



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that a **Governance and Finance Committee** meeting of the Devonport City Council will be held in the Council Chambers, on Monday 15 May 2017, 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

10 May 2017

**AGENDA FOR A MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE OF
DEVONPORT CITY COUNCIL HELD ON MONDAY 15 MAY 2017
AT THE COUNCIL CHAMBERS AT 5:30PM**

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Agenda of a meeting of the Devonport City Council's **Governance and Finance Committee** to be held at the Council Chambers, 17 Fenton Way, Devonport on Monday 15 May 2017 commencing at 5:30pm.

PRESENT

		Present	Apology
Chair	Ald Goodwin		
	Ald C D Emmerton		
	Ald S L Martin		
	Ald T M Milne		
	Ald L M Perry		
	Ald A L Rockliff		

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 PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with the following resolution of Council (Min Ref 54/16):

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. A maximum period of time of 30 minutes in total will be allowed for public participation.
4. A maximum period of time of 3 minutes will be allowed for each individual.
5. A member of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at that meeting.
6. A member of the public will be entitled to ask questions relating to the activities of Council, giving an explanation that is necessary to give background to the question and ask supplementary or follow up questions relating to that specific matter that may come to light as a result of the answer.
7. Questions do not have to be lodged prior to the meeting, however they would be preferably provided in writing.
8. A question by any member of the public and an answer to that question are not to be debated.
9. 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.

3.2 QUESTIONS ON NOTICE FROM ALDERMEN

At the time of compilation of the agenda no questions on notice from Aldermen were received.

4.0 GOVERNANCE REPORTS

4.1 ANNUAL PLAN PROGRESS REPORT - JULY 2016 - APRIL 2017

File: 26469 D469119

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.5 Maintain and monitor a fully integrated strategic and business planning process that meets legislative requirements and provides an increased performance management reporting capacity across the whole organisation and with external stakeholders

SUMMARY

To provide an update on the progress of the 2016/17 Annual Plan as at 30 April 2017.

BACKGROUND

Council adopted its 2016/17 Annual Plan on 27 June 2016. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

STATUTORY REQUIREMENTS

In accordance with Section 71 of the *Local Government Act 1993*, a Council is to prepare an Annual Plan for the municipal area for each financial year.

DISCUSSION

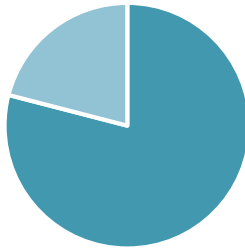
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities this financial year to date include:

- Investigation into lighting levels around certain areas in Devonport completed to ensure compliance with current Australian Standards. Results reported at the April Infrastructure, Works & Development Meeting;
- Final report on Chinaman's Creek Catchment received as part of action to develop hydraulic modelling for Council's Stormwater Strategy;
- Building Brighter, Stronger Families event held 11 March 2017;
- Reclaim the Lane Youth event held on 7 April 2017;
- Review of Council's Special Interest Groups and S24 Committees completed, and reported to April's Council meeting, at which a revised committee structure and committee membership was endorsed;
- New technology currently being trialled by Parking and Information Officers in order to automate the process of uploading information from handheld infringement devices to the main payment system.

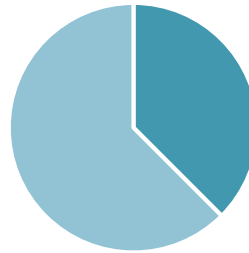
Progress comments are provided for each action in the attached Progress Report. Below is a graphical snapshot of Council's performance against each Strategic Goal and against actions overall.

2016/17 AP Actions - Organisation



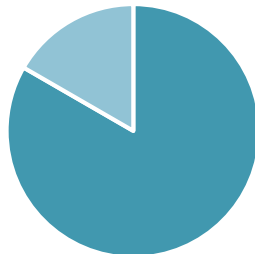
■ On Track - 79.03% ■ Off Track - 20.97%

Goal 1 - Living Lightly on Our Environment



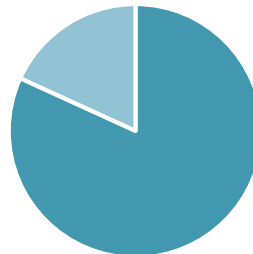
■ On Track - 37.50% ■ Off Track - 62.50%

Goal 2 - Building a Unique City



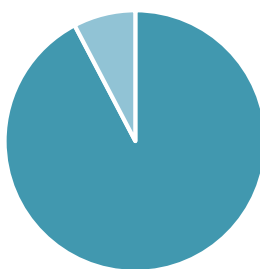
■ On Track - 83.33% ■ Off Track - 16.67%

Goal 3 - Growing a Vibrant Economy



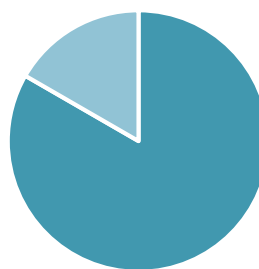
■ On Track - 81.82% ■ Off Track - 18.18%

Goal 4 - Building Quality of Life



■ On Track - 92.31% ■ Off Track - 7.69%

Goal 5 - Practicing Excellence in Governance



■ On Track - 83.33% ■ Off Track - 16.67%

It is noted that Goal 1 (Living Lightly on our Environment) is currently off track. An NRM Officer commenced in March 2017 after a lengthy period of no-one in that role. It is therefore anticipated that all actions which have been delayed will make progress during May-June. Some actions in this area may need to be carried forward into 2017/18 but all actions will be finalised either this financial year or early in the new financial year.

COMMUNITY ENGAGEMENT

There was no community engagement as a result of this report.

FINANCIAL IMPLICATIONS

Budget implications are communicated to Aldermen separately and do not form part of this report.

RISK IMPLICATIONS

It is not believed there are any risks associated with this report.

CONCLUSION

The 2016/17 Annual Plan Progress Report as at 30 April 2017 is provided for the information of the Aldermen and the community.

