\$	\$
Mayor	73,699	6,458	0	80,157	4,102	84,259
Deputy Mayor	38,050		0	38,050	4,031	42,081
Aldermen	145,298		0	145,298	27,290	172,588
Total	257,048	6,458	0	263,506	35,423	298,929

2017	Short-term employee benefits		Post employment benefits			
	Allowances	Vehicles ²	Super ¹	Total Compensation	Expenses ³	Total Section 72
	\$	\$	\$	AASB 124	\$	\$
Mayor	73,369	6,581	0	79,950	3,620	83,570
Deputy Mayor	37,346		0	37,346	3,620	40,966
Aldermen	146,734		0	146,734	25,340	172,074
Total	257,449	6,581	0	264,030	32,580	296,610

1. Superannuation means the contribution to the superannuation fund of the individual.

2. The amount relates to the taxable value of the vehicle for the FBT year.

3. Section 72(1)cb of the *Local Government Act 1993* requires the disclosure of expenses paid to Councillors.

The expenses relates to notional parking benefit of \$1,810 per permit per annum

(iii) Key management personnel remuneration

2018	Short-term employee benefits			Post employment benefits			Non - monetary benefits ⁷	Total
	Salary ¹	Vehicles ²	Other benefits ³	Super ⁴	Other long term benefits ⁵	Termination benefits ⁶		
Employee	\$	\$	\$	\$	\$	\$	\$	\$
K Peebles	92,220	660	9,384	12,701	0	0	1,815	116,780
S Crawford	57,408	4,073	2,410	7,477	0	73,946	(69,237)	76,077
J Griffith	53,846	1,305	0	6,731	0	0	5,766	67,648
M Atkins	148,059	8,715	10,067	22,095	19,846	0	(9,309)	199,473
P West	221,484	10,365	6,594	28,274	0	0	13,097	289,814
Total	573,017	25,118	8,455	77,278	19,846	73,946	(57,868)	749,792

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

41. Related party transactions continued

2017	Short-term employee benefits			Post employment benefits			Non - monetary benefits ⁷	Total
	Salary ¹	Vehicles ²	Other benefits ³	Super ⁴	Other long term benefits ⁵	Termination benefits ⁶		
Employee	\$	\$	\$	\$	\$	\$	\$	\$
K Peebles	87,823	0	8,010	11,700	0	0	4,093	111,626
S Crawford	129,777	5,188	9,725	16,902	0	0	8,952	170,544
M Atkins	142,769	7,679	13,040	21,088	19,185	0	(10,876)	192,885
P West	219,133	8,303	14,008	28,561	0	0	11,577	281,582
Total	579,502	21,170	44,783	78,251	19,185	0	13,746	756,637

1. Gross Salary includes all forms of consideration paid and payable for services rendered, compensated absences during the period and salary sacrifice amounts.

2. Benefit equates to the taxable value of the provision of a motor vehicle including personal use as per the fringe benefits tax calculation for the FBT year and the market value of parking provided.

3. Other benefits includes all other forms of employment allowances (excludes reimbursements such as travel, accommodation or meals), payments in lieu of leave, and any other compensation paid and payable.

4. Superannuation means the contribution to the superannuation fund of the individual.

5. Other long term benefits equals the long service leave paid in the period.

6. Termination benefits include all forms of benefit paid or accrued as a consequence of termination.

7. Other non-monetary benefits include annual and long service leave movements.

(iv) Remuneration principles**Aldermen**

The Aldermen receive an allowance from Council in accordance with S340A of the *Local Government Act 1993*. Regulation 42(2) of the *Local Government (General) Regulations 2005* specifies the amount payable to mayors, deputy mayors and aldermen.

Executives

Remuneration levels for key management personnel are set with regard to current market expectations considering the qualifications, skills and experience required for each role.

The employment terms and conditions of senior executives are contained in individual employment contracts and prescribe total remuneration, superannuation, annual and long service leave, vehicle and salary sacrifice provisions. In addition to their salaries, Council also contributes to post-employment superannuation plans on their behalf.

The performance of each senior executive, including the General Manager, is reviewed annually which encompasses a review of their remuneration package. The terms of employment of each senior executive, including the General Manager, contain a termination clause that requires the executive or Council to provide a minimum notice period prior to termination of the contract. Whilst not automatic, contracts can be extended.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

41. Related party transactions continued

(v) Transactions with associates

Council's interests in associates is detailed in note 25.

The following transactions occurred with Dulverton Regional Waste Management Authority (DRWMA). All transactions were subject to normal terms and conditions:

	2018	2017
	\$	\$
Commercial office space supplied by Council (subject to lease)	16,685	16,558
Utilities and other sundry reimbursements	790	1,629
Parking	3,180	3,180
Dividend Received	421,465	230,285
Cost of transfer of waste to the regional facility maintained by DRWMA	2,333,559	2,326,314

At 30 June 2018 Council owed DRWMA \$390,441 for the provision of services at standard commercial terms (\$173,049 in 2017).

Amounts are on an accruals basis and are inclusive of GST.

(vi) Transactions with related parties

During the period Council entered into the following transactions with related parties:

2018

Nature of transaction	Amount	Outstanding balance at year end	Terms and conditions
	\$	\$	
Marketing*	22,000	0	As per agreement

2017

Nature of transaction	Amount	Outstanding balance at year end	Terms and conditions
	\$	\$	
Marketing*	66,000	0	As per agreement
Sign-writing**	8,178	0	Standard terms and conditions

*Council pays for marketing and promotion to a company which has a relative of a member of Council's KMP as a director.

** Council pays for signage to a business controlled by a close relative of a KMP

Amounts are on an accruals basis and are inclusive of GST.

(vii) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within the municipal area. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- payment of rates on a primary residence or commercial property
- dog registration
- use of Council's recreation facilities

Council has not included these types of transactions in its disclosure where they have been made on the

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments

(a) Accounting policy, terms and conditions

Recognised financial instruments	Note	Accounting policy	Terms and conditions
Financial assets			
Cash and cash equivalents	21	Cash on hand and at bank and short term deposit accounts are valued at face value. Interest is recognised as it accrues.	Cash and deposits returned interest at rates between 1.00% and 2.70% (1.00% and 3.10% in 2016/2017). The weighted average interest rate at balance date was 2.52% (2.87% in 2016/2017).
Receivables	22	Receivables are carried at face value. A provision for impairment is recognised when there is objective evidence that an impairment loss has occurred. Collectability of overdue accounts is assessed on an ongoing basis.	General debtors are unsecured. Credit terms are based on 30 days. Overdue payments are lodged with a collection agency as and when deemed necessary.
Financial liabilities			
Payables	28	Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received.	General Creditors are unsecured, not subject to interest charges and are normally settled within relevant trading terms.
Interest bearing loans	29	Loans are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and recognised as part of payables.	Borrowings are secured by way of mortgages over the general rates of the Council and the underlying value of the infrastructure for which the borrowings were obtained. The weighted average interest rate on borrowings is 2.80% (2.71% in 2016/2017).
Other financial liabilities	30	Interest rate swaps are recognised at the mark to market or fair value amount as determined by a third party. The movement in fair value is recognised as part of finance costs.	The interest rate swaps represent fixed interest charges varying between 2.09% and 2.92% (2.09% and 2.92% in 2016/ 2017). Terms range between 3 years and 7 years.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

Financial liabilities continued

Bank overdraft	21	Overdrafts are recognised at the principal amount. Interest is charged as an expense as it accrues.	The overdraft is subject to annual review. It is secured by a mortgage over Council's general rates and is repayable on demand. The average interest rate on available overdraft was 8.46% (8.46% in 2016/2017).
		2018	2017
		\$	\$
Available bank overdraft facility at year end		100,000	\$100,000
Utilised bank overdraft facility at year end		0	0
Corporate credit cards		Credit card balances are recognised at the principal amount. Interest is charged as an expense as it accrues.	The credit card facility is secured by a mortgage over Council's general rates. The balance is paid in full on a monthly basis.
		2018	2017
		\$	\$
Available credit card facility at year end		70,000	70,000
Utilised credit card facility at year end		16,225	19,558

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

(b) Interest rate risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

2018	Floating interest rate \$'000	Fixed interest maturing in:				Total \$'000
		1 year or less \$'000	Between 1 and 5 years \$'000	More than 5 years \$'000	Non-interest bearing \$'000	
Financial assets						
Cash and cash equivalents	4,442	12,000	0	0	0	16,442
Receivables	0	4	19	10	637	669
Investment in water corporations	0	0		0	87,345	87,345
	4,442	12,004	19	10	87,982	104,456
Financial liabilities						
Payables	0	0	0	0	5,546	5,546
Other financial liabilities	604	0	0	0	0	604
Interest bearing liabilities	0	45,159	0	0	0	45,159
	604	45,159	0	0	5,546	51,309
Net financial assets/(liabilities)	3,838	(33,155)	19	10	82,436	53,147

2017	Floating interest rate \$'000	Fixed interest maturing in:				Total \$'000
		1 year or less \$'000	Between 1 and 5 years \$'000	More than 5 years \$'000	Non-interest bearing \$'000	
Financial assets						
Cash and cash equivalents	3,730	12,395	0	0	0	16,125
Receivables	0	4	20	11	1,006	1,041
Investment in water corporations	0	0	0	0	86,226	86,226
	3,730	12,399	20	11	87,232	103,392
Financial liabilities						
Payables	0	0	0	0	3,939	3,939
Other financial liabilities	307	0	0	0	0	307
Interest bearing liabilities	0	19,738	0	0	0	19,738
	307	19,738	0	0	3,939	23,984
Net financial assets/(liabilities)	3,423	(7,339)	20	11	83,293	79,408

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

Council has entered into interest rate swaps to protect it from adverse changes in interest rates over time. Council is recognising the movements in the swaps through the Statement of Profit and Loss and Other Comprehensive Income. Council has not elected to apply hedge accounting to the transactions as per AASB 9 *Financial Instruments*. Six swaps are in place at 30 June 2018;

Amount	Date (effective)	Term (years)	Interest Rate	Line Fee & Margin
\$5,000,000	31/10/2016	5	2.09%	0.85%
\$5,500,000	31/10/2016	7	2.26%	0.85%
\$5,000,000	31/10/2017	7	2.41%	0.85%
\$10,000,000	2/01/2018	3	2.47%	0.85%
\$10,000,000	2/01/2018	5	2.73%	0.85%
\$10,000,000	2/01/2018	7	2.92%	0.85%

As at 30 June 2018 the fixed interest rate on the swaps exceeded the variable rate with the following impact on the market value of the total swaps:

Amount	Date (effective)	Term (years)	Interest Rate	Impact of Swap
\$5,000,000	31/10/2016	5	2.09%	(4,181)
\$5,500,000	31/10/2016	7	2.26%	(18,217)
\$5,000,000	31/10/2017	7	2.41%	(3,628)
\$10,000,000	2/01/2018	3	2.47%	107,774
\$10,000,000	2/01/2018	5	2.73%	219,135
\$10,000,000	2/01/2018	7	2.92%	303,500
Total				604,383

(c) Net fair values

The aggregate net fair values of financial assets and financial liabilities at balance date are as follows:

Financial Instruments	Total carrying amount as per Statement of Financial Position		Aggregate net fair value	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Financial assets				
Cash and cash equivalents	16,442	16,125	16,442	16,125
Receivables	669	1,041	669	1,041
Investment in water corporation	87,345	86,226	87,345	86,226
Total financial assets	104,456	103,392	104,456	103,392
Financial liabilities				
Payables	5,546	3,939	5,546	3,939
Other financial liabilities	604	307	604	307
Interest-bearing loans and borrowings	45,159	19,738	45,159	19,738
Total financial liabilities	51,309	23,984	51,309	23,984

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued**(d) Credit risk**

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Statement of Financial Position.

(e) Risks and mitigation

The risks associated with Council's main financial instruments and the policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of Council's financial instruments will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk to which Council are exposed are discussed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that are used. Non derivative interest bearing assets are predominantly short term liquid assets. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes it to fair value interest rate risk.

Council's loan borrowings are sourced from major Australian banks. Overdrafts are arranged with major Australian banks. Council manages interest rate risk on its net debt portfolio by:

- ensuring access to diverse sources of funding;
- reducing risks of refinancing by managing interest rate hedges in accordance with target maturity profiles; and
- setting prudential limits on interest repayments as a percentage of rate revenue.

Council manages the interest rate exposure on its debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Treasury and Finance.

Maturity of interest rate swaps will be staggered to provide for interest rate variations and to also minimise interest rate risk.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1993 (as amended). Council manages interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards;
- capital protection;
- appropriate liquidity;
- diversification by credit rating, financial institution and investment product
- monitoring of return on investment
- benchmarking of returns and comparison with budget.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in its Statement of Financial Position. To help manage this risk Council has:

- a policy for establishing credit limits for the entities we deal with;
- required collateral where appropriate; and
- only invest surplus funds with financial institutions which have a recognised credit rating specified in its investment policy.

Credit risk arises from Council's financial assets, which comprise cash and cash equivalents, and trade and other receivables. Council's exposure to credit risk arises from potential default of the counterparty, with a maximum exposure equal to the carrying amount of these instruments. Exposure at balance date is addressed in each applicable policy note.

Council generally trades with recognised, credit worthy third parties, and as such collateral is generally not requested, nor is it Council's policy to secure its trade and other receivables.

It is Council's policy that some customers who wish to trade on credit terms are subject to credit verification procedures including an assessment of their credit rating, financial position, past experience and industry reputation. In addition, receivable balance are monitored on an ongoing basis with the result that Council's exposure to bad debts is not significant.

Council may also be subject to credit risk for transactions which are not included in the Statement of Financial Position, such as when Council provide a guarantee for another party. Details of contingent liabilities are disclosed in note 36.

Ageing of trade and other receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's trade & other receivables was:

	2018 \$'000	2017 \$'000
Current (less than 1 year)	527	861
Past due by over 1 year	56	60
Past due by over 2 years	27	27
Past due by over 3 years	12	11
Past due by over 4 years	47	51
Total Trade & Other Receivables	669	1,010

Ageing of individually impaired trade and other receivables

At balance date, there were no impaired debtor amounts identified (2016/17 \$0). No provision has been raised against debtors at year end (2016/17: \$0). All long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements:

- it will not have sufficient funds to settle a transaction on the date;
- it will be forced to sell financial assets at a value which is less than what they are worth; or
- it may be unable to settle or recover a financial asset at all.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

Council's exposure to liquidity risk is deemed insignificant based on prior periods data and current assessment of risk. The table below lists the contractual maturities for financial liabilities. These amounts represent undiscounted gross payments including both principal and interest amounts.

The table below lists the contractual maturities for financial liabilities. These amounts represent undiscounted gross payments including both principal and interest amounts.

2018	6 mths or less \$'000	6-12 months \$'000	1-2 years \$'000	1-2 years \$'000	>5 years \$'000	Contracted cash flow \$'000	Carrying amount \$'000
Payables	5,546	0	0	0	0	5,546	5,546
Other financial liabilities	0	0	0	322	282	604	604
Interest bearing liabilities	1,034	44,623	0	0	0	45,656	45,159
Total financial liabilities	6,580	44,623	0	322	282	51,806	51,309

2017	6 mths or less \$'000	6-12 months \$'000	1-2 years \$'000	1-2 years \$'000	>5 years \$'000	Contracted cash flow \$'000	Carrying amount \$'000
Payables	3,939	0	0	0	0	3,939	3,939
Other financial liabilities	0	0	0	62	245	307	307
Interest bearing liabilities	651	19,629	0	0	0	20,280	19,738
Total financial liabilities	4,590	19,629	0	62	245	24,526	23,984

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from Reserve Bank of Australia):

- A parallel shift of + 1% and -1% in market interest rates (AUD)

The table below discloses the impact on net operating result and equity for each category of financial instruments held by Council at year-end, if the above movements were to occur.

2018	2018 \$'000	Interest Rate Risk			
		-1%		+1%	
		-100 basis points		+100 basis points	
		Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
Financial assets:					
Cash and cash equivalents	16,442	(164)	(164)	164	164
Receivables	32	0	0	0	0
Financial liabilities:					
Other financial liabilities	604	-6	-6	6	6
Interest bearing liabilities	45,159	452	452	(452)	(452)

2017	2017 \$'000	Interest Rate Risk			
		-1%		+1%	
		-100 basis points		+100 basis points	
		Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
Financial assets:					
Cash and cash equivalents	16,125	(161)	(161)	161	161
Receivables	35	0	0	0	0
Financial liabilities:					
Other financial liabilities	307	-3	-3	3	3
Interest bearing liabilities	19,738	197	197	(197)	(197)

(g) Fair value hierarchy

The table on the following page analyses financial instruments carried at fair value by valuation method. The different levels have been defined as follows:

Level 1

Quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2

Inputs other than quoted prices included within level one that are observable for the asset or liability, either directly (ie prices) or indirectly (ie derived from prices).

Level 3

Inputs for the asset or liability that are not based on observable market data.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

42. Financial instruments continued

	Level 1 \$	Level 3 \$	Total \$
30 June 2018			
Available for sale financial assets	0	87,345	87,345
Derivative financial liabilities	604	0	604

	Level 1 \$	Level 3 \$	Total \$
30 June 2017			
Available for sale financial assets		86,226	86,226
Derivative financial liabilities	307	0	307

There were no transfers between Level 1 and Level 2 during the period.

Reconciliation of Level 3 fair value movements	2018 \$'000	2017 \$'000
Opening balance	86,226	85,664
Fair value adjustments on available for sale assets	1,119	562
Closing balance	87,345	86,226

DEVONPORT CITY COUNCIL
NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

43. Management indicators

	Benchmark	2018 \$'000	2017 \$'000	2016 \$'000	2015 \$'000
(a) Underlying surplus or deficit					
Recurrent income* less		40,542	39,773	39,331	38,629
Recurrent expenditure**		39,034	38,548	36,308	36,295
Underlying surplus/(deficit)	0	1,508	1,225	3,023	2,334

* Recurrent income excludes income received specifically for new or upgraded assets, physical resources received free of charge or other income of a capital nature. The total excludes the prepaid 2018/19 Financial Assistance Grant of \$1,075,000 received in June 2018 and includes the prepaid 2017/18 Financial Assistance Grant of \$1,020,000 received in June 2017.

** Recurrent expenditure includes loss on disposal of property, plant & equipment of \$1,439,000.

Council has reported an underlying surplus for the 2018 year, which exceeds the benchmark of a break-even result.

(b) Underlying surplus ratio					
Underlying surplus or deficit		1,508	1,225	3,023	2,334
Recurrent income		40,542	39,773	39,331	38,629
Underlying surplus ratio	0%	3.72%	3.08%	7.69%	6.04%

This ratio serves as an overall measure of financial operating effectiveness.

The ratio reflects Council's goal to break-even and is reasonably consistent with the benchmark for the period report.

(c) Net financial liabilities					
Liquid assets less		17,570	17,535	18,685	19,774
Total liabilities*		54,167	26,819	26,290	26,632
Net financial liabilities	0	(36,597)	(9,284)	(7,605)	(6,858)

This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional revenue would be needed.

*Total liabilities has been adjusted for the \$13,000,000 proceeds on the sale of the LINC and Service Tasmania footprint in the multi-purpose building currently under construction.

Property purchases and construction in relation to the LIVING CITY project have been funded by borrowings.

At 30 June 2018 the balance of these loans totalled \$36,635,408 (2017 \$10,869,597).

(d) Net financial liabilities ratio					
Net financial liabilities		(36,597)	(9,284)	(7,605)	(6,858)
Recurrent income*	0% - (50%)	40,542	39,773	39,331	38,629
Net financial liabilities ratio %		(90.27%)	(23.34%)	(19.34%)	(17.75%)

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

43. Management indicators continued

(d) Net financial liabilities ratio continued

This ratio indicates the net financial obligations of Council compared to its recurrent income.

The result over the reported period is outside the benchmark, and reflects the higher level of borrowings in recent years in relation to the LIVING CITY project. As stated above, Council actively manage debt levels and repayment schedules through the Long Term Financial Plan.

	Benchmark	2018 \$'000	2017 \$'000	2016 \$'000	2015 \$'000
--	-----------	----------------	----------------	----------------	----------------

(e) Asset consumption ratio

An asset consumption ratio has been calculated in relation to each asset class required to be included in the long term asset management plan of Council.

Parks and open space					
Depreciated replacement cost		13,671	14,620	13,573	3,715
Gross replacement cost		23,301	23,806	21,779	5,784
Asset consumption ratio %	40-60%	59%	61%	62%	64%
Roads					
Depreciated replacement cost		133,816	129,021	123,630	122,522
Gross replacement cost		296,226	285,192	272,377	268,232
Asset consumption ratio %	40-60%	45%	45%	45%	46%
Stormwater					
Depreciated replacement cost		74,346	69,622	67,720	64,267
Gross replacement cost		131,116	117,962	117,962	111,400
Asset consumption ratio %	40-60%	57%	59%	57%	58%

This ratio indicates the level of service potential available in Council's existing asset base.

Council have set a benchmark for this ratio of between 40% and 60% in the Long Term Financial Plan. The result for all categories is within this range, however a result closer to 60% suggests that Council has sufficient service capacity remaining in these asset classes.

(f) Asset renewal funding ratio

An asset renewal funding ratio has been calculated in relation to each asset class required to be included in the strategic asset management plan of Council.

Parks and open space					
Projected capital funding outlays**		2,776	3,677	2,967	4,224
Projected capital expenditure funding***		9,401	8,508	6,784	7,415
Asset renewal funding ratio %	90-100%	30%	43%	44%	57%

DEVONPORT CITY COUNCIL					
NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018					
43. Management indicators continued		2018	2017	2016	2015
(f) Asset renewal funding ratio continued	Benchmark	\$'000	\$'000	\$'000	\$'000
Buildings					
Projected capital funding outlays**		8,480	7,989	6,193	6,213
Projected capital expenditure funding***		4,700	4,700	4,230	4,700
Asset renewal funding ratio %	90-100%	180%	170%	146%	132%
Roads					
Projected capital funding outlays**		34,669	35,544	28,994	32,759
Projected capital expenditure funding***		36,283	34,351	29,662	31,771
Asset renewal funding ratio %	90-100%	96%	103%	98%	103%
Stormwater					
Projected capital funding outlays**		6,681	5,955	4,773	5,029
Projected capital expenditure funding***		315	235	110	110
Asset renewal funding ratio %	90-100%	2121%	2534%	4339%	4572%

Council are continuing to renew stormwater assets at a greater rate than required in the Asset Management Plans.

** Projected capital funding outlays per the long term financial plan.

*** Value projected capital expenditure funding for an asset identified in Council's long term strategic asset management plan.

This ratio measures Council's capacity to fund future asset replacement requirements, by comparing the budgeted renewal expenditure to the projected capital expenditure requirements in the Asset Management Plans. This ratio should be considered over a longer period of time, at least 10 years to assess if Council is adequately funding the renewal of its assets. Council adopted a Financial Management Strategy in June 2018 which included a Long Term Financial Plan to 30 June 2028. That Plan included data that demonstrated Council has, on average over the 10 year life of the Plan, provided funding to renew assets in accordance with the Asset Management Plans.

The Asset Management Plans were prepared in 2011 and are currently being updated. Since 2011, Council staff have reviewed and extended the lives of Road and Stormwater assets. A progressive condition assessment for all asset classes is currently underway and this information will be reflected in the updated Asset Management Plans.

This ratio is not subject to audit.

(g) Asset sustainability ratio					
Capex on replacement/renewal of existing assets		5,026	5,581	5,035	3,699
Annual depreciation expense		8,427	8,393	8,666	8,702
Asset sustainability ratio %	100%	60%	66%	58%	43%

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

43. Management indicators continued**(g) Asset sustainability ratio continued**

This ratio calculates the extent to which Council is maintaining operating capacity through renewal of the asset base.

Council has experienced a period of investment in new assets and this is reflected in the result for this indicator in the period reported. Council will continue to monitor its performance through the Long Term Financial Plan and manage assets in accordance with the Asset Management Plans.

By Asset Class:	Capital renewal expenditure \$'000	Capital new expenditure \$'000	Total capital expenditure cash flow \$'000
Land	0	0	0
Parks and open space	154	166	320
Buildings*	464	39,375	39,839
Plant	91	364	455
Furniture and fittings	186	21	207
Roads	3,990	479	4,469
Stormwater	141	458	599
Total	5,026	40,863	45,889

* The buildings category above includes \$36,800,341 in relation to Living City

44. Fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis:

- Investment in water corporation
- Property, infrastructure, plant and equipment
 - Land
 - Buildings
 - Roads, including footpaths and cycleways
 - Stormwater
 - Parks & open space
 - Cultural & heritage

Council also has assets measured at fair value on a non-recurring basis as a result of being reclassified as assets held for sale. These assets are disclosed in note 26.1. A description of the valuation techniques and the inputs used to determine the fair value these assets is included below under the heading 'Assets held for sale'.

Council measures other financial liabilities at fair value on a recurring basis.

(a) Fair value hierarchy

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

Level 1	Unadjusted quoted prices in active market for identical assets or liabilities that the entity can access at the measurement date.
Level 2	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly
Level 3	Unobservable inputs for the asset or liability.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

44. Fair value measurements continued

(a) Fair value hierarchy continued

The table below shows the assigned level for each asset and liability held at fair value by the Council. The table presents the Council's assets measured and recognised at fair value at 30 June 2018.

The fair value of the assets are determined using valuation techniques which maximise the use of observable data, where it is available and minimise the use of entity specific estimates. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market of similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

As at 30 June 2018	Note	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Recurring fair value measurements					
Investment in water corporation	24	0	0	87,345	87,345
Land	26	0	147,749	0	147,749
Buildings	26	0	41,484	19,325	60,809
Roads, including footpaths and cycleways	26	0	0	133,810	133,810
Stormwater	26	0	0	74,346	74,346
Parks & open space	26	0	0	13,669	13,669
Cultural and heritage	26	0	5,121	0	5,121
Other financial liabilities	30	(604)	0	0	(604)
		(604)	194,354	328,495	522,849
Non - recurring fair value measurements					
Assets held for sale	26.1	2,375	0	0	2,375
		2,375	0	0	2,375
As at 30 June 2017 Restated*					
Recurring fair value measurements					
Investment in water corporation	24	0	0	86,226	86,226
Land	26	0	149,687	0	149,687
Buildings	26	0	30,897	19,629	50,526
Roads, including footpaths and cycleways	26	0	0	129,166	129,166
Stormwater	26	0	0	71,690	71,690
Parks & open space	26	0	0	14,815	14,815
Cultural and heritage	26	0	4,759	0	4,759
Other financial liabilities	30	(307)	0	0	(307)
		(307)	185,343	321,526	506,562
Non - recurring fair value measurements					
Assets held for sale	26.1	0	0	0	0
		0	0	0	0

*Refer to Note 4 for details of prior period restatement

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

44. Fair value measurements continued**Transfers between levels of the hierarchy**

Council's policy is to recognise transfers in and out of the fair value hierarchy levels at the end of the reporting period. There have not been any transfers between levels at 30 June 2018.

(b) Highest and best use

In accordance with AASB 13, all assets are valued at their highest and best use.

(c) Valuation techniques and significant inputs used to derive fair values**Investment in water corporation**

Refer to note 24 and 42 for detail of valuation techniques used to derive fair values.

Land

Land fair values were determined by the office of the Valuer General during the year ended 30 June 2015. Level 2 valuation inputs were used to value land in freehold title as well as land used for special purposes, which is restricted in use under current planning provisions.

Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant input into this valuation approach is price per square metre.

Land under roads

All land under roads is calculated based on the applicable land area recorded by Council and the land values provided by the Valuer General in 2015. The most significant input into this valuation approach is price per square metre.

Land under roads has been categorised as either urban residential land or rural land in accordance with Council data. The relevant square metre rates have then been applied to the land area. The rates were supplied by the office of the Valuer General and have been discounted by 30% to reflect the nature of the land.

Buildings

Where there is a market for Council building assets, fair value has been determined by applying the statutory values assigned by the office of the Valuer General during the year ended 30 June 2015 and subsequent adjustment factors. Fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant input into this valuation approach is price per square metre. These buildings have been classified as level 2 in the Table above.

Where Council buildings are of a specialist nature (eg public amenities) and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential. The gross current values have been derived from reference to market data for recent projects and costing guides. Construction costs applicable to these assets have been indexed using appropriate independent construction indexes. These buildings have been classified as level 3 in the Table above.

In determining the level of accumulated depreciation, significant building assets have been disaggregated into components which exhibit useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

44. Fair value measurements continued

While the unit rates based on square metres can be supported by market evidence (level 2), the estimates of useful life that are used to calculate accumulated depreciation comprise unobservable inputs (level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as level 3.

Infrastructure assets

All Council infrastructure assets were fair valued using written down current replacement cost (CRC). This valuation comprises the asset's gross replacement cost (GRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. The resulting valuation reflects the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output.

The unit rates (labour and materials) and quantities applied to determine the GRC of an asset or asset component were based on a "Greenfield" assumption meaning that the GRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks.

The level of accumulated depreciation for infrastructure assets was determined based on the age of the asset and the useful life adopted by Council for the asset type. Depreciation is applied on a straight line basis. Estimated useful lives are disclosed in Note 14.

The calculation of CRC involves a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made by qualified and experienced staff, different judgements could result in a different valuation.

The methods for calculating CRC are described under individual asset categories below.

Roads, including footpaths & cycleways

A full valuation of road infrastructure was undertaken by Council staff effective 30 June 2016. Council categorises its road infrastructure into urban and rural roads and then further sub-categorises these into sealed and unsealed roads. Urban and rural roads are generally managed in segments from intersection to intersection. All road segments are then componentised into formation, pavement and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Pavements constructed post 1993 have longer asset lives as they require more stringent quality assurance on material selection and pavement design.

CRC is based on the road area multiplied by a unit price; the unit price being an estimate of labour and material inputs, services costs, and overhead allocations. Council uses known pavement thickness for most assets and applies a 350mm default when unknown. For internal construction estimates, material and services prices are based on existing supplier contract rates or supplier price lists and labour wage rates are based on Council's Enterprise Agreement (EA). Where construction is outsourced, CRC is based on the average of completed similar projects over the last few years.

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

44. Fair value measurements continued*Stormwater*

A full valuation of stormwater infrastructure was undertaken by Council staff effective 30 June 2017. Similar to roads, drainage assets are managed in segments; pits and pipes being the major components.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials for each pipe depth.

CRC is based on the unit price for the component type. For pipes, the unit price is multiplied by the asset's length. The unit price for pipes is based on the construction material (including pipe diameter) as well as the depth the pipe is laid.

Parks & open space

A full valuation of parks & open space was undertaken by Council staff effective 30 June 2018. The asset class is reviewed between valuations and indexed as required.

Cultural and heritage

The valuation of Council's art collection was determined by D. Bett, an independent art valuer, as at 4 November 2011. The art collection is indexed annually using the rates determined by the independent valuer.

Other financial liabilities

Refer to note 42 for detail of valuation techniques used to derive fair values.

Assets held For sale

Assets classified as held for sale during the reporting period were valued at the lower of carrying amount or fair value less costs to sell at the time of reclassification. Market value was used to determine fair value.

(e) Changes in fair value measurements

The changes in assets and liabilities with recurring fair value measurements are detailed in Note 26 and 42. Transfers between level 1, 2 or 3 measurements that relate to non - recurring fair value measurements are detailed in the table below.

	Note	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Recurring fair value measurements					
Investment in water corporation	24	0	0	0	0
Land	26	0	(1,187)	0	(1,187)
Buildings	26	0	(1,180)	0	(1,180)
Roads, including footpaths and cycleways	26	0	0	(6)	(6)
Stormwater	26	0	0	(2)	(2)
Parks & open space	26	0	0	0	0
Cultural and heritage	26	0	0	0	0
Other financial liabilities	30	0	0	0	0
		0	(2,367)	(8)	(2,375)

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

44. Fair value measurements continued

	Note	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Non - recurring fair value measurements					
Assets held for sale	26.1	2,375	0	0	2,375
		2,375	0	0	2,375
		2,375	(2,367)	(8)	0

(f) Valuation processes

Council's valuation policies and procedures are determined by the Asset Management Team which includes the City Engineer and Executive Manager Organisational Performance. Policies are then reviewed by the Senior Management Group before referral to the Executive Leadership Team. They are reviewed every 2 years or sooner to reflect changes in accounting treatment. Revaluation Guidelines are prepared each year and reviewed by the Asset Management Team. The Guidelines are referred to the Audit Panel for review and comment and ultimately to Council.

Council's current policies for the valuation of property, infrastructure, plant and equipment and investment in water corporation are set out in Note 24 and 26.

(g) Assets and liabilities which are not measured at fair value, but for which fair value is disclosed

Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in other notes. (refer Note 42)

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (level 2).

DEVONPORT CITY COUNCIL

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Certification of the Financial Report

The financial report presents fairly the financial position of the Devonport City Council as at 30 June 2018, the results of its operations for the year then ended and the cash flows of the Council, in accordance with the Local Government Act 1993 (as amended), Australian Accounting Standards (including interpretations) and other authoritative pronouncements issued by the Australian Accounting Standards Board.



Paul West
GENERAL MANAGER

Dated: 30 October 2018

5.9 PROPOSAL - MURAL - SURF CLUB COMPLEX FOYER

File: 32239 D551344

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.2.3 Develop and implement an integrated approach to public art

SUMMARY

The purpose of this report is to consider a proposal from the Devonport Surf Life Saving Club Inc to establish a mural in the foyer area of the Surf Club complex comprising of earthenware ceramic tiles inspired by Surf Club activities and the surrounding environment.

BACKGROUND

The Council owned Surf Club building is located at the Mersey Bluff. There are currently three tenants of the building, including the Devonport Surf Life Saving Club Inc, whose clubrooms are located on Level 1. The foyer area, proposed for the installation of the mural, is a shared, public space, utilised by the public and patrons of the three tenancies.

STATUTORY REQUIREMENTS

There are no legislative requirements in respect of this proposal.

DISCUSSION

The Devonport Surf Life Saving Club are proposing the installation of a small mural in the section of the foyer shown below.



According to the Club's proposal, *"The purpose of making the mural is to involve local community members in making beautiful artwork, to train local artists in ceramic mural-making and to trial an art project in the foyer..."*.

It is envisaged that the mural will cover approximately five square metres and be comprised of earthenware ceramic tiles. Tiles will be made by local community groups in workshops and larger feature tiles by local school students and adults. Tile painting will be offered through a session with the surf club community; two sessions, open to the local community as part of the Tidal Festival; and tile painting workshops with local schools who wish to participate in the project. Tiles will be painted in a range of blue and white and will be thematically painted incorporating surf club themes and activities and the local surrounding environment – the beach, water and marine life. This mural will be considered a trial art project, which may become a larger project if deemed successful, and would be subject to further approvals. The project will be managed on a voluntary basis.

The foyer area acts exclusively as an access and thoroughfare space and does not currently have any art work or points of interest located within it. It is currently minimalist in appearance, which is in keeping with the contemporary architecture of the building.

A recommended pre-condition of any approval must be that consent is obtained from the other two tenants of the building to ensure they are satisfied with the undertaking from a visual perspective.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken as a result of this report.

FINANCIAL IMPLICATIONS

As all installation costs will be absorbed by the Devonport Surf Life Saving Club, and a recommended condition of the project's approval that ongoing maintenance costs be borne by the Club, there will be no financial implications to Council as a result of this project.

RISK IMPLICATIONS

- Asset & Property Infrastructure
A recommended approval pre-requisite for this project is that the Club ensure the ongoing maintenance and aesthetics of the mural. There is a risk if the mural is not maintained that the aesthetics of the foyer area may be compromised.

CONCLUSION

Subject to the approval of the facility's other tenants, and the Surf Club formally agreeing to the ongoing maintenance and care of the mural, as recommended, the installation of a mural reflective of the Club's activities and local environment would add a point of interest to the foyer area.

Additionally, the project will be undertaken by a diverse range of locals, including school children, and will provide a visual legacy for the building, and an attraction for the foyer area specifically.

ATTACHMENTS

- 1. [Surf Club Mural Proposal](#)

RECOMMENDATION

That Council approve the installation of a mural in the Surf Club foyer by the Devonport Surf Life Saving Club Inc in line with the Club's proposal conditional upon:

- a) confirmation that the commercial tenants of the building who share the foyer area agree to its installation; and
- b) the Surf Club confirming that it will accept all ongoing responsibility for the maintenance and care of the mural.

Author:	Claire Jordan	Endorsed By:	Paul West
Position:	Governance Officer	Position:	General Manager

SURF CLUB MURAL

Proposal for a mural made by the Devonport Surf Life Saving Club - in the entrance foyer.

The proposal is to make a small mural in the section shown below, and to see how this goes. If successful, more panels may be created in other parts of the foyer. The purpose of making the mural is to involve local community members in making a beautiful artwork, to train local artists in ceramic mural-making, and to trial an art project in the foyer, which may become a larger project.

The mural will cover the concrete panel which houses the entrance to the Drift Cafe. Please see photo below. This is approximately five square metres.

The mural will be entirely composed of earthenware ceramic tiles. Many tiles will be made by the local community in workshops. Larger feature tiles made by local school students and adults with painting skills, thus giving an opportunity to locals to use their skills in a permanent project, and to extend their skills into a new material (clay).

Tile painting would be offered to the local community through:

- A session with the surf club community (held in the surf club)
- Two sessions open to the local community as part of the Tidal Festival 2019 (one in the foyer or outside in the shelters walkway at the surf club, and one in the Creative Space in the Devonport Regional Gallery.
- Tile painting workshops at a local school/s who would like to be a part of the project.

**Theme and aesthetic:**

To control the aesthetic, all tiles will be pre-rolled and cut by ceramicists so that they are uniform. Tiles will only be painted in a range of blue and white. The theme will be about the surf club and the local surrounding environment (the beach, beach activities, water, marine life, surf club scenes). The feature tiles will use imagery of surf club activities. The photo on the left has been included to illustrate what the community made tiles might look like, except that ours will only be in blue and white. Larger tiles with scenes of surf club activities will be among these smaller tiles.

Materials:

The mural will be earthenware ceramic, decorated with liquid underglazes and cobalt oxide, and a layer of glaze. This will give it an appearance similar to delftware. Tiles made by the community members will be between 10- 15 cm square. Feature tiles (or four tiles together to make a scene) will take up larger spaces (e.g. 30 X 25cm or 40 X50cm).

Organisation:

The mural will be facilitated by Lyn Norton-Smith, the Devonport Surf Life Saving Club President and Debbie Qadri (currently working for Devonport City Council as the Creative Learning and Public Programs Officer).

Both Lyn and Debbie have been technically trained in ceramics, and Debbie worked for many years in Melbourne with schools and community groups making ceramic murals so has had much experience with the technical aspects of making and installation.

Lyn and Debbie will undertake installing the mural, which is estimated to take two and a half days.

Installation:

Since the existing surface (and substrate) of the wall is concrete, we would prefer to adhere the mural directly onto this wall. The adhesive used is ceramacrete and then the work would be grouted with Davco slate and quarry grout.

Funding:

Recycled Clay and decorating materials have been donated to the project.
Both Lyn Norton-Smith and Debbie Qadri are committed to voluntarily producing the project.
We hope to organise a reciprocal exchange with schools who become involved, to use their kilns for the firing.
Ceramacrete and grout for the installation will cost about \$65.00



The mural is inspired by the ceramic work of Gerry Wedd who makes blue and white ceramics about surfing. If we are able to go ahead with the mural, we will try and find a grant to support bringing him down to Tasmania to work with some students.

**Contacts:**

Lyn Norton-Smith - President of the Devonport Life Saving Club
email: lynnortonsmith2@gmail.com mob: 0409 386 807

Debbie Qadri
email: debbieqadri@hotmail.com mob: 0424 479 475

5.10 SMOKE-FREE AREA IN MARKET SQUARE

File: 13847 D552374

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"

SUMMARY

To seek approval to commence the process to declare the Market Square area smoke-free.

BACKGROUND

The *Public Health Act 1997* (the Act) declares several public places smoke-free. These areas include bus and pedestrian malls, workplaces, children's playgrounds, sporting venues and swimming pools.

The Act was amended in 2015 to allow for other public areas, including public street, to be declared smoke-free.

The smoke-free laws aim to:

- protect the health of non-smokers, including staff and patrons from exposure to environmental tobacco smoke;
- reduce uptake in young people by de-normalising smoking and making it less appealing; and
- support smokers by making it easier to quit and remain a non-smoker.

Since the Market Square area between the parapet centre and Providore Place was opened to the public in September, Council have received several complaints regarding people smoking in that area.

STATUTORY REQUIREMENTS

Part 4 of the *Public Health Act 1997* details the laws associated with tobacco and other smoking products and Division 1A of the Act details the requirements for smoke-free areas.