ATTACHMENTS

[1.](#) Annual Plan Progress Report - July 2016-April 2017

RECOMMENDATION

That it be recommended to Council that the 2016/17 Annual Plan Progress Report for the period ended 30 April 2017 be received and noted.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Governance Coordinator	Position:	General Manager



Devonport City Council
Strategic Plan Progress Report

Period: 16/17



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.1 Devonport is an energy efficient City

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community						
1.1.1.1 Review Energy Efficiency and Environmental Sustainability Strategies	None	Not Started	0%	This action has not yet commenced. Committee to be established in June 2017.	Executive Officer Community Services	30/06/2017
1.1.1.2 Develop environmental key performance indicators	None	Not Started	0%	This action has not yet commenced. Indicators to be developed as part of the Environmental Sustainability Strategy review to commence in June 2017.	Executive Officer Community Services	30/06/2017

Outcome: 1.2 Sustainability is promoted and integrated across all sectors

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation						
1.2.1.1 Submit grant applications for community based bushland conservation projects	None	Not Started	0%	This action has not yet commenced.	Executive Officer Community Services	30/06/2017
Strategy: 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government						
1.2.2.1 Review Corporate Climate Change Adaptation Plan	None	In Progress	25%	Desktop review conducted and review process finalised. Internal working group established to meet May.	Executive Officer Community Services	30/06/2017

Outcome: 1.3 Devonport is aware and active on how to live lightly

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"						



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.3 Devonport is aware and active on how to live lightly

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"						
1.3.1.1 Deliver Living Lightly Expo to demonstrate simple actions residents can take to reduce their footprint	None	Completed	100%	Event held in partnership with the Devonport Community House at the Devonport Community Garden on 17 September 2016, with 161 participants.	Executive Officer Community Services	30/09/2016
1.3.1.2 Deliver or support a series of workshops and events to provide opportunities to minimise resource consumption and promote environmental awareness	None	In Progress	83%	Five Living Lightly workshops held with 49 participants in total. One more workshop to be held.	Executive Officer Community Services	30/06/2017

Outcome: 1.4 Our waste and pollution is reduced

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses						
1.4.1.1 Develop an environmental education program and actively seek funding opportunities	None	In Progress	50%	\$7000 received from the Cradle Coast Authority for a series of natural resource management education workshops. Program to be developed	Executive Officer Community Services	30/06/2017
Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities						
1.4.2.1 Develop a Waste Management Strategy	None	In Progress	80%	Consultation with staff completed. Background information and statistics collated. First draft in progress.	Executive Officer Community Services	30/06/2017

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Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.1 Council's Planning Scheme provides rational and practical clustering of common property uses, and facilitates appropriate development

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.1 Apply and review the Devonport Interim Planning Scheme as required, to ensure it delivers local community character and appropriate land use						
2.1.1.1 Participate in the finalisation of the Interim Planning Scheme and coordinate the development of the Local Provisions of the new Statewide Planning Scheme	None	In Progress	83%	Interim Planning Scheme effectively finalised. Cannot progress local provisions until drafting directions provided by the Minister.	Development Manager	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.2 Provide high quality, consistent and responsive development assessment and compliance processes						
2.1.2.1 Revise and review practices to ensure they are compatible with the new State Planning Scheme provisions	None	Not Started	0%	Awaiting instruction from Minister for Planning.	Planning Coordinator	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues						
2.1.3.1 Maintain membership of the Cradle Coast Regional Planning Group to deliver a consistent approach to interpretation, practices and procedures associated with the introduction of the new State Planning Scheme	None	In Progress	80%	Membership maintained. Further meetings were held in April.	Planning Coordinator	30/06/2017

Outcome: 2.3 The infrastructure priorities to support the development of our unique city are planned and appropriately funded and maintained

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards						
2.3.1.1 Explore parking incentives and variable pricing structures	None	In Progress	90%	Well along in data gathering and close to putting forward budget estimations in March.	Customer Services Coordinator	31/03/2017



Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.3 The infrastructure priorities to support the development of our unique city are planned and appropriately funded and maintained

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards						
2.3.1.1 Investigate lighting levels at various locations to determine scope of works required to achieve compliance with current Australian Standards	None	Completed	100%	Results of the investigation were reported to the April Infrastructure, Works and Development Committee Meeting.	City Engineer	28/02/2017
2.3.1.2 Review span of hours for paid parking	None	In Progress	90%	Review commenced, well along in data gathering and will put forward recommendation soon.	Customer Services Coordinator	31/03/2017
2.3.1.2 Review and update Council's Pedestrian Network Strategy	None	Completed	100%	Revised Pedestrian Strategy was adopted by Council at the December meeting.	City Engineer	31/12/2016
2.3.1.3 Determine technology to be used within the multi-storey carpark	None	In Progress	90%	Working group created to discuss this action. Decision imminent	Customer Services Coordinator	31/03/2017
2.3.1.4 Consider future direction and provision of free parking days	None	In Progress	90%	This is being discussed along with budget considerations and span of hours	Customer Services Coordinator	31/03/2017
2.3.1.5 Consider pricing structure of the Multi-Storey Car Park	None	In Progress	90%	Data gathering progressing well in determining pros and cons of different pricing structures for the carpark, as well as the impact on the rest of the carparks.	Customer Services Coordinator	31/03/2017
2.3.1.6 Review existing pension permit scheme and associated processes	None	In Progress	64%	In the process of gathering ideas for other options and determining what other Council activities could be included	Customer Services Coordinator	30/06/2017
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards						
2.3.2.1 Review and update Council's	None	In Progress	50%	Review commenced in February.	City Engineer	30/06/2017



Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.3 The infrastructure priorities to support the development of our unique city are planned and appropriately funded and maintained

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards						
Stormwater Strategy						
2.3.2.2 Continue to develop hydraulic modelling for the stormwater network	None	In Progress	83%	Final report on Chinamans Creek catchment has been received. Final report on East Devonport catchments is expected to be received in May 2017. Modelling of remaining catchments will continue until 2019.	City Engineer	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program						
2.3.5.1 Continue to review and update Council's Asset Management Plans and develop a summary document to provide an overview of Council's asset management status	None	In Progress	85%	Asset Management Plan for road assets is being prepared for Council endorsement. Review of Asset Management Plans will continue in 2017/18.	Technical Support Supervisor	30/06/2017

Outcome: 2.4 Promote the development of the CBD in a manner which achieves the LIVING CITY Principles Plan

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.1 Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes						
2.4.1.1 Develop a business plan for the new conference facility including pricing structure and marketing strategies	None	In Progress	62%	Preliminary information is being sourced from external party with expertise in this field to assist with business plan development	Executive Manager - Corporate, Community & Business Services	30/06/2017
2.4.1.2 Undertake construction of LIVING CITY Stage 1 in accordance with funding model and agreed design parameters	None	In Progress	80%	Construction underway - on program and budget	Deputy General Manager - Infrastructure, Works and Development	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans						



Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.4 Promote the development of the CBD in a manner which achieves the LIVING CITY Principles Plan

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans						
2.4.2.1 Identify opportunities to attract Government funding to advance the LIVING CITY Waterfront Precinct	None	In Progress	20%	Concept design completed and community consultation undertaken. Further traffic modelling currently underway prior to seeking government funding.	Deputy General Manager - Infrastructure, Works and Development	30/06/2019
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans						
2.4.3.1 Develop concept plans and necessary demand studies and progress the selection of a suitable hotel developer for the LIVING CITY Waterfront Precinct	None	In Progress	85%	Concept designs developed and exhibited for public comment. Hotel site identified and EOI process for operator/developer currently in progress with closing date of 30 June 2017.	Deputy General Manager - Infrastructure, Works and Development	30/06/2017

ITEM 4.1



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.1 Devonport is the retail and service centre for North West Tasmania

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.1.1 Market and promote the City and its potential as a regional business hub						
3.1.1.1 Identify and attract new business opportunities to the southern end of the CBD	None	In Progress	85%	Taswater now operating from Southern CBD. New Council carpark opened in King Street to support southern businesses.	Deputy General Manager - Infrastructure, Works and Development	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.1.2 Manage strategic urban development initiatives that supports the importance of the CBD and reduces fragmentation						
3.1.2.1 Progress retail stages of the LIVING CITY Plan to a saleable package stage with permits, major leases and designs	None	In Progress	40%	Discussions continuing with major retailers	Deputy General Manager - Infrastructure, Works and Development	31/12/2017

Outcome: 3.2 Devonport's thriving visitor industry is developed around the water, natural beauty, location and agricultural advantages of the area

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government						
3.2.2.1 Continue to develop and strengthen Devonport as a tourism destination through marketing and advertising opportunities	None	In Progress	55%	Destination television commercial (TVC) for Devonport and surrounds is airing on WIN TV through a deal with the CCA. The Cradle Country Marketing Group met for an annual plan meeting and decided on a new direction for the tourism brochure. The concept for the new brochure will be an A4 magazine style tourism booklet focusing on the exceptional people, places, products and experiences in our region. The aim is to have the new brochure ready for distribution in November. Devonport Council is part of the Destination Action Plan, organised by the CCA. The second meeting will be held on Tuesday 9	Executive Manager - Corporate, Community & Business Services	30/06/2017



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.2 Devonport's thriving visitor industry is developed around the water, natural beauty, location and agricultural advantages of the area

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government						
				May.		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities						
3.2.3.1 The development of the Food Pavilion, providing opportunities for local producers to value add and for new restaurants to be established	None	In Progress	66%	Council has entered into a long term lease with Providore Place Pty Ltd to manage and operate the food pavilion, providing Council with a guaranteed rental return in line with earlier projections and market valuation. Construction of Pavilion on target for December 2017 opening.	Deputy General Manager - Infrastructure, Works and Development	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities						
3.2.6.1 Investigate alternative operational models to increase efficiencies and reduce net cost to Council	None	In Progress	80%	Explore opportunities for Visitor Services to be incorporated in the Living City footprint	Executive Manager - Corporate, Community & Business Services	30/06/2017

Outcome: 3.3 Access in to, out of, and around the City is well planned and managed

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.1 Improve the City's physical access and connectivity						
3.3.1.1 Investigate and develop improved traffic management for locations within the road network with known access and connectivity issues	None	Completed	100%	Report was presented to the April Infrastructure, Works and Development Committee Meeting detailing the outcomes of the investigation into traffic light phasing at the intersection of Steele and Forbes Streets.	City Engineer	30/04/2017
3.3.1.2 Investigate and develop improved pedestrian access for locations within the City with known access and connectivity	None	In Progress	60%	Investigations progressing. Proposed improvement to be reported to Council at the June Infrastructure, Works & Development	City Engineer	30/04/2017



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.3 Access in to, out of, and around the City is well planned and managed

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.1 Improve the City's physical access and connectivity						
issues				Committee Meeting.		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character						
3.3.2.1 Review Council's Signage Strategy	None	Completed	100%	Strategy has been reviewed and adopted by Council.	Infrastructure & Works Manager	30/06/2017

Outcome: 3.4 Modern communication technology is used to identify and deliver new opportunities

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development						
3.4.1.1 Continue to enhance utilisation and marketing features of public Wifi system	None	In Progress	80%	Roll-out of WiFi Stage Two has been completed in areas around the Mall, Fenton Way, North of Fombey Rd and ether end of Rooke Street. The Bluff roll-out is under way. Work completed at Devonport Oval and ready to install access points within the Bluff precinct.	Executive Manager - Corporate, Community & Business Services	30/06/2017
3.4.1.1 Continue to investigate opportunities for implementing IT solutions to assist with service delivery within the Infrastructure and Works Department	None	In Progress	80%	Opportunities being investigated.	Works Supervisor	30/06/2017
3.4.1.2 Complete Year 1 actions from the Digital Strategy	None	In Progress	80%	Public WiFi, NBN information sessions and e-Safety Workshop completed	Executive Manager - Corporate, Community & Business Services	30/06/2017



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.1 Sport and recreation facilities and programs are well planned with strong participation