Section 67B(1) of the Act states:

A smoke-free area is any of the following:

- (a) an enclosed public place;*
- (b) an enclosed workplace;*
- (c) any area, including, but not limited to including, a public street, that is not within private premises and is designated by the occupier of the area as a smoke-free area;*
- (d) at an outdoor sporting venue during an organised sporting event being held at that venue, anywhere within 20 metres of –*
 - (i) any permanently or temporarily erected public seating; or*
 - (ii) any seating, marshalling area, warm-up area, podium or other part of the venue reserved for the use of competitors or officials; or*

- (iii) any part of the venue used to conduct the actual organised sporting event;*
- (e) anywhere within 3 metres of an entrance to or exit from any non-domestic building or multiple-use building;*
- (f) anywhere within 10 metres of any air intake for ventilation equipment on or in a multiple-use building or a non-domestic building;*
- (g) anywhere within 10 metres of any play equipment erected at a children's playground in a public place;*
- (h) on a beach at which a surf-lifesaving organisation has temporarily erected a pair of red and yellow flags for the safety of beach users, the area "between the flags" (being the rectangular area bordered by the flags, the water's edge and the landward fringe of the beach);*
- (i) anywhere at a public swimming pool, including the curtilage of the public swimming pool;*
- (j) anywhere that the Director, by public notice, designates as a smoke-free area in connection with a public event or class of public events specified in that public notice;*
- (k) anywhere in an outdoor dining area;*
- (l) anywhere within 3 metres of an outdoor dining area that is not surrounded by a screen, or other barrier, that is at least 2.1 metres high and impervious to smoke;*
- (m) a public street that the regulations declare to be a pedestrian mall;*
- (n) a public street that the regulations declare to be a bus mall;*
- (o) anywhere within 3 metres of a bus shelter on a public street.*

DISCUSSION

The Act provides very specific requirements for smoke-free areas.

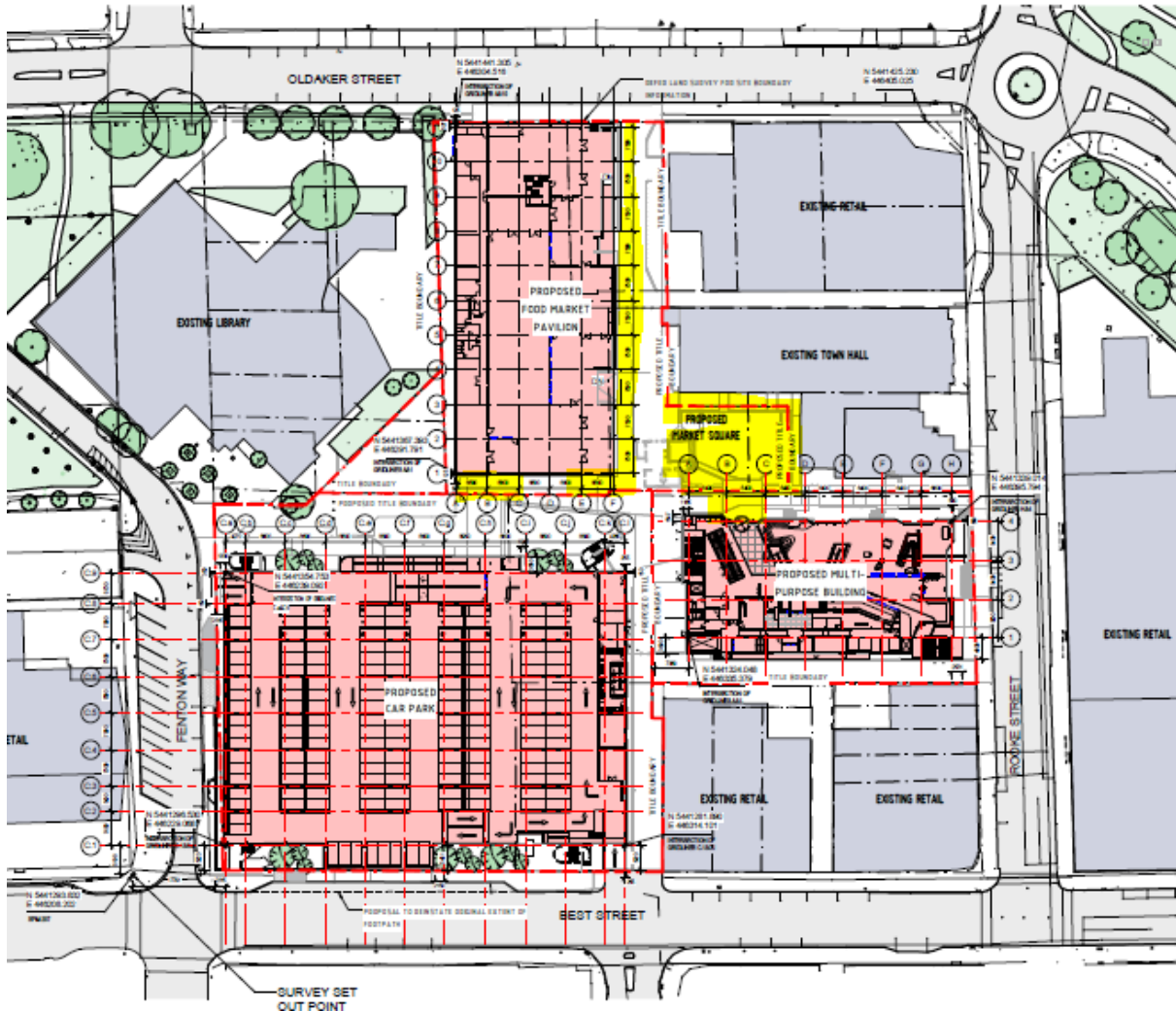
Some of the specific areas that Council have received complaints regarding the Market Square area have been within areas prohibited under the Act. For example, smoking near doorways and air conditioning plant.

There appears to be general confusion where statutory smoke-free areas start and stop, which is understandable in a new public area such as Market Square. For example, the Act requires a smoke-free zone 3m clear from an outdoor dining area. This means that 3m of the western side of the pedestrian/vehicle access off Oldaker Street is smoke-free but not the eastern side of the access way. Also a 10m exempt zone exists around the air conditioning intake ducts which are located behind the outdoor screen.

As the owner/occupier of Market Square, Council can determine to expand the extent of smoke-free areas and provide appropriate signage of the designated smoke-free areas. It is a requirement of the Act to display signage.

Report to Council meeting on 26 November 2018

The following map indicated the existing smoke-free zones as per the minimum required under legislation, highlighted in yellow.



Map indicating the existing smoke-free zones

To eliminate the confusion regarding where smoke-free areas start and stop it is recommended that the artificial grass and the complete paved area of Market Square be declared smoke-free, similar to the Rooke Street Mall. The paving provides a clear delineation making it easier for the public to understand and comply.

Both the Rooke Street entrance and the Oldaker Street entrance allow for smoking on the footpath. The entrance near the multi-level car park allows for smoking on the asphalt area before you enter the paved section of Market Square. The entrance to the south of Providore Place allows for smoking on the grassed areas.

To limit littering, it is suggested that 'butt-bins' are installed at each of the entrance points.

The following photos show the entry points into the Market Square area where it is suggested that signs be installed.



Rooke Street Entrance into the proposed smoke-free area



Oldaker Street Entrance into the proposed smoke-free area



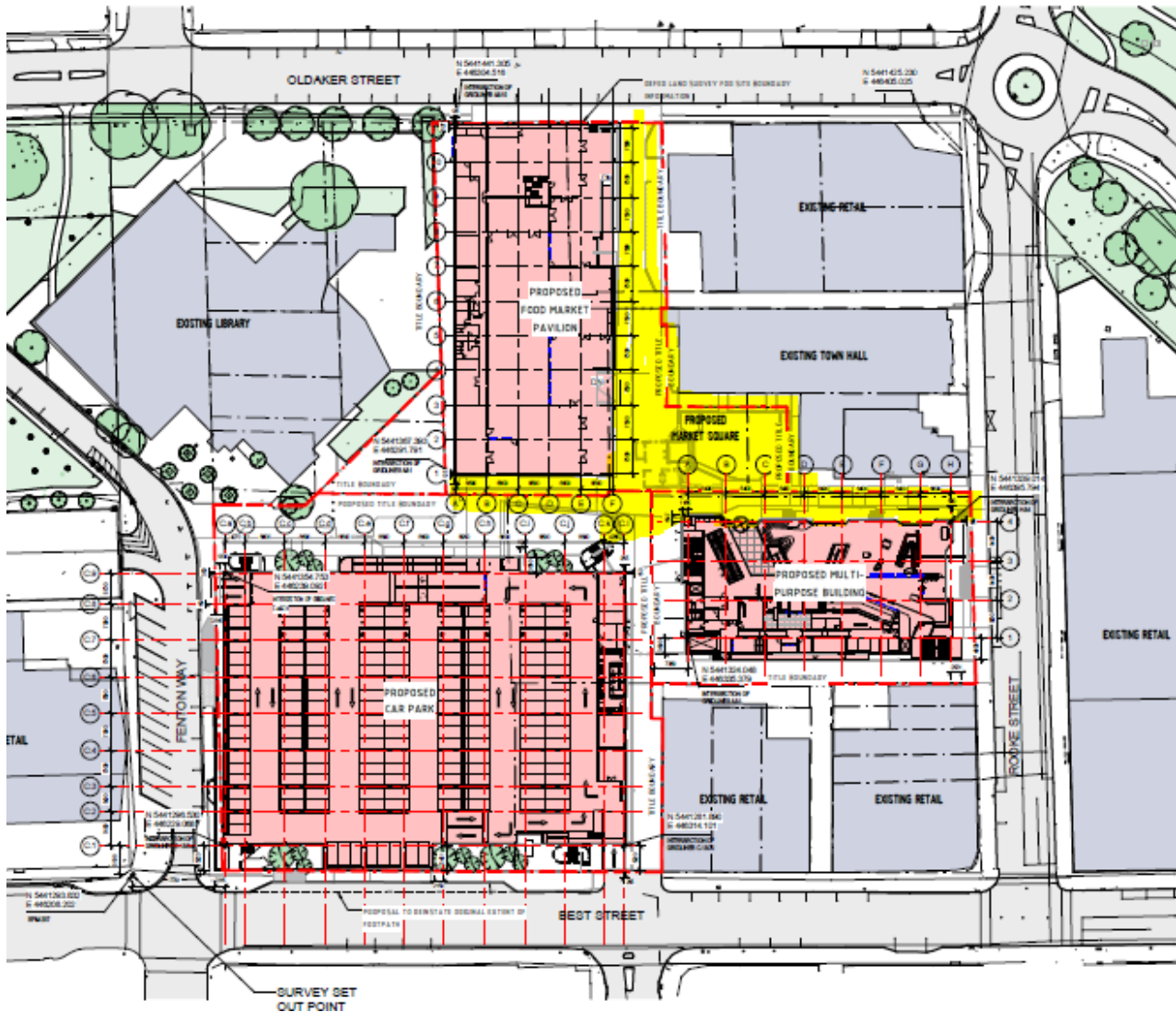
Multi-level Car Park Entrance into the proposed smoke-free area



Entrance into the proposed smoke-free area south of Providore Place

Report to Council meeting on 26 November 2018

The following map indicated the proposed smoke-free area, highlighted in yellow.



Map indicating the extent of the proposed smoke-free area at Market Square

To declare a public area smoke-free (over and above the minimum requirements of the Act) it is expected that Council undertake public consultation prior to making a declaration to the Director of Public Health. The declaration includes the undertaking of signage installation, enforcement of the smoke-free status and methods for public awareness.

COMMUNITY ENGAGEMENT

Community engagement has not been undertaken in relation to this report.

Should Council determine to progress the declaration of the Market Square area to smoke-free, public consultation will need to be undertaken to communicate the proposal to the general public and commercial operators in the area. This consultation will need to include an information sheet, print and social media.

FINANCIAL IMPLICATIONS

To declare the paved area of Market Square smoke-free would require the installation of signage and some 'butt bins' at the entry points to Market Square.

The cost to supply and install signage and 'butt bins' at each of the entry points into the Market Square area will be in the vicinity of \$4,000. This can be funded from Council's 2018/2019 operational budget.

RISK IMPLICATIONS

- Health and Safety
By declaring additional areas smoke-free, Council is contributing to the health and wellbeing of the community and the promotion of this public health initiative by the State Government.
- Legal Compliance
Defining an area smoke-free will require signage to ensure the requirements are communicated.
- Consultation and/or Communication
To date no consultation has been undertaken with the general public. However, the complaints received from the public regarding smoking in the Market Square area indicate that it is an expectation of the public that the area will be smoke-free.

CONCLUSION

The *Public Health Act 1997* sets out the requirements for smoke-free areas. Since the Market Square area was opened to the public, Council has received complaints regarding smoking in the area and there has been some general confusion regarding where people can and cannot smoke.

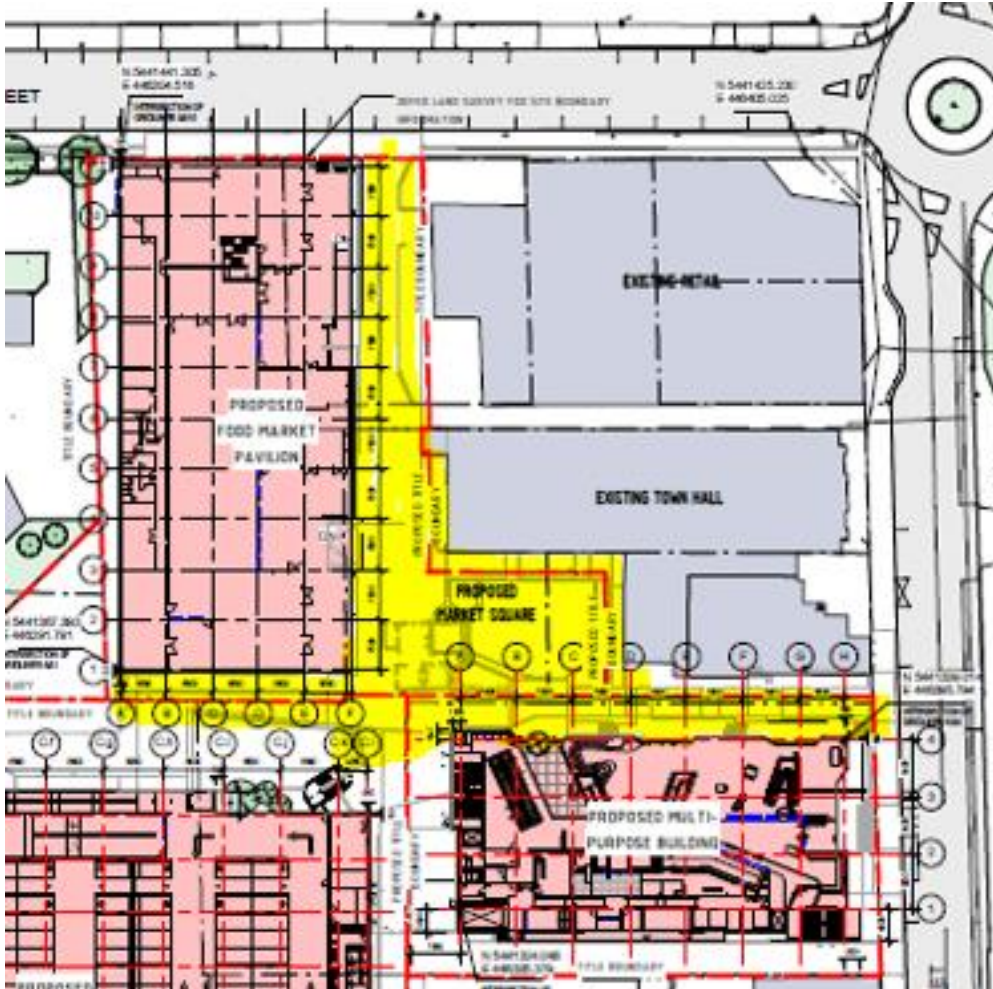
By designating smoke-free areas Council will help to promote health and wellbeing in the community and eliminate any confusion regarding the smoke-free requirements.

ATTACHMENTS

Nil

RECOMMENDATION

That Council receive and note the report of the Development Services Manager regarding a smoke-free precinct in the Market Square area and that Council undertake the process to declare the nominated area smoke-free.



Author:	Kylie Lunson	Endorsed By:	Matthew Atkins
Position:	Development Services Manager	Position:	Deputy General Manager

5.11 CREDIT CARD POLICY

File: 26315 D542985

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances

SUMMARY

This report is presented to assist Council in considering a new Credit Card Policy for adoption.

BACKGROUND

The Tasmanian Audit Office conducted a review of the use of credit cards by general managers and elected members of all Tasmanian Councils in 2017. The findings from the review and subsequent report (Auditor-General's Report No. 4 of 2017-18) were published and presented to Parliament in November 2017. The Auditor-General concluded;

"...we did not find evidence of serious or systemic misuse of public funds or fraud. The primary recommendation is for the development of a model policy and its adoption by all councils to maintain a degree of consistency across the local government sector."

The Local Government Association of Tasmania (LGAT) in conjunction with the Local Government Division of the Department of Premier and Cabinet produced a draft policy earlier this year and all councils had the opportunity to provide feedback before the final model credit card policy was released in August 2018. Whilst the policy is not mandatory, LGAT have stated that any variation will need to be able to be justified to auditors (particularly the TAO) and should respond to the findings of the Auditor-General's Report ([No. 4 of 2017-18](#)).

STATUTORY REQUIREMENTS

No direct statutory requirements relate to this report.

DISCUSSION

Council has maintained a credit card policy for several years and has updated the policy in response to advice from the Tasmanian Audit Office and generally accepted practices in the past. Council last reviewed its Credit Card Policy in July 2017 and at that point tightened the controls around the use of cards to pay infringements and fines, refined the month end reconciliation process and reviewed the credit limit and transaction limit for the issue of new cards.

The model policy does include additional sections in relation to the ability to "top up" a credit card limit mid-month. Council has not identified an operational requirement for this function and has not included the sections from the model policy in the attached document.

The model policy also suggests that Council should not avail itself of automated payments of credit card balances at the end of the month. The current arrangement with Commonwealth Bank is that all credit card balances are cleared at the end of the following month. Council has appropriate reconciliation and acquittal processes in place to accommodate this arrangement and will continue to do so in the short term. The Finance

Team will review this arrangement and determine if any changes are required prior to the next review date for the policy.

The remainder of the model policy does not vary greatly from councils' existing policy.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. Payment by credit card is an accepted form of payment of legitimate Council expenses. Expenses paid for by credit card have been included in the 2018/19 budget.

RISK IMPLICATIONS

- Financial Fraud
The policy attached reflects Council's controls regarding the use of staff credit cards. The controls in place guard against financial fraud in relation to credit card use.
- Risk Management Practices
Without policies in place, Council is exposed to the risk of inconsistent and ineffective management and operations, which may lead to a failure to comply with legislation or standards that subsequently affect operations, service provision and compliance. Likewise, out of date or defunct policies pose a risk to Council's performance, direction and operations, particularly if they are no longer aligned with legislative or best practice requirements or that do not support community expectations.

CONCLUSION

Following a review of the use of credit cards by general managers and elected members by the Auditor-General, LGAT have released a model credit card policy for Tasmanian councils. The attached policy incorporates the vast majority of the model policy, with Council officers to consider further components of the model prior to the next review in July 2019.

ATTACHMENTS


- [1. Credit Card Policy](#)

RECOMMENDATION

That

- (a) the Credit Card Policy as attached to this report be adopted with immediate effect; and
- (b) The General Manager's credit card limit of \$10,000 be approved.

Author:	Kym Peebles	Endorsed By:	Paul West
Position:	Executive Manager Organisational Performance	Position:	General Manager

	CREDIT CARD POLICY		
POLICY TYPE	POLICY ADOPTED (DATE)	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM)
Council	24 July 2017	131/17	
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW
Executive Manager Organisational Performance	General Manager	5.5.1 – Provide financial services to support Council's operations and meeting reporting and accountability requirements	July 2019
PURPOSE	<p>The purpose of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure that they assist in efficient delivery of services while minimising the potential for misuse and fraud.</p>		
SCOPE	<p>Corporate credit cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency by reducing administrative costs.</p> <p>However, any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.</p> <p>The policy is intended to apply to credit cards, as well as any other similar type of corporate or organisational purchasing card. In this policy, the term "credit card" is used to refer to any purchasing card, including credit, debit, EFTPOS and similar bank cards issued by Council and used for purchasing on behalf of Council.</p>		
POLICY	<p>1 Purchasing Principles Cardholders must conform to sound principles of purchasing when using a Council credit card. These principles are detailed in Council's <i>Purchasing Policy</i>.</p> <p>2 Preferred Purchasing Methods</p> <p>2.1 In using a Council credit card, cardholders must consider the alternative purchasing methods available, such as purchase orders and purchase contracts.</p> <p>2.2 Credit cards are appropriate for purchasing in the following typical situations:</p> <ul style="list-style-type: none"> a) Smaller purchase amounts, typically below \$1,000; b) Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised; 		

	<p>c) Where purchase orders:</p> <ul style="list-style-type: none"> • are impossible or unworkable (such as internet purchases of approved goods or services); or • would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a purchase order would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured; <p>d) Where payment by credit card has been formally authorised, such as emergency situations; or</p> <p>e) For purchases that cannot be made in the office, such as work-related travel expenses generated while travelling, or field work expenses requiring payment in the field.</p> <p>2.3 Purchase orders or purchase contracts are preferred in the following typical situations:</p> <p>a) For invoices not requiring urgent or immediate payment, such as invoices with a future due date;</p> <p>b) Larger purchase amounts, typically of \$1,000 or more; or</p> <p>c) Purchases requiring agreement between parties on terms (of service, engagement or sale).</p> <p>2.4 Cardholders operate with some discretion, but must justify their purchasing decisions, including the purchasing method chosen. Seek guidance from your Manager or Finance Team if you are in doubt.</p> <p>3 Control of Credit Cards – For Authorisers</p> <p>3.1 Risk Management Strategy</p> <p>Each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit amount is the extent of that risk. To minimise risks associated with credit cards, Council must:</p> <p>a) Allocate credit cards according to departmental need, and avoid allocating on an ad hoc or individual basis; and</p> <p>b) Only issue cards to organisational roles where the operational benefits of efficient purchasing outweigh the increase in risk; and</p> <p>c) Maintain control on the total number of credit cards issued and their combined purchasing potential (or credit limit) at any one time; and</p> <p>d) Control the credit limit available on each card to an appropriate amount required to facilitate efficient purchasing for each role, considering the alternative payment options available; and</p> <p>e) Ensure Cardholders and Authorisers adhere to the procedures and responsibilities set out by the policy by</p>
--	--

placing the onus of evidence for each purchase upon the Cardholder.

3.2 Authorisers

Authorisers have a key role in the control of credit cards, managing purchasing risk and maintaining compliance with this policy. Authorisers:

- a) May authorise or decline the issuing of credit cards to a Cardholder;
- b) May authorise or decline discretionary transactions, such as entertainment or gifts in accordance with this policy;
- c) May direct a Cardholder to reimburse Council for transactions deemed not to be in accordance with this policy;
- d) May or may not be allocated a credit card; and
- e) If they are allocated a credit card, may not authorise their own purchases or issue their own credit card.

The following roles are Authorisers for the purpose of this policy:

- General Manager
- Deputy General Manager
- Executive Manager Corporate Services
- Finance Manager

3.3 Allocation and Issue of Credit Cards and Credit Limits

Credit cards are allocated and issued according to the rules in the following sections.

a) Allocating Credit Cards

- **Schedule 1 – Allocation of Credit Cards and Credit Limits** lists the roles that, at the absolute discretion of the Authorisers, may potentially be issued with a credit card and the maximum credit limit for each role.
- The General Manager and Executive Manager Corporate Services (EMCS) must authorise changes to the allocation table.
- Council credit cards are allocated to people in roles that require them. Credit cards may not be applied for. Contact your supervisor if you believe your role requires a credit card or a different credit limit. Your supervisor will determine whether or not to request a review of **Table 1. Credit Card Allocation Table** to include your role or change the credit limit available to your role.
- A credit card will not be allocated to Aldermen.
- A credit card may be issued to the Mayor if the operational benefits to Council of efficient purchasing sufficiently outweigh the administrative cost of managing an additional card.

	<p>b) <i>Issuing Credit Cards</i></p> <ul style="list-style-type: none"> • The issue of each credit card must be authorised by an Authoriser and recorded. • An Authoriser cannot authorise the issue of their own credit card. • A person in a role that is allocated a credit card is not obliged to hold one. • The cardholder must complete the Cardholder Declaration shown at Schedule 2 before the card is issued. Completed declarations will be stored by the Finance Manager. <p>c) <i>The General Manager's Credit Card</i></p> <ul style="list-style-type: none"> • The General Manager is allocated a card, if they choose to hold one. • The credit limit for the General Manager is determined by Council approval, including subsequent adjustments. • All statement reconciliations for the General Manager's credit card are reviewed by the Mayor (who is not an Authoriser) and authorised by the Deputy General Manager who is an Authoriser. <p>d) <i>Setting Limits and Controls on Credit Cards</i></p> <ul style="list-style-type: none"> • The maximum number of cards that Council will allow to be active at any one time is to be set according to Council needs and acceptable risk; • The maximum total credit limit of all cards is to be set according to needs, acceptable risk and budget requirements; • Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role, considering budget constraints and the alternative payment methods available. • Limits on individual transactions may be set. <p>3.4 Review of Credit Card Allocation and Credit Limits</p> <p>The allocation of each credit card and their credit limits detailed in Schedule 1 – Allocation of Credit Cards and Credit Limits is to be set according to operational requirements and authorised by the General Manager and EMCS. Only the General Manager's credit limit requires Council approval; all other roles and limits are set according to Council operational requirements, as determined by the General Manager and EMCS.</p> <p>Table 1. Credit Card Allocation Table will be periodically reviewed every two years, as a minimum, in conjunction with the policy update cycle. The aim of each review is to ensure that credit card allocation and limits are facilitating efficient purchasing and delivery of Council's services while effectively</p>
--	---

managing purchasing risk. Unnecessary or insufficiently justified cards should be withdrawn and destroyed. Credit limits should be adjusted to the lowest monthly amount needed to facilitate efficient purchasing, as evidenced by purchasing history and adherence to this policy.

In addition to the periodic review, **Table 1. Credit Card Allocation Table** is recommended to be reviewed if:

- a) Requests are received to add or remove roles from the Credit Card Allocation Table, or alter individual credit limits;
- b) Proposed changes to the Credit Card Allocation Table require changes to the maximum number of credit cards or the maximum total credit limit;
- c) A cardholder terminates employment or returns their card;
- d) A card is lost or stolen or the subject of fraud or identity theft;
- e) A significant breach of the policy (under section 3.5) occurs; or
- f) Significant reorganisation of Council roles is undertaken.

Where the operational benefits to Council of a role holding a credit card no longer outweigh the increase in risk of the extra card, the credit card should be returned and cancelled.

3.5 Breach of Policy or Misuse

Any breaches of this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in:

- a) Counselling and retraining in the policy and requirements;
- b) Reimbursement of costs;
- c) Cancellation of card;
- d) Disciplinary action in accordance with Councils' Disciplinary Policy; or
- e) Referral to police or civil proceedings.

If you become aware of policy breaches or misuse, report them immediately to an Authoriser. The Authoriser will determine if the policy breach or misuse needs to be reported to the Fraud Control Officer.

4 Statement Reconciliation and Acquittal Process – Cardholders and Authorisers

The purpose of the Statement Reconciliation and Acquittal Process is to ensure that:

- Cardholders justify and document every purchasing decision to Council; and
- Council is able to justify and validate its endorsement and validation of Cardholders' purchasing decisions to auditors, investigators and the public.

	<p>On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:</p> <p>4.1 The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) and provide them to a Council officer who is delegated to reconcile the account statement.</p> <p>4.2 A delegated Council officer will:</p> <ol style="list-style-type: none"> a) Reconcile transactions individually against the supporting documentation and the requirements of this policy; and b) Question with the Cardholder any transactions: <ul style="list-style-type: none"> • without supporting documentation; • that may be in conflict with this policy; • that appear suspicious, unauthorised, excessive or of unknown purpose. c) If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Finance Manager for further investigation and appropriate action. <p>4.3 Any breaches of this policy will be dealt with according to risk and severity of the breach in accordance with section 3.5 Breach of Policy or Misuse.</p> <p>4.4 If all transactions are supported by adequate documentation and purchases appear to be in accordance with this policy with no suspicious activity:</p> <ol style="list-style-type: none"> a) The Cardholder will sign the account statement to confirm the purchases; and b) For the General Manager's credit card, the Mayor will review the statement and the Deputy General Manager will authorise the credit card statement to confirm purchases are in accordance with this policy; and c) The Authoriser reviews the credit card statement and attachments and authorises the statement to approve for payment <p>4.5 Full statement reconciliation, acquittal and approval for payment must be completed before payment is due or within four (4) weeks of receiving the statement.</p> <p>5 Use of Credit Cards – For Cardholders</p> <p>5.1 General Use</p> <ol style="list-style-type: none"> a) <i>Cardholder Responsibility and Liability</i> As a Cardholder, you are responsible for the safe custody and security of the card and liable for any misuse and associated costs. You are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.
--	---

	<p>Credit cards are provided strictly for business-related purchasing only. Cardholders must be able to justify and prove their purchasing decisions to Council in a manner that allows Council to be able to justify and validate their endorsement of purchasing decisions to auditors, investigators, and the public. Always follow this policy and seek guidance from an Authoriser if in doubt.</p> <p>Cardholders must comply with any terms and conditions of use provided by the card issuer and should follow the guidelines and recommendations of the issuing institution.</p> <p>b) <i>Non-Cardholder Use</i> Only the designated Cardholder may use the credit card. The Cardholder must not let any other person use the credit card assigned or account or record or share the credit card number, including other Council staff or elected members.</p> <p>Where for an approved purchase in compliance with this policy, the Cardholder may use their credit card to purchase work-related items on behalf of another Council staff or elected member, provided the expense is appropriate and approved in accordance with this policy.</p> <p>c) <i>Receipts and Documentation for Every Purchase</i> The Cardholder must obtain a valid tax invoice for all credit card purchases and note the purpose of the purchase.</p> <p>A valid tax invoice must provide sufficient information to demonstrate that the document is intended to be a tax invoice and include the following¹:</p> <ul style="list-style-type: none"> • The seller's identity; • The seller's Australian Business Number (ABN); • The date the invoice was issued; • A brief description of the items sold, including the quantity (if applicable) and the price; • The GST (goods and services tax) amount payable (if any) – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'; and • Purchases over \$1,000 must also show the buyer's identity or ABN (in addition to the seller's details). <p>The Cardholder should make every attempt to obtain valid original documents in support of transactions. Council cannot claim the GST credit for purchases over \$75 without a valid tax invoice², so it is always important purchases have original documentation. Contact vendors for original tax invoices if necessary.</p>
--	---

¹ ATO tax invoice requirements: <https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>

² See *A New Tax System (Goods and Services Tax) Regulations 1999*:
https://www.legislation.gov.au/Details/F2011C00417/Html/Text#_Toc297551530

	<p>In the absence of a valid tax invoice or original receipt, the Cardholder must provide sufficient information regarding the transaction to satisfy an Authoriser that the purchase is a valid work-related purchase that complies with this policy.</p> <p>If you make a transaction and fail to retain a valid tax invoice for it, you must complete and sign a statutory declaration³ that includes all the required supporting information to justify the purchase, including the transaction purpose, date, time, amount, vendor name and ABN.</p> <p>Cardholders are liable for the cost of transactions that cannot be verified to be in compliance with this policy. Repeated purchases without original supporting documentation (valid tax invoice), requiring the Cardholder's explanation, or a statutory declaration are a purchasing risk to Council and may result in a credit card being revoked or disciplinary action in accordance with 3.5 Breach of Policy or Misuse.</p> <p>d) <i>Lost, Stolen or Damaged Cards</i> If a Council credit card is lost or stolen, the Cardholder must immediately contact the issuing institution to report the lost or stolen card. Follow the advice of the institution and then advise an Authoriser at the earliest opportunity.</p> <p>Damaged cards can be reported to Council's financial management team for a replacement card to be arranged.</p> <p>e) <i>Return of Cards</i> Return your Council credit card immediately to your manager if you:</p> <ul style="list-style-type: none"> • Are ceasing or terminating employment; • Moving to a role that is not assigned a credit card; • Taking extended leave from your role, or otherwise where you feel retaining your card is an unnecessary risk; or • No longer require, or do not wish to hold, a credit card. <p>Credit cards should generally be cancelled and destroyed in these circumstances. If employees are returning from leave of 6 months or less, cards may be held securely by Council, at Council's discretion.</p> <p>[The return of credit cards in an item included on the employee exit checklist.]</p> <p>5.2 Permitted Transactions An employee issued with a Council credit card will have the necessary financial delegation to transact on the card. The</p>
--	--

³ Statutory declaration forms are available from the Department of Justice:
http://www.justice.tas.gov.au/forms/statutory_declarations

setting of the transaction and credit limit will be in accordance with section 3.3 of this policy.

Transactions for expenses that are budgeted for and have been demonstrably approved, such as approved projects or approved travel, may be made without additional approval from Authorisers. The Cardholder must be able to demonstrate purchases are approved and in accordance with this policy, if queried. Approval can be by way of email from the Cardholder's supervisor or in relation to travel for training/conference purposes, completion of the Training Registration Form and compliance with the Travel Accommodation Policy.

a) Travel Expenses

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses should be purchased in accordance with Council's Travel Accommodation Policy.

5.3 Discretionary Transactions Requiring Authorisation

The following types of transactions and purchases generally require written approval from one or more Authorisers and are **discretionary transactions**. Certain credit cardholders have financial delegation to expend on discretionary transactions. Limits for discretionary expenditure are set out in **Table 1. Credit Card Allocation Table**. Unless employees have been allocated a financial delegation for discretionary expenditure, transactions for the following are prohibited.

a) Entertainment Expenses

Entertainment means the provision of food drink or recreation – even if business discussions or transactions occur. Entertainment is typically considered a private expense and must not be purchased using a council credit card or funds without clear prior approval to do so.

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. These include travel expenses (in accordance with section 5.2a) Travel Expenses above), to support approved overtime work, for approved Council events or social functions or within an approved entertainment expenses budget for your role.

Certain roles are delegated the discretion to incur work-related entertainment expenses as part of their roles. These roles and their **discretionary expense limits** are allocated in **Schedule 1 – Allocation of Credit Cards** and Credit Limits.

b) Gifts

Gifts are typically considered to be private expenses and must not be purchased with a Council credit card without

prior approval. However, there may be limited instances where a gift using Council funds is appropriate, such as in recognition of exceptional service of an employee or community volunteer, or as prizes for Council-sponsored community awards, and so are discretionary transactions.

Refer to Council's **Recognition Policy** for guidance and how to apply for approval to purchase a gift.

c) *Fuel*

Wherever available, use a fuel card to purchase fuel for work-related fuel expenses. In the event a fuel card is not available or not accepted by vendors in a location, Cardholders may use a Council credit card to purchase fuel for work-related travel, however sufficient supporting evidence that documents the circumstances must be provided.

5.4 Prohibited Use and Transactions

The following types of transactions and purchases are generally prohibited and must not be made on a Council credit card.

a) *Cash Advances/Withdrawals*

Council credit cards must not be used for cash advances or withdrawing cash.

b) *Refunds*

Any refunds for purchases made on a Council credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.

c) *Purchases of a private or personal nature*

Council credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse Council. Only approved, work-related expenses in accordance with this policy may be incurred.

d) *Fines*

Council credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.

e) *Alternative Online Payment Methods and Storing Credit Card Details*

Use of Council credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay, iTunes, or any system that records and stores credit card details, are prohibited.

Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber), then the General Manager may delegate certain cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:

	<ul style="list-style-type: none"> • The online account is restricted for use by the Cardholder; • The online account is for work-related purchases only, in accordance with this policy; • The online account is to be set up with the Cardholder's work email address and details and is to be managed separately from any personal online payment/e-commerce accounts. <p>Permissions for online accounts should be centrally controlled and recorded by Council. Council credit cards must never be linked to personal online payment systems or accounts.</p>
LEGISLATION AND RELATED DOCUMENTS	<p><i>Local Government Act 1993</i> <i>Local Government (General) Regulations 2005</i> <i>A New Tax System (Goods and Services Tax) Act 1999</i> <i>Fringe Benefits Tax Assessment Act 1986</i> <i>Payment of Aldermen's Allowances, Expenses and Provision of Facilities Policy</i> <i>Travel Accommodation Policy</i> <i>Code for Tenders and Contracts</i> <i>Purchasing Policy</i> <i>Staff Code of Conduct</i> <i>Fraud and Corruption Control Policy</i></p>
ATTACHMENTS (IF APPLICABLE)	<p>Schedule 1 – Allocation of Credit Cards and Credit Limits Schedule 2 – Cardholder Declaration</p>

Schedule 1 – Allocation of Credit Cards and Credit Limits

This Policy permits the issue of credit cards only to the Council roles and with the limits stated in **Table 1** below.

Table 1. Credit Card Allocation Table

Role/Position	Issue	Credit Limit ⁴	Transaction Limit ⁵	Discretionary Expense Limit ⁶
General Manager	1	\$10,000	N/A	\$200
Deputy General Manager	2	\$10,000	\$10,000	\$100
Executive Manager Corporate Services	3	\$10,000	\$5,000	\$100
Executive Manager Organisational Performance	4	\$10,000	\$5,000	\$100
IT Co-ordinator	5	\$15,000	\$3,000	Nil
Risk & Compliance Co-ordinator	6	\$10,000	\$1,000	Nil
Community Services Manager	7	\$5,000	\$5,000	\$100
Convention & Arts Centre Manager	8	\$5,000	\$5,000	\$100
DECC Co-ordinator	9	\$5,000	\$1,000	Nil
Maritime Centre Co-ordinator	10	\$5,000	\$1,000	Nil
Plant Maintenance Serviceperson Parking	11	\$500	\$100	Nil
TOTAL	11	\$85,500		

Table 1. Credit Card Allocation Table is authorised by:

Name: _____

Name: _____

Position: **General Manager**

Position: Executive Manager Corporate Services

Signed: _____

Signed: _____

Date: _____

Date: _____

⁴ **Credit Limit** means the monthly credit limit and total value of purchases that may be made in a month.

⁵ **Transaction Limit** means the maximum value for any single transaction.

⁶ **Discretionary Expense Limit** means the maximum value per occasion of work-related entertainment expenses that a role is permitted to be purchased before seeking approval from an Authoriser.

Schedule 2 – Cardholder Declaration

1. I have read and understood Council's Credit Card Policy. I understand the requirements of me as a Cardholder and agree with comply with them.
2. In particular, I agree:
 - That I understand and will follow the rules and procedures of credit card use outlined in this policy;
 - That I will adhere to all related Council policies, including Council's (Purchasing Policy, Travel Expenses Policy, Entertainment Expenses Policy, and Gifts Policy);
 - That my credit card is to be used for Council business only;
 - That I must retain receipts and documentation to support all transactions made with my card;
 - That I am responsible for the safekeeping and security of my card and account and liable for any misuse;
 - That I will not allow any other person to use my Council credit card; and
 - That disciplinary action will be taken for any breaches of the policy.

Name: _____

Position: _____

Signed: _____

Date: _____

Authorisation

A Council credit card is approved to be issued to the Cardholder named above, who is authorised to hold and use a Council credit card in compliance with this policy.

Authorised by:

Name: _____ Name: _____

Position: _____ Position: _____

Signed: _____ Signed: _____

Date: _____ Date: _____

5.12 TENDER REPORT CONTRACT CS0074 WILLIAM STREET STORMWATER STAGE 8

File: 35324-02 D552541

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards

SUMMARY

This report seeks Council's approval to award Contract CS0074, William Street Stormwater Stage 8 to BLW Investments Pty Ltd (Trading as Roads & Bridges Tasmania) for a lump sum of \$335,710.

BACKGROUND

This report considers tenders received for "William Street Stormwater Catchment Upgrade Stage 8" listed within the 2018/19 capital expenditure budget.

This project involves the duplication of the stormwater main between Eugene Street and the outfall at Back Beach. This is the last stage in this catchment for some time, as the extension of the main to the outfall will reduce the risk of flooding in the lower and middle parts of the catchments. Other catchments will then become a priority. The scope of work is shown in Figure 1 below.



William Street Stormwater Upgrade Stage 8

Figure 1: Concept plan of works

This project is a continuation of work in the catchment to increase the capacity to meet the Stormwater Strategy requirements. This catchment has been assessed a high risk based on

Report to Council meeting on 26 November 2018

the current capacity, the possibility of damage to private and public property and the safety risk during a major rain event. Local flooding has been reported in the area of works during heavy rain. A recent example is shown in Figure 2 below.



Figure 2: East end of Eugene Street – 29 September 2016

STATUTORY REQUIREMENTS

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

DISCUSSION

In accordance with Council's Code of Tenders and Contracts, a Tender Planning and Evaluation Committee was formed to evaluate the tenders received.

Tenders were received from six companies. All tenders received were conforming tenders and are summarised in table 1.

TABLE 1

No.	Tender	Status	Tender Price (ex GST)
1	BLW Investments Pty Ltd	Conforming	\$335,710
2	Hardings Hotmix Pty Ltd	Conforming	\$410,530
3	Civilscape Contracting Tasmania	Conforming	\$450,074
4	Kentish Construction and Engineering Company Pty Ltd (trading as Treloar Transport)	Conforming	\$478,741
5	Oliver Kelly Constructions	Conforming	\$562,586
6	JDM Contracting Pty Ltd	Conforming	\$576,161

The Tender Planning and Evaluation Committee have considered the tenders against each of the selection criteria, these being:

Report to Council meeting on 26 November 2018

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

The evaluation by the Committee indicates that BLW Investments Pty Ltd scored highest overall against the selection criteria and therefore offers Council the best value for money.

BLW Investments Pty Ltd have not undertaken work for Council previously. However, the tender evaluation process includes reference checks with other clients of the company. Council staff have also met with the proposed project team and are confident that BLW Investments Pty Ltd can meet Council's requirements for the project.

The Tender Planning and Evaluation Committee minutes are available for Aldermen to view, if desired.

COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in the Advocate Newspaper on 13 October 2018 and tenders were also advertised on Council's website.

Construction work has been programmed to avoid major events in the area, but the availability of the sports field may be impacted, depending on how quickly the grass on the field can re-establish. Discussion with affected stakeholders will take place if this issue arises.

FINANCIAL IMPLICATIONS

The 2018/19 capital expenditure budget includes an allocation for the "William Street Stormwater Catchment Upgrade Stage 8" project of \$600,000.

The breakdown of the budget for this project is summarised below in table 2.

TABLE 2

No.	Tender	Budget (ex GST)
1	Contract CS0074	\$335,710
2	Contract CS0074 Provisional item CCTV	\$4,000
3	Project management/administration (\$10,427 to date)	\$20,000
4	Construction contingency	\$32,726
5	Sports ground reinstatement	\$11,463
	TOTAL	\$403,899

The contingency allowance for this project is 10% of the contract price. The risk of unforeseen variations is low.

The total forecast expenditure is significantly less than the allocated budget as the original concept design had the new pipe following the road alignment, which required more traffic management and more expensive reinstatement compared to a grassed area. The alignment through the grassed area requires a shorter total length of pipe and provides better hydraulic outcomes.

RISK IMPLICATIONS

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

CONCLUSION

Taking into account the selection criteria assessment, the Tender Planning and Evaluation Committee has determined that BLW Investments Pty Ltd meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract CS0074 William Street Stormwater Stage 8.

ATTACHMENTS

Nil

RECOMMENDATION

That Council, in relation to Contract CS0074 William Street Stormwater Stage 8:

- a) award the contract to BLW Investments Pty Ltd for the tendered sum of \$335,710 (ex GST);
- b) note that sports ground reinstatement, project management and CCTV costs for the project are estimated at \$35,463 (ex GST); and
- c) note a contingency allowance of \$32,726 (ex GST).

Author:	Shannon Eade	Endorsed By:	Matthew Atkins
Position:	Project Management Officer	Position:	Deputy General Manager

5.13 KELCEY TIER DRAFT MASTER PLAN

File: 28779 D555306

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces

SUMMARY

This report is provided to assist Council in considering the draft Kelcey Tier Master Plan and endorsing it for community consultation.

BACKGROUND

The Kelcey Tier Greenbelt reserve is 185 hectares of predominately natural bushland owned and managed by Devonport Council on the southern edge of Devonport. The reserve has important conservation values, provides recreational opportunities and has a number of user groups currently utilising the reserve.

In 1992, the *Kelcey Tier Greenbelt Landscape Management Plan* was prepared on behalf of Council. Since that report, there has been a significant increase in activity within the reserve of informal, unstructured recreation pursuits such as riding, walking and running.

There have been mountain bike tracks on site which have been used informally for approximately 15-20 years. In the past 12 months, Mersey Valley Devonport Cycling Club started work on a number of new tracks, with funding sourced from Tasmanian Community Fund (TCF), State Government and a grant from Council's Financial Assistance Working Group (as co-funding for the TCF grant).

Due to concerns raised, predominantly environmental, MVDCC were asked to cease work until such time as the matter could be considered by Council. As a result, it was determined by Council at its meeting held 28 May 2018, (Min. No. 86/18 refers) as follows:

"That Council:

- a) *engage ERA Planning to undertake a Kelcey Tier Greenbelt Master Plan; and*
- b) *approve Mersey Valley Devonport Cycling Club's request for the construction of tracks as detailed in this report subject to:*
 - i) *the signing of a Licence Agreement between Council and MVDCC;*
 - ii) *MVDCC engaging qualified consultants to undertake a full natural values and threatened species assessment and an Aboriginal heritage assessment of the mapped routes, as recommended by their track builder, Mtn Trails Pty Ltd;*
 - ii) *final sign-off of the route of the tracks following the results of the assessments, by Council's General Manager in consultation with the NRM staff."*

STATUTORY REQUIREMENTS

Council has an obligation to comply with the *Threatened Species Protection Act 1995*. Council's Reserves Parks and Gardens By-Law No. 1 of 2017 also applies to the Greenbelt and determines what is or is not permissible in the area including the taking of firewood, illegal dumping, motorbikes in the reserve etc.

DISCUSSION

Following a process of consultation and community engagement, ERA Planning has prepared a draft Master Plan based on feedback received. The draft Master Plan is attached.

The Plan is broken into Sections as follows:

- Sections 2 and 3 identify specific actions related to the natural and cultural values of the reserve;
- Section 4 identifies specific actions associated with recreation opportunities and which must be read in conjunction with Sections 2 and 3 to ensure the natural and cultural values are enhanced and maintained;
- Appendix A includes maps that show the trail networks, nodes and trackheads;
- Appendix B includes cost estimates of future infrastructure; and
- Appendix C provides the concept and framework, together with the summary of the stakeholder and community engagement.

It is proposed that a period of consultation be allowed for the Master Plan to be considered by stakeholders and the general community. Due to the Christmas/New Year break, it is proposed that the consultation run until 25 January 2019. The consultant will then consider all comments received and a report provided to Council at its February 2019 meeting for endorsement of the Plan.

The endorsement of the Plan will provide a strategic document to guide future use and management of the reserve. It will contribute to the area being sustainably managed in accordance with best practice. It will ensure the identified values for the reserve are maintained and preserved whilst allowing it to be used for recreational purposes.

COMMUNITY ENGAGEMENT

As part of the development of the draft Master Plan, consultation was undertaken with key stakeholders and organisations, adjoining property owners and users of the area.

The consultant's engagement involved one-on-one appointments with key stakeholders and community groups, social media, community bulletin boards and Council's on-line platforms. This consultation was considered and factored into the draft Plan.

All Council's regular consultation mediums will be used for receiving feedback on the draft Master Plan including Speak Up and social media.

FINANCIAL IMPLICATIONS

The draft Master Plan sets out recommendations relating to infrastructure requirements for the area. Council does not have funds committed in the 2018/19 financial year to undertake any capital works. Any proposed works would either need to be factored into the forward capital works program or external funding sourced through other avenues (eg Tasmania Community Fund).

An increase in the number and use of the trails results in an increase in operational costs for Council to manage the risks in the area. The scope and frequency of tree inspections has increased. The cost of inspection and management of trees following a Tasmania Fire Service (TFS) fuel reduction burn will also increase. This issue, and the increasing problem of restricting access during a burn has already been raised by TFS and may have the potential to impede the TFS's ability to conduct fuel reduction burns in the greenbelt. If TFS determine in the future not to conduct fuel reduction burns, Council would be responsible for the cost of doing so.

RISK IMPLICATIONS

- Asset & Property Infrastructure
The Kelcey Tier reserve is a significant piece of Council land and any works should be carefully monitored and managed to ensure its cultural, environmental and historical values are preserved.
- Environmental Sustainability
The Master Plan will ensure that the environmental values of the reserve are maintained.
- Consultation and/or Communication
There is a risk that the consultation involved for the finalisation of the master plan may not satisfy all parties.

CONCLUSION

Given the range of activities and its increasing popularity as a public space, it is important for Council to consider the needs of all parties whilst ensuring the Kelcey Tier's environmental and natural values are not compromised.

The endorsement of the Kelcey Tier Master Plan will provide a strategic document to guide future use and management of the reserve. It will contribute to the area being sustainably managed and in accordance with best practice so the identified values for the reserve are maintained and preserved whilst allowing it to be used for recreational purposes.

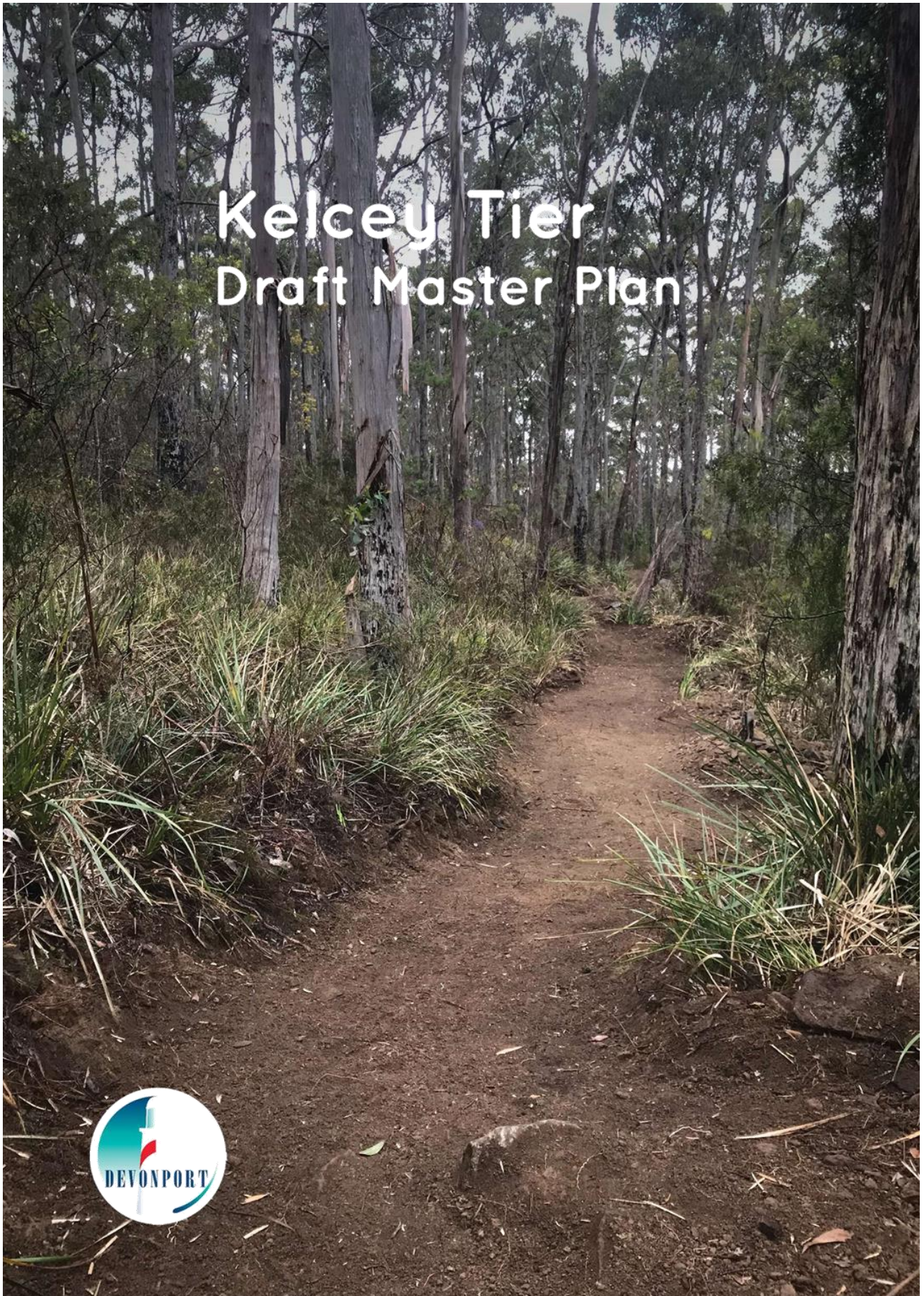
ATTACHMENTS

- [1.](#) Draft Kelcey Tier Master Plan

RECOMMENDATION

That the report relating to the Kelcey Tier Draft Master Plan be received and noted; and Council endorse the release of the Draft Master Plan for a public consultation period ending on 25 January 2019.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager



Contents

1.	Introduction	3
1.1	Site and Surrounds	4
2.	Natural Values	5
2.1	Natural Values Management	5
2.2	Natural Values Actions	7
3.	Cultural Values	9
3.1	Cultural Values Management	9
3.2	Cultural Values Actions	9
4.	Recreation Values	10
4.1	Recreation Values Management	10
4.2	Recreation Values Actions	10
	Appendix A Master Plan Maps	
	Appendix B Approximate costings	
	Appendix C Indicative Signage Strategy	
	Appendix D Concept and Framework	

The Devonport City Council engaged ERA Planning Pty Ltd to lead a multi-disciplinary consultancy team to develop the master plan which comprised:

ERA Planning Pty Ltd (Principal Consultant)
Master Planning & Engagement

Playstreet Landscape Architecture & Urban Design
Mapping

© ERA Planning Pty Ltd, 19 October 2018

This work is copyright. Apart from any use as permitted under Copyright Act 1963, no part may be reproduced without written permission of the ERA Planning Pty Ltd.

Photography

All photographs unless otherwise referenced have been provided by Carl Turk & Caroline Lindus.

Disclaimer

This Master Plan has been prepared for the Devonport City Council and is intended for the specific purpose to which it refers. While every responsible effort has been made to ensure that this document is accurate and complete the Devonport City Council, ERA Planning Pty Ltd and its subconsultants do not warrant or represent that the information contained is free from errors or omissions and disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document

1. Introduction

ERA Planning in conjunction with Playstreet Landscape Architecture and Urban Design have been engaged by the Devonport City Council to prepare a master plan for the Kelcey Tier Greenbelt Reserve (Reserve).

The Kelcey Tier is a 185ha area of remnant bushland located directly adjacent and to the south of Devonport.

The master plan aims to provide a realistic, measured and achievable approach to balancing the reserve values and recreational uses. To achieve this the master plan includes:

- o Section 2 and Section 3 that identifies specific actions related to the Natural and Cultural Values.
- o Section 4 then identifies specific actions associated with recreation opportunities which must be read in conjunction with sections 2 and 3 to ensure the natural and cultural values are enhanced and maintained.
- o Appendix A includes maps that are associated with the trail networks, nodes and trackheads.
- o Appendix B includes cost estimates.
- o Appendix C provides the concept and framework, which was the background report that informed the Master Plan and outlines the Natural, Cultural and Recreation Values in greater detail, together with the summary of the stakeholder and community engagement.

1.1 Site and Surrounds

The Kelcey Tier Reserve is located at the southern edge of Devonport directly adjoining residential land in the Stony Rise and Tugrah areas. The site is elevated with its highest point at 205m above sea level. The Reserve provides a significant scenic landscape backdrop to the city, contains a highly valued recreational opportunities and significant biodiversity values.

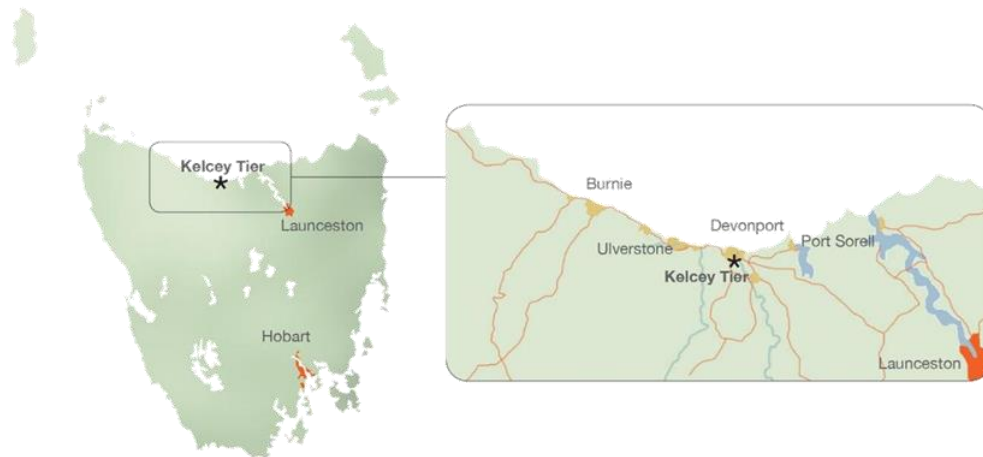


Figure 1: Location of Kelcey Tier.

2. Natural Values

2.1 Natural Values Management

In preparing the master plan, consideration has been made to the available information on ecological values of the site in a desktop manner only. Further information regarding this desktop can be found in *Appendix D Kelcey Tier Master Plan Concept and Framework*.

The available desktop information suggests Kelcey Tier Greenbelt has numerous ecological values which need to be taken into consideration when planning for expanded recreational use of the reserve. These values may be impacted by changes to the recreational features of the site, including directly by land clearance (eg tracks or car parks) as well as indirectly through erosion or spread of weeds and pathogens. The ecological values also provide opportunities for interpretation and passive enjoyment of natural values.

At a broad level, all areas of native vegetation on the site hold some ecological value and potential habitat for threatened and common fauna. More specifically, some areas are of particular ecological value (as shown in Figure 2), including:

- Threatened vegetation communities DOV (includes *E ovata* grassy woodland and *E ovata* shrubby forest) and WVI (*E viminalis* wet forest).
- Vegetation communities providing potential habitat for swift parrot as shown in the red hatching in Figure 2. Note that other communities on site may also provide habitat for the species including hollow bearing eucalypts of all species and areas of *E.ovata* and also possibly *E viminalis* and *E. obliqua*¹ Note that Kelcey Tier has been identified as a priority habitat for the swift parrot in the National Recovery Plan for the Swift Parrot (2011).
- Damp areas (including stream-sides, dams and their margins, road culverts and marshes) all of which provide potential habitat for the Central North burrowing crayfish (*Engaeus granulatus*).
- Areas with hollow bearing trees, particularly the area mapped as old growth in Figure 2.

¹ National Recovery Plan for Swift Parrot (2011), Table 1 shows potential habitat in the Cradle Coast region to include all hollow bearing eucalypts (potential nesting habitat), *E ovata* (foraging during breeding season) and *E obliqua* and *E viminalis* (foraging habitat breeding).

Kelcey Tier Master Plan

DRAFT for Council Officer Review

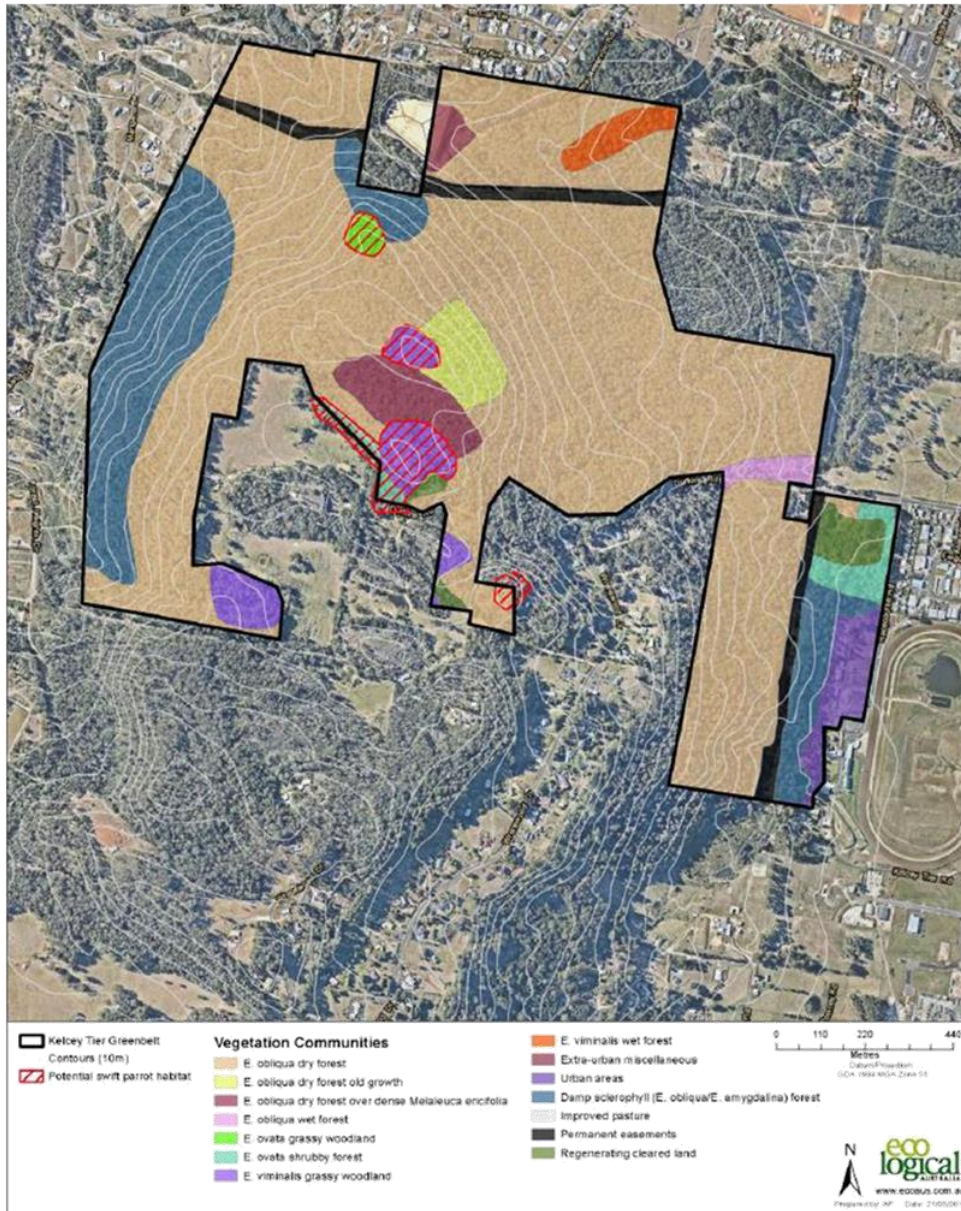


Figure 2: Vegetation Communities (Source - Ego Logical Map 6, from Kelcey Tier Greenbelt Bushfire Management Plan)

2.2 Natural Values Actions

<i>Reference Number</i>	<i>Action</i>	<i>Reason</i>	<i>Priority</i>
NVA1	Engage a suitably qualified person to undertake an updated ecological values survey and prepare a vegetation and weed management plan for the reserve, which includes specific recommendations as to ongoing actions, weed management, protection of sensitive areas, rehabilitation (where applicable) and plant and animal disease controls.	To ensure the values of the reserve are understood and maintained.	High
NVA2	Review options for improving the protection of the scenic, biodiversity and landscape values of the reserve and implement accordingly. This will include but not limited to: <ul style="list-style-type: none"> o The introduction of a map overlay to ensure the Clearing and Conversion of Vegetation Code applies to the entire reserve under the <i>Devonport Interim Planning Scheme 2013</i> or the Natural Assets Code and Scenic Protection Code under the Tasmanian Planning Scheme; and o A review of the reserve status as a National Park or Reserve under the <i>Nature Conservation Act 2002</i>. 	Improve the protection of the reserve's scenic, biodiversity and landscape values.	High
NVA3	Ensure that all development including trails obtain the required permits. Including but not limited to: <ul style="list-style-type: none"> o A planning permit if required under the <i>Devonport Interim Planning Scheme 2015</i>. It is noted that any clearing and conversion of native vegetation within the reserve requires a planning permit. o A permit to take if required under the <i>Threatened Species</i> 	To ensure due process is followed and the required level of independent examination of a development is undertaken.	Ongoing

	<p><i>Protection Act 1995</i> for direct impacts to listed species or products (eg dens/nests) of wildlife (including some non-threatened species).</p> <ul style="list-style-type: none"> o A Forest Practices Plan if required. Clearance of forest greater than 1 ha (unlikely to apply) as well as clearance of any vegetation within the definition of vulnerable which includes threatened vegetation communities and vegetation inhabited by a threatened species is required to be approved by way of an FPP. Specific exemptions do however apply if it relates to a building for which a permit is required under the <i>Land Use Planning and Approvals Act 1993</i>. o A referral under the Commonwealth <i>Environment Protection Biodiversity Conservation Act 1999</i> (EPBCA) may be required if it is likely that there may be significant impacts to Matters of National Environmental Significance (MNES), including listed species. 		
--	---	--	--

3. Cultural Values

3.1 Cultural Values Management

In 1994 an archaeological survey to locate Aboriginal sites was conducted in the Kelcey Tier.

The report provided the following regarding the sites found:

Although the Kelcey Tier Greenbelt area has been disturbed by European modification of the landscape, this in no way diminishes the significance of Aboriginal sites present both in the Greenbelt and the general area. The Aboriginal site located on the existing fire trail is highly significant as it is indicative of Aboriginal trade and transportation of material across the region. The other Aboriginal site located in the immediate vicinity of the proposed track upgrading is also important. When combined with other sites located on adjacent private property, these sites are indicative of intense occupation and use of the area by Aboriginal people.

Aboriginal Heritage Tasmania were consulted and based on a review of the assessment report it was their opinion that the area has a low probability of Aboriginal heritage being present, given the size of the reserve and the type and size of potential development in the reserve. Subsequently, it was recommended that an Unanticipated Discovery Plan (UDP) be put in place during ground disturbing works. It is noted that the *Aboriginal Heritage Act 1975* does not necessarily consider the significant in terms of ongoing connection to place.

Further information regarding the cultural values can be found in *Appendix D Kelcey Tier Master Plan Concept and Framework*.

3.2 Cultural Values Actions

Reference Number	Action	Reason	Priority
CVA1	Council engage with the local Aboriginal Community to fully understand the cultural significance of the site.	To ensure the values of the reserve are understood and maintained.	Medium
CVA2	Future development of the site requires an Aboriginal Heritage assessment report prepared by a suitably qualified practitioner.	Ensure that Council meets the requirements of the <i>Aboriginal Heritage Act 1975</i> .	Ongoing

4. Recreation Values

4.1 Recreation Values Management

The Kelcey Tier is significantly valued by the local community of all ages. The reserve provides valuable opportunities for outdoor recreational experiences in an outdoor setting. It's discrete boundaries together with it being the nearest reserve to the City of Devonport is seeing unprecedented pressure on the reserve for recreation pursuits. There are several key influences that are occurring which have contributed to this increase in demand including:

- o The emerging and well recognised trend within recreational activities that is seeing the popularity of organised sporting activities decline with a corresponding increase in informal, unstructured recreation pursuits such as riding, running and walking. The popularity in mountain biking activities in particular has increased exponentially in recent years;
- o An increase in residents in proximity to the Kelcey Tier, particularly to the north west due to residential subdivisions;
- o Large tracts of land zoned General Residential and Future Residential (approximately 80ha within 1km of Kelcey Tier not yet developed; and
- o Multiple recreation groups including walkers, trail runners, mountain bikers and bird watchers with several clubs or associations directly connected with the Kelcey Tier, such as friends of Kelcey Tier, the Kelcey Tier Mountain Biking club and the Central North Field Naturalists.

Further information regarding recreation values can be found in *Appendix D Kelcey Tier Master Plan Concept and Framework*.

4.2 Recreation Values Actions

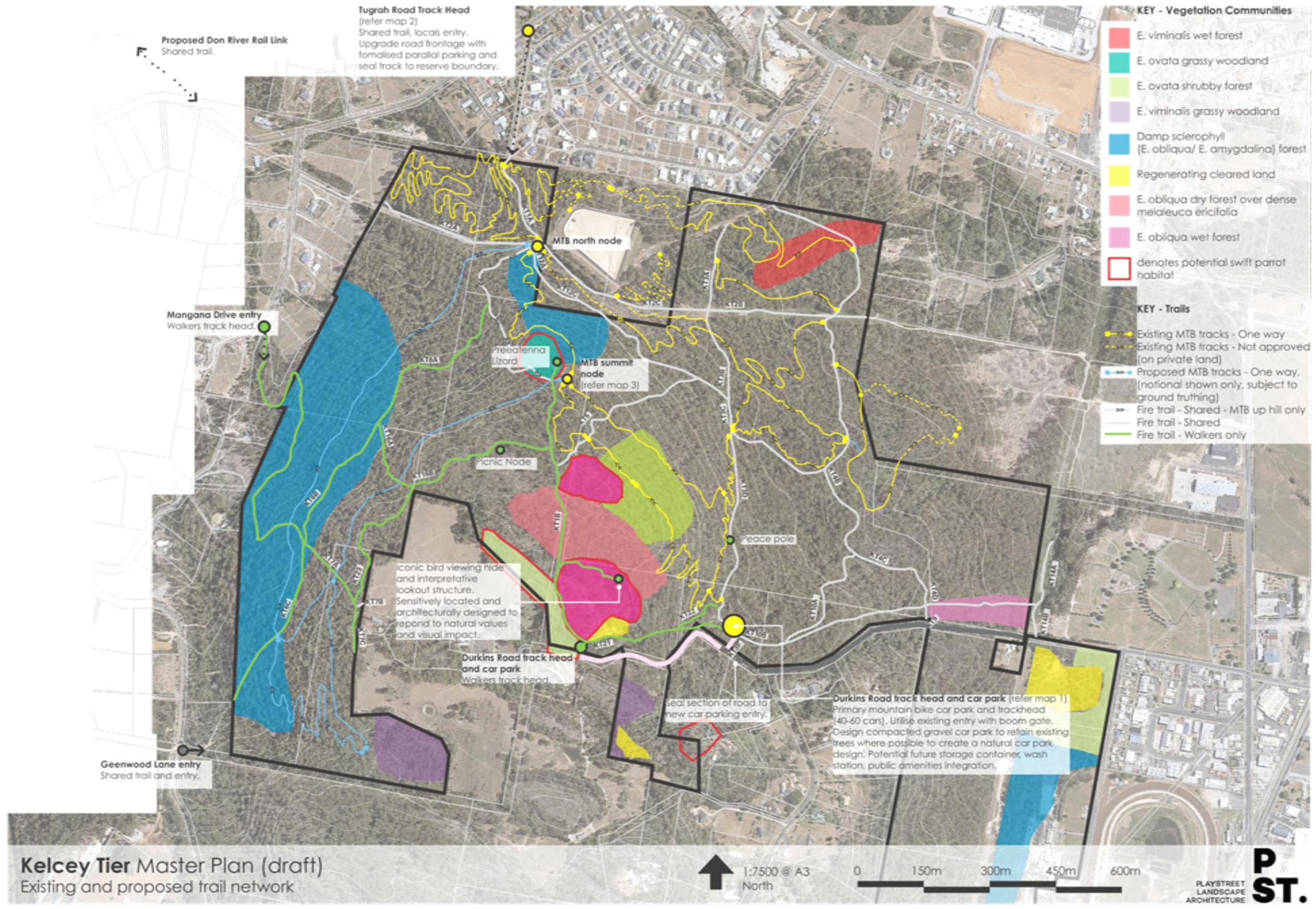
Reference Number	Action	Reason	Priority
RVA1	Implement the trail strategy in accordance Existing and proposed trail network (refer <i>Appendix A</i>).	To ensure there is a strategic approach to trail development and the needs of all user groups are equally met.	Ongoing
RVA2	Construction of all trails are to be undertaken by a suitably qualified and experienced trail construction expert.	Ensure that trails are constructed to an appropriate standard, minimising erosion and ongoing maintenance.	Ongoing
RVA3	Provide accurate skill level identification of MTB trails in accordance with the IMBA AU trail grading system.	To ensure that the MTB trails are consistent state wide.	Ongoing
RVA4	Design and implement a signage strategy that incorporates	To ensure there is adequate signage and information available that is	High

Kelcey Tier Master Plan

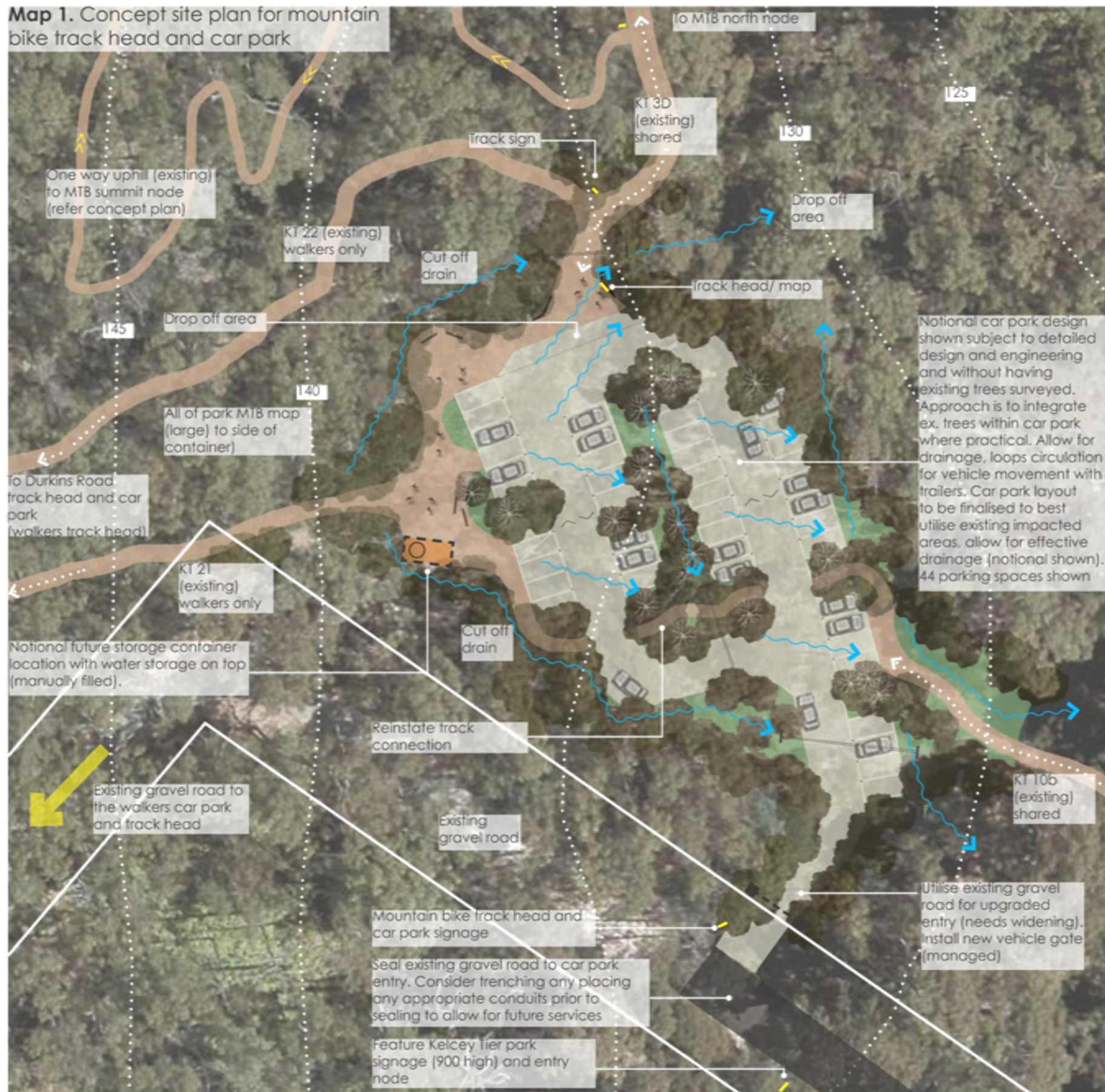
DRAFT for Council Officer Review

	interpretation and trail maps (refer <i>Appendix C</i> for further details).	consistent with the reserve's values, is coherent, uniform and effective, without an unnecessary clutter of signage or repetition of messages.	
RVA5	Formalise agreement with landowners for trails not constructed within Council owned land (refer <i>Appendix A</i>).	To ensure appropriate land owner consent is in place for the formal trail network.	High

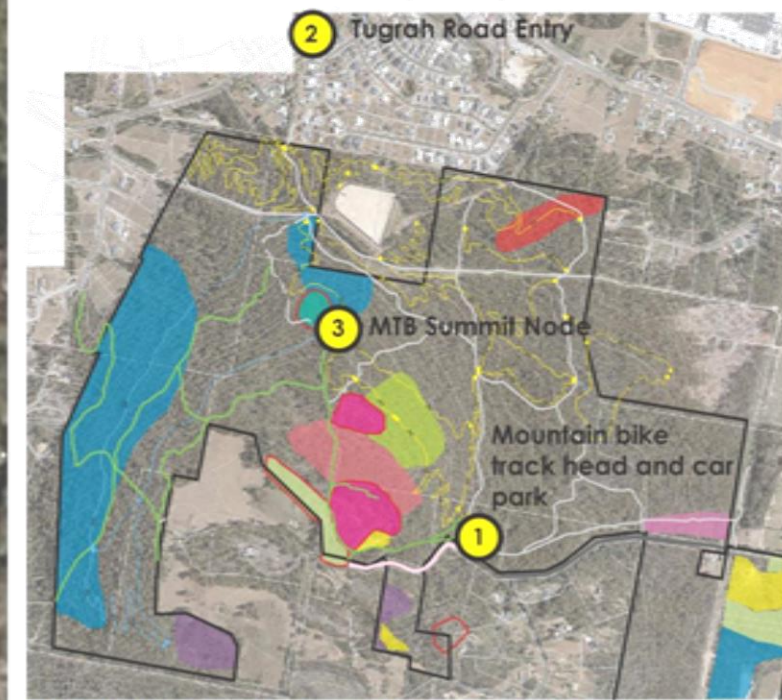
Appendix A
Master Plan Maps



Map 1. Concept site plan for mountain bike track head and car park



Reference Plan - Concept Maps



Precedent images showing car parking integration with trees

Scale 1:500@A3



Map 2. Tugrah Road Trach HEad



Precedent image - Potential Tugrah track head road reserve revegetation and weed control



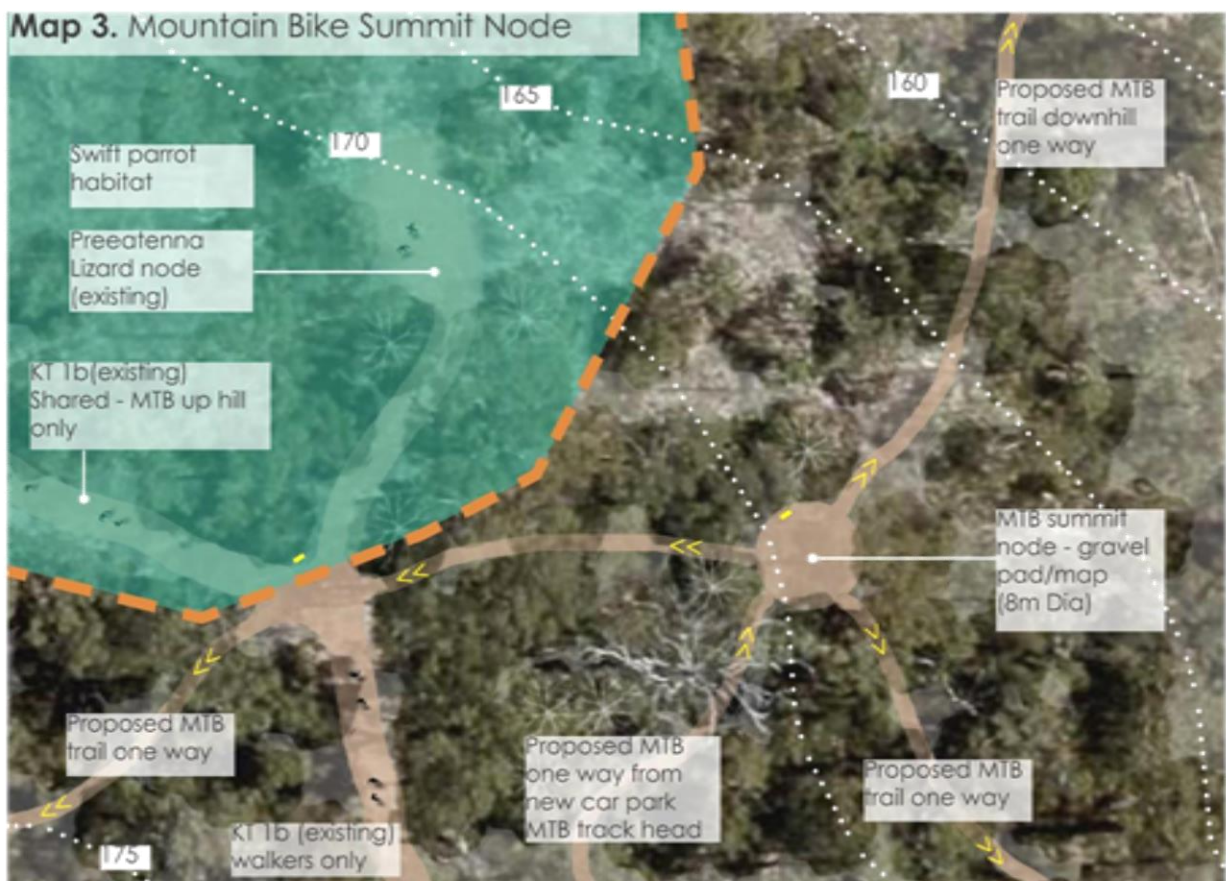
Precedent image - National main map signage at walkers and mountain bike track head parking areas



Precedent image - Potential for bespoke interpretation elements

Precedent image - Potential 'look and feel' of passive picnic node (ignore bbq)

Map 3. Mountain Bike Summit Node



Precedent image - Use natural materials where infrastructure is required



Precedent image - potential 'look and feel' for an iconic bird viewing hide and interpretation lookout at walkers summit. Sensitive located and architecturally designed to repond to the natural values and visual impact.

Scale 1:500@A3



Appendix B
Approximate costings



Indicative Costings Trails and Infrastructure

All costings are a broad estimate only and are subject to a quantity surveyor review, survey data and concept design and market conditions.

Exclusions from costing estimates: GST, preliminaries, contingency, consultant services, (survey, design, engineering, project management), disbursements, rock breaking, signage/ way finding (needs strategy), storage container (proposed option).