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.1 Provide sport, recreation and leisure facilities and programs to meet the needs of the community						
4.1.1.1 Facilitate a health and well-being program for primary school children to increase participation in sport and leisure activities	None	Completed	100%	School Holiday Programs for the 2016-2017 financial year have been completed. Activities included Slip Stream Circus, day excursions and a variety sporting activities. The programs were held in all school holiday periods. Planning for 2017-2018 programs has commenced.	Sport & Recreation Development Coordinator	30/06/2017
Strategy: 4.1.2 Enhance and increase the utilisation of sport and recreation facilities						
4.1.2.1 Increase participation and utilisation of facilities through a program developed specifically for Devonport's ageing population	None	Completed	100%	Tai Chi and Yoga programs are ongoing and continue to prove very popular with senior members of the community. The programs are held at the Devonport Recreation Centre.	Sport & Recreation Development Coordinator	30/06/2017

Outcome: 4.2 A vibrant culture is created through the provision of cultural activities, events and facilities

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage						
4.2.1.1 Develop a Disaster Preparedness Plan for collection management at the Bass Strait Maritime Centre	None	Completed	100%	Five sessions held with Arts Tasmania Roving Curator. Draft Plan in place. Prevention and response component completed. Disaster Plan endorsed.	BSMC Coordinator	31/12/2016
4.2.1.2 Commence a transfer of Bass Strait Maritime Centre collection catalogue to an electronic database	None	Completed	100%	Past Perfect electronic database has been implemented and volunteers have commenced work on the catalogue.	BSMC Coordinator	30/06/2017
4.2.1.3 Plan, prepare and facilitate attendance by the Julie Burgess at the 2017 Australian Wooden Boat Festival	None	Completed	100%	All administrative and practical tasks to facilitate attendance completed. Julie Burgess completed voyage to and from the Australian Wooden Boat Festival and undertook	BSMC Coordinator	31/03/2017



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.2 A vibrant culture is created through the provision of cultural activities, events and facilities

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage						
				additional sailings at the Festival.		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.2 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						
4.2.2.1 Plan and facilitate a minimum of six outreach activities to increase awareness of the local history resources available at the Bass Strait Maritime Centre	None	In Progress	80%	Encore "Second Glance at Rooke" conducted walk held Saturday March 25. Three more outreach activities planned for remainder of financial year.	BSMC Coordinator	30/06/2017

Outcome: 4.4 Our community and visitors are safe and secure

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.4 Facilitate and support a collaborative approach to community safety						
4.4.4.1 Support the development of the Bike Safety Park at Pioneer Park, East Devonport	None	In Progress	90%	Bike Safety Park under construction. Completion due end May.	Executive Officer Community Services	30/06/2017

Outcome: 4.5 Education and learning is accessible and responsive to our needs

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community						
4.5.1.1 Imbed learning opportunities into events, initiatives and activities being delivered to the community	None	In Progress	83%	Building Brighter, Stronger Families delivered and evaluated. Huddle Demonstration Project currently being delivered. 2nd Festival of Learning in planning stage.	Community and Cultural Development Manager	30/06/2017

Outcome: 4.6 Integrated health and wellbeing services and facilities are accessible to all



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.6 Integrated health and wellbeing services and facilities are accessible to all

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.2 Provide quality public and environmental health services						
4.6.2.1 Administer a school and community based immunisation program and provide informed responses to public health and environmental issues	None	Completed	100%	Council no longer involved in a community immunisation program. School program dates for 2017 now confirmed.	Senior Environmental Health Officer	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.3 Development of partnerships between all levels of government, the private and not for profit sectors that deliver innovative solutions to complex needs and issues in conjunction with the community						
4.6.3.1 Investigate opportunities to value add to outcomes achieved through the Devonport Food Connection Project beyond Council's direct involvement	None	In Progress	83%	Supported UTAS grant application for the establishment of a regional food coalition and the development of sustainable regional food networks.	Community and Cultural Development Manager	30/06/2017

Outcome: 4.7 An active, connected, empowered community promotes and values diversity and equity

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity						
4.7.5.1 Deliver an initiative or event that celebrates and embraces diversity	None	Completed	100%	Delivered Harmony Day event in partnership with the East Devonport Child and Family Centre.	Community Development & Volunteer Coordinator	30/06/2017

Outcome: 4.8 Young people are recognised, valued and connected to the community, allowing them to reach their full potential

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.3 Assist in the development, promotion and celebration of youth						
4.8.3.1 Collaborate with young people to deliver an event which celebrates youth, identity, culture and community participation	None	Completed	100%	Working Group for Reclaim the Lane and National Youth Week Project Officer delivered event on 7 April 2017.	Education and Public Programs Officer	30/06/2017
4.8.3.2 Develop a Regional Youth Strategy in conjunction with Latrobe and	None	In Progress	40%	Strategy committee with key stakeholders established. Consultation commenced with	Executive Officer Community Services	30/11/2017



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.8 Young people are recognised, valued and connected to the community, allowing them to reach their full potential

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.3 Assist in the development, promotion and celebration of youth						
Kentish Councils				youth survey opened end April. Final strategy to be endorsed by December 2017.		