Mountain Bike Track Head – total approx. 200K

- Site preparation - clearing/ tree removal, chipping, topsoil stripping
25K
- Earthworks - general shaping
15K
- Drainage - cut of drains and culverts/ headwalls
15K
- Civil pavement construction – Base and gravel topping
85K
- Path/ open gravel pedestrian areas
15K
- Rehabilitation/ make good
10K
- Bollards
10K
- Furniture - seats
5K
- Entry gate
5K
- Miscellaneous items
15K

Tugrah Road Formalised Car Parking – total approx. 30K

- Demolition/ preparation
2K
- New flush kerb to grass
3K
- New spoon drain as divider between parallel park and road to continue drainage through
5K
- Base and hotmix for new parking area
5K
- Concrete pedestrian entry pavement
3K



- Landscaping and make good
2K
- Bollards / fence
5K
- Miscellaneous
5K

Mountain Bike Track Cost Estimate

- Trail construction
\$25 - \$30/ lineal metre
80 - 100 lineal metres/day

Appendix C
Indicative Signage Strategy



Indicative Signage Strategy Kelcey Tier

Introduction

A thematic signage strategy will need to be developed for Kelcey Tier. The thematic signage strategy should incorporate park signage, way finding (internal) and bespoke interpretative signage with a clear hierarchy of signs. All signs should be from the same design language palette with appropriate qualified and skilled people engaged to undertake the work.

All signs should be solid, robust and graphic designed to capture essence of the park.

Tier 1 – Gate Way Signs (x2)

These signs should be strategically located at 2 sites:

- Dirkins Road just past Wrenswood Drive but before the MTB track head car park.
- Tugrah Road parallel proposed parking area.

An example of a robust sign for the gateway is a low stone wall 2m long 0.9m high with steel text/graphic.

Tier 2 – Car Park track head signs (1x Walkers and 1 x MTB)

Consistent with the Tier 1 – Gateway signs in design and form, this signage is to enable new visitors to reserve to way find.

Tier 3 – Park Map (x3)

These signs should be strategically located at 3 sites – walkers track head, MTB track head and Tugrah Road track head.

The signs could integrate a phone App for the park map on smart phones etc.

Tier 4 – Internal Slimline track identification signage (+25)

These signs are more symbol and pictogram based, located at intersections or strategic locations within the reserve and assists in denoting if a track is shared, MTB or walker only.

Appendix D
Concept and Framework



Kelcey Tier Greenbelt Master Plan

Concept and Framework

22 August 2018



Contents

1.	Introduction	4
1.1	About the Project	4
1.2	Purpose of the Report	4
1.3	Site and Surrounds	5
2.	Natural Values	6
2.1	Statutory Controls	6
2.2	Vegetation Communities	6
2.3	Threatened Flora	9
2.4	Threatened Fauna	9
2.5	Weeds and Pathogens	9
2.6	Implications for Management	10
3.	Cultural Values	12
4.	Recreation Values	14
4.1	Increase in demand	14
4.2	Growth in nearby population	14
4.3	Multiple Recreation Values	15
5.	Community Engagement	16
5.1	Overview	16
5.2	What is working?	16
5.3	What is not working?	17
5.4	Sub-regional Recreational Opportunities	17
5.5	Social, Environmental and Landscape Values	18
5.6	Proposed Trail Network	19
5.7	Supporting Infrastructure and Access	19
5.8	Vision Statement	20
6.	Key Opportunities and Constraints	21
6.1	Key Opportunities	21
6.2	Key Constraints	21
7.	Vision	23
7.1	The Proposed Vision	23

7.2 Next Steps

23

Appendix A Draft Trail Network and Infrastructure Maps

1. Introduction

1.1 About the Project

ERA Planning in conjunction with Playstreet Landscape Architecture and Urban Design have been engaged by the Devonport City Council to prepare a master plan for the Kelcey Tier Greenbelt Reserve (Reserve).

The Kelcey Tier is a 185ha area of remnant bushland located directly adjacent and to the south of Devonport.

The master plan aims to provide a realistic, measured and achievable approach to balancing the reserve values and recreational uses, as well as:

- o Articulate a clear future direction for the Reserve along with a program of prioritised works, indicative associated costs and potential contributors.
- o Identify of possible development footprints for both passive and active recreation/community pursuits that do not degrade environmental or cultural assets.
- o Highlight existing infrastructure and identify any future additions to support key uses.
- o Enhance the community and visitor access, engagement and usage of the Reserve.

1.2 Purpose of the Report

The purpose of the Concept and Framework Report is to firstly detail all values of the reserve, secondly to identify the constraints and opportunities associated with the values and finally to identify a guiding vision for the future management of the reserve.

Appendix A includes a draft Trail Network and Infrastructure Map.

Enquiries relating to this report should be directed to:

Clare Hester
Senior Planner & Associate
ERA Planning
Email: clare@eraplanning.com.au
Mobile: (03) 6105 0443

1.3 Site and Surrounds

The Kelcey Tier Reserve is located at the southern edge of Devonport directly adjoining residential land in the Stony Rise and Tugrah areas. The site is elevated with its highest point at 205m above sea level. The Reserve provides a significant scenic landscape backdrop to the city.

Due north of the Reserve is residential land with lots approximately 1,200m², to the west and south is residential land, developed to a lower density and to the east is land used for industrial land as well as community uses including a cemetery and racecourse.

Access to the site is generally as follows:

- o Vehicular access along Durkins Road which is accessed from the east, off Stony Rise Road;
- o Vehicular access off Stony Rise Road through a right of way located on 137 – 139 Williams Reservoir Road to the benefit of TasWater; and
- o Bike and pedestrian access off Tugrah Road (located between 29-33 and 47 Tugrah Road).

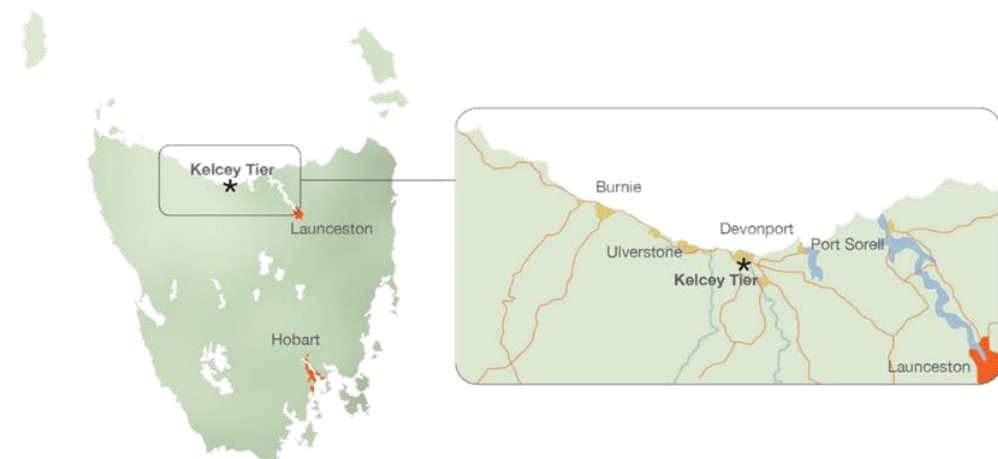


Figure 1: Location of Kelcey Tier

2. Natural Values

2.1 Statutory Controls

In preparing the master plan consideration has been made to the available information on ecological values of the site in a desktop manner only.

Available information has been sourced from the following:

- o Tasmanian Natural Values Atlas (accessed July 2018);
- o The Kelcey Tiers Greenbelt Bushfire Management Plan 2017 (Eco Logical);
- o The Fire Management Plan Kelcey Tier Greenbelt 2005 (AK Consulting); and
- o Information provided by participants of the community engagement process.

The Kelcey Tiers Greenbelt Landscape Management Plan 1992 was also reviewed for context but given its age (over 25 years ago) specific species from this plan were not considered in detail below.

2.2 Vegetation Communities

As a starting point, the Natural Values Atlas was consulted to identify vegetation communities at the site. That showed the site to be dominated by *Eucalyptus obliqua* wet forest (WOU), with *Eucalyptus obliqua* dry forest (DOB) in the far west, *Eucalyptus amygdalina* - *Eucalyptus obliqua* damp sclerophyll forest (DSC) in the south east and a small area of *Eucalyptus ovata* forest and woodland (DOV) in the north east. Of these communities only the latter, (DOV), is listed as threatened in Tasmania (under Schedule 3A of the *Nature Conservation Act 2002*).

The 2017 Bushfire Management Plan was then consulted and found to show a slightly different composition of vegetation communities. Discussions with the author of the 2017 Plan (Adrian Pyrke¹) confirmed the mapping in that report to be the most recent and reliable and it has therefore been adopted herein.

¹ Telephone and email discussions were held with Adrian on 23rd July 2018. Adrian confirmed that the mapping in the 2017 Bushfire Plan was originally sourced from North Barker & Associates, who prepared the mapping for AK Consulting as part of the 2005 Bushfire Plan. When the 2017 Bushfire Plan was being prepared by Eco Logical, Adrian briefly visited the site to ground truth the mapping and made a small amendment to reclassify the western most polygon, to better reflect ground conditions. The map in the 2017 Bushfire Management Plan is therefore deemed the most recent and reliable.

That mapping² (refer Figure 2 below) shows the site to be dominated by *Eucalyptus obliqua* dry forest (DOB) some of which is mapped as “old growth” and some with a *Melaleuca ericifolia* understorey. The remainder of the site is mapped as small patches of:

- *Eucalyptus obliqua* wet forest (WOU)
- *Eucalyptus ovata* grassy woodland (presumed to be DOV) - threatened
- *Eucalyptus ovata* shrubby forest (presumed to also be DOV) - threatened
- *Eucalyptus viminalis* grassy woodland (DVG)
- *Eucalyptus viminalis* wet forest (WVI) – threatened
- *Eucalyptus amygdalina/ Eucalyptus obliqua* damp sclerophyll (DSC)

Of these communities *E. ovata* forest and woodland (DOV) and *E. viminalis* wet forest (WVI) are both listed as threatened under the Tasmanian *Nature Conservation Act 2002*. Note that *E. ovata* forest and woodland (DOV) was nominated for listing on the Commonwealth *Environment Protection Biodiversity Conservation Act 1999* (EPBCA) in 2013. That nomination has been indefinitely deferred. As a result, the community is currently not listed at a Commonwealth level but may be in the future.

According to the 2017 Bushfire Management Plan, *Melaleuca ericifolia* occurs on site, either as a shrub or sub-dominant tree in the understorey beneath eucalypts but does not form a swamp forest as listed under the *Nature Conservation Act 2002*. Further discussions with Adrian Pyrke (Pers Comm 23rd July 2018), on this matter indicated that it may be possible for some parts of the site to be classified as swamp forest, but these would be very small patches and therefore not of a suitable scale to be separately mapped as part of the site wide mapping completed to date.

During the engagement for the master plan, discussions were held with the community on the ecological values of the site and an updated vegetation map was provided by P Lawrence of the Field Naturalists. That map shows some differences in vegetation community than those mapped in the 2017 Bushfire Management Plan. Both sets of mapping show a complex mosaic of communities and it is likely that co-dominance of eucalypts occurs, as well as grading between wetter and drier parts of the site. This suggests that the definition of the vegetation communities on site may be subject to interpretation and further reinforces the need for ground truthing prior to any native vegetation clearance on site.

² Note that TasVeg codes included here in brackets are interpreted from the mapping, as that mapping source does not attribute TasVeg codes to the mapped communities.

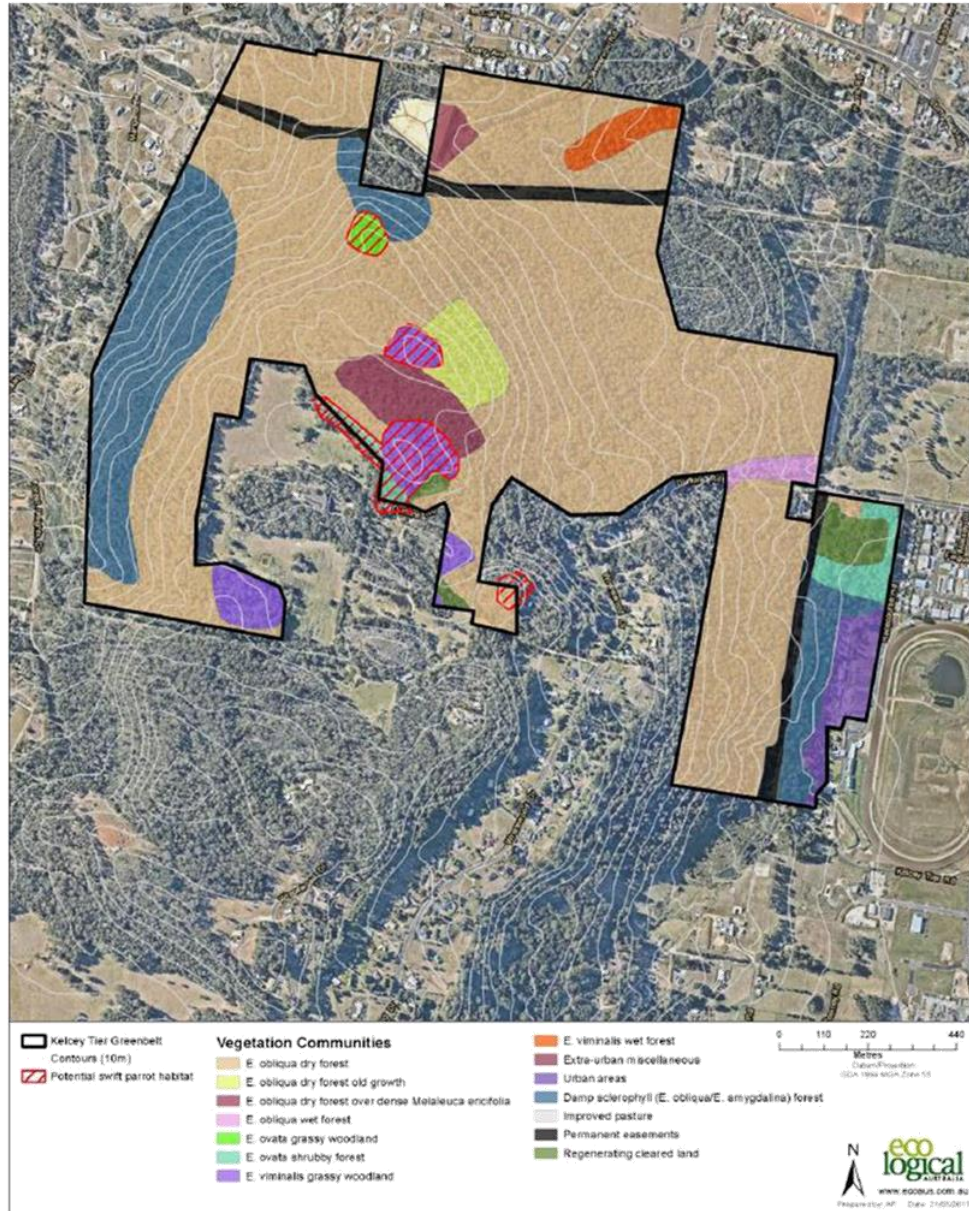


Figure 2: Vegetation Communities (Source - Ego Logical Map 6, from Kelcey Tier Greenbelt Bushfire Management Plan)

2.3 Threatened Flora

A Natural Values Atlas Report shows only two threatened flora species previously recorded within 500m of the site, namely *Epilobium pallidiflorum* (showy willowherb) and *Schenkia australis* (spike centauray). Both species are listed at a State level and previous records of these species are just outside of the site.

The community consultation process indicated orchids are regularly observed at the site and identified two small patches of *E viminalis* community in the central part of the site which may provide habitat for threatened flora (noting no known records to date). These areas are consistent with the mapping of *E viminalis* grassy woodland shown in Figure 2.

2.4 Threatened Fauna

The Natural Values Atlas Report identifies the following threatened fauna species previously recorded within or immediately adjacent to the site (within 500m):

- o Grey goshawk (*Accipiter novaehollandiae*)
- o Spotted-tailed quoll (*Dasyurus maculatus subsp. maculatus*)
- o Central North burrowing crayfish (*Engaeus granulatus*)
- o Swift parrot (*Lathamus discolor*)
- o Tasmanian devil (*Sarcophilus harrisii*)

In addition, the 2017 Bushfire Management Plan also refers to the following additional species (which are drawn from the 2005 Bushfire Management Plan):

- o Eastern barred bandicoot (*Perameles gunnii*)
- o Masked owl (*Tyto novaehollandiae*)

The grey goshawk is listed at a State level only, the Eastern barred bandicoot at a National level only and all other species are listed both in Tasmania (*Threatened Species Protection Act 1995*) and Nationally (*Environment protection and biodiversity Conservation Act 1999*).

Anecdotal evidence collected during community engagement process verified some of the species identified above, with reference made to burrowing crayfish, Tasmanian devil and swift parrot.

There are no recorded raptor nests within 1km of the site according to the Natural Values Atlas.

2.5 Weeds and Pathogens

The Natural Values Atlas and 2017 Bushfire Management Plan note the following environmental weeds as having previously been recorded from the site:

- o Slender thistle (*Carduus pycnocephalus*)
- o Pampass grass (*Cortaderia sp.*)
- o English broom (*Cytisus scoparius*)

- o Spanish heath (*Erica lusitanica*)
- o Fennel (*Foeniculum vulgare*)
- o Perforated St Johns wort (*Hypericum perforatum subsp. veronense*)
- o Blackberry (*Rubus fruticosus*)
- o Ragwort (*Senecio jacobaea*)
- o Gorse (*Ulex europaeus*)

2.6 Implications for Management

The available desktop information suggests Kelcey Tier Greenbelt has numerous ecological values which need to be taken into consideration when planning for expanded recreational use of the Reserve. These values may be impacted by changes to the recreational features of the site; including directly by land clearance (eg tracks or car parks) as well as indirectly through erosion or spread of weeds and pathogens. The ecological values also provide opportunities for interpretation and passive enjoyment of natural values.

At a broad level, all areas of native vegetation on the site hold some ecological value and potential habitat for threatened and common fauna. More specifically, some areas are of particular ecological value (as shown in Figure 2), including:

- o Threatened vegetation communities DOV (includes *E ovata* grassy woodland and *E ovata* shrubby forest) and WVI (*E viminalis* wet forest).
- o Vegetation communities providing potential habitat for swift parrot as shown in the red hatching in Figure 2. Note that other communities on site may also provide habitat for the species including hollow bearing eucalypts of all species and areas of *E.ovata* and also possibly *E viminalis* and *E. obliqua*³ Note that Kelcey Tier has been identified as a priority habitat for the swift parrot in the National Recovery Plan for the Swift Parrot (2011).
- o Damp areas (including stream-sides, dams and their margins, road culverts and marshes) all of which provide potential habitat for the Central North burrowing crayfish (*Engaeus granulatus*).
- o Areas with hollow bearing trees, particularly the area mapped as old growth in Figure 2.

Where possible these areas should be protected from further intrusion or development given their potential ecological significance. They also require protection from weeds and pathogens (including phytophthora), involving control of existing weeds where needed and hygiene measures to prevent new infestations.

³ National Recovery Plan for Swift Parrot (2011), Table 1 shows potential habitat in the Cradle Coast region to include all hollow bearing eucalypts (potential nesting habitat), *E ovata* (foraging during breeding season) and *E obliqua* and *E viminalis* (foraging habitat post breeding).

Given the period of elapsed time since the last ecological survey of the site (2005) and the apparent complexity of identified ecological values, it would be beneficial to have a new ecological survey undertaken to assist in planning future works and management of values or at a minimum any areas of native vegetation proposed for impacts (e.g. new trails or carparks) should be surveyed on site by a suitable qualified ecologist and any necessary permits and approvals sought. Possible ecological approvals may include:

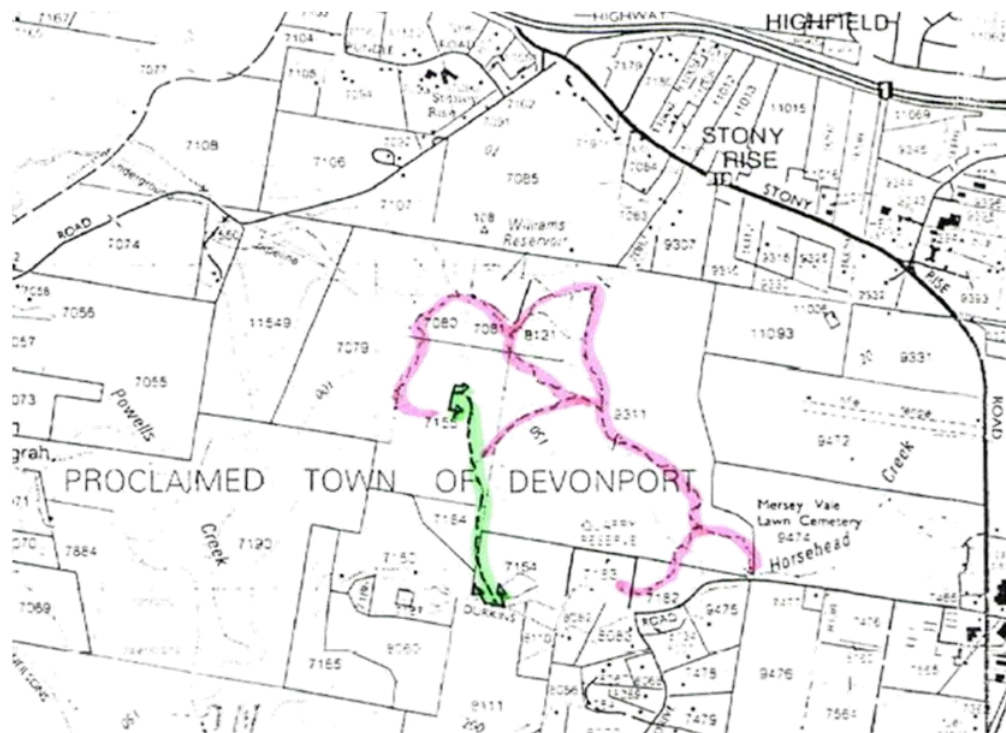
- o Permits may be required under the *Threatened Species Protection Act 1995* and/or the *Nature Conservation Act 2002* for direct impacts to listed species or products (eg dens/nests) of wildlife (including some non-threatened species).
- o A Forest Practices Plan is required⁴ for clearance of forest greater than 1 ha (unlikely to apply) but also for clearance of even small areas (less than 1 ha) of land defined as vulnerable which includes threatened vegetation communities and vegetation inhabited by a threatened species unless it relates to use and development for which a permit is required under the *Land Use Planning and Approvals Act 1993*.
- o A referral under the *Commonwealth Environment Protection Biodiversity Conservation Act 1999* (EPBCA) may be required if it is likely that there may be significant impacts to Matters of National Environmental Significance (MNES), including listed species.

The potential for such approvals to apply can be confirmed by onsite assessment by a suitably qualified expert, of any areas of native vegetation to be impacted by proposed works.

⁴ With some exemptions

3. Cultural Values

In 1994 an archaeological survey to locate Aboriginal sites was conducted in the Kelcey Tier. Particular attention was paid to a section of a fire trail that was proposed for upgrading, however the document states that the remainder of the Kelcey Tier and some surrounding areas were also surveyed as demonstrated in the map below, which was extracted from the document.



Map 1: Study Area from Archeological survey – pink identifying the extent of the survey area and green the fire trail that was intensively surveyed.

The report provided the following with regard to the sites found:

Although the Kelcey Tier Greenbelt area has been disturbed by European modification of the landscape, this in no way diminishes the significance of Aboriginal sites present both in the Greenbelt and the general area. The Aboriginal site located on the existing fire trail is highly significant as it is indicative of Aboriginal trade and transportation of material across the region. The other Aboriginal site located in the immediate vicinity of the proposed track upgrading is also important. When combined with other sites located on adjacent private property, these sites are indicative of intense occupation and use of the area by Aboriginal people.

Advice was sort from Aboriginal Heritage Tasmania with regard to the cultural heritage significance of the site across two stages. The first stage was requesting an Aboriginal Heritage Desktop Review: the response as follows:

Aboriginal Heritage Tasmania (AHT) has completed a search of the Aboriginal Heritage Register (AHR) regarding the proposed master plan for the Kelcey Tier Reserve and can advise that there are three Aboriginal heritage sites recorded within the Reserve. The sites consist of two isolated artefacts and an artefact scatter, recorded as part of an Aboriginal heritage assessment back in 1994. Based on a review of the assessment report it is believed that the area has a low probability of Aboriginal heritage being present.

Accordingly, there is no requirement for an Aboriginal heritage investigation and AHT have not object to the project proceeding.

Please be aware that all Aboriginal heritage is protected under the Aboriginal Heritage Act 1975. It at any time during works you suspect Aboriginal heritage, cease works immediately and contact AHT for advice. Attached is an Unanticipated Discovery Plan, which you should have on hand during ground disturbing works, to aid you in meeting your requirements under the Act.

The second stage was seeking clarification from Aboriginal Heritage Tasmania in the conflicting advice from AHT and the 1994 an archaeological survey:

Thanks for your enquiry around Aboriginal Heritage Tasmania's (AHT) response regarding the Kelcey Tier master plan. I think I can see were the words we use in our responses can create possible discrepancies. When we talk about low probability of Aboriginal heritage being present, we're basing it on the size and scale of the total impact of the proposal and the potential of unknown Aboriginal heritage being impacted by the proposal.

In this instance, we have determined that the proposal has a minimal footprint therefore the likelihood of Aboriginal heritage being present doesn't justify any further assessment. Assessments can be costly to the proponent so we need to make sure that recommendations asking for an archaeological investigation are warranted.

The 2 known Aboriginal heritage sites that are nearby to Kelcey Tier are on private land and consist of an isolated artefact and a low density artefact scatter. The sites are both within 1km of AH6879 and AH6880 and are of a similar nature to the one's found within the report. There are larger concentrations of Aboriginal heritage sites on major river systems, 6.5km west and 3.5km east of Kelcey Tier. It is expected that any further Aboriginal heritage found within the Kelcey Tier area would be of a similar nature to what's already been recorded.

As mentioned in my original email, it is recommended that an Unanticipated Discovery Plan (UDP) be put in place during ground disturbing works, to aid you in meeting your requirements under the Aboriginal Heritage Act 1975.

4. Recreation Values

4.1 Increase in demand

An emerging and well recognised trend within recreational activities is seeing the popularity of organised sporting activities decline with a corresponding increase in informal, unstructured recreation pursuits such as riding, walking and running. The popularity in mountain biking has, in particular, increased exponentially, with tourists engaging in mountain biking activities having risen 121% in 2016 compared to the year before. For example, the Blue Derby Trail, was visited by 24,000 riders in the first 12 months of its opening⁵.

It is noted, that the Kelcey Tier, given its relatively small area is opined to be a 'local' trail network rather than a regional or sub-regional destination as is Blue Derby.

4.2 Growth in nearby population

In addition, to increasing participation in informal recreation activities, around Kelcey Tier there has been an increase in residents in close proximity to the Kelcey Tier which is evident in Figure 3 over page, particularly to the north west of the Kelcey Tier off Tugrah Road, due to additional residential subdivision on adjacent land.

There are large tracts of land zoned General Residential, approximately 80ha within 1km of the Kelcey Tier that are still to be developed. In addition, there are a significant number of lots that are zoned Low Density residential nearby that are also undeveloped. Residential growth in these areas will place additional pressure on the Kelcey Tier, due to increased local level usage.

⁵ <https://www.theadvocate.com.au/story/4389389/hiking-numbers-rise/> 1 August 2018

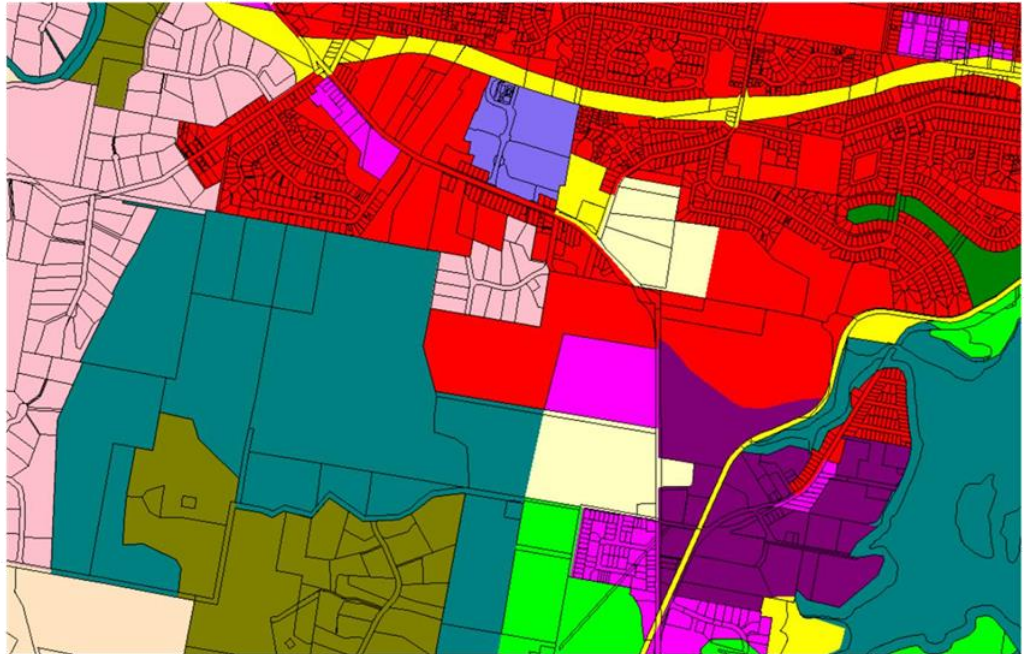


Figure 3: Screenshot of zoning. Note that the red is the General Residential zoned land that shows significant tracts of land for further residential development. Source www.thelist.tas.gov.au 2 August 2018

4.3 Multiple Recreation Values

The Kelcey Tier is enjoyed by multiple recreation groups. This includes, walkers, trail runners, mountain bikers and bird watchers, with a number of club or associations directly connected with the Kelcey Tier, such as the Friends of Kelcey Tier, the Kelcey Tier Mountain Biking Club and the Central North Field Naturalists. There are also organisations such as school groups, TAFE and mountain bike clinics that are regular users of the Kelcey Tier.

5. Community Engagement

5.1 Overview

An initial Community Engagement process has informed the development of this master plan concept and framework. A workshop for key stakeholder was organised and attended by approximately 20 people including representatives from a number of key stakeholders groups including the mountain biking community, the naturalists club, nearby residents, bushwalkers and representatives from Council. The workshop occurred for a period of three hours and discussed opportunities, constraints, issues, challenges and the way forward. The topics explored by each group were as follows:

- o What is working and what is not working?
- o Kelcey Tier's contribution to the sub-region in terms of recreational opportunities
- o Social, Environmental and Landscape Values
- o Proposed trail network
- o Supporting infrastructure and access
- o Vision for Kelcey Tier

A drop-in session was also held for a period of two hours on a Saturday morning to provide an opportunity to the community to provide input into the master plan. There were no attendees at this drop-in session (besides the representatives from ERA Planning and Devonport City Council).

An additional two weeks was provided for stakeholders and the community to provide written comments; an additional 8 submissions were received.

The following is a summary of the comments received.

5.2 What is working?

- o Better utilised than in the past
- o Less anti-social behaviour due to increase level of usage
- o Nothing is working
- o Signage is better than it used to be
- o No more trail bikes or 4WD, horse riders, dumping of cars; although some comments that this still occurred
- o MTB good for businesses in town
- o Very accessible from Devonport
- o Fantastic location
- o Great MTB trails
- o Young people involved - community involvement

- o People getting fit
- o Walks are good
- o Under developed into not too formal with surfaces etc
- o Getting teenagers out and about
- o Natural aspect
- o People of all ages can do activities.

5.3 What is not working?

- o Absence of management - there is no one looking after it
- o More evidence of car and rubbish dumping
- o Not controlled - horses, dirt bikes
- o No consideration for disease such as fungal infections
- o Complaints not taken seriously
- o Lack of consultation with other user groups from Council when new trails constructed
- o Respect of critically endangered swift parrot not being taken seriously
- o Concern that increase in trail development is crowding out fauna habitat
- o Dual system for riders and walkers not working
- o No control of spread of trails - incremental
- o Car park lack of and therefore pressure on residential streets
- o No clear boundaries to Council land
- o Darken road is not appropriate for lots of traffic
- o Lack of signage
- o Potential for conflict between users particularly at cross over points
- o Lack of linkages to other green spaces

5.4 Sub-regional Recreational Opportunities

Mountain Biking

- o Penguin MTB Park
- o Stubbs Road
- o Dial Range
- o Launceston

- o Paloona (only downhill track on NW coast)
- o Don Heads

Kelcey Tier attracts riders from outside of area such as Launceston and Burnie. Users are also from the mainland that come to ride at Derby/Blue Tier and then ride in Kelcey Tier before they catch the boat.

Walkers

- o Mt Roland
- o Narantapu
- o Don River
- o Dooleys Hill (La Trobe)
- o Henry Somerset - protected for orchids
- o Badgers - Sheffield
- o Gog Range - Mole Creek
- o Coppermine forest reserve
- o Dial range
- o Fern Glad - Burnie
- o Blythe River Conservation area
- o Red Water Creek
- o Bells Parade (Latrobe)

5.5 Social, Environmental and Landscape Values

5.5.1 Social

- o Backdrop to Devonport - sense of place
- o Only MTB opportunity in Devonport
- o Opportunities for younger people and teenagers
- o Walking, trail runners, cross country, school groups, orienteering, educational opportunities for plant identification and geology.
- o Community involvement racing groups, bbq's after events etc.
- o KT Mountain bike club was resistant towards me conducting mountain bike coaching in reserve. The club doesn't have formal agreement in place - so this control over my activities was unprecedented and not a helpful way in which activities such as mine should be handled. In

summary, having an unregulated, self-appointed group of individual calling shots on who can use the reserve, enabling the ability to push others out and control the area to their own satisfaction is not working.

- o The KT Mountain Bike club represent a select few and do not represent all mountain bikers in the area
- o We need to ensure community and locals all have the ability to share KT reserve, not just mountain bikers.

5.5.2 Environmental

- o Dam/bird hide could be located where M. Eric was destroyed for fire trail. 10 endemic birds found in this area.
- o Sugar gliders, Tassie Devils, Orchids, Swift parrot
- o Weed – invasion of Spanish heath and gorse. This is problematic in the Taswater area near to water catchment.
- o Frog habitat
- o E. Ovata sections and also scattered throughout – swift parrot habitat
- o Endangered plant species
- o Important reserve for swift parrots to use on their migration to the mainland. Breeding/nesting/foraging KT listed as an important site in recovery plan

5.5.3 Landscape

- o Visual backdrop to Devonport

5.6 Proposed Trail Network

There was a general lack of agreement on trail development intensity, type and location. There were some participants in the workshop that were seeking a total riding time within the reserve from 1.5 – 2 hours to 4 – 5 hours, where other participants did not want to see the development of any further trails.

5.7 Supporting Infrastructure and Access

- o Possible car park but most people park at Tungarah Road as direct access to most trails
- o Nowhere to park car / no easy access to trails which is hard for me as a coach and participants meetings me on site
- o Signage needed both trail head, external directional signage and internal signage, shared signage, difficulty of trails, directional signage
- o Improved interpretation of biodiversity values

- Twilight events - 25 - 30 cars with 60 - 80 cars parked on Tungarah Road on a busy day, Normal summer evening - 15
- Green trail adjacent to peace pole required
- Create a natural car park
- Shuttle bus opportunities
- State wide signage strategy should be followed
- Maps should be made available
- Bike wash in main entrance areas required
- Toilets needed
- Can go peace pole hill on way back to get to car park if needed
- Home maker centre has toilets
- Boot washing station
- BBQ shelter needs to be located near to car park
- Pump track/dirt jumps

5.8 Vision Statement

To promote and protect the current and future needs of the users of the reserve, increase the use and awareness of the values that has been recognised and valued.

- Audit of environmental values complete
- Trail implemented and included in state wide trail maps
- Listed as a Council reserve
- Signage complete
- Recognition of all values

Kelcey Tier to retain its unique feel being a natural environment catering for a diverse group of people.

- Do not want to change the feel that it has at the moment
- Build on interpretation
- Manage the progression of tracks

6. Key Opportunities and Constraints

6.1 Key Opportunities

6.1.1 Infrastructure

There is significant opportunity for further strategic development of the trail network and supporting infrastructure, such as formalising a trail head within the reserve for mountain bikers, development of trail maps, creation and implementation of an interpretation strategy and improving the trail network for all walking, mountain biking and shared use trails.

6.1.2 Improved protection of values

Currently, the trail network has been largely constructed without the required approvals, including land owner consent on the TasWater land. Subsequently, the appropriate level of consideration of the impact on the biodiversity and cultural values of the reserve has not been undertaken. The master plan provides an opportunity to make recommendations around the protection of the reserve regarding the planning scheme controls and other such mechanisms, like the preparation and implementation of a weed management plan.

It is further highlighted by preparing a strategic document for the development of the trail network through community engagement, all reserve values can be protected and maintained in a balanced manner.

6.1.3 Management of Reserve

The master plan provides an opportunity to make clear recommendations around the responsible parties for the governance and management of the reserve and its values, to minimise the risk of conflicts between different user groups into the future.

6.1.4 Improved Health and Fitness

The improved trail network and supporting infrastructure for the reserve will assist in satisfying the recognised increase in the participation rate in informal recreation activities by the community.

6.2 Key Constraints

6.2.1 Reserve Size

There is increasing pressure on the reserve for the construction of more mountain biking trails. The reserve at only 185ha, will reach saturation where other users of the reserve and other values will be detrimentally affected, if mountain biking trail construction is allowed to continue unabated.

6.2.2 Competing Recreation Values

The reserve is seen as a significant asset to the community and in particular, to the users of the reserve. There is the risk that the mountain bikers using the reserve will become the dominant user group of the reserve and detrimentally affect the experience of other trail users.

6.2.3 Impacts on Residential Amenity

The recognised trail head to the reserve is from Durkins Road within the reserve. The more informal trail entrances and ones used by many of the mountain bikers is the access located between 47 Tugrah Road and 29-33 Tugrah Road and to a lesser extent off Stony Rise Road along a TasWater right of way along 137-139 Stony Rise Road. There is anecdotal evidence during the workshop that the nearby residents to these access points are at times unhappy with the increase traffic and parking within proximity.

6.2.4 Biodiversity and Cultural Heritage Values

There are known significant biodiversity values with the reserve as well as known cultural heritage values. Accordingly, each trail or new development proposed in the reserve needs a detailed assessment of these values to ensure they are adequately protected.

7. Vision

7.1 The Proposed Vision

The vision is a result of the stakeholder workshop and the background analysis undertaken for the preparation of the master plan:

The master plan will protect and increase the awareness of the biodiversity and cultural values of the Kelcey Tier whilst providing for the recreation needs of all current and future users of the reserve in a balanced and harmonious way.

7.2 Next Steps

The next steps are as follows:

- o Council to endorse the Concept and Framework document
- o ERA Planning together with Playstreet to prepare Draft Master Plan
- o Draft Master Plan to go on public exhibition (once endorsed by Council) for a period of 28 days
- o In accordance with the responses received and in consultation with Council, amend the Draft Master Plan
- o Council to endorse the final Master Plan

ERA Planning Pty Ltd ABN 67 141 991 004

183 Macquarie Street, Hobart
T: 6105 0443 E: enquiries@eraplanning.com.au

© ERA Planning Pty Ltd 2018

This document may only be used for the purposes for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

Document Status

Author: Clare Hester
Reviewer: Emma Riley
Version: Kelcey Tier Master Plan Draft for Council officer review

6.0 INFORMATION

6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING

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

Date	Description	Purpose
12/11/2018	Declaration of Office	Opportunity for Declaration of Office formality to be completed.
	Induction	An induction session for Aldermen, particularly those elected for the first time.
19/11/2018	Induction	An introduction provided by the Management Team on their respective roles within Council.
	Meeting Arrangements	To discuss the timing of meetings and other operational matters.
	Section 23 Committees	Discussion around appointments to the Section 23 Committees.
	Audio Recording of Meetings	Outline of the current arrangements in relation to the audio-recording of meetings.
	Other Committees	Discussion around appointments to the other committees.
	Aldermen's Expenses Policy	Discussion relating to the expenses policy for Council following the election.
	Meeting Schedule	Outline of expectations relating to meetings over the next two months.
	Title of Elected Members	Discussion on preference of the title for elected members – 'Alderman' or 'Councillor'.

RECOMMENDATION

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

Author: Position:	Robyn Woolsey Executive Assistant General Management	Endorsed By: Position:	Paul West General Manager
----------------------	--	---------------------------	------------------------------

6.2 MAYOR'S MONTHLY REPORT

File: 22947 D498994

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

SUMMARY

This report details meetings and functions attended by the Mayor.

BACKGROUND

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

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

In her capacity as Acting Mayor and Mayor, Alderman Annette Rockliff attended the following meetings and functions 13 October 2018 to 16 November 2018:

- Media – Brian Carlton, Martin Agatyn (x3), The Advocate, ABC
- 50 Year Ratepayers' lunch
- East Devonport Community House meeting
- North West Film Society - launch of Seniors' Week event
- Christian Businessmen's Breakfast
- Opening of Charlotte Jack
- Library events (x2)
- Launch of East Devonport Tennis Club season and grant announcement
- Beyond Blue Gala Dinner
- Opening of new Navy Memorial at Ulverstone
- Pavlova Judging at Food and Wine Spring Festival
- Future Leaders event at School of Special Education
- Opening of Multicap group home
- Citizenship Ceremony
- Judging of Honour Roll for Women 2019
- Met with Fairbrother Pty Ltd Board
- Devonport Child Care Centres Board meeting
- Health Forum with Minister Ferguson
- Senior Citizens Club Birthday event
- Children's University Committee meeting
- Farewell event for 2014-18 Council
- Cradle Coast Authority Board (x 4)
- Opening of Yacht Club season
- RSL 100th Anniversary Dinner
- Pink Walk
- Devonport Brass Band presentation
- Opening of Loaves & Fishes facility
- Opened Engineers Conference
- Opened Tidal 2018

Report to Council meeting on 26 November 2018

- Met with representatives of Sister Cities Association
- Soroptimists meeting
- Don College Art Expo
- Readers Cup 2018 Judging
- Hosted Civic Reception for State Lions Clubs Convention
- Devonport Rotary 90th Anniversary Dinner
- Remembrance Day Service
- Swearing in ceremonies for all Aldermen
- Aldermen inductions
- Regional Cabinet Meeting
- NW Suicide Prevention Working Group meeting
- Volunteering Tas Network Meeting
- Started Tour of Tasmania Criterium
- Opened new Kelcey Tier Mountain Bike Trails
- Home Hill Garden Fete.

ATTACHMENTS

Nil

RECOMMENDATION

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

6.3 GENERAL MANAGER'S REPORT - NOVEMBER 2018

File: 29092 D498977

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements

SUMMARY

This report provides a summary of the activities undertaken by the General Manager, 18 October to 21 November 2018. It also provides information on matters that may be of interest to Aldermen and the community.

BACKGROUND

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

STATUTORY REQUIREMENTS

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

DISCUSSION

1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops, Section 23 Committee and Council Meetings as required.
- 1.3. Attended the Valedictory Celebration for the end of the Council prior to the 2018 Election.
- 1.4. Involved in several matters relating to the 2018 Council election process.
- 1.5. Attended the "Declaration of Poll" and the "Declaration of Office" event to recognise the 2018 election result. Seven of the Aldermen elected were able to publicly take their Declaration of Office at this event. Two Aldermen unable to be in attendance completed their individual "Declaration of Office" in the presence of the Mayor and General Manager separately.
- 1.6. Arranged and delivered induction sessions for elected Aldermen.
- 1.7. Participated in a hearing relating to a long-standing workers compensation matter.

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 2.1. With the Mayor attended the opening of Violet Place. Violet Place is a housing development on land formally owned by TAFE at Greenway Avenue specifically for clients with a disability. Violet Place is managed by Multicap Tasmania.
- 2.2. Attended an informal meeting with the Board of Fairbrother Pty Ltd. The Fairbrother Board were meeting in Devonport at the paranapple centre.

Report to Council meeting on 26 November 2018

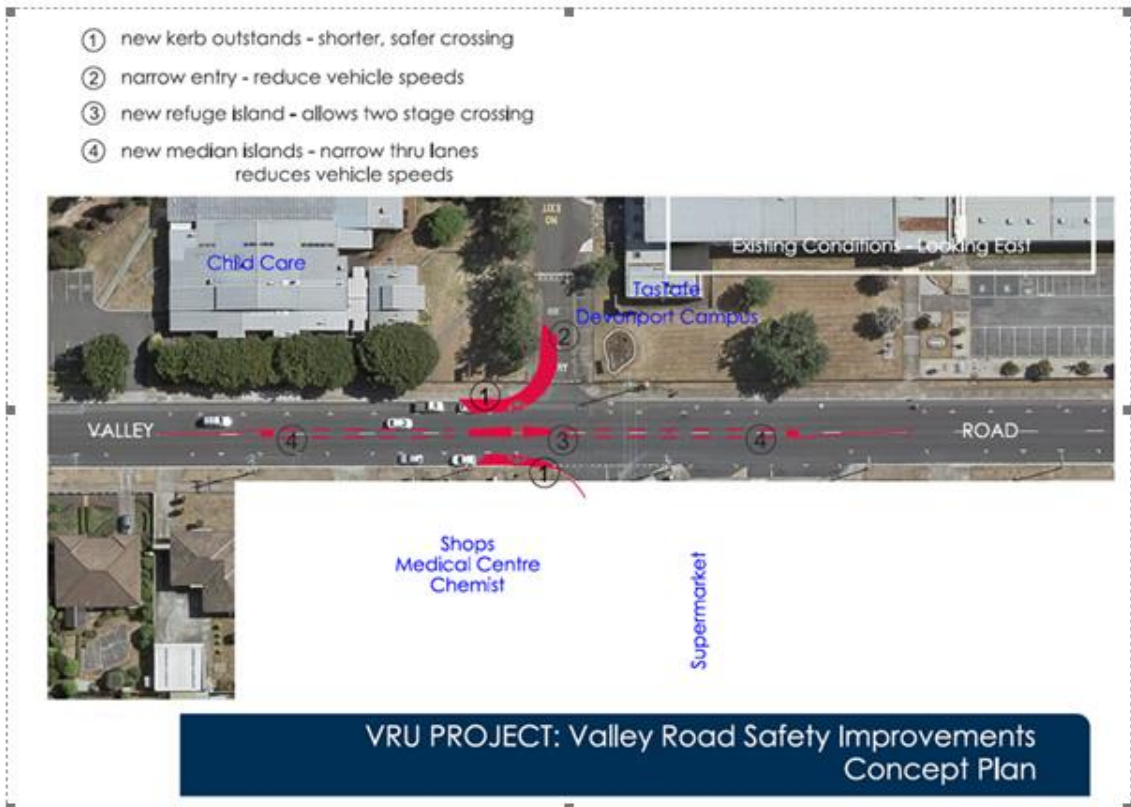
- 2.3. Attended the announcement of the City of Devonport 2018 Tidal Award at the new Devonport Regional Gallery.
- 2.4. Attended a Civic Reception in recognition of the State Lions Club Convention held in Devonport.
- 2.5. Met with a developer to discuss a number of investment opportunities being considered in Devonport.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. Attended a meeting the Cradle Coast General Managers Group. Items discussed included:
 - Regional Tourism
 - Cradle Coast Authority Update
 - Shared Services
 - Cradle Coast Waste Governance Review
 - Local Provisions for the State-wide Planning Scheme
 - Cradle Coast Futures Plan

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. Met with a representative of Housing Tasmania to be briefed on the State Government's proposal to legislate to allow property owned by the Department to be rezoned without the undergoing the normal statutory processes under the Planning Scheme.
- 4.2. Met with the Deputy Premier, Hon Jeremy Rockliff MP to discuss matters relating to the East Devonport corridor from the Spirit of Tasmania Terminal to the Bass Highway. This was a follow-up from a meeting Aldermen had with State Cabinet in May 2018. A formal request has now been provided to the Deputy Premier for the establishment of a Working Group made up of relevant stakeholders to consider future opportunities.
- 4.3. Council's funding applications to the Department of State Growth's Safer Road: Vulnerable Road User program have been successful, with funding secured for two projects:
 - \$40,000 to supplement Council's budget allocation for pedestrian safety improvements at the intersection of Valley Road and Elm Avenue. This location has a high number of pedestrians crossing Valley Road, between TasTafe and the shopping area, which is complicated by parking and turning movements and the nearby bus stops. There have been two crashes in the last five years at this location which resulted in pedestrians being injured.



- \$80,000 for two new median islands on Steele Street, between Ronald Street and William Street. These islands will allow pedestrians to safely cross Steele Street, which has a high traffic volume. This project was listed in Council's forward capital works program to be constructed in 2020-21 but can be brought forward due to the availability of external funds.



Council has had a very high success rate attracting funding under this program, securing a total of \$637,000 for eleven projects over the last five years. Both projects will be constructed in the first half of 2019.

5. OTHER

5.1. Splash Aquatic Centre

The 25-metre indoor pool at the Splash Aquatic Centre has had a considerable number of tiles falling off over a period of approximately 6 months. Vos Construction confirm the tiles are under warranty until December 2018.

At the time of failure, Belgravia and Council staff discussed options for rectification. Belgravia chose to manage the issue with rubber matting until the New Year (2019) when the outdoor pools were open and the peak use period had passed.

Vos Construction have been in contact with Ceramic Solutions (the sub-contractor) and are working on the scope of works for the replacement of the tiles.

At this stage the works are programmed to commence on site on 27 December and are scheduled for completion before the end of January 2019.

The indoor warm water pools will not be affected by the closure of the 25-metre pool and are planned to be open as usual.

Belgravia staff are also looking at planned maintenance items that can be brought forward to take advantage of the pool closure.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

There is not expected to be any impact on the Councils' operating budget as a result of this recommendation.

RISK IMPLICATIONS

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

CONCLUSION

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

ATTACHMENTS

1. [Current and Previous Minute Resolutions Update - November 2018](#)
2. CONFIDENTIAL - Current and Previous Minute Resolutions Update - Confidential November 20158

RECOMMENDATION

That the report of the General Manager be received and noted.

Author:	Paul West
Position:	General Manager

Current and Previous Minute Resolutions Update

OPEN SESSION Current Resolutions	
Resolution Title:	Future Visitation – Australian Navy Ships – Notice of Motion – Ald L M Laycock (D549874)
Date:	22 October 2018
Minute No.:	187/18
Status:	In progress
Responsible Officer:	General Manager
Officers Comments:	Contact yet to be made.
Resolution Title:	Tender Report CF0023 Supply & Delivery of Side Load Garbage Truck (D547429)
Date:	22 October 2018
Minute No.:	188/18
Status:	Completed
Responsible Officer:	Deputy General Manager
Officers Comments:	Tender awarded.
Resolution Title:	Tender Report Contract CB0091 East Devonport Foreshore Toilet (D548960)
Date:	22 October 2018
Minute No.:	189/18
Status:	Completed
Responsible Officer:	Deputy General Manager
Officers Comments:	Tender awarded.
Resolution Title:	Tasmanian Masters Games (D549142)
Date:	22 October 2018
Minute No.:	190/181
Status:	Completed
Responsible Officer:	Community Services Manager
Officers Comments:	Tasmanian Masters Games not proceeding
Resolution Title:	Taste the Harvest – Financial Support Request from Lions Club of City of Devonport Inc (D549148)
Date:	22 October 2018
Minute No.:	191/18
Status:	Completed
Responsible Officer:	Community Services Manager
Officers Comments:	Lions Club of City of Devonport advised of Council's decision and a new Agreement arranged to incorporate the underwriting clause

Resolution Title:	Devonport Basketball Council – Gymnasium Equipment (D549151)
Date:	22 October 2018
Minute No.:	192/18
Status:	Completed
Responsible Officer:	Community Services Manager
Officers Comments:	Deed prepared for signing by the Devonport Basketball Council
Resolution Title:	Capital Projects Funding – Carried Forwards 1 July 2018 (D549565)
Date:	22 October 2018
Minute No.:	193/18
Status:	Completed
Responsible Officer:	General Manager
Officers Comments:	Financial system updated accordingly.
Resolution Title:	North West Coastal Pathway – Funding Options (D545727) (IWC 37/18 – 8 October 2018)
Date:	22 October 2018
Minute No.:	197/18
Status:	Completed
Responsible Officer:	City Engineer
Officers Comments:	Funding commitment confirmed in writing to Cradle Coast Authority (ref D548888)

Previous Resolutions Still Being Actioned	
Resolution Title:	Review of Parking Permit System – Notice of Motion – Ald T M Milne (D543439)
Date:	24 September 2018
Minute No.:	161/18
Status:	In Progress
Responsible Officer:	Executive Manager Corporate Services
Officers Comments:	To be listed for a Workshop following the Council election.
Resolution Title:	Ownership of Bass Street, East Devonport – Notice of Motion – Ald G F Goodwin (D544108)
Date:	24 September 2018
Minutes No.:	162/18
Status:	In Progress
Responsible Officer:	General Manager
Officers Comments:	Following up process for acquiring ownership of the road.

Resolution Title:	Mary Binks Memorial (D544264)
Date:	24 September 2018
Minute No.:	169/18
Status:	In Progress
Responsible Officer:	General Manager
Officers Comments:	Letter sent to family advising of decision on 27/09/18 - Signage to be replaced and unveiling to be organised.
Resolution Title:	Review of Devonport City Council Strategic Plan 2009-2030 (GFC 52/18 – 17 September 2018)
Date:	24 September 2018
Minute No.:	178/18
Status:	In progress
Responsible Officer:	Executive Manager Organisational Performance
Officers Comments:	Consultation on the Strategic Plan review commenced.
Resolution Title:	Disability/Equal Access and Inclusion (D491448)
Date:	25 September 2017
Minute No.:	181/17
Status:	In progress
Responsible Officer:	Community Services Manager
Officers Comments:	Feedback received on proposed draft actions – Strategy to be finalised.
Resolution Title:	Funding & Assistance – Home Hill – NOM – Ald Laycock
Date:	26 September 2016
Minute No.:	170/16
Status:	In progress
Responsible Officer:	Convention and Arts Centre Director.
Officers Comments:	Following a meeting with National Trust further review of the garden plan being undertaken by the consultants appointed by National Trust.

6.4 GOVERNANCE & FINANCE REPORT

File: 29468 D552078

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

SUMMARY

This report provides a summary of the activities undertaken during the months September and October 2018 in the following areas of Council:

- Organisational Performance; and
- Corporate Services

BACKGROUND

This report is usually provided to the Governance, Finance and Community Services Committee every two months and aims to update the Aldermen and community on matters of interest. As the Governance, Finance and Community Services Committee meeting for November was cancelled due to the Council election process, the report is submitted for Council's information. The functional areas of Council covered by this report include:

- | | |
|-----------------------------------|-------------------------------------|
| • Governance | • Property Management |
| • Financial Reporting | • Legal Issues |
| • Strategic and Operational Plans | • Customer Service |
| • Corporate Communication | • Financial Strategy and Management |
| • Human Resources | - Revenue and Rating |
| • Partnerships | - Grants |
| • Information Technology | - Loan Borrowings |
| • Budget Management | - Compliance |
| • Car Parking | - Related Policies |
| | - Financial Reporting |

STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation.

DISCUSSION

1. ORGANISATIONAL PERFORMANCE

1.1. Common Seal Register

The following documents have been signed under Council's seal for the period September and October 2018:

Report to Council meeting on 26 November 2018

REG/420	Agreement - Lot 65 24-26 Triton Road, East Devonport	31/08/2018
REG/421	Adhesion Order - 118 & 120 Parker Street, Devonport	17/09/2018
REG/422	Schedule of Easements - Volume 172540 Folio 1, Volume 214571 Folio 1, Volume 209646 Folio 5, Volume 145137 Folio 1, Volume 160512 Folio 1, Volume 172165 Folio 1, Volume 171841 Folio 1, Volume 126205 Folio 1, 137, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000	14/09/2018
REG/423	Request to Amend Sealed Plan No 160512 - Volume 160512 Folio 1 - Subdivision - Oldaker - Rooke and Best Streets	14/09/2018
REG/424	Plan of Survey - F/R 172540-1, F/R 214571-01, F/R 209646-5, F/R 145137-1, F/R 160512-1, F/R 172165-1, F/R 173810-1, F/R 171841-1, F/R 126205-1 - PA2015.0142	14/09/2018
REG/425	Adhesion Order - Volume 173810 Folio 2 and 4	19/09/2018
REG/426	Plan of Survey - PA2018.0060 - Owner: SA & RL Lovell - Folio Reference CT73214/6 & CT206419/7 - Part of Section C1 Lot 2 4A-0R-0P GTD to William Henry & Marion Margaret Gracie	20/09/2018
REG/427	Plan of Survey - Chrismatt Pty Ltd - Folio Reference CT 175270-2 - Grantee Part of Lot 377, 640 A 0 R 0 P - SA2007.0022 - Horrie Court, Spreyton	25/09/2018
REG/428	Lease - DCC and Devonport Lapidary Club	1/10/2018
REG/429	Deed of Variation - 35 Loane Avenue, East Devonport	2/10/2018
REG/430	Agreement - Devonport City Council - Mersey Valley Pony Club Inc - Property at Maidstone Park, Spreyton, Devonport	3/10/2018
REG/431	Plan of Survey - Owner: J E Graham - Folio 221367/6 & 221385/7 - Grantee Part of 8A Granted to Charles Cleary - 72&75 Parker Street, Devonport	8/10/2018
REG/432	Transfer - Lot 65/24-26 Triton Road	22/10/2018
REG/433	GST Withholding Separate Notification - Lot 65/24-26 Triton Road	22/10/2018
REG/434	Service Agreement - Food & Beverage Contractor - Between Devonport City Council and Hussein Tas	22/10/2018
REG/435	Grant Deed - Department of Communities Tas - DCC - Mersey Link Pty Ltd	24/10/2018
REG/436	Deed of Variation of Lease - DCC & JAD & Co Pty Ltd	24/10/2018
REG/437	Deed of Variation of Lease - The Honourable Sarah Jane Courtney MP and Devonport City Council - Formby Road, Devonport	24/10/2018

1.2. Property Management Update

The sale of property at Lot 65 24-26 Triton Road has settled and funds transferred to Council's bank account.

The property known as Fenton Villas remains under contract for sale with completion delayed until March 2019.

Council has received Crown Land Works approval for a planning application in relation to the Mersey Bluff Caravan Park to proceed. Applications pending approval have been made in relation to stormwater construction works at 41 Bluff Road; planning application at Abel Tasman Caravan Park; and works at the carpark on the corner of Wheeler and Thomas Streets East Devonport.

1.3. Aldermen's Attendance

Aldermen's attendance for the year to date is detailed as follows:

No. of Meetings	Council	Planning Authority		Governance & Finance		Infrastructure & Works		Workshops
		Member	Non Member	Member	Non Member	Member	Non Member	
4	4	2	0	2	0	2	0	6
4	4	2	0	2	0	0	2	6
4	4	1	0	2	0	2	0	5
4	4	0	1	2	0	2	0	6
3	3	0	2	1	0	2	0	5
2	2	1	0	0	1	2	0	3
4	4	2	0	2	0	0	2	5
4	4	2	0	0	2	2	0	5

1.4. Human Resources**1.4.1. Recruitment****Staff positions advertised September 2018 to October 2018**

Position	Department	Work Location
Recreation Centre Attendant (casual)	Community Services	Devonport Recreation Centre

Staff Appointments September 2018 to October 2018

Position	Name	Department	Work Location
Parks and Reserves Serviceperson	Jaydn Bakes	Infrastructure Works & Development	Works Depot (Parks)
Parks and Reserves Serviceperson	Thomas Donald	Infrastructure Works & Development	Works Depot (Parks)
Recreation Centre Attendant (casual)	Kelsie Nicholls	Community Services	Devonport Recreation Centre
Development Services Manager	Kylie Lunson	Infrastructure Works & Development	paranaple centre
Infrastructure Works Manager	Michael Williams	Infrastructure Works & Development	paranaple centre

Staff Departures September to October 2018

Position	Name	Department	Work Location	Date Effective
Customer Service Officer (casual)	Cailei-Larissa Gabb	Community Services	Devonport Recreation Centre	20/9/2018

Workers Compensation

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Gross value incurred by the Insurer (including estimates)
30/6/2019 *	6 claims	2	\$ 58,794.72
30/6/2018 *	6 claims	1	\$ 18,789.46
30/6/2017	7 claims	0	\$ 84,325.27
30/6/2016	20 claims	0	\$128,445.62
30/6/2015	12 claims	0	\$201,329.20
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$320,260.07

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

No new claims lodged in September 2018.

Three new claims lodged in October 2018 (two since closed).

1.4.2. Staff Training

Issued Date	Training Description	No. of employees	Department	Location
18/9/2018 & 19/10/2018	Provide Basic Emergency Life Support	41	Various	paranaple and Works - Depot
18/9/2018 & 19/10/2018	Provide Cardiopulmonary Resuscitation	41	Various	paranaple and Works Depot
20/9/2018	Return to Work Coordinator Training	1	Human Resources	paranaple centre
12/10/2018	Working Safely near live electrical apparatus	1	Infrastructure Works & Development	Works - Depot
25/10/2018	Mental Health First Aid	9	Various	paranaple centre

1.4.3. Health & Wellbeing

The 2018/2019 Health and Wellbeing program was actively promoted to staff referring to the activities and initiatives undertaken within the workplace that are designed to impact positively on the general health and wellbeing of employees and their families. This has included:

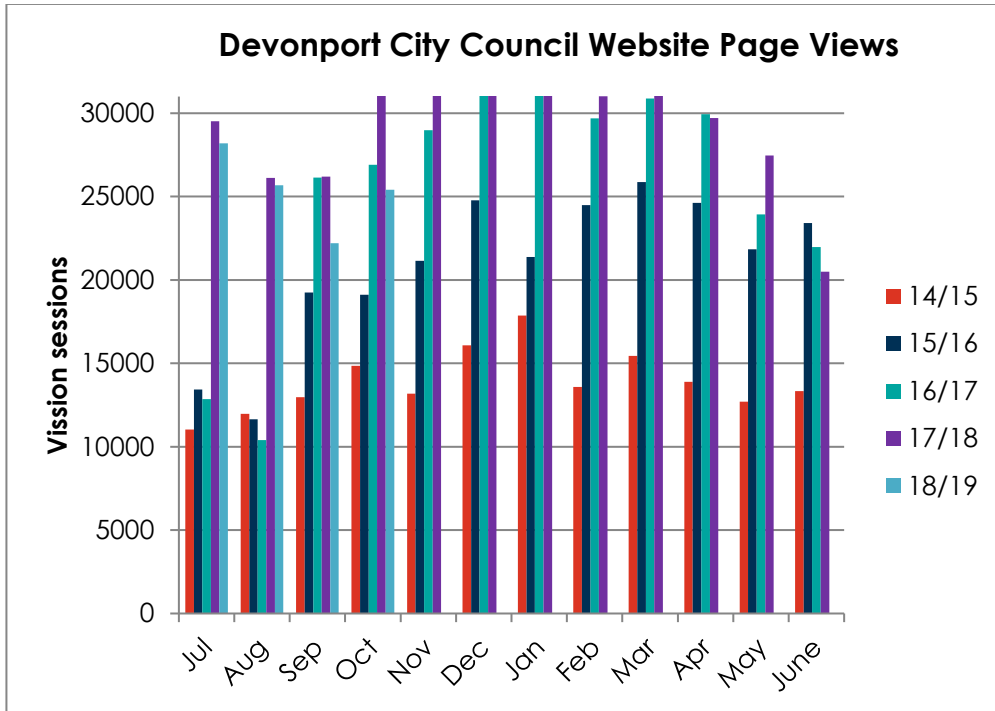
- Promotion of the Red Cross Blood Challenge from 1 July to 30 September 2018;
- Promotion of Corporate Discount on Splash gym memberships;
- Financial management/personal budgeting information sessions x 2 by Choose Life Services;
- Ride to Work day breakfast;
- Healthy Recipe Share month - 18 staff shared favourite healthy recipes

1.5. CORPORATE COMMUNICATION – SEPTEMBER TO OCTOBER 2018**1.5.1. Devonport City Council Website**

Visitation to Council's website for the months of September and October showed a decline compared with the same period last financial year but were above the long-term averages for both months.

Site content is refreshed on an on-going basis, through the addition of new public notices, planning applications, news stories and events.

Desktop usage continued to surge in September but fell back slightly – compared to mobile phone usage in October. Tablet remains fairly steady at around one in ten users.



Content relating to how to contact Council, employment opportunities, events, some news events and Mersey Vale Cemetery continue to rank highly in terms of pages visited during the reporting period.

Devonport City Council Website Statistics	September 2018	October 2018
Total Visitor sessions	7.603	9,045
Total page views	22,211	25,404
Average daily sessions	306.51	291.7
Average session duration (minutes)	1:59	1:53
Average page views per visit	2.92	2.81
Device Category		
• Desktop	53.10%	47.8%
• Mobile Phone	36.30%	41.8%
• Tablet	10.60%	10.4%
Top 10 Pages	<ol style="list-style-type: none"> Home Page Contact Us/How to Contact Us Council/Our City/Cemetery search Council/Employment/ Employment opportunities Contact Us Planning-Development Council/Meetings/Council Agendas and Minutes Play/Events/What's On Live/Parking-Roads-Transport/Parking in Devonport 	<ol style="list-style-type: none"> Home Page Contact Us/How to Contact us Council/Employment/ Employment Opportunities Council/Our City/Devonport Cemetery Search Council/Employment/ Careers Contact us Get Involved/Speak-up/Miandetta Playground Play/Events/What's On Planning/Development

	10. Planning/Development/-on Public Exhibition	10. Environment/Waste Transfer Station
--	---	---

1.5.2. Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council community consultations. During the reporting period one community consultation was undertaken:

- Public input into Miandetta playground design

1.5.3. Social Media

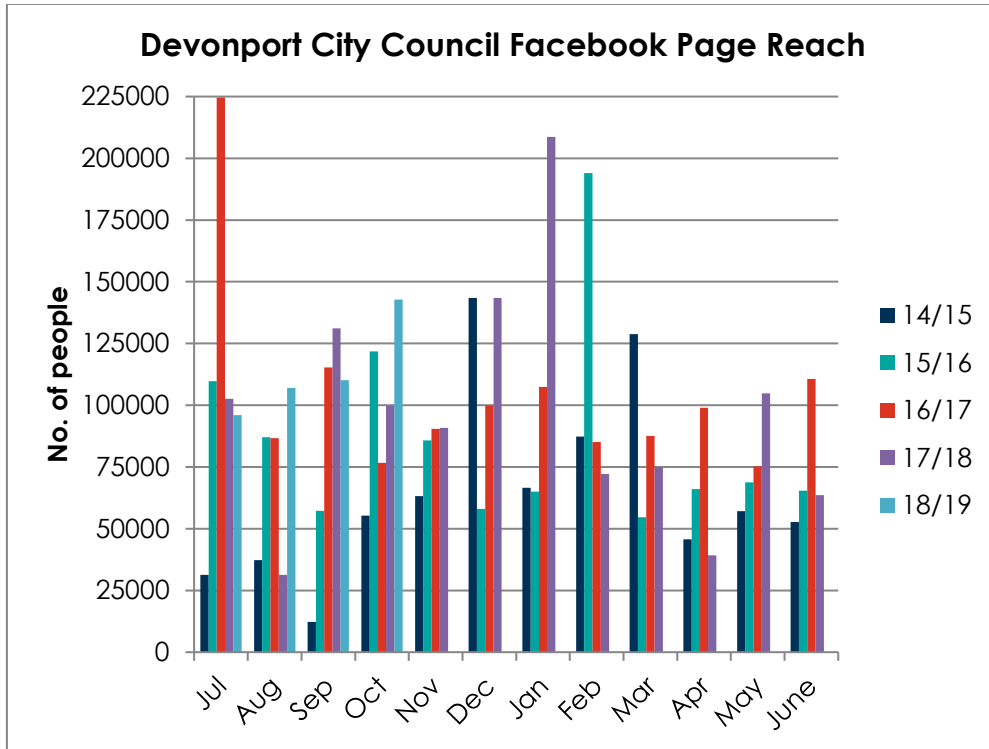
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 554 followers at the end of the reporting period. It is actively used to 'break' news to the media.

Council currently operates thirteen (13) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Food Connection, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, Devonport Entertainment & Convention Centre, Living+Learning Devonport, Devonport Regional Gallery, Tasmanian Masters' Games, Devonport Recreation, Diamonds of Devonport and The Julie Burgess). Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, events, weather events, Council decisions, community initiatives and road works. The community can use the page to ask questions of Council and find out what is happening in Devonport. Key questions or matters raised by the public are generally around Council's services, opening times and reports of community infrastructure needing repairs. Activity remains at its highest between 2.00pm and 9.00pm.

DCC Facebook Page Statistics	September 2018	October 2018
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	6,888 TY (5,973 LY) +15.3%	6,968 TY (6,050 LY) +15.4% This is an increase of 300 followers since beginning of July
Facebook Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	110,142 TY (131,134 LY) -16.0%	142,742 TY (99,770 LY) +43.1%
Facebook Engaged Users: Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	16,972 TY (10,778 LY) +57.5%	17,333 TY (10,743 LY) +61.3%



During September and October 2018, the top 10 page posts each month in terms of audience reach were:

September 2018	October 2018
1. Road closure this weekend (re: derailment)– 21/9/18 – 27.8K	1. Sharps Disposal Unit/needle Vending Machine relocated – 17/10/18 – 13.7K
2. Road closures (re: derailment) – 23/9/18 10.8K	2. Free public meningococcal clinic – 19/10/2018 – 12.8K
3. Victoria Parade path reopens – 6/9/18 – 8.1K	3. Public feedback sought for new Miandetta park – 2/10/18 – 9.6K
4. Council investigates most appropriate location for accessible playground – 27/9/18 – 7.1K	4. Important biosecurity information about fruit fly – 2/10/18 – 9.6K
5. Andrew one of the first customers at paranaple centre – 3/9/18 – 5.8K	5. Council makes parking Easy – 9/10/18 – 8.1K
6. Road closure (re: derailment) – 22/9/18 – 4.5K	6. Temporary closure of Wenvoe Street – 22/10/18 – 7.5K
7. Position Vacant – Recreation Centre Attendant – 27/9/18 – 4.4K	7. Spring festival offers all the fun of a country fair – 12/10/18 - 7.4K
8. Roadwork delays – 17/9/18 – 4.3K	8. LIVING CITY Stage One opened – 12/10/18 – 6.5K
9. Council's school holidays program – 19/9/18 – 3.7K	9. Ronald Street road closure – 25/10/18 – 5.9K
10. Council candidates announced – 25/9/18 – 3.5K	10. Fire damage causes closure of two toilets – 16/10/18 – 5.8K

1.5.4. Publications & Media

During the month of September 2018, Council published:

- Nine (9) media releases, alerts, comment statements and invitations:
 - Luncheon for 50 years plus ratepayers
 - New exhibition uncovers Australia's shipwreck history

- Devonport Food and Wine Festival
- paranapple centre goes gold for Childhood Cancer Awareness month
- Council investigates most appropriate site for accessible playground
- A range of events planned for Seniors Week
- Media comment in relation to Best Street PAYL Car Park future
- Media comment in relation to Mary Binks Wetlands
- Media comment in relation to Show Day holiday

During the month of October 2018, Council published:

- Twelve (12) media releases, alerts, comment statements and invitations:
 - Media Advisory Tidal.18 opening
 - Tidal.18 opening
 - In Your Own Words exhibition
 - Media comment in relation to planned Mersey Bluff pedestrian changes
 - Further media comment in relation to planned Mersey Bluff pedestrian changes
 - Council makes parking easy
 - Media advisory x 2 paranapple centre opening
 - Spring Festival offers all the fun of a country fair
 - LIVING CITY Stage One officially opened

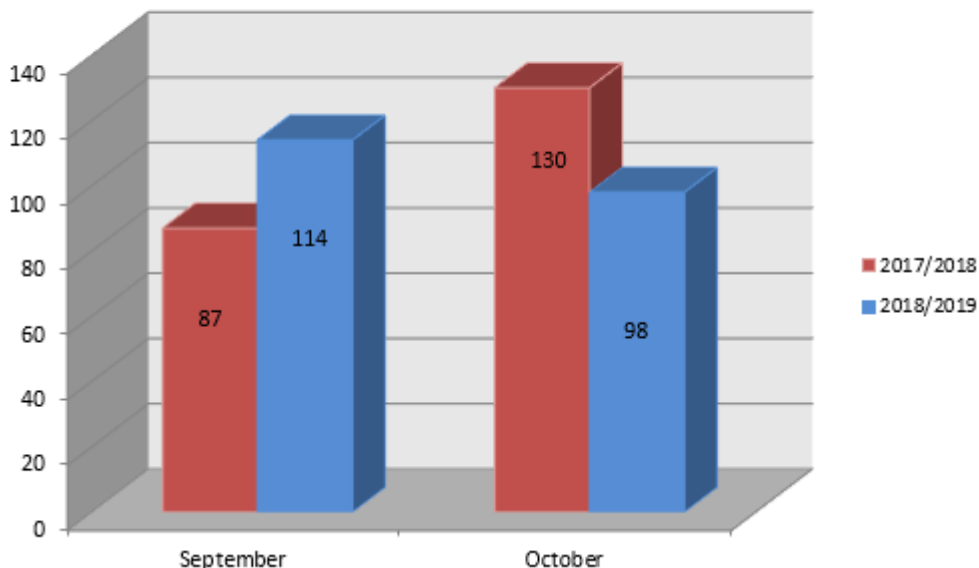
2. CORPORATE SERVICES

2.1. Finance

2.1.1. S132 Certificates

During the months of September and October 2018, the Finance Team issued 212 Section 132 certificates under the *Local Government Act, 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.

132 Certificates



2.1.2. Rate Statistics

Percentage of Rates Paid*

	2016/2017	2017/2018	2018/2019
September	43.23%	43.94%	47.18%
October	55.00%	56.07%	58.24%

^Please note the above statistics include rates paid in advance.

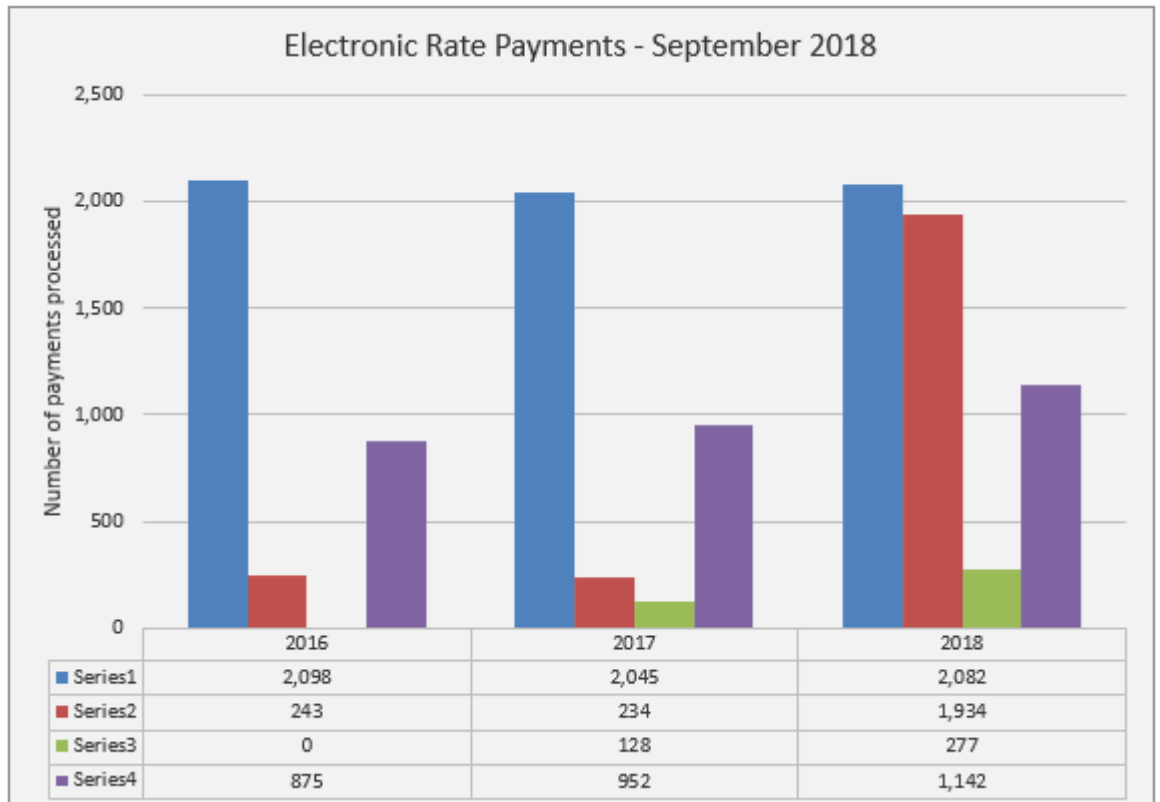
Number of Properties Paid in Full

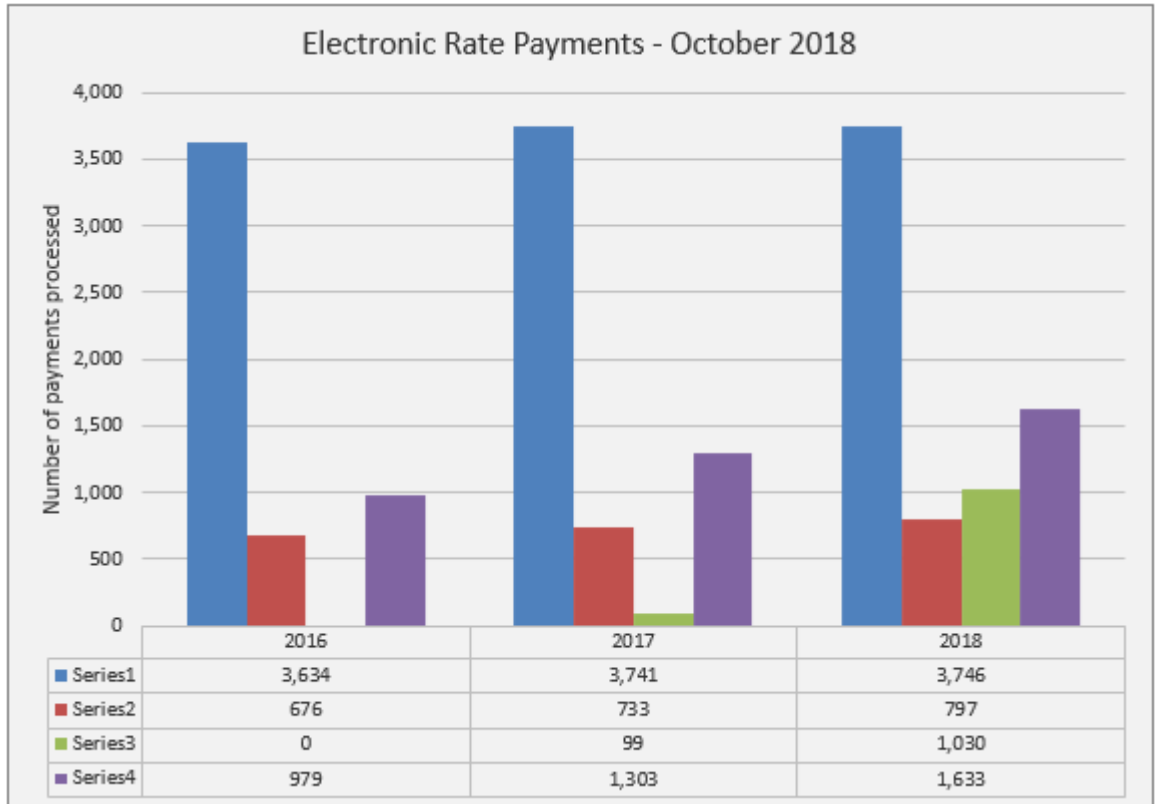
	2016/2017		2017/2018*		2018/2019*	
	Number	Percentage	Number	Percentage	Number	Percentage
September	2551	20.68%	2668	21.47%	3495	27.81%
October	2676	21.69%	2841	22.86%	3668	29.18%

* Housing Tasmania has elected to pay their 769 properties by instalments.

^ In 2018/19 Housing Tasmania paid their 779 properties in full by the end of August.

2.1.3. Number of Electronic Rate Payments Processed





2.2. Parking

2.2.1. Parking Statistics

September

Income – Car Parks (Total)	17/18	18/19	Commentary
September	\$64,631	\$77,781	Changes to pricing structure favourably affected 18/19

Income from Meters	17/18	18/19	Commentary
September	\$30,598.31	\$44,645.04	Usage similar to last year, timing of once a week cash collection resulted in 4 collections for September 18/19 vs 3 collections in 17/18 thus seemingly increasing revenue.

Infringements Issued	17/18	18/19	Commentary
September	1,571	1,219	Staff hours slightly decreased due to sickness but trend indicates less offenders/cars parked.

October

Income – Car Parks (Total)	17/18	18/19	Commentary
October	\$86,720	\$90,081	Only slight variance

Report to Council meeting on 26 November 2018

Income from Meters	17/18	18/19	Commentary
October	\$51,353	\$60,049	Similar income, timing of weekly collection impacts income figures.

Infringements Issued	17/18	18/19	Commentary
October	1,442	1,411	Only slight variance.

2.3. Information Technology and Customer Service

2.3.1. TechnologyOne Cloud

Council's core business system is TechnologyOne, has been in use for more than a decade. During that period, it has been hosted in-house on Council's IT infrastructure. A project has commenced to move to TechnologyOne's Cloud hosted platform with the project targeted for completion the weekend of 16 February 2019. The transition to TechnologyOne's Cloud services will improve mobility, enhance security and disaster recoverability while minimising the administrative overhead required by IT to manage system updates and ongoing maintenance.

2.3.2. Business System Roadmap

Council continues to pursue opportunities to leverage its core business system, TechnologyOne, to drive increasing levels of efficiency, productivity and improved service delivery to the community. Stakeholders from across Council worked with TechnologyOne to identify opportunities to increase utilisation of modules such as Asset Management, HR Employee Self Service, Procure to Pay, Contracts Management and eServices to list a few.

2.3.3. Asset Management System Business Case

A detailed business case has been under development to highlight the benefits of progressing the implementation of TechnologyOne's Asset Management System. A group of Managers from I&W, Finance and IT have conducted workshops to include Benefits Identification, Risk Identification and Change Management. The business case is targeted for an initial review by ELT on 19 November.

2.3.4. DCC Website

Council have numerous websites developed across a range of platforms by different development firms. Functional requirements gathering is underway to identify opportunities to consolidate all sites on a single platform, improve usability, modernise and realise ongoing cost savings.

2.3.5. Information Technology

Council will commence comprehensive ICT Strategic Planning, Digital Security Planning and Disaster Recovery Planning in November, which is designed to further enhance and develop the plans currently in place. Progress reports will be provided during the term of the financial year.

COMMUNITY ENGAGEMENT

The information provided above provides details relating to community engagement.

FINANCIAL IMPLICATIONS

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

Report to Council meeting on 26 November 2018

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

RISK IMPLICATIONS

Any specific risk implications have been outlined in the commentary above. Any specific risk that becomes an issue for Council may become the subject of a separate report to Council.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That Council receive and note the Governance and Finance report.