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.3 Council employs best practice governance

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances						
5.3.1.1 Review and update audit and compliance processes to ensure Council meets its legislative obligations and recommended governance practices	None	In Progress	80%	Liaising with the Local Government Risk and Governance Working Group to develop an internal Compliance Register Delegations continue to be updated on an as needs basis	Governance Coordinator	30/06/2017
Strategy: 5.3.4 Ensure effective administration and operation of Council's committees						
5.3.4.1 A review of Special Interest Groups and Section 24 Committees to be undertaken	None	Completed	100%	Review completed with report to Council at its April meeting for endorsement of membership	Governance Coordinator	30/06/2017

Outcome: 5.5 Council's services are financially sustainable

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.3 Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered						
5.5.3.1 Review the pricing structure in relation to the Waste Management Charge	None	In Progress	80%	Review is focussing on ensuring consistent level of service and charges across all properties. Recommendations are being considered as part of the 2017/18 budget process.	Executive Manager - Organisational Performance	30/06/2017

Outcome: 5.6 Risk management is a core organisational focus

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards						
5.6.1.1 Address the identified priority improvement areas in the Health and Safety Management System	None	In Progress	85%	Safety Management Plan has been updated so it reflects the requirement under AS4801 Standard conditions. Safety Committee Charter has also been reviewed to better align with Workplace Health and Safety Act &	Safety Officer	30/06/2017



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.6 Risk management is a core organisational focus

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards						
				Regulations - currently awaiting review by Management Team and approvals to proceed to auditing stage.		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.3 Integrate risk management principles into all business practices						
5.6.3.1 Assess and implement, where appropriate, recommendations from the Municipal Association of Victoria (MAV) Annual Risk Service Review	None	In Progress	83%	Contractor Management Action Plan developed and monitored through Risk, Audit & Compliance Committee. Review of current Contractor Management Process underway with discussions held with relevant Infrastructure staff.	Risk Management & Compliance Coordinator	30/06/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.5 Ensure compliance with all relevant legislative requirements, standards, policies and procedures						
5.6.5.1 Address areas of non-compliance within Codes of Practice	None	In Progress	85%	Code of Practice list updated to reflect endorsement by WorkSafe Australia. Reviewing Codes of Practice and updating Safe Operating Procedures is an ongoing project, with Codes being reviewed in order of priority. Some SOPs have been reviewed and changed accordingly to Code of Practice requirement	Safety Officer	30/06/2017

Outcome: 5.7 Skilled, engaged and motivated staff have a supportive environment

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery						
5.7.3.1 Negotiate a new Enterprise Agreement in accordance with legislation	None	In Progress	35%	Enterprise Agreement Negotiation Committee formed in accordance with the requirements of the Fair Work Act 2009. Initial meetings held with committee to provide background	HR Coordinator	30/06/2017



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.7 Skilled, engaged and motivated staff have a supportive environment

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery						
				information on Fair Work System; agreement making principles and actions; and key deliverable dates for the agreement making process. Management have considered employees log of claims and held numerous meetings to review and update relevant clauses and continue to negotiate a draft document. Once a final position is achieved, a draft document will be presented to staff for consideration prior to a vote held.		

Outcome: 5.8 Information management and communication enhances Council's operations and delivery of services

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations						
5.8.1.1 Implementation of Year 2 actions from the Information Management Strategy	None	In Progress	83%	The Records Office has progressed the ongoing targeted objectives for management of Council vital records.	Records Officer	30/06/2017

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements						
5.8.2.1 Finalise the Pay by Phone parking trial and consider future options	None	Completed	100%	Considered by Council at September's Governance & Finance Committee meeting. Trial successful.	Customer Services Coordinator	30/09/2016
5.8.2.1 Prepare for audit of Council's record keeping practices by the Tasmanian Archives and Heritage Office	None	Completed	100%	The Audit Report (Nov 2016) prepared by the Tasmanian Archives & Heritage Office has presented Council with an independent and bespoke assessment of records and information management practices throughout the organisation. The report delivers a baseline measure with key recommendations	Records Officer	31/12/2016



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.8 Information management and communication enhances Council's operations and delivery of services

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements						
				to enhance information practices.		
5.8.2.2 Improve services and functions available online for Council's customers	None	Not Started	0%	Action not yet commenced	Customer Services Coordinator	30/06/2017
5.8.2.2 Explore and introduce an automatic process of uploading information from handheld infringement devices to the main payment system	None	In Progress	90%	New technology currently being trialled by Parking & Information Officers.	Customer Services Coordinator	30/06/2017



4.2 ELECTED MEMBERS' EXPENDITURE REPORT - MARCH 2017-APRIL 2017

File: 22947 D471095

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 in response to a Council resolution (Min 49/12 refers) *"That Council be provided with a specific monthly report in relation to expenditure incurred, in excess of statutory allowances, for both the Mayor and 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 two month period March and April 2017 inclusive, is detailed below:

Mayor Steve Martin

\$ 55.98	Mobile telephone expenses
\$ 60.00	LGAT General meeting expenses
\$ 155.35	LGAT meeting accommodation expenses
\$ 31.65	Meal expenses

Alderman Rockliff

\$ 336.36	ALGWA Conference accommodation expenses
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Alderman Laycock

\$ 336.36	ALGWA Conference accommodation expenses
\$ 105.00	ALGWA Conference meal and parking expenses

Alderman Milne

\$ 336.36	ALGWA Conference accommodation expenses
\$ 40.00	ALGWA Conference meal expenses

Alderman Goodwin

\$ 79.18	LGAT Water and sewerage workshop expenses
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Aldermen

\$ 266.08	iPad expenses
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The attached table sets out the cumulative expenditure for the 2016/17 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 Total - Year to Date - April 2017

RECOMMENDATION

That it be recommended to Council that the report advising of Aldermen expenses be received and noted.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Governance Coordinator	Position:	General Manager

Aldermen Expenses

Cumulative figures Year to date - April 2017

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	I'Pads	Conference/ Professional Development Attendance	Travel, Accomm & Meal expenses	Meeting expenses	Mobile Phone	Other	Total
Mayor Martin	44,206		17,684	10,411	130	2,387	4,136	523	526	230	\$ 80,233
Ald Emmerton			17,684		270						\$ 17,954
Ald Goodwin			17,684		270		423	79			\$ 18,456
Ald Jarman			17,684		270		437				\$ 18,391
Ald Matthews			17,684		270	1,010	352				\$ 19,316
Ald Milne			17,684		270		992				\$ 3,129
Ald Laycock			17,684		270	515	886	109			\$ 19,464
Ald Perry			17,684		270						\$ 17,954
Deputy Mayor Rockliff		13,822	17,684		270	50	736				\$ 32,562
Other Non Attributable											\$ -
TOTAL - YEAR TO DATE	\$ 44,206	\$ 13,822	\$ 159,156	\$ 10,411	\$ 2,290	\$ 3,962	\$ 7,962	\$ 711	\$ 526	\$ 230	\$ 227,459
Budget	53,600	17,000	190,000	12,500	4,300	15,000	10,500	1,500	1,400	-	305,800
BALANCE UNSPENT	\$ 9,394	\$ 3,178	\$ 30,844	\$ 2,089	\$ 2,010	\$ 11,038	\$ 2,538	\$ 789	\$ 874	-\$ 230	\$ 78,341
% Spent Year to Date	82%	81%	84%	83%	53%	26%	76%	47%	38%		74%

Note: Council provides a motor vehicle for use by the Mayor - the cost of this vehicle is shown in the Mileage column.