Author:	Kym Peebles/Jeff Griffith	Endorsed By:	Paul West
Position:	Executive Manager Organisational Performance/Executive Manager Corporate Services	Position:	General Manager

6.5 COMMUNITY SERVICES, ARTS AND CULTURE REPORT - SEPTEMBER/OCTOBER 2018

File: 29530 D544069

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs

SUMMARY

This report provides a summary of the activities undertaken in the Community Services, Arts and Culture Department during the period from 1 September 2018 to 31 October 2018.

BACKGROUND

This report is provided to update the Aldermen and community on matters of interest. As the Governance, Finance and Community Services Committee meeting for November was cancelled due to the Council election process, the report is submitted direct to Council.

STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The function areas of Council covered in this report include:

- Community Services
 - Community Services and Engagement
 - Recreation and Sports Development
 - Events and Marketing
- Arts and Cultural Development
 - Bass Strait Maritime Museum
 - Devonport Entertainment and Convention Centre (DECC)
 - Devonport Regional Gallery
 - Visitor Information Centre
 - paranapple convention centre
 - Tourism and Promotion

DISCUSSION

1. COMMUNITY SERVICES

1.1 Community Services Manager's update

- As a member of the Live and Learn Steering Committee, assisted in the facilitation and organisation of the month long *Festival of Learning* in September 2018.
- On Monday 12 November, the State Government announced that Devonport has been chosen as a pilot location for their "Working Together for 3 year olds (WT3) project. Through this initiative, the Tasmanian Government, working in partnership with Early Childhood Education and Care service providers, Tasmanian Council of Social Services (TasCOSS) and other key stakeholders including Council, will support families most in need, with free access to 400 hours of quality early learning each year.

WT3 will be implemented from 2020 and is targeted towards three year olds experiencing vulnerability and barriers to participation in early learning. Further information can be located at

<https://documentcentre.education.tas.gov.au/Documents/Working-Together-For-3-Year-Olds-Fact-Sheet.pdf>

- An application for funding was submitted under the State Government's 2018/19 Sport and Recreation Minor Grants Program to replace the netball goals at the Spreyton Netball Centre. Council was advised that it was successful with its application and will receive \$6,688 towards the project.
- Submitted an application for funding under the 26TEN Grants which if successful will assist the Live and Learn Steering Group to implement the principles of 26TEN into the Devonport business sector – outcome of the application expected to be known shortly.
- Attended the 50 year ratepayer luncheon as part of Seniors Week.
- Attended the Local Government Professionals (Tas) State Conference – the theme of the conference was "Fit for the Future".
- JoHanna Robertson, Council's Marketing and Events Coordinator, commenced maternity leave on 19 October. Her role is being undertaken during her period of leave by Danielle Rodgers

1.2 Community Services September and October Events/Programs/Activities

1.2.1 Festival of Learning

The Festival of Learning 2018, facilitated by the Live and Learn Steering Group, was held during the month of September throughout Devonport. The event included 161 diverse activities and events and attracted in excess of 3,000 participants.

As part of the Festival, a "How Bazaar" Expo was held at the East Devonport Recreation Centre. Council organised a stall at the expo showcasing the importance of recycling. Over 300 participants attended the expo.

1.2.2 Citizenship

Council's most recent Citizenship ceremony was held in the Aldermen's lounge at the paranple centre on 22 October 2018. Two new citizens were welcomed to Devonport by Acting Mayor Rockliff.

1.2.3 Save the Children

Council officers attended a site familiarisation tour of Devonport's new Save the Children's office.

1.2.4 'Square Peg' Project

The Square Peg program is continuing throughout term 4. The program offers students from Devonport's Space Program recreational activities, followed by menu planning and the preparation of low-cost healthy lunches to share.

1.2.5 Multicultural Meeting

A meeting was held at the paranple centre at the request of the Multi-Cultural Council of Tasmania. Discussions focussed on Council considering the Welcoming Cities program as well as the inclusion of the department in the Council's Harmony Day event in 2019.

1.2.6 School Holiday activity

Council delivered a tree exploration and art day at the Tasmanian Arboretum during the September school holidays. Participants spent the day exploring the arboretum grounds and creating art.



1.2.7 Seniors Week 2018

This year Council, in partnership with local service providers, created a calendar for Seniors Week 2018 which provided over 20 events for seniors to attend during the week-long celebrations.

Some of the highlights included:

- Active Longer, Ageing Stronger's 1st birthday:
- a partnership with Don College to create a "Shine 'n' Dine" day, where seniors could relax and have their hair done as well as enjoy high tea prepared by the students, and
- the "Trifles" hosting a concert at the Devonport Soccer Club.



1.2.8 50 Year Ratepayer Lunch

Seniors Week launched with the 50 plus year ratepayer's lunch with 75 in attendance. The lunch was held at the paranapple centre, which provided attendees with an opportunity to watch a video about "LIVING CITY".

1.2.9 Disability Information and Networking Event

Council has been working with National Disability Services (NDS) and TasTAFE to deliver a networking and information event which has been designed to offer opportunities to understand and embrace inclusion, diversity and employment. The event "EmployABILITY@ Work" will also provide practical information on disability in Tasmania and the ways that employers can find the right staff. The event will be held on Monday 3 December which coincides with *International Day of People with a Disability* and will be held from 2pm to 5pm in the paranapple convention centre.

1.2.10 Sister Cities – Koinobori Project

Devonport's Sister City Minamata proposed an art exchange project based around Koinobori (carp kites). The Devonport Sister Cities Association are facilitating the project with local Primary School students.

Koinobori are flown annually around the time of Children's Day, (Kodomo no Hi) 5 May. The Devonport decorated Koinobori will be on display in the paranapple art centre during the Tidal festival, with the project scheduled to be shipped to Minamata in March 2019 for exhibition. Japanese created kites are scheduled to be on display in Devonport during April/May 2019.



Year 5/6 at Hillcrest Primary School with their Koinobori

1.2.11 Devonport Food and Wine Festival

The Devonport Food and Wine Festival featured 46 individual events at 26 different venues across the region throughout October. The events were varied, with a mix of high-end and low or no-cost events and experiences offering something for all ages and wages.

The 2018 focus was to reintroduce a community focus, with an even balance of events hosted by businesses and community organisations. Most events were well attended, some being fully booked.

Council hosted two events; the Chef Demonstrations and Spring Festival which were both very successful with strong attendances.

The Chef Demonstrations kicked off the festival on Monday, 1 October in the paranapple convention centre, attracting strong interest from both industry professionals and the public.

The inaugural Spring Festival, this year's feature event, resulted in excellent feedback from attendees and industry alike. Held on Sunday, 21 October 2018

at Roundhouse Park the event attracted an estimated 3,000+ people. Themed as an old-fashioned country fair, the day offered a wide range of quality vendors, a pavlova bake-off, free games for children and a petting zoo with baby farm animals.

Marketing of the festival involved media partnerships with both Fairfax and Sea FM/7AD. Both outlets showed good support of the festival with a mixture of paid advertising and editorial support.



Council's Spring Festival attracted a large crowd

1.2.12 Christmas Parade

Planning is well progressed for the annual Devonport Christmas Parade on Friday, 7 December.

Schools, businesses and organisations are planning their parade entries, and Council is working with community organisations to ensure another successful parade.

This year the Devonport Lions Club will coordinate Santa's Sleigh and Reindeer and the Devonport Men's Shed recently made two new reindeer for the occasion.

The Parade starts at 6.30pm and will start and finish at the Oldaker Street roundabout travelling along Oldaker Street, William Street, Best Street and Rooke Street.

1.2.13 New Year's Eve

Planning is well underway for the New Year's Eve 2018 SeaFM Skyfire event, with most vendors, activities and joint naming rights through sponsorship confirmed.

This year's theme, "Quirky Carnival", offers a spirit of 'kooky but not spooky', and invites patrons to be part of the fun by coming in costume. The site will be themed with lighting, children's activities, and decorations to match.

The previous "Lantern Dreams" concept will be re-invented into a "Dreamcatcher Carousel" but will continue to invite people to express their wishes and dreams for the coming year. Tradition will also continue with two rounds of fireworks at 9.30pm and midnight in order to cater for young families.



1.2.14 Natural Resource Management

Program	Attendance
Friends of Don	7
Tree exploration and Art at the Arboretum	17

1.3 Community Partnerships

1.3.1 Council and Community Partnerships

Council partners with a diverse range of community-based organisations to achieve shared objectives.

Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Lions Club	2 year Agreement 29 November 2019	\$ 5,000 P/A
Devonport Brass Band	2 year Agreement 30 June 2019	\$12,000 Year 1 \$10,000 Year 2 \$ 8,000 Year 3
Devonport Community House	2 year Agreement 30 June 2019	\$18,000 P/A
Devonport - Cradle Country Marketing Group	3 year Agreement June 2018 Committee agreed to extend current partnership till June 2019	\$15,000 P/A
Devonport Men's Shed	2 year agreement June 2019	\$7,000 P/A

Devonport Motor Show	3 year Agreement 19 January 2021	\$2,500 P/A
Tasmanian Arboretum	2 year Agreement 1 July 2020	\$22,000 P/A
National Trust of Australia – Home Hill operations	3 year Agreement October 2018	\$28,000 P/A
Youth and Family & Community Connections	5 year Agreement 9 July 2018	Rental agreement/ Youth services - in kind funding

1.4 Recreation, Health and Wellbeing

1.4.1 Seniors Program – Ageing Stronger, Active Longer

The program continues to be held every Tuesday and Thursday at the Devonport Recreation Centre and Wednesday at East Devonport Recreation and Function Centre. Interest in the program remains strong.

1.4.2 Participation Across Community Service Facilities and Events

Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following table shows activities delivered across Council recreation and sport facilities over the past two months.

1.4.3 Recreation Facilities Usage

Usage for facilities for September and October are listed in the table below:

Recreation Usage			
Facility	Room/Ground	Number of Bookings September	Number of Bookings October
Devonport Recreation Centre (DRC)	Judo Room	12	14
	Meeting Room	17	19
	Sauna	12	20
	Squash	32	42
	Stadium	74	76
	Table Tennis Building	79	74
	Youth Centre	70	45
East Devonport Recreation and Function Centre (EDRFC)	Community Room	28	32
	Stadium	45	36
Ground/Reserve	Reserves – Vietnam Vets Memorial	0	0
	Reserves – Bluff	2	1
	Reserves – Roundhouse Park	1	1
	Coles Beach	0	0
	Reserves - Don	0	0
	Reserves - Lighthouse	0	0
	Reserves – Kelcey Tier	1	3
	Reserves – Cenotaph	0	0
	Skate Park	0	0
	Reserves – Pioneer Park	0	1
	Byard Park	1	1

Report to Council meeting on 26 November 2018

	Devonport Oval	1	1
	Don Rec Ground	3	3
	Girdlestone Park	1	1
	Maidstone Park	1	1
	Meercroft Park & Eugene	2	1
	Valley Road Soccer Centre	1	1
Total		375	373

Special recreational events held at the DRC and EDR&FC for September and October are as listed in the table below:

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	PDF Expo	28-30 Sept
	BTAS State League	13-14 Oct
	BTAS Primary School Tournament	27-23 October
East Devonport Recreation and Function Centre	B's Fundraiser	7 Sept
	Festival of Learning	12 Sept
	Tas Floral Arts Society	18-20 Sept
	Playgroup Tasmania	25 Oct
	Launceston Parties Mascot	27 Oct

1.4.4 Splash Aquatic and Leisure Centre

Attendances including YTD comparison:

Year to date comparison						
Attendees	Jul-18	Aug-18	Sep-18	Oct-18	Oct-17	YTD
Casual Entry	5,010	3,388	4,589	5,283	5,120	18,270
Fitness Members	11,974	10,229	12,204	8,626	8,998	43,033
Learn to Swim	5,010	3,960	5,040	4,248	3,640	18,258
Lane Hire	1,140	912	863	338	270	3,253
Bookings	640	990	377	497	457	2,504
Total	23,774	19,479	23,073	18,992	18,485	85,318

1.4.5 Upcoming Sporting Events 2018/2019

Remaining sporting events for the 2018 calendar year (and beginning of 2019) are provided in the table below. All events are sponsored by Council.

Upcoming Sporting Events		
Facility	Event	Date
Mersey Bluff Precinct	Tour of Tasmania Cycling Event & Devonport Dash	18 November
Mersey Bluff Precinct	Devonport Duathlon 2018	24 November
Mersey Bluff Precinct	Schools Triathlon Challenge	28-29 November
Kelcey Tier Reserve	Tas State XC Titles	2 December
Victoria Parade - Bluff	Devonport Cycling Criterium	29 December
Devonport Oval	Summer Carnival	30 December
Mersey Yacht Club	2019 Oceania and Australian Laser (yacht) Championships	1 – 9 January 2019

2 ARTS AND CULTURAL DEVELOPMENT

2.1 Arts and Cultural Development September and October Events/Programs

2.1.1 Convention & Arts Centre Director update

- Met with members of the North West Arts Circle to discuss possible workshop and exhibition opportunities at the paranapple arts centre;

 Report to Council meeting on 26 November 2018

- Met with Jane Hayley, Ten Days on the Island, to discuss a joint proposal to Regional Arts Australia, regarding Art Lands 2020;
- Attended the Gordon Darling Museum Leadership Program at Macquarie Business School of Management, delivered by Museum Galleries Australia;
- The Director took annual leave 24 September to 12 October.

2.1.2 Gallery Exhibitions

From Here to There

Celebrating over three decades of Devonport Regional Gallery at 45 Stewart Street

25 August – 30 September

Opening Attendance: 86

After its beginnings in 1966 in Jean Thomas' Little Gallery, in 1984 the Devonport Regional Gallery opened its doors in the former Baptist Church on Stewart Street. This final exhibition before the Devonport Regional Gallery relocated to the paraple arts centre, we looked back on the exhibitions, collection, people and events that shaped the Gallery.

The Middle & The Little Gallery Project Space

Kelly Slater - Mersey Bluff: The marks that make the place

Opening attendance: 86

Kelly Slater is a freelance photographer trained in both traditional film and contemporary digital photography, and her photography practice now revolves around local heritage themes and the natural environment. "Shallow or deep, the imprint of human activity can be seen across the surfaces of Mersey Bluff. Permanent or ephemeral, the marks, structures and spaces that have developed, reflect how strongly people have been drawn to this Place."

Due to the move from Stewart Street to the paraple arts centre the gallery was closed to the public during October 2018.



2.1.3 Committee Update

The Droogs

During August and September, the Droogs executed an indoor mural in the gallery at Stewart Street to celebrate and depict the Gallery's history to date

and the Gallery's future at the paranapple arts centre. The mural was a work in progress and visitors to the gallery added written comments. The Droogs held two planning meetings for future activities.

Friends of the Gallery

The Friends held a final function, *Moving On*, at the Gallery in Stewart Street on Saturday 22 September at 2pm. Musical program was performed by harpist Emma McMahon. Arts Advisory Board member Vivienne Brehenny spoke of the Gallery's early history and its founder Jean Thomas.

Devonport Regional Gallery Advisory Board

The Advisory Board continue to meet bi-monthly to discuss the strategic direction of the Gallery. In October, the Advisory board approved a donation of a work by artist, Jessie Pangas.

2.1.4 Gallery Relocation

Handover of the building, from Fairbrother to Council, occurred in early October with a number of small tasks being completed through to the end of October. The new Devonport Regional Gallery at the paranapple arts centre will open on Friday 2 November to coincide with the opening of Tidal: City of Devonport Art Award and *The Robinson Project - In Your Words*.

2.1.5 Bass Strait Maritime Centre

Australian Maritime Museums Council Workshop

This workshop scheduled for Devonport 2018 was moved to Echuca. New Coordinator Jaydeyn Thomas attended the meeting and was elected to the Board of Directors for AMMC.

The Workshop gave the BSMC contact with the organisers of past workshops and the opportunity to network ideas to ensure best dates and format for the future Devonport Workshop. Initial discussions with the AMMC suggested 24-25 October 2019, however, as this conflicts with the Royal Hobart Show holiday alternative dates have being investigated.

AMMC will be conducting a workshop at the Wooden Boat Festival just prior to the festival beginning in Hobart. There is also a workshop tentatively scheduled for April in South Australia.

Collection Management

An audit of the temperature and humidity in the Annexe storage house has been completed, showing the need for greater regulation of both. Dehumidifiers have been installed. Shelving is also being installed to sort object storage. The digitisation of the photographic collections continues.

Café

Operating models and potential kitchen renovations for the café continue to be investigated.

2.1.6 Bass Strait Maritime Centre Exhibitions

Submerged: Stories of Australia's Shipwrecks

14 September – 15 November

Stories of Australian shipwrecks were compiled from maritime museums around the country into this touring exhibition. The BSMC complemented the banners with a contribution written by Jim Rouse, as well as registered shipwreck artefacts and interpretation about their ships. The accompanying public and

educational programming for this exhibition have been highly successful, and a similar complement of programming will take place for the upcoming exhibition *Flow: Natural History of the Bass Strait*, opening on 14 December.



Photo Credit: Kelly Slater

2.1.7 Bass Strait Maritime Centre Education & Public Programming

A suite of public programs took place during the Submerged exhibition in September and October including; themed talks, watercolour workshops, simulated archaeological digs and an after dark tour.



DIGS School Holiday Workshop. Photo credit: Kelly Slater

2.1.8 Julie Burgess

The sailing season officially started on early October and showed a steady flow of passengers and good weather.

JB 'Who Do You Think You Are'?

A charter sail was commissioned by the producers of *Who Do You Think You Are?* to use the Julie Burgess as a setting for an ancestral story of the celebrity. The sail took place 23-24 September on the Tamar River with the JB sailing to George Town on Sunday, 23 September and filming occurring Monday, 24 September. Crew signed confidentiality agreements, the celebrity will be revealed when the episode airs in May 2019.

Australian Wooden Boat Festival

Preparations are well under way for the AWBF which will take place in early February next year. The sailing schedule will be very similar to previous years, and some scheduled sailings are already fully booked with waitlist expressions of interest being taken.

2.2 Participation Across Arts and Cultural Development Facilities

Levels of participation are a determinant of an inclusive, strong and robust community. Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following table shows the customers across Council Cultural facilities over the September and October period.

	Customers through the Door September 2018	Customers through the Door October 2018
Devonport Regional Gallery	781	Closed
Visitor Information Centre	2,333	2,989
Bass Strait Maritime Centre	423	779
Julie Burgess	0	24
Town Hall - audience	3,631	329
Meeting and Convention Centre	428	1,450
TOTAL 2018	7,596	5,571
TOTAL 2017	8,711	9,044

2.2.1 Theatre Performances & Events

During September and October, the Town Hall Theatre hosted numerous performances. The City of Devonport Eisteddfod continued into September with music and speech and drama culminating with their annual Showcase of Talent Concert. The Eisteddfod Society also celebrated with their 90 Year Anniversary Concert which attracted over 100 patrons.

Touring performances included dance, comedy and music.

A Taste of Ireland – Erie Entertainment (touring show)

An Irish Music and Dance production.

Lennon Through A Glass Onion (touring show)

An intimate production celebrating one of the most distinct voices of a generation: John Lennon. Created and performed by renowned Australian actor/musician John Waters and esteemed singer/pianist Stewart D'Arrietta.

Jimeoin (touring show)

A regular to Devonport, this show attracted almost 400 patrons to a Sunday evening performance

Wolfe Brothers (touring show)

Country music group The Wolfe Brothers together with Canada's Gord Bamford presented their Country Heart Tour to Devonport audiences. This show was the first stage of their Tasmanian and Victorian Tour.

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	<i>City of Devonport Eisteddfod</i>	Devonport Eisteddfod Society	2,723
	<i>A Taste of Ireland</i>	Eire Entertainment	329
	<i>Lennon Through A Glass Onion</i>	Harbour Agency	200
	<i>Jimeoin - Ridiculous</i>	A-List Entertainment	379
	<i>The Wolfe Brothers</i>	Wolfe Brothers Touring	329

The following table shows the DECC hire for the September and October period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	4	4	1,237
Community Hire	19	Various	2,723
DECC Entrepreneurial Program	N/A	N/A	N/A
Totals	23		3,960

DECC Ticketing

A summary is provided for all performances and events sold through the DECC Box Office for the September and October period.

Box Office/Agency Sales	Number of Tickets Sold
DECC Performances & Events	3,153
Ticketmaster Events	249
Ticketek Events	123
Totals	3,525

2.2.2 Education & Public Programs**Education Programs & Public Programs – September and October**

Gallery Education and Public Programs		
Program	Attendance	Date
Education: Little Aesthetics Our Lady of Mercy: Gr 5	30	4 September
Education: ArtSpark 1 Session	10	4 September
Life Drawing	13	5 September
Droogs planning meeting: Reclaim The Lane, Skills sharing, Workshops	3	10 September
Out Reach Education: Sacred heart Staff meeting	10	11 September
Education: ArtSpark 1 Session	8	12 September
Life Drawing	11	13 September
Education: Little Aesthetics Forth Primary: Kinder 24+6 Gr3-4: 24+2	56	13 September
Droogs planning meeting: Reclaim The Lane, Skills sharing, Workshops	3	13 September

Report to Council meeting on 26 November 2018

Outreach: Tamar Writers festival to speak about Tidal 19 Festival	14	16 September
Outreach Devonport Writers workshop Tidal19 Festival projects	24	16 September
Public Program: Books + Art Reading Group	7	17 September
Education: ArtSpark 1 Session	10	18 September
Life Drawing	11	19 September
Moving On: Friends Farewell Function for Stewart Street	92	22 September
Outreach: Out there at Orana Day Service	10	24September
Education: ArtSpark 1 Session	13	25 September
Life Drawing	11	26 September
Floor Talk: Kelly Slater, Julie Gough & Dave Gough	28	29 September
Bass Strait Maritime Centre Education and Public Programs		
Program	Attendance	Date
DIGS School Holiday Workshop	11	4 October
DIGS School Holiday Workshop	11	9 October
Maritime & History Talk with Mike Nash	31	16 October
Shipwrecked Watercolour Workshop Anne Morrison	8	17 October
DIGS Workshop – St Patricks	31	24 October
After Dark Tour with Jim Rouse	19	31 October

2.3 paranaple convention centre

2.3.1 Meetings and paranaple convention centre

During September and October, the DCC meeting rooms held 40 events along with 11 events in the convention centre.

Events held in the paranaple convention centre were:

Festival of Learning

Combined event for Council and the Devonport Library, the annual Festival of Learning was initiated by the Learning Communities Special Interest Group.

Tourism Industry Council Tasmania

Luncheon for industry professionals with the launch of their new brand.



Tourism Industry Council Tasmania

Devonport Food and Wine Festival

Three cooking demonstration classes over the day, the general public were invited to view, taste and participate.

Stage 1 LIVING CITY Official Opening

Invited guests attended an official opening of stage 1 LIVING CITY followed by a light lunch.



LIVING CITY Official Opening

Rate Payer Luncheon

50-year rate payers were thanked at a formal luncheon hosted by the Council in conjunction with Seniors Week.

CBMC Breakfast

Business men's breakfast with guest speaker retired NSW Police Commissioner Andrew Scipione.

Tasmanian Health Service – Devonport Meningococcal Clinic

A clinic was held for the public to access a free vaccination.

Tasmanian Electoral Commission

Counting of the Local Government election votes along with a Tally Room open to the public to track results.

Facility	Show	Presented by	Audience Attendance
Conference Centre	<i>Festival of Learning</i>	DCC and the Devonport Library	76
	Tourism Luncheon	TICT	113
	Devonport Food and Wine Festival	DCC	150
	Stage 1 LIVING CITY Official Opening	DCC	160
	Rates Luncheon	DCC	78
	CBMC Breakfast	Christian Business Men's Connection	135
	Mayors Cocktail Gala	DCC	25
	Devonport Meningococcal Clinic	Tasmanian Health Service	502
Local Government Election	Tasmanian Electoral Commission	250	

2.4 Tourism

2.4.1 Relocation of the Visitor Information Centre

The Devonport Visitor Information Centre was relocated to the paranable arts centre on Friday 2 November. A new tourism booking system will be in place at the paranable arts centre to replace the no longer supported system currently in operation at the Visitor Centre on Formby Road.

The November Tasmanian Visitor Information Network meeting will be held in Devonport hosted by the paranable arts centre.

2.4.2 Cradle Country Marketing Group (CCMG)

The group continues to meet to discuss the Cradle Coast Authority's consumer website, sub-regional areas and associated branding. Ongoing discussions continue around online marketing opportunities alignment with Cradle Coast Authority's marketing efforts.

COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That the Community Services, Arts and Culture report be received and noted.

Author:	Karen Hampton and Geoff Dobson	Endorsed By:	Paul West
Position:	Community Services Manager – Convention and Arts Centre Manager	Position:	General Manager

6.6 ELECTED MEMBERS' EXPENDITURE REPORT SEPTEMBER AND OCTOBER 2018

File: 22947 D552284

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

SUMMARY

To detail expenditure of both the Mayor and Aldermen.

BACKGROUND

This report is a regular bi-monthly update on the costs associated with the payment of allowances and expenses for Aldermen.

STATUTORY REQUIREMENTS

Under the *Local Government Act 1993*, Council is required to publish details of the total allowances and expenses paid to the Mayor, Deputy Mayor and Aldermen in its Annual Report, however there is no obligation to do so at any other time

DISCUSSION

Expenditure processed for the month of September and October 2018, is detailed below:

Acting Mayor Annette Rockliff

\$ 84 Travel/Accommodation/Meal expenses

Acting Deputy Mayor Alderman Perry

\$129 Travel/Accommodation/Meal expenses

Aldermen

\$675 iPad Expenses

The attached table sets out the cumulative expenditure for the 2018/19 financial year. Due to the timing of Credit Card statements and invoices, expenditure will be reported as and when the account is paid. Items in this report may relate to transactions that occurred in previous months.

COMMUNITY ENGAGEMENT

There was no community engagement as a result of this report.

FINANCIAL IMPLICATIONS

Mayoral and Aldermen expenses are costed to the general ledger account for Aldermen Support.

RISK IMPLICATIONS

It is believed there are no risks associated with this report.

CONCLUSION

Expenses are reported in accordance with Council's direction.

ATTACHMENTS

- [1.](#) Cumulative Totals - YTD - October 2018

RECOMMENDATION

That Council receive and note the bi-monthly report advising of Aldermen allowance and expenses.

Author:	Jacqui Surtees	Endorsed By:	Paul West
Position:	Executive Officer		General Manager

Aldermen Expenses

Cumulative figures year to date - September - October 2018

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	IPads	Conference/ Professional Development Attendance	Travel, Accom & Meal expenses	Meeting expenses	Mobile Phone	Total
Acting Mayor Rockliff	18,826		7,530	3,500	154		391			\$ 30,401
Ald Emmerton			7,530		154					\$ 7,684
Ald Goodwin			7,530		154		307			\$ 7,991
Ald Jarman			7,530		154		380			\$ 8,064
Ald Matthews			7,530		154					\$ 7,684
Ald Milne			7,530		154		344			\$ 8,028
Ald Laycock			7,530		154					\$ 7,684
Acting Deputy Mayor Perry		5,885	7,530		154		585			\$ 14,155
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 18,826	\$ 5,885	\$ 60,242	\$ 3,500	\$ 1,232	\$ -	\$ 2,007	\$ -	\$ -	\$ 91,692
Budget	55,292	17,510	201,365	10,500	3,300	15,000	11,450	1,000	700	316,117
BALANCE UNSPENT	\$ 36,466	\$ 11,625	\$ 141,123	\$ 7,000	\$ 2,068	\$ 15,000	\$ 9,443	\$ 1,000	\$ 700	\$ 224,425
% Spent Year to Date	34%	34%	30%	33%	37%	0%	18%	0%	0%	29%

Note: Council provides a motor vehicle for use by the Mayor - the cost of this vehicle is shown in the Mileage column.

6.7 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS

File: 34511 D544071

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.4 Ensure effective administration and operation of Council's committees

SUMMARY

To present the Minutes of the Council's Special Interest Groups and Advisory Boards.

BACKGROUND

At Council's Governance and Finance Meeting held on 20 March 2017, Special Interest Groups and Boards were determined. Minutes of these Groups are presented to Council for their information and consideration of decisions when and if required.

STATUTORY REQUIREMENTS

Under Section 24 of the *Local Government Act, 1993*, a Council may establish Special Committees on such terms and for such purposes as it thinks fit.

DISCUSSION

The minutes of the following meetings are attached: (September and October)

- East Devonport Special Interest Group:
 - Devonport Chaplaincy presented an overview of their Learner Driver Mentoring Program: Details Attached;
 - Tas Ports Airport Manager presented an overview of Devonport Airport, the immediate and long-term projects of the airport;
 - The Committee discussed the name change of the Mary Street Wetlands to Mary Binks Wetlands;
 - The Committee provided updates on events within the East Devonport Community.
- Devonport Regional Gallery Advisory Board
 - The Board received an update on the Gallery relocation and logo;
 - The Board received an update on Tidal 2018;
 - The Board discussed the Gallery's Arts Tasmania Grant;
 - A Board Member presented on the Central Coast Dementia Friendly Community Strategy: Attached;
 - The Board reviewed potential Gallery Acquisitions: Attached.
- Devonport Maritime and Heritage Special Interest Group:
 - The Committee received an update on the Don River Railway;
 - The Committee received an update on the Bass Strait Maritime Centre: Attached;

Report to Council meeting on 26 November 2018

- The Committee received an update on the Julie Burgess: Attached;
- The Committee reviewed the collation of heritage information for a Heritage Trail;
- The Committee received an update on the Maritime Heritage Workshop, now scheduled for October 2019.

COMMUNITY ENGAGEMENT

Committees allow Council to engage with the community in collaboration. This means the public are partners in decision-making including the development of alternatives and identifying the preferred solution.

FINANCIAL IMPLICATIONS

There are no financial implications which relate to this report.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

The minutes of Council's Special Interest Groups and Advisory Boards are provided for Council's consideration.

ATTACHMENTS

- [1.](#) 2018.10.17 Unconfirmed Minutes Devonport Regional Gallery Advisory Board
- [2.](#) 2018.10.09 Unconfirmed Minutes of the East Devonport Special Interest Group
- [3.](#) 2018.10.31 Unconfirmed Minutes of the Devonport Maritime and Heritage Special Interest Group

RECOMMENDATION

That Council receive and note the minutes of the East Devonport Special Interest Group, Devonport Regional Gallery Advisory Board and Devonport Maritime and Heritage Special Interest Group.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager

**MINUTES AND ACTION NOTES FOR A MEETING OF THE
DEVONPORT REGIONAL GALLERY ADVISORY BOARD
MEETING HELD WEDNESDAY, 17 OCTOBER 2018
COMMENCING AT 5.30PM**

Distribution: Committee Members
Josephine Kelly – Community Member (Chair)
Ald Jarman
Ald Tammy Milne
Vivienne Breheney – Community Member
Lee Dixon – Community Member
Linda Johnston – Community Member
Alister McCrae – Community Member
Alexandra Morse – Community Member
Marilyn Raw – Community Member
Carol Whish-Wilson – Community Member

Council Officers
Geoff Dobson
Birgitta Magnusson-Reid
Danielle O'Brien

Guest
Karen Mathew – Friends of the Devonport Regional Gallery

PRESENT

Josephine Kelly, Ald Jarman, Lee Dixon, Linda Johnston, Alister McCrae, Alexandra Morse, Marilyn Raw, Carol Whish-Wilson, Geoff Dobson, Birgitta Magnusson-Reid and Danielle O'Brien

1.0 APOLOGIES

Carol Whish-Wilson, Karen Mathew, Geoff Dobson

NOT PRESENT

Ald Milne, Vivienne Breheney

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Board recommends that the previous minutes of the meeting held 8 August 2018 be received and noted.

Moved: M Raw/ Ald Jarman

CARRIED

4.0 ACTION LIST

Board reviewed, please see attached Action List for updates.

5.0 REPORTS

Gallery Report: Attached

The Board congratulates the Gallery staff with the work done so far with Tidal18

Moved: A McCrae/M Raw

CARRIED

Action:

- Board to look for and apply for grants and sponsorship to assist schools in travelling to and from the Gallery
- Which schools are not visiting the Gallery and why?
- Build networks with all Schools within the region, particularly those who are not currently engaging with the Gallery

Friends of the Gallery Report received and noted

Moved: Ald Jarman/A Morse

CARRIED

6.0 GENERAL BUSINESS**6.1 Potential Acquisitions**Jessie Pangas

Artist: Jessie Pangas

Title: Building On

Date: 2018

Medium: Pen and Ink on paper

(Arches Aquarelle Watercolour paper, Grain Satine, Hot Pressed, 3000 gsm)

Dimensions: 21cm x 29.7cm

The Devonport Regional Gallery Advisory Board endorse the Acquisition Proposal regarding the Jessie Pangas work entitled Building On.

Moved: A McCrae /Ald Jarman

CARRIED**6.2 Devonport Regional Gallery Logo**

Design has been released

6.3 Arts Tasmania Grant

An application submitted for 4 years.

Gallery has requested \$80,000per annum (to increase by CPI after that) and the BSMC has requested \$10,000.

6.4 Corporate Plan Actions**Action:**

To discuss at the next meeting.

6.5 Strategic Plan

The Board noted the Strategic Plan.

6.6 Devonport Regional Gallery Relocation

Gallery staff have moved.

6.7 Board Membership

Terms of Reference to be reviewed with the Election Councilors in October.

6.8 Gallery Program

As previously advised.

6.9 Tidal

The Board received an update on the Tidal entries for 2018.

6.10 Exhibition of Artists with disability

The Board discussed the on-going Annual Plan Action.

Action:

- Board to develop criteria at a future meeting
- AM to report on a conference based on this Action at the 12 December meeting

6.11 Central Coast Dementia Friendly Community Strategy

Alexandra Morse discussed the Dementia-Friendly Central Coast Framework.

GD and BMR to review the Framework and continue discussions at the next meeting.

6.12 Future Meeting Dates

Future meetings to be held bimonthly, the second week.

- Wednesday, 13 February 2019
- Wednesday, 10 April 2019

- Wednesday, 12 June 2019
- Wednesday, 14 August 2019
- Wednesday, 9 October 2019
- Wednesday, 11 December 2019

7.0 AGENDA ITEMS FOR NEXT MEETING

- AM to present results of Artists with disability conference
- Central Coast Dementia Friendly Community Strategy, discussions to continue.

NEXT MEETING TO BE HELD WEDNESDAY, 12 DECEMBER 2018 COMMENCING 5.30PM LOCATION TO BE DETERMINED

MEETING CLOSED 7.05PM

Unconfirmed

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST
MEETING HELD 17 OCTOBER 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
17 OCTOBER 2018	Action List	BMR	In progress	Confirm dates of the Devonport City Council Annual Plan Actions	
	Youth Attendance	All	In progress	Look for grants/sponsorships to assist school children to visit the Gallery	
	Exhibition of Artists with disability	All	In progress	Board to develop Gallery criteria at a future meeting	
8 AUGUST 20018	Marketing	All	In progress	Investigate ways to market Art Spark and 1,2,3 to attract a greater audience Re-branded as a free of charge event	
		GD/	In progress	Investigate ways the Gallery activities can promote the branding of the paranapple art centre	
23 MAY 2018	Devonport Regional Gallery Relocation	GD	In progress	Retail Facility: Confirm that the retail space is mobility aid accessible.	
		All	Completed	Workshop opportunities to market the relocation of the Gallery eg: Landline, other ABC avenues.	
		GD/JR	In progress	Official paranapple art centre Launch 22 November 2018	
	Membership	All	On-going	Invitation to be extended to a member of the Droogs.	
15 NOVEMBER 2017	Devonport Regional Gallery Strategic Plan	All	In progress	<ul style="list-style-type: none"> • Audience Engagement • Partnerships, Investment & Performance • Collection 	

DATE	ACTION	Resp. Person	STATUS Not started In progress On-going Completed	Comment	Due
15 NOVEMBER 2017	Devonport City Council Strategic Plan	All	In progress	<p>A Vibrant Culture is created through the provision of cultural activities, events, and facilities.</p> <ul style="list-style-type: none"> Acknowledge, preserve, and celebrate local art, culture, and heritage Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement, and strong participation for the benefit of current and future generations Develop and implement an integrated approach to public art 	
	TIDAL Festival		In progress	<p>Scheduled for Summer 2018 3 Judges confirmed, have pf the 153 re-selected 46 works to be included in the finalists' exhibition. Winner being revealed at the opening on Friday, 2 November.</p>	NOV 18

2016-2017	<u>Devonport City Council Annual Plan Actions</u>				
	4.2.1.2	Exhibit emerging and early career artist exhibitions, including one children's focused exhibition			
	4.2.2.2	Exhibit five state and national touring exhibitions			
	4.7.5.1	Develop an initiative that engages artists living with a disability			
	4.7.5.2	Recognise and promote the indigenous culture and art of the region			
	4.8.1.1	Develop an art initiative that engages young people to deliver a public art piece or creative event			



Gallery Report October 2018

EXHIBITIONS 7 JULY – 19 August 2018

Play On: The Art of Sport. Ten Years of the Basil Sellers Art Prize

Opened Friday 06 July

Opening attendance: 32

EXHIBITIONS 24 August – 30 September 2018

From Here to There Celebrating over three decades of Devonport Regional Gallery at 45 Stewart Street

The Middle & The Little Gallery Project Space

Kelly Slater - *Mersey Bluff: The marks that make the place*

Opened Friday 23 August

Opening attendance: 86

VISITATION

August - September 2018 1,409

EDUCATION & PUBLIC PROGRAMS 13 June – 7 August 2018

Date	Program	Attendance
1-Aug	Droogs Brainstorm and preparation for mural <i>From Here to There</i>	6
7-Aug	Education: ArtSpark 1 Session	12
13-Aug	Public Program: Books + Art Reading Group	6
14-Aug	Education: ArtSpark 1 Session	11
15-Aug	Friends planning meeting for function 22 September	6
16-Aug	Twilight Talk: Play On	10
22-Aug	Droogs Mural From Here to There	1
23-Aug	Droogs Mural From Here to There	3
24-Aug	Droogs Mural From Here to There	5
24-Aug	Exhibitions Opening (From Here to There & The marks that make the Place)	86
28-Aug	Education: ArtSpark 1 Session	13
28-Aug	Education: Little Aesthetics Our Lady Of Lourdes x 2 Gr 2	67
29-Aug	Education: 123 Create	10
29-Aug	Life Drawing	11
30-Aug	Outreach Out There	10
4-Sep	Education: Little Aesthetics Our Lady Of Mercy: Gr 5	30
4-Sep	Education: ArtSpark 1 Session	10
5-Sep	Life Drawing	13
10-Sep	Droogs planning meeting: Reclaim The Lane, Skills sharing, Workshops	3
11-Sep	Out Reach Education: Sacred heart Staff meeting	10
12-Sep	Education: ArtSpark 1 Session	8



Gallery Report October 2018

13-Sep	Life Drawing	11
13-Sep	Education: Little Aesthetics Forth Primary: Kinder 24+6 Gr3-4: 24+2	56
13-Sep	Droogs planning meeting: Reclaim The Lane, Skills sharing, Workshops	3
16-Sep	Outreach Tamar Writers festival to speak about Tidal 14	14
16-Sep	Outreach Devonport Writers workshop -tidal projects 24	24
17-Sep	Public Program: Books + Art Reading Group	7
18-Sep	Education: ArtSpark 1 Session	10
19-Sep	Life Drawing	11
22-Sep	Moving On: Friends Farewell Function for Stewart Street	92
24-Sep	Outreach: Out there	10
25-Sep	Education: ArtSpark 1 Session	13
26-Sep	Life Drawing	11
29-Sep	Floor Talk: Kelly Slater, Julie Gough & Dave Gough	28

THE DROOGS

In late August the DROOGS designed and installed their mural on the Gallery Walls. The murals invited visitors to the Gallery to add their memories of the Gallery and their hopes for its future by writing on the bricks. Most of these bricks were filled with comments and many people added drawing and writing to other parts of the wall. School children who visited the gallery and Art Spark participants added artworks and self-portraits to the mural.

In September meetings were held with DROOGS members to discuss ideas for the future. These meetings have resulted in plans to conduct skill-sharing workshops including paper-making, paper-sculpture, book-binding and painting. DROOGS also expressed the wish that the Reclaim the Lane Festival continue but be moved to the area adjacent to the entrance of the paranaple arts centre.

New Public Programs

As the Devonport Regional Gallery moves into the paranaple arts centre, classes will be offered to young people free of charge. There will be classes offered to youth, on Monday afternoons and classes for years 6-13 on Tuesday and Wednesday afternoons. These classes will focus on the Tidal exhibition and also develop installations and artworks for the Tidal Festival in January.

Workshops based on the exhibitions Tidal.18 and In Your Words

The Robinson Project, have been offered for schools visiting the gallery and also for the gallery staff to present in schools.

There will also be some projects developed with community groups and visitors to the gallery as a lead-up to the Tidal Festival, and these include poetry projects and ephemeral public art installations.

NEW GALLERY

All gallery staff has now relocated to the paranaple arts centre. Front of house staff is undergoing training in new sales and booking systems.



Gallery Report October 2018

STAFF

Megan Burton has been appointed as the new 0.6 Administration Officer position.

Megan is part-way through a Diploma of Event and has a background in administration, marketing and event management, performing arts, and customer service through various paid and volunteer roles at a local and national level.

Erin Wilson was invited by Dr Troy Ruffels to speak at Art Forum* on Thursday 27th October, about her work with the Robinson Collection. This included providing an overview of the scope of the collection, its uses to date, and future plans, including the current oral history project, upcoming 'youth takeover' project, and the digitisation of the collection for online access. It was also an opportunity to speak briefly about the Gallery's relocation, and the new opportunities the paranapple art centre space will offer. *Art Forum is a weekly event hosted by the UTAS' School of Creative Arts, Inveresk giving students, staff and the public an opportunity to hear noted artists, critics, theorists and curators from Australia and abroad speak about their area of professional practice.

Matt Lake is one of the paranapple arts center's new casual technicians. Matt is a visual artist with extensive experience as casual exhibitions officer having worked at QVMAG (Launceston), QUAGOMA (Brisbane) and MONA (Hobart.)

TIDAL: CITY OF DEVONPORT ART AWARD

The judges Adam Harding, Ashleigh, Whatling and Dr. Jan Hogan pre-selected 46 works to be included in the finalists' exhibition. The final will take place on Thursday 1 November, with the winner being revealed at the opening on Friday 2 November at 6 pm.

Friends of the Devonport Regional Gallery

September Report to Devonport Regional Gallery Advisory Board

Since my last report we have held our annual general meeting on August 23 August. Six new committee members were elected, which has boosted our numbers to eleven. This is very pleasing as we were struggling for members at our last AGM. Our current committee members are :

Karen Mathew	President
Robert Apse	Vice President
Brian Sollors	Secretary
Jennifer Frost	Treasurer
Marilyn Raw	Committee member
Graham Fosse	Committee member
Richard Chivers	Committee member
Scott Newman	Committee member
Sandy Michell	Committee member
Deborah Conroy	Committee member
Sarah Beckett	Committee member

The committee held a farewell function for the Stewart Street gallery on Saturday, September 22. This was very well attended by approximately 80 people. We are now looking forward to the exhibition opening for Tidal on Friday November 2 in the new gallery.

The committee is currently in the process of purchasing a drawing by Jessie Pangas that is to be added to the permanent collection. This drawing, depicting the three former galleries, was done by Jessie to be used as the image for our invitations to the farewell function. It is a delightful depiction of the buildings that we were pleased to use and felt it appropriate to keep for the gallery.

At our next committee meeting we will be getting the ball rolling on planned social functions and activities to be held in conjunction with the new gallery. We have already discussed various options and with our new, larger committee are in a much better situation to carry these out.

Karen Mathew

President FDRG



DCC PERMANENT COLLECTION
ACQUISITION PROPOSAL FORM

Proposing Staff Member: Erin Wilson, Curator

Date submitted: 12/10/18

1. OBJECT DETAILS

Artist: Jessie Pangas
 Title: Building On
 Date: 2018
 Medium: Pen and Ink on paper
 (Arches Aquarelle Watercolour paper, Grain
 Satine, Hot Pressed, 300 gsm)
 Dimensions: 21cm x 29.7cm



2. ACQUISITION DETAILS

Object inspected: To be inspected on arrival, 17th October 2018

Object reviewed by: DRG Advisory Board

Purchase Price: N/A

Acquisition funding (eg. DCC Assets Budget, Friends of DRG, DGRS, Other): N/A

Funds confirmed: N/A

Donation (indicate if donation is offered under the Cultural Gifts Program): NO

Donor name: Friends of the Devonport Regional Gallery

Donor address: c/o Devonport Regional Gallery, paranaple arts centre, PO Box 604 Devonport
TAS 7310

Has the donor/vendor clear and unencumbered title to this object and can this be signed over to the Gallery: YES

3. CONDITION / TRANSPORTATION / STORAGE

Condition report completed: Formal condition report to be completed upon acquisition

Storage or conservation requirements: N/A

Are funds required for special storage requirements i.e. travel frame/conservation box. What will the approximate cost be and are funds available within DRG budget: N/A

If the object requires packing and transport to DRG what is the estimated cost and are funds available within DRG budget: N/A

If the item is a donation, does acceptance of this donation require DCC to have an ongoing commitment to accept further material: NO

4. DATABASE

All objects acquired for the DCC Permanent Collection must be entered into the DCC Permanent Collection data base within four weeks of acquisition. The object(s) must also be placed on the *DCC Capital data base (check details) and all details must be supplied to DRG staff within a fortnight of placing on DRG data base.*

CONFLICT OF INTEREST DECLARATION

Please note a conflict of interest occurs where a decision you are required to make, which includes proposing an acquisition or donation, benefits a close associate.

Please highlight the appropriate statement:

-The proposing Officer has no conflict of interest in this proposed acquisition

-The proposing Officer has a conflict of interest in this proposed acquisition

If you have a conflict of interest please declare:

5. STATEMENT OF SIGNIFICANCE / RECOMMENDATION

Jessie Pangas is an emerging artist based in Ulverstone, Tasmania. Her inspiration and ideas are drawn from urban spaces, in particular, the houses that hold, protect, conceal and reveal the personalities and communities that make up the urban environment.

The familiar and the new combine so that recognition and wonder are experienced through the viewing of the artist's acrylic paintings of architectural forms. These forms are often mere façades or fragments of a whole, and in some works a strange narrative of shapes emerge so that the artist's line of inquiry as to 'what these works [might] say about our individual and community identity' is posed within these 'snatches' of vernacular houses. There is a playful – almost whimsical nature about these paintings, yet multiple levels of meaning come into play after their initial 'reading'. Set against a featureless background the viewer is left pondering the meaning of individual and community identity.

This work was commissioned by the Friends of the Gallery to mark the final celebration event at the Stewart Street Gallery location, before the relocation of the Gallery to the parnaple arts centre. The Friends have subsequently donated the work to the Gallery, in recognition of the history of the Gallery across these three sites. The work depicts the three sites of the Gallery, from the original Little Gallery opened by Jean Thomas in a weatherboard house on Stewart Street; the Baptist Church on Stewart Street; and the new location, the heritage courthouse on Rooke Street. As this work represents these three phases of the Devonport Regional Gallery, it is highly significant to the Gallery's history and collection.

This work is recommended for acquisition.

Signed: Erin Wilson
Curator

Date: 12/10/18

Signed:
Convention & Arts Centre Manager

Date:

Approved:
Not approved:

Date:
Date:



**MINUTES AND ACTION NOTES FOR A MEETING OF THE
EAST DEVONPORT SPECIAL INTEREST GROUP
MEETING HELD TUESDAY, 9 OCTOBER 2018 3.30PM**

Distribution: Committee Members
Ald Rockliff (Chair)
Ald Jarman
Tracey Carter – Community Member
Maureen Clarke – Community Member
Jenny Mountney – Community Member
Neil Newman – Community Member
Scott Newman – Community Member
Frances Wilson – Community Member

Council Officers
Karen Hampton
Charmane Hardy
Danielle O'Brien

PRESENT

Ald Rockliff (Chair) (arrived 3.40pm), Ald Jarman, Maureen Clarke, Jenny Mountney, Scott Newman, Karen Hampton and Danielle O'Brien.

1.0 APOLOGIES

Tracey Carter, Neil Newman, Frances Wilson

2.0 DECLARATION OF INTEREST

NIL

3.0 GUESTS

Peter Smith – Devonport Chaplaincy – Learner Driver Mentoring Program

- Introduced the Learner Driver Mentoring Program and explained the difference it can make to an individual's life
- Mentors or learners can apply by contacting Devonport Chaplaincy
- Mentors participate in a Training program, then a matching process with a Learner, prior to a mentor/learner agreement
- Learners will have training with a professional before beginning with the mentor
- Two cars are available; a manual and automatic, both have high usage every week
- Funded by churches and government grants
- Currently about 40-50+ mentors however more mentors are required as the learner waitlist grows

Dave Race – Tasports Airport Manager – Devonport Airport

- First involved with Devonport Airport as a consultant
- Over the last 12 months they have begun reviewing the Master Plan, and began tracking passenger destinations ie: 50% get off in Melbourne, but tracking through IATA will assist in finding out how many go to Sydney and other ports to assist with future case loads
- Flight School Expression of Interest submitted and not accepted
- Tasmania Helicopters now training at the Airport, with spraying
- TasFast relocated from Burnie to Devonport, they will also begin charter flights
- TasFast later this year will add another aircraft 10seats for passengers and rest of the craft for freight Devonport to King Island
- Produce to China, looking at getting produce from Devonport to Canberra
- Busiest July and August in the last 10years
- Prices are starting to come down due to political pressure
- Highest number of passengers for a regional airport in Australia for an uncontested port (ie: serviced by one airline)

- Working on a case load for a service to Sydney possibly initially 3 days a week
- Runway is in good condition and can take limited 737's, capable of taking planes from Brisbane and possibly in future Perth
- Low cloud can affect Devonport flights, 330 days of visible flying

4.0 CONFIRMATION OF PREVIOUS MINUTES

The Group noted and confirmed the previous minutes of the meeting held 28 August 2018.

Moved: Ald Jarman/ M Clarke

CARRIED

5.0 ACTION LIST

Reviewed, please see attached Action List for updates.

6.0 INFORMATION SHARING

- As a Seniors Week event, CLS will be facilitating a Safe Talk - Suicide Intervention and Prevention talk, a four hour program. Tuesday, 16 October 10am at the paranable centre, book through CLS. Please share details with networks
- East Devonport Child and Family Centre
 - CFC Minor works building will go out to tender next week
 - EDCFC has another Counsellor onboard, free counselling onsite one day a week
 - October - Food and Wine Festival, BBQ in the Park, bookings via the Centre
 - Drop into the Centre during November and read a book to a child
 - Discussions have begun with Mem Fox to arrange a follow up visit to the city
 - EDCFC have submitted an application for funding for a Certificate II course to be offered in East Devonport
- Multicultural Council are looking for a presence in Tasmania's North West, have offered assistance for 2019 Harmony Day

7.0 GENERAL BUSINESS

7.1 Mary Street Wetlands

Mary Street Wetlands will be re-named Mary Binks Wetlands, interpretive signage will be added with the change

7.2 Department of State Growth Update

The Department have engaged contractors to mow State Growth land, and requested key event dates from Council as part of the process

7.3 Advocating for the East Devonport Community

In regard to future employment opportunities in East Devonport, how can this group assist the community in preparing for positions?

Action:

Acting Mayor Rockliff and Karen Hampton to continue discussions regarding the BioMar fish feed.

7.4 East Devonport Community Plan Actions

The Group have reviewed Objectives; 1 and 3. Will continue the review next meeting.

8.0 AGENDA ITEMS FOR NEXT MEETING

- East Devonport Retail Strategy Workshop Report
- Continue Community Plan Review

9.0 NEXT MEETING TUESDAY, 11 DECEMBER 2018 COMMENCING 3.30PM AT THE EAST DEVONPORT CHILD AND FAMILY CENTRE

MEETING CLOSED 4.45PM

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST
MEETING HELD 9 OCTOBER 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
9 OCTOBER 2018	Advocating for the East Devonport Community		In progress	Acting Mayor Rockliff and KH to discuss possible ways to advocate for the East Devonport Community regarding potential positions in BioMar Australia Development.	
	Mary Street Wetlands		In progress	Mary Street Wetlands will be re-named Mary Binks Wetlands, interpretive signage to be added	
	All abilities beach access		In progress	All abilities access ramp to the beach has been approved and tender awarded. Construction scheduled to begin in January Notify EDCFC of construction start date as is may affect Beach Party	
26 JUNE 2018	Tasports	DO'B	Completed	9 October 2018 – Dave Race, discussed Devonport Airport	
	Devonport Chaplaincy	DO'B	Completed	9 October – Peter Smith discussed the Learner Driver Mentoring Program	
	Foreshore Pathway		Completed	Lighting to be installed with the Fitness Equipment. No further foreshore lighting scheduled for East Devonport at this stage.	
	Garden of Reflection – Pioneer Park		In progress	July 2018 Council Recommendation: consider the development of a conceptual plan in the future, dependent on priorities emanating from the Pioneer Park Master Plan. Email received 11 May 2016, on behalf of Mersey Apex, Ald Goodwin granted permission to relocate the memorial plaque	
17 APRIL 2018	East Devonport Outdoor Fitness Equipment Update	KH	In progress	Equipment installed and actively being used by the community Ablution block will be considered by Council at the October meeting commence next financial year Check facilities available ie: Shower	

DATE	ACTION	RESP. PERSON	STATUS Not Started In Progress On-Going Completed	COMMENT	DUE
17 APRIL 2018	East Devonport Retailers	KH/Ald Jarman/ NN/JR	In progress	9 October 2018 - East Devonport Retail Strategy Workshop Report distributed to the group Distribute the report to the Workshop attendees, and ask that the retailers progress it to the next stage	
	East Devonport Community Plan	All	In progress	Group to update actions completed/identify future actions. Share document sent 2 July 2018	
17 OCTOBER 2017	East Devonport Shopping Sign		In progress	Location: -41.183090, 146.412264 Latrobe municipality. Ald Jarman has spoken to the owner of the property. The sign has been there for about 30 years. UPDATE: KH and DO'B have been in contact with Latrobe Council (April-August 2018) and are sourcing information regarding their planning requirements. DO'B discussed signage requirements with Department of State Growth and Planning Departments. Signage Codes dictate that signage would need to be: for visitor information and destination direction. Dimensions required for East Devonport Retails meeting. KH to investigate a sign being located on the highway, noting it is a road under the responsibility of Department of State Growth	

EAST DEVONPORT RETAIL STRATEGY WORKSHOP REPORT

SUMMARY

This report is provided to the East Devonport Special Interest Group to collate the feedback received at a workshop discussing future ideas to stimulate retail activity in Eastside Village and East Devonport.

The report includes several recommendations that the group may consider pursuing by engaging appropriate stakeholders and lobbying across the different levels of government.

BACKGROUND

Following the development of the Devonport City Retail Strategy in early 2018, the East Devonport Special Interest Group (EDSIG) requested the assistance of Council to facilitate a workshop with stakeholders in order to develop a strategy for progressing retail in East Devonport.

Similarly, to the process for the Devonport retail strategy, retailers and the community were invited to participate in a workshop particularly focusing on developing a list of tangible actions that could be implemented by the community. The objective was to understand retailer views, concerns and priorities and to seek feedback from retailers and stakeholders from East Devonport.

In August 2016 Council moved to adopt the title Eastside Village to identify and promote the area encompassing Murray, Wright and Thomas Street. Adoption of this new name has been sluggish with only a small minority of the East Devonport and greater Devonport community using this new title.

It is important to note that the East Devonport Retail Strategy needs clear leadership and buy-in from multiple stakeholders in order to progress.

DISCUSSION

The East Devonport Special Interest Group sought to obtain feedback from retailers and community members relating to their views on the retail landscape in East Devonport, their ideas and concerns and any ideas they have.

The workshop was attended by 20 participants and was made up of retailers from both East Devonport and Devonport, community leaders, Alderman and some community members from East Devonport and Devonport.

Workshop participants were asked to list the things they think are great about retail in East Devonport and the areas they think need some improvement.

From their discussion focused on key themes, participants then broke into small groups to determine some actions arising from them.

The recurring themes are listed below:

Key themes - positives	Key themes – needs improvement
Village feel: East Devonport has a great community feel, with a friendly, inclusive and welcoming nature.	Internal communication: Despite the friendly nature of retail and business there is a lack of communication between stakeholders

	and retailers - the community need to work together more.
<p>Parking is plentiful and free: Plenty of on and off-street parking for vehicles. Not as much for campervans or towing vehicles.</p>	<p>Marketing: East Devonport struggles to attract visitation from across the river – a lack of people on the Western side of the Mersey travel to the East.</p>
<p>Parks: East Devonport has beautiful green spaces and parks/gardens. In particular, Pioneer Park and the Bike Safety Park. The best views of Devonport are from East Devonport.</p>	<p>Opportunity for growth: There are some key retailers missing from the retail landscape. There are opportunities to entice businesses to East Devonport and to identify destination retailers that people will travel to visit. Retailers that cater for late sailings and early arrivals.</p>
<p>Retail variety: There are a good variety of existing shops and the accessibility and walkability between them is good.</p>	<p>Marketing: There is a need to try and attract visitation from the Western Shore by lifting the profile of East Devonport. Giving people a reason to stop when they arrive off the boat or a reason to travel to East. Greater utilisation of the Eastside Village branding and the promotion of this to audiences outside of East Devonport.</p>
<p>Spirits: The Spirits of Tasmania (I and II) and the Spirit of Devonport ferry are important features for East Devonport and should be encouraged to engage with East Devonport businesses.</p>	<p>Events: The twilight market was a good example of how events can create vibrancy and interest in East Devonport. A regular market or other events could be beneficial and potentially attract locals, the rest of Devonport, tourists and the wider Northern population.</p>
	<p>Traffic congestion: Traffic congestion is terrible particularly morning and evening in line with ship arrivals and departures. Parking for larger vehicles and motorhomes is at present inadequate</p>
	<p>Signage and street maintenance:</p>

	<p>Improved signage promoting Eastside Village and what East Devonport has to offer.</p> <p>Tourists often ask shopkeepers about tourism information, signage to provide this information could be very beneficial</p> <p>Seasonal weed spraying and street beautification is needed.</p>
--	---

CONCLUSION

The key themes raised should be further explored through the development of a retail strategy accompanied by an action plan which sets out priorities and timelines.

It was clear in the workshop that participants agreed that a united voice was needed for East Devonport in order to approach and lobby local, state and federal government and business.

A number of good ideas and projects were raised at the workshop and are worthy of further exploration. These included:

- Establishment of a digital retail discussion group for the purpose of communication between retailers. This may be in the form of a closed Facebook group. This group would require rules of engagement.
- Explore the future of the Eastside Village Brand, opening the Facebook page to multiple users to generate content and lobbying council or private enterprise to install physical signage and develop digital promotion tools.
- Establish a retail and business association/working group to progress marketing, event and development initiatives for East Devonport.
- Invite TT Line and Tasports to engage with the retail working group to explore future ideas.
- Lobby Council to turn the greenfield site in Murray St into parking campervans and motorhomes and combine with a tourist information board.
- Creation of a yearly or biannual twilight market, expanding on the past event. Possibly starting on Friday night with a street market in the retail precinct and moving into a Saturday family friendly park event.
- Opening of the waterfront area as a 'Salamanca' style music, arts and event space. Possibly use shipping containers as pop-up shops for local makers and artists. Use lighting, colours etc to create a point of interest that can be seen from the Western shore and attracts interest and visitation. Include play space for locals and encourage twilight markets and events etc.

RECOMMENDATIONS

It is recommended that the EDSIG work to establish an East Devonport retail association or working group featuring members from the retail community with East Devonport. The association would benefit from a core leadership team outside of the

EDSIG. In particular the association would exist to progress the marketing, promotion and future development of the retail and tourism landscape in East Devonport

The following actions may be championed by either the EDSIG or retail association:

- Creation of an Eastside Village discussion group (Closed Facebook Group)
- Lobby council for the addition of motorhome/caravan parking, possibly in the greenfield space on Murray Street
- Explore signage options for East Devonport (Eastside Village promotion) and approach Council or private enterprise for their support
- Invite TT Line/Tasports to engage with the East Devonport Special Interest Group/retail association and discuss future outlooks and any concerns
- Engage a suitably qualified person to explore the feasibility of a waterfront event/arts space
- Develop an East Devonport specific entrepreneur program where local makers/artists are invited to exhibit within spaces in East Devonport. Entrepreneurship program may be complemented by business mentorship provided by local business, Business Tasmania or Switch Tasmania (Business Enterprise Centre).
- Identify a suitable venue within East Devonport for business improvement workshops – request Switch Tasmania/Business Tasmania deliver an event in East Devonport.
- Develop an iconic event for East Devonport such as a street festival or maritime/ferry themed event. Seek funding from Council/TT Line/Local Business.
- Approach the Devonport Farmers Market to setup within East Devonport

It is recommended that the East Devonport Retail Strategy be a brief outline of the goals and objectives of the EDSIG and retail association and associated Action plan.

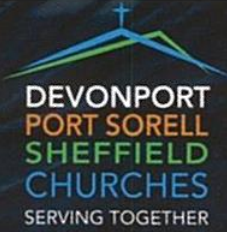
The following headings are recommended:

- **Mission Statement**
- **Objectives**
- **Background**
- **Stakeholders**
- **Timeframe**
- **Action Plan**
- **Review**

Prepared by: JoHanna Robertson, Marketing & Events Coordinator, Devonport City Council
9 October 2018

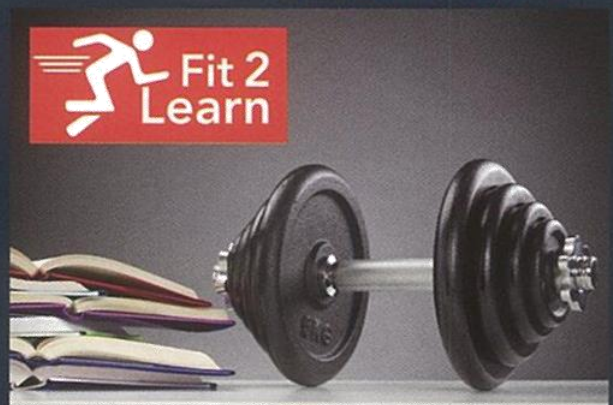


DEVONPORT CHAPLAINCY



How Can I Help ?

there are many ways you can help as a community mentor...



community chaplaincy | student & family support | mentoring | leadership development

contact our team | phone 6420 7575 | www.devonportchaplaincy.org.au

HOW TO CONNECT WITH A CHAPLAIN FOR SUPPORT

Our Chaplains are here to help!

All of our chaplains work as part of the support team in your school and in various locations across our community. If you need support, help or would just like to chat, you can connect with a chaplain in one of the following ways:

1
ASK

Ask your teacher,
social worker or
school office

2
CALL

Give us a call
directly on
(03) 64207575

3
CONTACT

Make contact with us
via our website
devonportchaplaincy.org.au

Our Chaplaincy team can get you connected with a Community Mentor who can help you in a number of ways. Providing support, help you prepare for the workplace, developing life skills, tutoring or assisting in obtaining your drivers license.



DEVONPORT
CHAPLAINCY



**MINUTES AND ACTION NOTES FOR A MEETING OF THE
DEVONPORT MARITIME AND HERITAGE SPECIAL INTEREST GROUP
MEETING HELD WEDNESDAY, 31 OCTOBER 2018 2.30PM**

Distribution: Committee Members
 Ald Laycock Chair
 Ald Goodwin Aldermen
 Helen Anderson Community Member
 Niels Brun Don River Railway Representative
 Judy Cecil Community Member
 Graham Kent Community Member
 Frances Wilson Community Member
 Ann Teesdale Home Hill Representative

Council Officers
 Geoff Dobson
 Jaydeyn Thomas
 Danielle O'Brien

PRESENT

Ald Laycock (Chair), Helen Anderson, Niels Brun, Graham Kent (arrived 2.44pm), Jaydeyn Thomas and Danielle O'Brien

1.0 APOLOGIES

Frances Wilson, Geoff Dobson

NOT PRESENT

Ald Goodwin, Judy Cecil, Ann Teesdale

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Group received and noted the previous minutes of the meeting held 6 June 2018.

Moved: *H Anderson/ N Brun*

CARRIED

4.0 ACTION LIST

Board reviewed, please see attached Action List for updates.

Action:

- A word document of the Heritage Flyer to be sent with Minutes
Add Heritage trail information to the Heritage flyer spreadsheet
- Send the link to the North West ABC drone footage of Devonport

5.0 REPORTS

- Don River Railway update provided on operations
- Bass Strait Maritime Centre (attached)
 - Upcoming exhibition Flow: Natural History of the Bass Strait will contain specimens from QVMAG and a project regarding the human impact on a section of Bluff beach.
- Home Hill
 - Garden fete 19 November 2018
 - Continuing to work on Garden conservation program
- Julie Burgess Report (attached)
 - Vessel is in good condition and has been repainted ready for Wooden Boat Festival and the sailing season.
The Julie Burgess will sail during the festival, bookings will be taken in Hobart either through Devonport stand or a central booking station

- High Number of expressions of interest for sailing on the Julie Burges to the Wooden Boat Festival

6.0 GENERAL BUSINESS

6.1 Drone Footage

Action List updated.

6.2 Heritage Trail – Webpage and Flyer

Action List updated.

6.3 Maritime and Heritage Workshop

Workshop announced for October 2019.

6.4 Marketing

- Marketing Audit - Meetings with Cultural Facilities continue, report being compiled by Justin Rattray.
- Ald Laycock to continue discussing radio opportunities with 7ad.

Action:

Invite Justin Rattray to next meeting

6.5 Future Meetings

Group to meet monthly/bi-monthly in 2019, next meeting end of January 2019.

7.0 AGENDA ITEMS FOR NEXT MEETING

NEXT MEETING TO BE ADVISED.

MEETING CLOSED 3.30PM

**DEVONPORT MARITIME & HERITAGE SPECIAL INTEREST GROUP
NOTES AND ACTION LIST MEETING HELD 31 OCTOBER 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
18 NOVEMBER 2015	General Marketing	All/JR	Completed	Postcards provided to Facilities 6 June to sell for \$1 a card.	
		JT	On-going	Drone Imagery 7 March 2018 Action: JR to seek updated quotes on still imagery and video of Julie Burgess, Mersey River and surrounds for historical and advertising purposes. To be budgeted Initial brief Explore the use a drone to obtain aerial imagery from mouth of Mersey River to Latrobe as a resource for research enquiries, Maritime & History talks or exhibitions. Images will be available for general marketing purposes.	
	Maritime Workshop	SIG	In progress	31 October Devonport Workshop to be held end of 2018, JT to provide updates at the next meeting. 6 June 2018 Workshop postponed 7 March 2018 Theme of the Workshop: "Keeping the balance whilst riding the tide of change" Date: October 2018 DCC agreed to support the workshop. Vessel: Request has been made to Australian National Maritime Council for the HMB Endeavour to visit. BSMC to offer to assist in finding crewing. Speakers: AMMC will provide a few speakers and DCC have formed a short list of additional speakers. Previously "Conference", changed to a "Workshop" to attract a larger audience.	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
12 AUGUST 2015	Heritage Trail/Heritage Flyer	HA	In progress	Information: 6 June 2018 NB created a online spreadsheet: https://drive.google.com/open?id=1aTw3TEOBDombzcEZY7hqO2eBtO9Kfxx9 A report reviewing current East Devonport signage was distributed by H. Anderson and P. Kent. Distributed @ March 2017 D517206	
		All	In progress	Webpage on a Cultural facility/Destination website, to include Heritage images.	
		NB	Not Started	Fact Sheet/ Heritage Flyer/Guided walk 31 October 2018 NB to lead project <ul style="list-style-type: none"> • Group to provide content (see spreadsheet details above) • DCC to work on the branding. 	
		All	Not Started	Heritage Trail/Signage Long Term project, to begin once information flyers and Website are in place.	
		JR/NB	In progress	7 March 2018 JRobertson suggested moving forward in steps: -Information – to be compiled -Develop Guided walk fact sheet -JRatray to investigate a Webpage that can evolve to a fact sheet and, - in time develop a physical Heritage Trail with signage	



BSMC Report October 2018

EXHIBITIONS 14 September – 15 November 2018

Submerged: Stories of Australia's Shipwrecks

Opened Thursday 13 September

Opening attendance: 22 pax

UPCOMING EXHIBITIONS 15 December 2018 – 2 July 2019

Flow: Natural History of the Bass Strait

Opening Friday 14 December

VISITATION

1 June – 30 October 2018: 2054 pax

EDUCATION & PUBLIC PROGRAMS 1 June – 30 October 2018

Date	Program	Attendance
4-Oct	DIGS School Holiday Workshop	11
9-Oct	DIGS School Holiday Workshop	11
16-Oct	Maritime & History Talk with Mike Nash	31
17-Oct	Shipwrecked Watercolour Workshop with Anne Morrison	8
24-Oct	DIGS School Workshop – St Patricks	31
		92

UPCOMING EDUCATION & PUBLIC PROGRAMS 31 October – 15 November 2018

Date	Program	Attendance
31-Oct	After Dark Tour with Jim Rouse	
8-Nov	DIGS School Workshop – Miandetta Primary School	57
8-Nov	Maritime & History Talk with Katrina Ross	

Café

Operating models and potential Kitchen renovations for the café are being investigated.

Marketing

7AD have been playing advertisements for Submerged and the BSMC since late September but staff have not noted an increase in self-reported 'How did you hear about us?' returns. Project Officer Sarah Beckett has created local history posts on social media to emphasis that part of the BSMC Collection.



BSMC Report October 2018

Australian Maritime Museums Council Workshop

This workshop scheduled for Devonport 2018 was moved to Echuca. New Coordinator Jaydeyn Thomas attended the meeting and was elected to the Board of Directors for AMMC.

The Workshop gave the BSMC contact with the organisers of past workshops and the opportunity to network ideas to ensure best dates and format for the future Devonport Workshop. Initial discussions with the AMMC suggested 24-25 October 2019, however, as this conflicts with the Royal Hobart Show holiday alternative dates have being investigated.

AMMC will be conducting a workshop at the Wooden Boat Festival just prior to the festival beginning in Hobart. There is also a workshop tentatively scheduled for April in South Australia.

Julie Burgess

JB Pax

June – September, the season had not started, however gift vouchers and open for inspections: 18 pax

October: 24 pax + 2 open for inspection

JB Who Do You Think You Are?

A charter sail was commissioned by the producers of *Who Do You Think You Are?* to use the Julie Burgess as a setting for an ancestral story of the celebrity. The sail took place 23-24 September on the Tamar River with the JB sailing to George Town on Sunday 23 September and filming occurring 24 September. Crew signed confidentiality agreements, the celebrity will be revealed when the episode airs in May 2019.

**MINUTES FOR A MEETING OF THE JULIE BURGESS OPERATIONS COMMITTEE
HELD AT THE BASS STRAIT MARITIME CENTRE, GLOUCESTER AVENUE
MONDAY, 26 JUNE 2018 COMMENCING 3.30PM**

Distribution:	<u>Committee Members</u>	
	Ian Martin	Chair
	Ald Laycock	
	Ray Borlini	Community Member
	Brent Cox	Community Member
	Tim Gott	Community Member
	Graham Kent	Community Member
	Tony McDonald	Community Member
	<u>Council Officers</u>	
	Geoff Dobson	Convention & Art Centre Manager
	Jaydeyn Thomas	Bass Strait Maritime Centre Coordinator
	Sarah Beckett	Bass Strait Maritime Centre Project Officer
	<u>Guests</u>	
	Mike Mouat	Technical Support Supervisor

PRESENT

Ian Martin (Chair), Ald Laycock, Ray Borlini, Brent Cox, Graham Kent, Tony MacDonald, Geoff Dobson and Jaydeyn Thomas.

1.0 APOLOGIES

Tim Gott, Mike Mouat

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Julie Burgess Operations Committee recommends to the Devonport Maritime and Heritage Special Interest Group that the previous minutes of the meeting held 21 May 2018 to be received and noted.

Moved: B Cox/G Kent

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES**4.1 Restoration Record**

No further progress.

4.2 AMSA Verification Audit

Progressing with I.M

4.3 Blue Folders

New folder design approved by committee. Sample folder has been taken to vessel until professional copies can be printed.

5.0 GENERAL BUSINESS**5.1 Maintenance****5.1.1 Vessel orientation at pontoon**

G.K mentioned that in mid-July it would be a good idea to turn the JB around, so the bow faces upstream. This will protect her from logs that may come downstream in the winter months when she isn't sailing often.

5.1.2 Survey

Survey and time up on slips isn't currently booked. This should be booked in to ensure it is done in good time, with the slip currently being used by the LN. G.K estimates that two days will be sufficient time to have her on the slips.

G.K. to do up a survey schedule before heading away.

One life raft needs to be sent to Melbourne. Lifejackets are currently

up to date.

SB clarified that there are children's life jackets on board also.

TMD expressed interest in redoing the vessel's lettering while she is on the slips for the AWBF.

5.2 Sailing Schedule

5.2.1 Winter Warmers

S.B advised that the first two Winter Warmer sailings had been cancelled due to lack of interest, but the third sailing on July 7 will go ahead unless there is bad weather.

L.L questioned the marketing avenues for the Winter Warmer Sailings, and why they weren't successful. S.B said that many of the local community still believed she was in Hobart, as the Advocate wrote an article to say she was going but did not follow up with another when the voyage was cancelled. She stipulated that the Winter Warmers were advertised on social media, the Mayors Message, the Advocate, radio and on DCC and BSMC websites.

5.2.2 General Calendar

Other than two pax booked in to sail on July 15, the general calendar is empty. It was suggested that twice weekly sailings are put to a halt unless a charter sail or a large amount of pax are booked in.

6.2.3 AWBF

G.D mentioned that an AWBF information pack should be on its way. The JBOC expressed that the position of the marquee and vessel are very important. The berth needs to be suitable for the vessel and the marquee needs to be close by the berth.

L.L requested that the AWBF be added to the sailing schedule from now until the event is completed so the Heritage Committee can be informed of progress.

5.3 Volunteers

5.3.1 Recruitment

5.3.1.1 A4 information document and volunteer packs

In progress with SB

5.3.1.2 Registrations

Two registrations progressing, and two new applications since the last meeting.

L.L requested that Andrew Quilliam's name be mentioned as a possible new volunteer, I.M will follow up with Andrew about volunteering.

5.3.1.3 Current Volunteer Numbers

L.L asked about the number of volunteers signed up to crew on the JB. I.M estimated there were approximately 25 now. L.L asked whether inactive volunteers get contacted to see if they are still interested in crewing. S.B said that all inactive volunteers get contacted once a year to see if they want to continue. L.L said this should happen more often.

Action

I.M offered to take up this role and contact inactive crew members more regularly.

5.3.1.4 Working with Vulnerable People Cards

TMD queried whether all volunteers should have Working with Vulnerable People cards. GD to check with Charmane Hardy about whether this is required for all volunteers.

5.3.1.5 New Roster System Feedback

BC- Hard to plan four weeks in advance and other volunteers also find it hard in that respect. It doesn't however mean that it shouldn't be done.

RB – good, and will improve with time

TMD – knows months in advance so it is helpful. Also commented that the new open for inspection roster is working well with 4 people rather than three as it means volunteers only need to be on duty once a month. He also mentioned that a new volunteer may be applying shortly regarding this.

5.3.1.6 Skippers

G.K said that there are a few people from the LN who may be suitable to become skippers aboard the JB. He said he would give Mal Riley a call to confirm this. G.K also recommended that Glen Todman would still need to go out on the vessel a couple more times and would need an engineer and a sailing master with him to skipper.

R.B suggested that Glen Todman do his ticket, so he can skipper without the need for an engineer.

It was suggested that the committee ask the AMC if they have any engineers or skippers wanting to regularly sail on the JB.

Action

I.M will follow up with some contacts.

5.3.2 Training

5.3.2.1 Key Competencies

To resume once training sessions begin again.

J.T queried about whether additional training is offered to crew members that show interest in the vessel. I.M mentioned that the committee can nominate such people to undergo their Elements of Shipboard Safety at Council's expense.

5.4 Financial

Not Tabled.

6.0 OTHER BUSINESS

6.1 Pilot Program – re. Glen Todman

S.B presented a plan for a youth program aboard the JB on behalf of Glen Todman. Discussions regarding this program will be deferred until the next meeting.

6.2 Future Absences

- Ray Borlini advised he will be away until August 12
- Graham Kent advised he will be away until September 27
- Lynn Laycock advised that she will be away on July 23
- Sarah Beckett advised this is her last meeting; Jaydeyn Thomas will now take minutes.

6.3 Communication Issues

L.L was welcomed to the meeting by the JBOC. L.L advised that she will be coming as often as she can to meetings as an elected member. She believes that considering the recent Hobart trip, the JBOC was not well informed and that a communication problem shouldn't exist. She suggested that the chair of the JBOC be contacted before any major decisions in future.

L.L suggested that a new day and/or time be proposed for meetings as L.L and G.D have DCC meetings on Monday evenings that mean they cannot stay for the full duration of the JBOC meeting if it starts at 4pm.

G.D added that for eight weeks the BSMC was understaffed, and that now J.T has started, she can move forward with the JB in the new financial year.

G.K discussed his concerns about how the communication was handled during the LN and JB berth swap that would have resulted in the JB travelling to Hobart. He stressed that if any big plans are to go in future that a call be made to him first to see if it is viable. When the LN and JB agreement fell over, he was receiving phone calls from Mal Riley, but had not even seen the agreement to be able to make a comment. When he viewed the agreement, he deliberated that it was 'generous'. Phil Everest also mentioned about not willing to pay a large deposit to take charge of the vessel.

G.D stipulated that not deposit was asked for regarding the LN taking charge of the JB. A signed agreement and all volunteers filling out an altered DCC induction was all that was needed, but it could not be agreed upon.

G.K had to ask DCC to view the insurance certificate for the JB as it wasn't in the Survey book. In future a copy of the insurance policy should always be in the Survey book as it is the responsibility of the master of the vessel to ensure documents are up to date and correct.

The JBOC committee should be referenced for future events/ plans/ maintenance/ etc.

The JB was slipped at the wrong time late last year as it wasn't discussed with committee first and it resulted in almost a full season of sailing lost and being a year behind in crew training. The 18/19 season, especially the AWBF is now imperative to catching up on lost ground.

R.B mentioned that he would prefer a short notice meeting with DCC to discuss plans/concerns rather than being left out of the loop.

I.M agreed that communications can be improved between DCC and the JBOC

B.C agreed with G.K; more involvement in decisions will result in a better future outcome for the JB.

7.0 AGENDA ITEMS FOR NEXT MEETING

Community Plan Review

8.0 NEXT MEETING MONDAY, 23 JULY 2018 COMMENCING 3.30PM AT THE BASS STRAIT MARITIME CENTRE, GLOUCESTER AVENUE DEVONPORT

**MINUTES FOR A MEETING OF THE JULIE BURGESS OPERATIONS COMMITTEE
HELD AT THE BASS STRAIT MARITIME CENTRE, GLOUCESTER AVENUE
MONDAY, 3 SEPTEMBER 2018 COMMENCING 3.30PM**

Distribution:	<u>Committee Members</u>	
	Ian Martin	Chair
	Ald Laycock	
	Ray Borlini	Community Member
	Brent Cox	Community Member
	Tim Gott	Community Member
	Graham Kent	Community Member
	Tony McDonald	Community Member
	<u>Council Officers</u>	
	Geoff Dobson	Convention & Art Centre Manager
	Jaydeyn Thomas	Bass Strait Maritime Centre Coordinator
	Sarah Beckett	Bass Strait Maritime Centre Project Officer
	<u>Guests</u>	
	Mike Mouat	Technical Support Supervisor

PRESENT

Ian Martin (Chair), Ray Borlini, Brent Cox, Tony MacDonald, Tim Gott, Mike Mouat, Geoff Dobson and Jaydeyn Thomas.

1.0 APOLOGIES

Ald Laycock, Sarah Beckett, and Graham Kent

2.0 DECLARATION OF INTEREST

NIL

3.0 GUESTS

Mike Mouat

4.0 CONFIRMATION OF PREVIOUS MINUTES

The Julie Burgess Operations Committee recommends to the Devonport Maritime and Heritage Special Interest Group that the previous minutes of the meeting held 25 June to be received and noted.

Moved: R Borlini/T Gott

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**5.1 Restoration Record**

Tim Gott has done an initial draft for the introduction and the first two sections of the record. He is editing the draft and awaiting feedback from Graham Kent. Estimated to be finished by the end of 2018.

5.2 AMSA Verification Audit

Progressing with I.M

6.0 GENERAL BUSINESS**6.1 Maintenance****6.1.1 Vessel orientation at pontoon**

Change in vessel orientation was completed in July by G.K. and I.M.

6.1.2 Survey

Survey planning is underway, with checklist to be provided by G.K. and M.M. Graham Rand checks the radio. St Johns Ambulance and TasFire will be contacted shortly for their parts. Testing and tagging will be organised by Council.

6.1.3 Council Engineering Inspection

G.D. has reported that Council mechanics need to be a part of the normal maintenance program. Training in the mechanical particulars

of the Julie Burgess can be undertaken by Dave Burcham or Noel Goodwin.

6.2 Sailing Schedule

6.2.1 Winter Warmers

The final Winter Warmer sail was cancelled due to inclement weather. A Summer program of similar special sailings will be devised and implemented.

6.2.2 General Calendar

The general sailings will recommence on October 7 with a newly implemented roster.

6.2.3 AWBF

The JB has been registered as a feature vessel at the festival. J.T. will register the marquee as soon as the function is available on the website. Though we do not have any control on where the marquee is located, we will request that it be placed close to the vessel.

6.2.4 Laser Australian Championships

The 2019 Oceania and Nationals Sailing Event are happy to have the JB feature as a race spectator vessel. They are happy to link to advertising and booking for any viewing cruises we wish to do.

6.2.5 Who Do You Think You Are?

Producers from the SBS show Who Do You Think You Are? have contacted us for a charter voyage to George Town/Low Head to feature the JB in a celebrity's journey. Crew will need to sign confidentiality agreements and not talk about who the celebrity is until the show airs. Dave Burcham will be contacted to skipper the journey.

6.3 Volunteers

6.3.1 Recruitment

6.3.1.1 A4 information document and volunteer packs

Have been finalised and are on board.

6.3.1.2 Registrations

Some interest has been shown by a young person to join the crew.

6.3.1.3 Volunteering Tasmania

J.T. will be co-ordinating with Charmane Hardy at Council on gaining membership to Volunteering Tasmania and undertaking a recruitment drive for new deckhands and for potential voluntourism opportunities for Skippers.

6.3.2 Roster

6.3.2.1 OPEN FOR INSPECTION

It would be good to recruit more volunteers for Open for Inspection as the numbers have dwindled over time.