4.3 COUNCIL COMMITTEES POLICY REVIEW

File: 31799 D471142

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

To review the updated Council Committees Policy.

BACKGROUND

At the Governance and Finance meeting held on 20 March 2017, it was determined to amalgamate the activities of the Governance and Finance and Community Services Committees and form a Governance, Finance and Community Services Section 23 Committee effective from 1 July 2017.

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

As a result of the amalgamated Section 23 committees, a review has been undertaken of the Council Committees Policy and it has been updated to reflect the new Committee

structure. The attached document shows the minor changes which have been made as a result of the revised structure.

COMMUNITY ENGAGEMENT

There has been no community engagement undertaken as a result of this report.

FINANCIAL IMPLICATIONS

There are no 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 has been reviewed in accordance with the decision of the Governance and Finance Committee made on 20 March 2017 and subsequently endorsed by Council.


ATTACHMENTS

- 1. [Council Committees Policy - revised May 2017](#)

RECOMMENDATION

That it be recommended to Council that it adopt the revised Council Committees Policy, effective 1 July 2017.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Governance Coordinator	Position:	General Manager

	COUNCIL COMMITTEES POLICY		POLICY DOCUMENT NUMBER (TRIM):												
			D325000												
POLICY TYPE (COUNCIL OR MANAGEMENT)	VERSION NUMBER	POLICY ADOPTED (DATE)	MINUTE NUMBER (IF COUNCIL POLICY)												
Council	32	14 April 2014 15 May 2017	198/15**												
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	AMENDMENTS TO POLICY (AND DATE OF REVIEW)	DATE OF NEXT REVIEW												
General Manager	General Manager	1 November 2014 15 May 2017	1 November 2018												
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"> Council operates its decision-making process around a formalised Committee structure. 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	<ol style="list-style-type: none"> The usual meeting schedule will be as follows: <table border="1" data-bbox="491 1182 1316 1435"> <thead> <tr> <th>Meeting Format</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Planning Authority Committee</td> <td>Monday's at 11:00 am 5.15 pm (when required).</td> </tr> <tr> <td>Infrastructure & Works Committee</td> <td>Bi-monthly – 2nd Monday</td> </tr> <tr> <td>Community Services Committee</td> <td>Bi-monthly – 3rd Monday</td> </tr> <tr> <td>Governance, & Finance and Community Services Committee</td> <td>Bi-monthly – 3rd Monday</td> </tr> <tr> <td>Workshops</td> <td>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> Committee functions A guide to the roles and functions of Section 23 Committees are outlined in Attachment 1. 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"> 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 			Meeting Format	Frequency	Planning Authority Committee	Monday's at 11:00 am 5.15 pm (when required).	Infrastructure & Works Committee	Bi-monthly – 2 nd Monday	Community Services Committee	Bi-monthly – 3rd 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	Monday's at 11:00 am 5.15 pm (when required).														
Infrastructure & Works Committee	Bi-monthly – 2 nd Monday														
Community Services Committee	Bi-monthly – 3rd Monday														
Governance, & Finance and Community Services Committee	Bi-monthly – 3 rd Monday														
Workshops	1 st Monday (additional workshop convened on an as needed basis)														

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	<p>the agenda, which would be determined by the Committee 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 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>4. Guidelines</p> <p>4.1. Council will use an effective Section 23 Committee system to conduct its business and will endeavour to avoid deferring decisions.</p> <p>4.2. A quorum for each committee is the simple majority of such numbers of Aldermen who are members of the Committee.</p> <p>4.3. The membership of the Committees shall be in accordance with this policy.</p> <p>4.4. Aldermen who are not members of a Committee are able to attend any Committee meeting with the right to speak in accordance with the <i>Local Government (Meeting Procedures) Regulations 2005/2015</i> and this Policy, but will not have voting rights.</p> <p>4.5. 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</p>
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	<p>of Aldermen selecting to be members of a particular Committee the matter will be determined by Council by formal vote.</p> <p>4.6. The appointment of the Committee Chairman will be the responsibility of Council. Where more than one Alderman nominates for the position, then a ballot of all Aldermen will be conducted.</p> <p>4.7. 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>4.8. A scheduled Committee meeting may be postponed/ rescheduled/cancelled by the General Manager following consultation with the Chairman of the Committee.</p> <p>5. Communication Members of the public Devonport City Council staff</p>
LEGISLATION AND RELATED DOCUMENTS	<ul style="list-style-type: none"> • The <i>Local Government Act 1993</i> at sections 22 and 23 • The <i>Local Government (Meeting Procedures) Regulations 200515</i> <p>All Section 23 Committee meetings will operate under the provisions of the <i>Local Government (Meeting Procedures) Regulations 200515</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>
ATTACHMENTS (IF APPLICABLE)	Appendix 1 - Council Committees

APPENDIX 1 – Council Committees

Planning Authority Committee (56 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

Community Services Committee (6 Aldermen)

- Community & Cultural Development
- Section 24 Special Committee Reporting
- Emergency Management & Community Safety

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APPENDIX 1 – Council Committees

- ~~Community Information & Engagement~~
 - ~~Social Inclusion~~
 - ~~Health and Wellbeing~~
 - ~~Arts, Culture & Events~~
 - ~~Tourism, Marketing and Visitor Services~~
 - ~~Natural Resource Management~~
-

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4.4 FINANCE REPORT FOR APRIL 2017

File: 26544 D471385

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

No statutory requirements relate directly to this report.

DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 30 April 2017.

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. The Report has been amended to include the Forecast Operating Position as at the date of the Report.

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 - Apr 2017
- [2.](#) Council Meeting - Attachment 2 - Capital Works - Apr 2017

RECOMMENDATION

That it be recommended to Council that the Finance Report for April 2017 be received and noted.

Author:	Rodney O'Rourke	Endorsed By:	Kym Peebles
Position:	Accountant	Position:	Executive Manager Organisational Performance



Devonport City Council

FINANCE REPORT

YTD for the month ended April 2017

Contents:	Page
Monthly Finance Report for Council.	
Financial Summary	1
Summarised Operating Report, including Financial Charts	2-3
Balance Sheet Report	4
Capital Expenditure Report (with Commitments)	5-7
Operating Report (Natural Account Level) - Whole of Council	8-11
Forecast Adjustments	12
Work in Progress Detailed Report	13-14
Service Unit Summary Report	15-19
Signed Management Reports by Department	

Note:

Signed Management Reports were not provided by the due date for the following Departments:

Nil

The operating result for April Year to Date is a surplus of \$976K which represents a 20.3% gain on budget. Given that Council incurred a market value adjustment of \$1.7M in July relating to the early payout of loans held with Tascorp, the YTD surplus demonstrates a significant turnaround in the overall operating results which largely offsets the impact of this market value adjustment. Gains have been reported in the following areas: employee benefits, materials/services, investment revenue and rates/services income. At this stage the forecast operating result for the financial year ending June 2017 is a surplus of \$614K.

Rates & Service Charges - \$366K Favourable

Rates and services charges are ahead of budget due to a significant number of both commercial and residential supplementary assessments processed late in 2015/16 therefore increasing rates income processed in the 1/7/2016 rate run. In addition, the gain includes approximately \$67K of unbudgeted rates income from previously exempt independent living units, the additional income has been partially offset by an 80% remission (refer 'Other Expenses' below). A forecast adjustment of \$365K has been made.

Fees and User Charges - \$58K Unfavourable

Fees and user charges are slightly behind budget largely due to unfavourable variations in infringements and fines \$93K, parking permits \$103K, parking meters \$35K, animal registrations \$15K and sale of goods \$6K. These unfavourable variations are partially offset by gains in development fees \$54K, facility hire \$34K, certificates income \$31K, admissions income \$22K and property lease/rental income \$13K. A forecast adjustment of \$130K has been made.

Grants - Operating - \$2K Unfavourable

The variation is relatively minor and predominantly relates to a reduction in the annual level of heavy vehicle motor tax grant income received in corporate revenue.

Contributions - Operating - \$6K Favourable

The favourable variation predominantly relates to developer contributions.

Dividend Income - \$397K Favourable

The favourable variation relates largely to amounts received from Dulverton Waste Management in the form of increased tax equivalence income under the National Tax Equivalence Regime (NTER) including a 'top up' NTER instalment relating to 2015/16 of \$112K. In addition a Taswater NTER 'top up' relating to 2015/16 of \$60K was received in December. A forecast adjustment of \$400K has been made.

Profit sharing - \$19K Unfavourable

The unfavourable variation relates to a 50% profit sharing arrangement with Belgravia Leisure and is based on the 2015/16 trading period of Splash Aquatic and Leisure Centre. A \$19K forecast adjustment has been made.

Interest Income - \$200K Favourable

The favourable variation relates to interest income as a result of a higher than expected investment balance at the beginning of the financial year and improved interest rates through the use of short term deposits. A \$200K forecast adjustment has been made.

Other Revenue - \$138K Favourable

The majority of the favourable variation relates to the recovery of outstanding parking fines \$65K, workers compensation insurance and other insurance claims \$28K, private works income \$19K, and additional fuel tax rebate (including an adjustment relating to prior years) of \$19K. At this stage a \$139K forecast adjustment has been made.

Employee Benefits - \$895K Favourable

Expenditure on employee benefits is well below budget, the favourable variation consists of: direct employee costs \$540K, employee related costs (training, w/comp & payroll tax) \$181K, leave entitlements \$128K, and superannuation \$46K. The variation can be attributed in part to unfilled vacancies as the budget for employee costs was based on 148.5 FTE's whereas the actual YTD figure for April totalled 144.64 FTE's. Direct employee costs were also impacted by a seasonal factor from December to February whereby above average amounts of leave were taken (and costed to the leave provision account) resulting in savings in ordinary hours. A forecast adjustment of \$846K has been made.

Materials and Services - \$780K Favourable

Expenditure on materials is currently less than budget particularly in the areas of: consultants \$324K, general expenses \$135K, marketing and printing \$101K, contractors \$89K and utilities \$40K. Although a sizable YTD variation is currently reported the expectation is that contractor expenditure in infrastructure will increase significantly over the May/June period. A forecast adjustment of \$95K gain has been made.

Depreciation - \$84K Unfavourable

Depreciation is currently above budget with the majority of the unfavourable variation in the areas of: Economic Development (relating to the accelerated depreciation of the temporary office fitout costs), Urban Roads, Stormwater, and the Aquatic Centre. A forecast adjustment of \$115K has been made.

Financial Costs - \$1.49M Unfavourable

The variance relates predominantly to an interest rate market adjustment paid to the Tasmanian Public Finance Corporation (Tascorp) on the early payout of existing Tascorp loans. The loans were refinanced through ANZ with competitive interest rates expected to result in future interest savings. A forecast adjustment of \$1.46M has been made.

Levies & Taxes - \$62K Unfavourable

The unfavourable variation relates to Council rates and land tax. Council rates charged to the aquatic centre exceed budget, the increase in rates charges is directly related to a supplementary revaluation reflecting the capital upgrade of the facility. A \$59K forecast adjustment has been made.

Other Expenses - \$2K Unfavourable

The variation in other expenses is predominantly due to bad debts expenses (related to animal infringements) and an unbudgeted 80% general rate remission provided for independent living units. These unfavourable variations are partially offset by gains in election expenses.