6.3.3 Training

6.3.3.1 Key Competencies

There is a need for training this year. J.T. will canvas the volunteers and organise training at the AMC.

6.4 Financial

Not Tabled.

7.0 OTHER BUSINESS

7.1 DCC Flag

There is a need to downsize the current flag as it is too large. J.T. to follow up with S.B. about ordering.

7.2 Dodgers

The dodgers are in progress. Rudy has begun the woodwork.

7.3 Business Plan

I.M. suggested that G.K.'s modifications to the JB Business Plan be sent around to the committee to ensure everyone is across the details.

8.0 AGENDA ITEMS FOR NEXT MEETING

**9.0 NEXT MEETING MONDAY, 24 SEPTEMBER OR 1 OCTOBER 2018 COMMENCING 3.30PM AT THE
BASS STRAIT MARITIME CENTRE, GLOUCESTER AVENUE, DEVONPORT**

**MINUTES FOR A MEETING OF THE
JULIE BURGESS OPERATIONS COMMITTEE
BASS STRAIT MARITIME CENTRE
HELD ON MONDAY, 1 OCTOBER 2018
COMMENCING AT 3.30PM**

Distribution:	<u>Committee Members</u>	
	Ian Martin	Chair
	Ald Laycock	
	Ray Borlini	Community Member
	Brent Cox	Community Member
	Tim Gott	Community Member
	Graham Kent	Community Member
	Tony McDonald	Community Member
	<u>Council Officers</u>	
	Geoff Dobson	Convention & Art Centre Manager
	Jaydeyn Thomas	Bass Strait Maritime Centre Coordinator
	Sarah Beckett	Bass Strait Maritime Centre Project Officer
	<u>Guests</u>	
	Mike Mouat	Technical Support Supervisor

1. APOLOGIES

Mike Mouat
Ray Borlini – Arrived 4.15 pm
Tim Gott
Geoff Dobson

2. DECLARATION OF INTEREST

N/A

3. GUESTS

Mike Mouat an apology.

4. CONFIRMATION OF PREVIOUS MINUTES

Minutes from the meeting held 3 September 2018.
Brent Cox and Tony McDonald

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- Restoration Record
Graham Kent was given a set of notes which he made minor changes to. Added a section about machinery and fittings. Needs to be typed up into a document. Believes it is complete as it needs to be for Australian Heritage Council. Graham read through document briefly to talk about changes made. To be photocopied and typed by BSMC to then be passed through to the committee.
- AMSA Verification Audit
Ongoing

6. GENERAL BUSINESS

Maintenance – refer to document Graham passed out.

Survey

Date needed. JB not needed to go up on slips for survey requirements this year but will be needed to go onto the slips for painting, hull cleaning, anodes, etc (don't need to buy until a week before the slips). Unlikely to get up on the slips for a few months due to the Lady Nelson still being up on the slips here. Jaydeyn Thomas gave UVI number to be painted onto the vessel to Graham. Jaydeyn said she called to see if historical vessels are exempt but they are not. Graham said best spot would be above the bow name. Painted in black letters stickered, or get it carved into a piece of wood? Graham will sort this out.

Read an email from 2/7 from Graham to Committee regarding booking of the survey and what it required. To be followed up. Also provided Jaydeyn with an electrical form that MAST uses for survey requirements. Devonport Electrical recommended as company to use. First Aid kit to be checked for dates.

Council engineering inspection – qualified mechanic servicing bought up by Mike Mouat. Ian Martin and Graham didn't want them touching the engine in case they are not qualified enough. Must be a qualified marine engineer or certified to work on the engine. Master and engineer must be present. Only certified guys Graham is aware of is in Launceston and Hobart. Questioned why council wants to do it in the first place.

Alderman Lynn Laycock said that it is likely the person would come and look at it while supervised by master and engineer. Requested that Geoff Dobson explain why the decision was made to get clarity. Could be simple.

Tony – legal responsibility to only have qualified marine mechanic working on engine - AMSA regulations prevail in these matters not Council's. Sarah read out email from Mike. Lynn decided it should have been sent out straight to committee first before this meeting. Lynn requested it be forwarded to the committee. Forwarded to committee during meeting by Sarah Beckett.

Dodgers – Rudy on track with the woodwork, but not in place yet. Trying to locate where wiring is so a screw doesn't end up through it. Ian to ring RDD electrical to find wires. Stainless steel frame for dodgers confirmed with Ray.

Sailing Schedule

General Calendar –

Jaydeyn - Meetings with crew about availability underway. Still good for Sundays if we can get a skipper. Graham can skipper this Sunday. Considering moving away from Wednesdays as most of the numbers are happening on Sundays and a lot get cancelled. Do we need to advertise for Wednesdays still? Graham getting together a program for what he can do up until the end of the AWBF. Sundays likely to be the popular day, still with charters and special sails.

No public sailings on Wednesday. Passed by committee. To be removed from advertising (including the billboard) and next reprint of brochures.

Sundays 1pm, with overflow at 10 am.

AWBF- Skipper likely to be secured.

We are registered. Don't know about marquee placement. Waiting on Paul Cullen for an email response.

Currently getting passengers booking into Parade of Sail.

Graham presented pricing;

Dev – Hobart; \$450/day for 6 days - \$2700pp fully catered MAX 4

Hobart – Dev; \$450/day for 5 days - \$2250pp fully catered MAX 4

Kettering – Hobart \$120pp including refreshments. MAX 30 including crew.

Draft Sail plan presented by Graham

Look at getting the issues with the propeller sorted while in Hobart.

Laser Australian Championships

Julie Burgess to participate as a spectator vessel. Waiting on calendar from Mersey Yacht Club. Sell premium seats. Graham supportive. Treat as a public sailing. Set a fee for it. Will get a full pax load each time.

Who Do You Think You Are?

Jaydeyn talked about the trip on the 23-24 September. Filming on the Monday went well – good conditions. Was a good shake-down cruise to start the season. TV episode is likely to air around May next year. Financially successful - \$1,200 charter fee disclosed. Committee would like to be notified once the date the show will air is announced.

Volunteers - Recruitment

Registrations

Phil Hirst – qualified deck hand.

David Jones – Inducted – available often as works from home.

Cameron Matthews – skipper that has expressed interest.

Volunteering Tasmania

Jaydeyn has talked to Charmane and is reviewing the position descriptions. After this is complete they will go up on Volunteering Tasmania.

Volunteering packs; 5 packs to be done up to stay onboard. Sarah to complete.

Rostering -Discussed

Training - Graham wants to do a day of training soon and will confirm in the next few days. Likely to be last weekend of October.

Financial -Not tabled. \$1200 noted from last week

Business Plan – With the election of new Aldermen, the business plan will come up after 30 October.

Need to have a meeting just for the business plan. Graham produced a copy of the document with annotations. Discussed. To be sent out to committee members.

Food preparation in Galley space – There are reservations by Council about the preparation of food in the galley space, rather than simply reheating. AMSA regulations do not have any requirements about toilet distance to galley (this is the major concern from Council). Once vessel leaves the wharf then AMSA regulations prevail – sanitary work is required, safe food handling certificate needs to be held by kitchen hand. Question about AMSA regulations online? Jaydeyn to send to Mike. Reg Hope Park toilets to be used when Julie Burgess is in dock so the kitchen can still be used under Council regulations.

Fire Cupboard - Graham questioned why one is needed, and whether there is room in the shed for it. Shed to be cleaned out so it fits. Need to go through the shed at the BSMC to make room.

Open for inspection keys – spare set to be done.
Key register to be done up.

Uniforms – Brent Cox. Push for jackets.

Carrying knives for safety – Ray Borlini: Access to small knives for if ropes get caught. Graham said there's 3 good knives on board for this purpose. The helmsman should always have one on him. There's also a hatchet in the rear cabin.

7. AGENDA ITEMS FOR NEXT MEETING

Business Plan
Windproof jackets for uniforms.

8. NEXT MEETING DATE:

Tuesday 6 November 2018, commencing 3.30pm

MEETING CLOSED AT 5.35PM

Devonport Heritage Trail Proposed Landmarks			
NAME	LOCATION	HERITAGE REFERENCE/S	IMAGES
Roundhouse Park	Devonport Foreshore, Victoria Parade -41.176391, 146.361650	Former T.G.R. Station	
The Alexander Hotel	78 Formby Road Devonport -41.180792, 146.362658		
The Bass Strait Maritime Centre	Gloucester Ave Devonport -41.166720, 146.362932		
The Bluff Light House	Bluff Access Road Devonport -41.158493, 146.355402		
Home Hill	77 Middle Road Devonport -41.193584, 146.347954		
Don River Railway	24 Forth Road Don -41.181456, 146.317685	Tourist and Heritage Railway with Carriages and Locomotive dating back to the 1880's	
1. First Jetty	East Devonport	East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206 The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.	
2. Swimming Baths	East Devonport	East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206 The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.	
3. Police Point	East Devonport	East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206	

			The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.		
4. Early Cottages	East Devonport		East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206 The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.		
6. Shipwreck (G.Ward Cole)	East Devonport		East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206 The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.		
7. Breakwater	East Devonport		East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206 The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.		
8. First Radio Transmission	East Devonport		East Devonport Walking Track - Heritage Signage by Rotary Club of Devonport South - D517206 The cement plinths and bronze plaques were installed in 1996 at the completion of the walking track project.		
Timber Mileage signage	East Devonport		are they obsolete now that some directional signage is in place?		
St George's Oval	East Devonport		Opened 20 October 1934 2017 - No signage for Park		
St Pauls Pioneer Park	15 Thomas Street East Devonport -41.177472, 146.368595		The Wesleyan Church was apportioned 2 acres part of which appears on maps as a Recreation Reserve. Land was given to the two religious denominations in the 1850s.		

6.8 FINANCE REPORT TO 31 OCTOBER 2018

File: 26544 D556464

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements

SUMMARY

To report the details of Council's financial position and operational outcomes against budget for the current financial year.

BACKGROUND

Financial reports are provided to Council for information.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* at Section 82 provides:

- (4) *A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.*

DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 31 October 2018.

Included in the report are the following:

Financial Summary – This report provides an overview of Council's Operational and Capital Income and Expenditure, along with details on cash position and Debtors information for the reporting period.

Summarised Operating Report – This report provides a summary of operational income and expenditure for the period to date compared to both the YTD Budget and Annual Budget.

Financial Charts – These charts provide a visual representation of year to date Income and Expenditure compared to budget and prior year, plus a Capital Expenditure chart which demonstrates the progress of the current year capital plan against budget and prior year capital plan information for reference.

Balance Sheet Report – This report provides a snapshot of Council's financial position at the end of the reporting period.

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, YTD expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year.

COMMUNITY ENGAGEMENT

No community engagement was required for this report.

FINANCIAL IMPLICATIONS

This report presents Council's operating result and financial position and is provided for information purposes.

RISK IMPLICATIONS

- Financial
Inaccurate financial information could lead to poor financial decision making.

CONCLUSION

The monthly financial report provides an overview of Council's operating result and financial position at the end of the reporting period.

ATTACHMENTS

- [1.](#) Council Meeting - Attachment 1 - Finance Report - October 2018
- [2.](#) Council Meeting - Attachment 2 - Capital Works - October 2018

RECOMMENDATION

That the Finance Report for the period ended 31 October 2018 be received and noted.

Author:	Joshua Jackson	Endorsed By:	Paul West
Position:	Finance Manager	Position:	General Manager



Devonport City Council

FINANCE REPORT

YTD for the month ended October 2018

The operating result for the year to October is higher than the budget surplus by \$957K, which represents a 5% gain on budget. The month's result is explained by Dulverton Waste Management dividends received, supplementary rate revenue, employee benefits, and timing related contractor expenditure. At this stage the forecast operating result for the financial year ending June 2019 is a surplus of \$416K.

Rates & Service Charges - \$168K Favourable

General rates are ahead of budget due to additional supplementary rates received. A forecast adjustment of \$120K has been made.

Fees and User Charges - \$17K Favourable

Fees and charges are currently favourable due to above budget Development and Parking Fees, slightly offset by below budget rental fees and admission charges.

Grants - Operating - \$54K Favourable

The majority of the favourable variance relates to higher than estimated quarterly Financial Assistance Grants, in addition to receiving an unbudgeted grant for the Mersey Ferry Service for \$25K. This grant was remitted to Mersey Link thereafter in November. A forecast adjustment of \$110K has been made.

Contributions - Operating - \$19K Unfavourable

A previous contribution towards public open space has been refunded to a Developer as more land was contributed towards public open space than was initially planned.

Dividend Income - \$166K Favourable

Dividends received are greater than budget due to a higher than expected 2017/18 final dividend received from Dulverton Waste Management. A forecast adjustment of \$160K has been made.

Interest Income - \$42K Favourable

Interest earned on investments is ahead of budget due to conservative estimates of cash balances. A forecast adjustment of \$40K was made.

Profit Sharing - \$5K Favourable

The variation relates to a 50% profit sharing arrangement with Belgravia Leisure in relation to the Splash Aquatic and Leisure Centre for the 2017/18 trading period. The favourable variation is to be offset by a budget of \$20K phased in June 2019.

Other Revenue - \$13K Favourable

The majority of the variance relates to unbudgeted State Government contributions towards the Living City Building Operations Support Officer.

Employee Benefits - \$140K Favourable

Employee benefits are under budget predominantly due to there being 143 FTE's to the end of October as opposed to an annual budget of 147 FTE's.

Materials and Services - \$134K Favourable

The majority of the variance relates to timing of payments for roads maintenance general materials, exhibition costs and marketing expenses.

Depreciation - \$85K Favourable

The favourable variance predominately relates to Living City projects that are under construction and are yet to be depreciated including the Multi level carpark and Providore Place.

Financial Costs - \$55K Favourable

The favourable variance is the result of lower than expected loan balances due to the timing of the loan drawdowns for the LIVING CITY project.

Levies & Taxes - \$38K Favourable

Minor savings relate to property management and sports buildings.

Other Expenses - \$29K Favourable

The variance relates to the delayed timing of community grant payments.

Internal Charges and Recoveries - \$27K Favourable

Net recoveries are ahead of budget by \$27K. Recoveries from Ops and Plant are ahead by \$18K and \$16K respectively, while City Infrastructure is behind by \$7K. This is reflective of a total of 4460 labour hours being capitalised compared to a budget of 4329 hours as of the end of October.

Balance Sheet

The balance of Capital Work in Progress at the end of October is \$60.75M, the majority relates to prior year projects not yet capitalised, including \$55.77M in relation to the LIVING CITY project.

FINANCIAL SUMMARY YTD to October 2018

Operating Summary	YTD		Annual Budget	Current Forecast
	Budget	Actual		
Revenue	31,368,041	31,815,499	40,575,911	40,845,911
Expenditure	12,880,927	12,371,632	40,429,544	40,429,545
Operating Position	18,487,113	19,443,867	146,367	416,366

Capital Expenditure Summary	Annual Budget	Actual	Annual Forecast
Capital Expenditure	27,382,294	9,167,260	27,382,294

Cash Information	October 2018	June 2018
Operating Account (Reconciled balance)	1,106,002	2,646,162
Interest-Earning Deposits	21,525,005	13,651,057
	22,631,007	16,297,219

Debtor Information	October 2018	June 2018	Rates Debtors Ageing	October 2018	% of Annual Rates
Rates Debtors	11,675,251	(32,390)	2018/2019 - Current	11,428,949	40.9%
Infringement Debtors	133,551	83,741	2017/2018 - 1 Year	126,806	
Sundry Debtors	330,030	213,503	2016/2017 - 2 Years	42,338	
Planning & Health Debtors	15,194	7,659	2015/2016 - 3 Years	21,512	
	12,154,024	272,513	2014/2015 - Older	55,645	
				11,675,251	

Cash Investment Information	Actual Rate	October 2018
ANZ Cash Deposits - At Call	2.00%	5,506,867
ANZ Loan Repay. A/c - (existing loans) - At Call	1.50%	15,869
CBA Cash Deposits - At Call	1.00%	2,269
MyState Term Deposit	2.65% 3 months maturing 6/12/2018	4,000,000
AMP Term Deposit	2.55% 3 months maturing 4/12/2018	4,000,000
NAB - Term Deposit	2.63% 3 months maturing 22/11/2018	4,000,000
NAB - Term Deposit	2.63% 115 days maturing 21/12/2018	4,000,000
		21,525,005

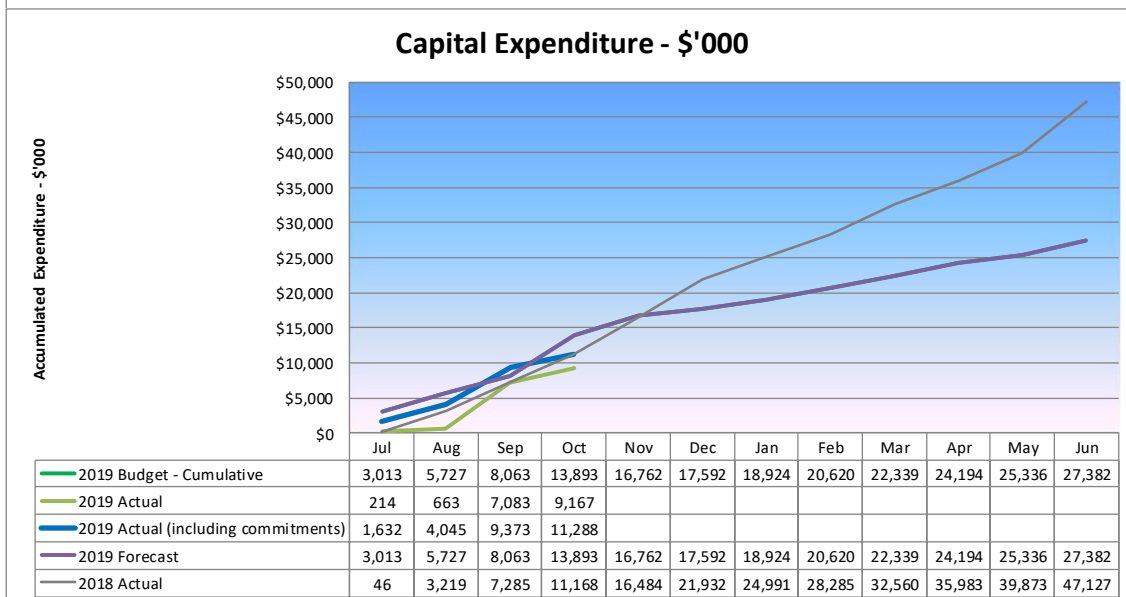
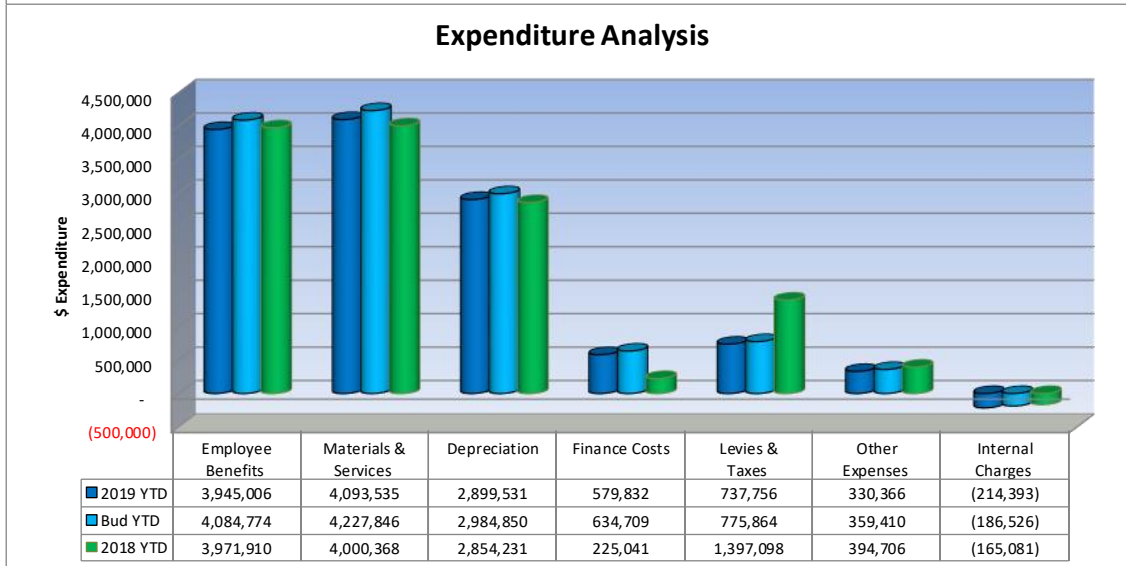
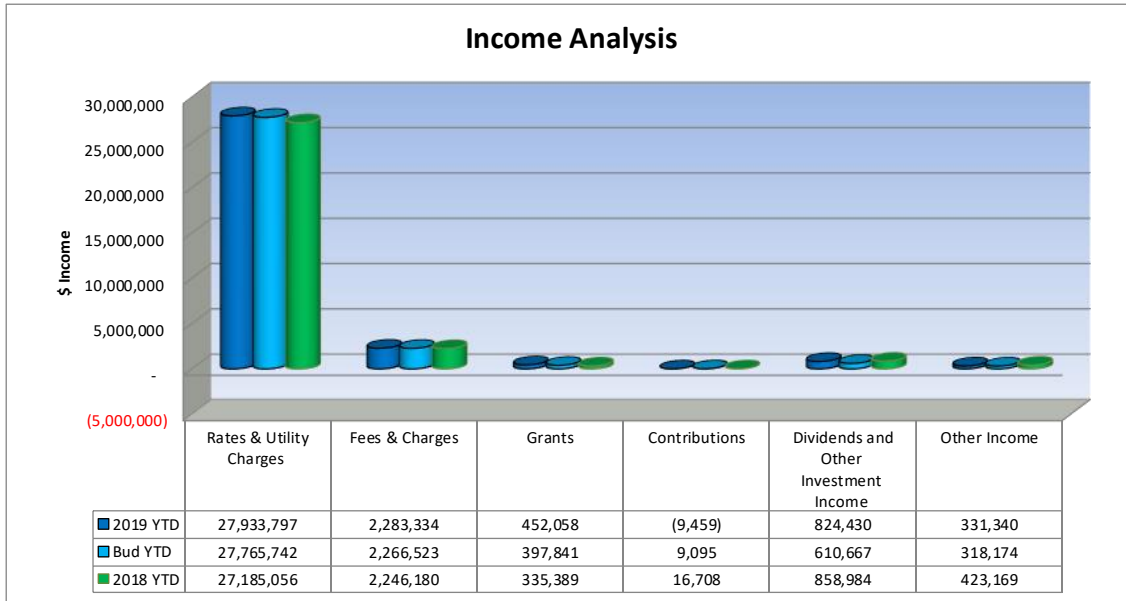
All cash investments are invested in compliance with Council's Investment Policy.

Benchmarks: BBSW90 Day Index 1.91%
RBA Cash Rate 1.50%

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 October 2018	
	YTD		YTD Variance		Full Budget	Forecast		
	Budget	Actual	\$	%	2018	2018		
INCOME								
Rates and Service Charges	27,765,742	27,933,797	168,055	0.6%	27,912,052	28,032,052		
Fees and User Charges	2,266,523	2,283,334	16,811	0.7%	7,027,675	6,867,675		
Grants - Operating	397,841	452,058	54,217	13.6%	2,298,816	2,408,816		
Contributions - Operating	9,095	(9,459)	(18,554)	-204.0%	34,800	34,800		
Dividend Income	494,000	660,240	166,240	33.7%	1,816,000	1,976,000		
Profit Sharing	-	5,442	5,442	#DIV/0!	20,000	20,000		
Interest Income	116,667	158,748	42,081	36.1%	350,000	390,000		
Other Revenue	318,174	331,340	13,166	4.1%	1,116,568	1,116,568		
TOTAL INCOME	31,368,041	31,815,499	447,458	1.4%	40,575,911	40,845,911		
EXPENSES								
Employee Benefits	4,084,774	3,945,006	139,769	3.4%	12,001,939	12,001,939		
Materials and Services	4,227,846	4,093,535	134,311	3.2%	13,291,676	13,291,676		
Depreciation	2,984,850	2,899,531	85,319	2.9%	9,140,300	9,140,300		
Financial Costs	634,709	579,832	54,877	8.6%	1,904,126	1,904,126		
Levies & Taxes	775,864	737,756	38,108	4.9%	3,565,689	3,565,689		
Other Expenses	359,410	330,366	29,043	8.1%	1,137,167	1,137,167		
Internal Charges and Recoveries	(186,526)	(214,393)	27,868	-14.9%	(611,352)	(611,352)		
TOTAL EXPENSES	12,880,927	12,371,632	509,296	4.0%	40,429,544	40,429,545		
NET OPERATING SURPLUS / (DEFICIT)	18,487,113	19,443,867	956,754	5.2%	146,367	416,366		
CAPITAL ITEMS								
Grants - Capital	518,215	228,000	(290,215)	-56.0%	2,554,645			
Contributions - Capital	-	199,000	199,000	#DIV/0!	-			
Gain / Loss on Disposal of Assets	(20,000)	(446,288)	(426,288)	2131.4%	(397,000)			
Change in Value of Investment in DRWMA	-	-	-	0.0%	400,000			
TOTAL CAPITAL ITEMS	498,215	(19,288)	(517,503)	-103.9%	2,557,645			
NET SURPLUS / (DEFICIT)	18,985,329	19,424,580	439,251	2.3%	2,704,012			
Own Source Revenue:	98.7%	98.6%			94.2%			



BALANCE SHEET REPORT

As at October 2018

	31 Oct 2018	30 Jun 2018
Current Assets		
Cash at Bank and On Hand	1,106,002	2,646,162
Trust Deposits	128,249	144,873
Cash Investments	21,525,005	13,651,057
Receivables - Rates and Utility Charges	11,675,251	(32,390)
Receivables - Infringements	133,551	83,741
Receivables - Sundry	330,030	213,503
Receivables - Planning & Health	15,194	7,659
Loans Receivable - Current	3,700	3,700
Accrued Revenue	151,219	364,715
Prepayments	163,654	163,654
Net GST Receivable	286,259	485,832
	35,518,113	17,732,506
Non Current Assets		
Loans Receivable - Non-Current	23,900	27,600
Dulverton Regional Waste Management Authority	6,009,055	6,009,055
TasWater	87,345,456	87,345,456
Property, Plant & Equipment	725,540,795	727,020,258
Accumulated Depreciation - PP&E	(283,291,388)	(282,612,771)
Capital Work in Progress	60,745,221	53,414,888
	596,373,038	591,204,485
Total Assets	631,891,151	608,936,991
Current Liabilities		
Trade Creditors	1,274,540	766,149
Accrued Expenses	567,260	4,780,203
Trust Liability	142,979	139,179
Income In Advance - Current	13,170,832	13,178,607
Loans - Current	52,318,492	45,158,672
Annual Leave	1,044,437	981,614
Long Service Leave - Current	1,137,103	1,121,640
	69,655,643	66,126,063
Non Current Liabilities		
Income In Advance - Non Current	-	-
Derivative Financial Instruments	604,383	604,383
Loans - Non-Current	-	-
Long Service Leave - Non-Current	436,393	436,393
	1,040,776	1,040,776
Total Liabilities	70,696,419	67,166,838
Net Assets	561,194,733	541,770,153
Equity		
Asset Revaluation Reserve	314,945,479	314,945,479
Asset Revaluation Reserve - Associates	1,568,030	1,568,030
Other Reserves	10,948,552	10,948,552
Accumulated Surplus	214,308,092	204,096,311
Operating Surplus / (Deficit)	19,443,867	2,628,959
Capital Surplus / (Deficit)	(19,288)	7,582,822
	561,194,733	541,770,153
Modified Current Ratio:	5.96	2.30

The Current ratio indicates Council's ability to pay its debts as and when they become due. Loans have been classified as current as they are subject to an annual review. Only the portion that will be repaid within the next twelve months has been included in calculating this ratio. The ratio also excludes sale proceeds in advance as the co-responding asset is included in capital work in progress. A ratio of one or higher is required for the entity to remain solvent.

Capital Works Income & Expenditure Report October 2018

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures		
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	Comments
Summary											
Open Space & Recreation	1,950,200	537,319	2,487,519	62,500	343,408	157,113	500,521	1,986,998			
Buildings & Facilities	80,000	1,050,695	1,130,695	-	716,520	14,414	730,935	399,760			
Stormwater	1,180,000	100,235	1,280,235	-	78,396	15,135	93,530	1,186,705			
Transport	4,380,000	900,688	5,360,688	612,146	474,820	1,759,262	2,234,082	3,126,606			
Living City	3,000,000	12,112,036	15,112,036	1,000,000	7,169,311	127,497	7,296,808	7,815,228			
Plant & Fleet	827,000	544,929	1,371,929	-	358,267	17,675	375,942	995,987			
Other Equipment	479,000	160,192	639,192	-	26,538	29,354	55,892	583,300			
Total Capital Works	11,896,200	15,406,094	27,382,294	1,674,646	9,167,260	2,120,450	11,287,711	16,094,583			
Open Space & Recreation											
CP0128 Signage Strategy Actions		23,744	23,744		243	-	243	23,501	TBA	TBA	Likely to be combined with CT0198
CP0129 Don River Rail Trail - Don to Tugrah gravel track		112,443	112,443		-	-	-	112,443	TBA	TBA	Property acquisition progressing. Likely to seek grant funding for construction
CP0136 Aquatic Ctr. O/door Filter vessels associated pipework and roof over		134,867	134,867		107,760	450	108,210	26,657	Complete	Complete	
CP0137 Vietnam Veteran's Memorial - BBQ shelter renewal		79,137	79,137		163	21,469	21,631	57,506	Complete	Complete	
CP0140 Fitness Equipment East Devonport		87,128	87,128		66,693	-	66,693	20,435	Complete	Complete	
CP0143 Mersey Vale cemetery - Children's Area		100,000	100,000		-	14,500	14,500	85,500	TBA	TBA	Design progressing
CP0145 Victoria Parade Lighting Stage 2	85,000		85,000		1,970	55,564	57,534	27,466	Feb-19	Mar-19	Order issued, Construction pending
CP0146 Mersey Vale Cemetery - Lighting Renewal	56,000		56,000		122	-	122	55,878	Jun-19	Jun-19	
CP0147 Playground Equipment Renewal - East Devonport Foreshore	80,000		80,000		488	-	488	79,512	Mar-19	Apr-19	Quotations have been requested, public consultation to follow
CP0148 Maidstone Park - Netball Goalposts Replacement	8,000		8,000		-	-	-	8,000	TBA	TBA	Grant application submitted for funding of additional scope. Awaiting response.
CP0149 Path Renewal - Victoria Parade	133,000		133,000		83,016	-	83,016	49,984	Complete	Complete	Work complete, awaiting invoices
CP0150 Maidstone Park - Replace Ground Lighting	125,000	-	125,000	62,500	-	-	-	125,000	Apr-19	Apr-19	
CP0151 Maidstone Park - Gymnastics Club Car Park	150,000		150,000		349	-	349	149,651	Jun-19	Jun-19	Progma dependant on constuction of new Gymnastics facility
CP0152 Bluff Plaza - Replace Electrical Cabinet	15,000		15,000		1,042	10,546	11,588	3,412	Oct-18	Nov-18	Installation pending
CP0153 Mersey Vale Cemetery - Future Ash Interment Columns - Memorial Garden	30,000		30,000		5,201	11,455	16,655	13,345	Oct-18	May-19	Columns have been ordered
CP0154 Dog Exercise Park - Dog Agility Equipment & Drink Fountain	15,000		15,000		596	-	596	14,404	TBA	TBA	
CP0155 Aquatic Centre Carpark - Tree Planter Surrounds	7,200		7,200		8,378	-	8,378	(1,178)	Complete	Complete	
CP0156 Pioneer Park - Installation of Park Furniture	20,000		20,000		-	-	-	20,000	May-19	May-19	
CP0157 Highfield Park - Installation of Park Furniture	20,000		20,000		-	-	-	20,000	Dec-18	Dec-18	Consultation completed

Council Meeting - Attachment 2 - Capital Works - October 2018

ATTACHMENT [2]

CP0158	Mersey Vale Cemetery - Modern Burial Stage 2	1,050,000		1,050,000		1,518	-	1,518	1,048,482	Jan-19	Jun-19	Design progressing
CP0159	Don Reserve - Bank Stabilisation	18,000		18,000		20,943	-	20,943	(2,943)	Complete	Complete	
CP0160	Horsehead Creek - Bank Stabilisation between Horsehead Creek & Waterfront Complex	38,000		38,000		1,074	-	1,074	36,926	Dec-18	Dec-18	Design progressing
CP0161	New Playground Equipment - Miandetta Park	100,000		100,000		43,853	43,130	86,983	13,017	Feb-19	Mar-19	Consultation complete. Order issued. Construction pending.
Total Open Space & Recreation		1,950,200	537,319	2,487,519	62,500	343,408	157,113	500,521	1,986,998			
Buildings & Facilities												
CB0091	East Devonport Toilet Block Renewal		218,000	218,000		12,267	5,064	17,330	200,670	Feb-19	Apr-19	Tender awarded. Construction pending
CB0092	Installation of Public Toilet - Don Hall	80,000		80,000		15,336	-	15,336	64,664	Aug-18	May-19	Linking path complete. Design for buiding work underway
CB0080	Art Gallery Integration Project		832,695	832,695		688,918	9,351	698,268	134,427	Complete	Complete	
Total Facilities		80,000	1,050,695	1,130,695	-	716,520	14,414	730,935	399,760			

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	Comments	
Transport												
CT0169		261,896	261,896		1,062	-	1,062	260,834	Mar-19	Jun-19	Design progressing in conjunction with Waterfront Precinct design	
CT0198	125,000	74,850	199,850		6,627	-	6,627	193,223	Mar-19	Apr-19	Design progressing. Construction deferred until after peak use period	
CT0200		6,323	6,323		6,412	-	6,412	(89)	Complete	Complete		
CT0208		515,253	515,253		7,464	1,500	8,964	506,289	Jan-19	Apr-19	Tender advertised	
CT0218	60,000		60,000		42,719	16,775	59,494	506	Aug-18	Nov-19	Order issues for poles in Formby Rd, Oldaker St, Friend St, Orion Court	
CT0219	700,000		700,000		5,859	464,205	470,064	229,936	Oct-18	Feb-19	Asphalt program underway	
CT0220	1,000,000		1,000,000		95,796	846,605	942,401	57,599	Jan-19	May-19	Minor works complete. Main construction phase to commence in January 2019	
CT0221	75,000		75,000		-	-	-	75,000	Feb-19	Feb-19		
CT0222	80,000		80,000		7,259	2,628	9,887	70,113	Nov-18	Dec-18	Construction pending	
CT0223	120,000		120,000	40,000	357	-	357	119,643	Feb-19	Mar-19	Additional external funding secured	
CT0224	15,000		15,000		2,490	-	2,490	12,510	Feb-19	Feb-19	Construction pending	
CT0225	15,000		15,000		-	-	-	15,000	May-19	May-19		
CT0226	270,000		270,000	270,000	2,390	-	2,390	267,610	Feb-19	Apr-19	Design progressing	
CT0227	50,000		50,000		-	-	-	50,000	Jun-19	Jun-19		
CT0228	25,000		25,000		-	-	-	25,000	Jan-19	Jun-19	Quotation sought for Devonport Road guardrail repairs	

CT0230	Transport Minor Works	45,000		45,000		-	-	-	45,000	Dec-18	Jun-19	Project to include Eastside Village bin replacements
CT0231	Works Depot Carpark - Retaining Wall Renewal	30,000		30,000		-	-	-	30,000	Jan-19	Feb-19	
CT0232	Parking Infrastructure Renewal 2018-19	25,000	42,366	67,366		33,750	-	33,750	33,616	TBA	TBA	
CT0233	Adelaide Street Kerb Renewal	210,000		210,000		775	-	775	209,225	Mar-19	Apr-19	Design progressing
CT0234	Wenvoe Street Renewal - Steele Street to Carpark	420,000		420,000		34,811	360,886	395,698	24,302	Oct-18	Jan-19	Construction underway
CT0235	Clayton Drive Renewal - East of Hillwood Rise	130,000		130,000	-	11,427	62,462	73,889	56,111	Nov-18	Dec-18	Construction underway
CT0236	Winspears Road Renewal - Stage 1	250,000		250,000	222,146	3,477	-	3,477	246,523	Mar-19	May-19	Tender advertised
CT0237	Intersection Renewal - Melrose Road and Buster Road (Aberdeen)	120,000		120,000		8,129	-	8,129	111,871	Nov-18	Dec-18	Order issued. Construction pending
CT0238	Montague Street Renewal - Arthur Street to Lower Madden Street	130,000		130,000		4,958	-	4,958	125,042	Mar-19	Apr-19	Design progressing
CT0239	Steele Street Footpath Renewal - Rooke Street to Wenvoe Street - South Side	60,000		60,000		2,627	-	2,627	57,373	Oct-18	Dec-18	Construction underway
CT0240	North Street renewal - William Street threshold	130,000		130,000		30,358	4,201	34,559	95,441	Oct-18	Nov-18	Construction underway
CT0241	Tugrah Road - Seal Part of Gravel Section	105,000		105,000		5,096	-	5,096	99,904	Jan-18	Jan-18	Design progressing
CT0242	Victoria Parade Car Park (Cenotaph) Carpark Improvements	140,000		140,000		127,227	-	127,227	12,773	Complete	Complete	
	Northern Rooke St Renewal - Design Only	50,000		50,000		-	-	-	50,000			Expenditure included in CB0068 - Living City
CT0244	Steele St Pedestrian Facilities			80,000	80,000	-	-	-	80,000			External funding secured
Total Transport		4,380,000	900,688	5,360,688	612,146	474,820	1,759,262	2,234,082	3,126,606			

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures		
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	Comments
Stormwater											
CS0055		83,831	83,831		40	11,550	11,590	72,241	TBA	TBA	On hold - threatened species
CS0063		12,000	12,000		-	3,350	3,350	8,650	Nov-18	Nov-18	Pending minor work by Tasrail
CS0069		4,404	4,404		4,404	-	4,404	(0)	Complete	Complete	
CS0072	50,000		50,000		22,936	-	22,936	27,064	Aug-18	Feb-19	Various locations completed, others pending
CS0073	30,000		30,000		-	-	-	30,000	TBA	TBA	
CS0074	600,000		600,000		10,001	-	10,001	589,999	Jan-19	Apr-19	Tender advertised
CS0075	30,000		30,000		410	-	410	29,590	TBA	TBA	
CS0076	200,000		200,000		-	-	-	200,000	TBA	TBA	
CS0077	20,000		20,000		30,395	235	30,630	(10,630)	Complete	Complete	Additional pit required to facilitate future pipe upgrades. Over expenditure to be offset by forecast savings on CS0074
CS0078	75,000		75,000		73	-	73	74,927	Jan-19	Feb-19	Design progressing
CS0079	50,000		50,000		10,136	-	10,136	39,864	Nov-18	Dec-19	Quotations requested
CS0080	25,000		25,000		-	-	-	25,000	Jan-19	Apr-19	
	100,000		100,000					100,000			included in CT0220
Total Stormwater	1,180,000	100,235	1,280,235	-	78,396	15,135	93,530	1,186,705			

Plant & Fleet												
CF0023	Hire Plant Replacement Plan 18/19 (including disposal proceeds)	585,000	350,309	935,309		351,529	-	351,529	583,780	Sep-18	Jun-19	Rear loader garbage truck delivered. Purchases scheduled throughout the year
CF0024	Non-Hire Plant Replacement Plan 18/19 (including disposal proceeds)	44,000	66,981	110,981		33,598	-	33,598	77,383	Sep-18	Apr-19	Purchases scheduled throughout the year
CF0022	Fleet Replacement Plan 18/19 (including disposal proceeds)	198,000	127,639	325,639		(26,860)	17,675	(9,185)	334,824	Oct-18	Jun-19	Purchases scheduled throughout the year
Total Plant & Fleet		827,000	544,929	1,371,929	-	358,267	17,675	375,942	995,987			
Other Equipment												
CE0009	Office Equipment	203,000	41,138	244,138		26,538	300	26,838	217,300	Jun-19	Jun-19	
CC0012	Information Technology - Renewal & Upgrades	276,000	119,054	395,054		-	29,054	29,054	366,000	Jun-19	Jun-19	
Total Other Equipment		479,000	160,192	639,192	-	26,538	29,354	55,892	583,300			
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY		8,896,200	3,294,058	12,270,258	674,646	1,997,949	1,992,953	3,990,902	8,279,356			
Living City												
CB0068	Living City - Strategic Initiatives	3,000,000	12,112,036	15,112,036	1,000,000	7,169,311	127,497	7,296,808	7,815,228	Sep-18	Jun-19	
Total Living City		3,000,000	12,112,036	15,112,036	1,000,000	7,169,311	127,497	7,296,808	7,815,228			
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY		11,896,200	15,406,094	27,382,294	1,674,646	9,167,260	2,120,450	11,287,711	16,094,583			

8.0 CLOSED SESSION

RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
8.1	Confirmation of Closed Minutes - Council Meeting - 22 October 2018	15(2)(g)
8.2	Application for Leave of Absence	15(2)(i)
8.3	Unconfirmed Minutes - Joint Authorities	15(2)(g)

OUT OF CLOSED SESSION

RECOMMENDATION

That Council:

- (a) having met and dealt with its business formally move out of Closed Session; and
- (b) resolves to report that it has determined the following:

Item No	Matter	Outcome
8.1	Confirmation of Closed Minutes - Council Meeting - 22 October 2018	Confirmed
8.2	Application for Leave of Absence	
8.3	Unconfirmed Minutes - Joint Authorities	Noted

9.0 CLOSURE

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