Internal Charges and Recoveries - \$91K Unfavourable

Internal charges and recoveries are behind budget as a result of fewer labour hours being capitalised than planned. Net recoveries from Operations are behind budget by \$65K, Infrastructure is behind budget by \$32K and plant is ahead of budget by \$6K. According to the Works system, to the end of April 2017, a total of 8,851 labour hours have been capitalised compared to a budget of 11,018 hours.

Balance Sheet

The balance of Capital Work in Progress at the end of April is \$23.62M, of which \$18.4M relates to prior years projects not yet capitalised, including \$15.67M in relation to the LIVING CITY Project. To date, \$3.99M has been capitalised of which \$3.65M relates to prior year capital projects.

SUMMARISED OPERATING REPORT							YTD to April 2017	
	YTD		YTD Variance		Full Budget	Forecast		
	Budget	Actual	\$	%	2017	2017		
INCOME								
Rates and Service Charges	26,941,975	27,307,783	365,808	1.4%	26,970,475	27,335,475		
Fees and User Charges	5,258,414	5,200,736	(57,678)	-1.1%	6,337,100	6,206,698		
Grants - Operating	1,634,667	1,632,593	(2,074)	-0.1%	2,127,000	2,127,000		
Contributions - Operating	81,437	87,117	5,680	7.0%	81,790	83,165		
Dividend Income	1,192,000	1,589,048	397,048	33.3%	2,007,000	2,407,000		
Profit Sharing	30,000	11,002	(18,998)	-63.3%	30,000	11,000		
Interest Income	208,333	408,413	200,080	96.0%	250,000	450,000		
Other Revenue	850,654	988,870	138,216	16.2%	1,058,832	1,198,055		
TOTAL INCOME	36,197,479	37,225,562	1,028,083	2.8%	38,862,197	39,818,393		
EXPENSES								
Employee Benefits	10,202,442	9,307,269	895,173	8.8%	12,125,543	11,279,543		
Materials and Services	10,434,280	9,653,988	780,292	7.5%	13,019,129	13,114,128		
Depreciation	6,925,667	7,009,603	(83,936)	-1.2%	8,310,800	8,425,800		
Financial Costs	829,721	2,318,977	(1,489,256)	-179.5%	1,077,441	2,535,441		
Levies & Taxes	2,603,419	2,665,305	(61,886)	-2.4%	3,237,643	3,296,643		
Other Expenses	872,045	873,888	(1,843)	-0.2%	1,068,170	1,122,170		
Internal Charges and Recoveries	(474,298)	(383,251)	(91,047)	19.2%	(569,157)	(569,156)		
TOTAL EXPENSES	31,393,275	31,445,778	(52,504)	-0.2%	38,269,569	39,204,569		
NET OPERATING SURPLUS / (DEFICIT)	4,804,205	5,779,784	975,579	20.3%	592,628	613,824		
CAPITAL ITEMS								
Grants - Capital	2,602,355	2,525,531	(76,824)	-3.0%	4,928,434			
Contributions - Capital	12,000,000	2,143,169	(9,856,831)	-82.1%	14,200,000			
Gain / Loss on Disposal of Assets	25,000	(1,662,484)	(1,687,484)	-6749.9%	(699,000)			
Change in Value of Investment in DRWMA	-	-	-	0.0%	105,000			
TOTAL CAPITAL ITEMS	14,627,355	3,006,216	(11,621,139)	-79.4%	18,534,434			
NET SURPLUS / (DEFICIT)	19,431,560	8,786,000	(10,645,560)	-54.8%	19,127,062			
Own Source Revenue:	95.3%	95.4%			94.3%			

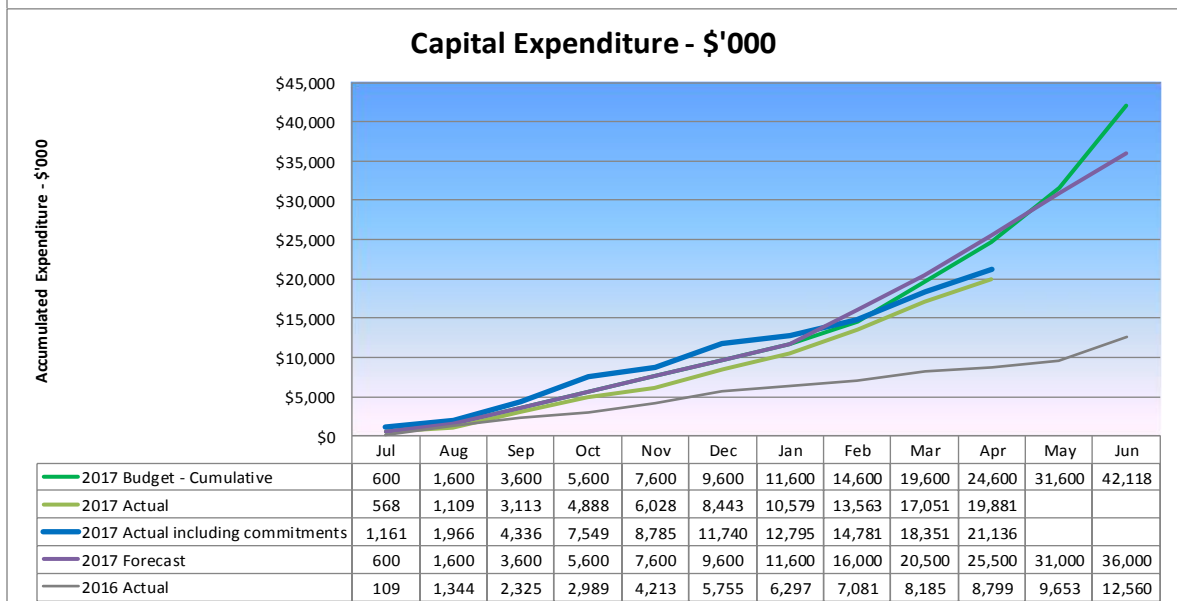
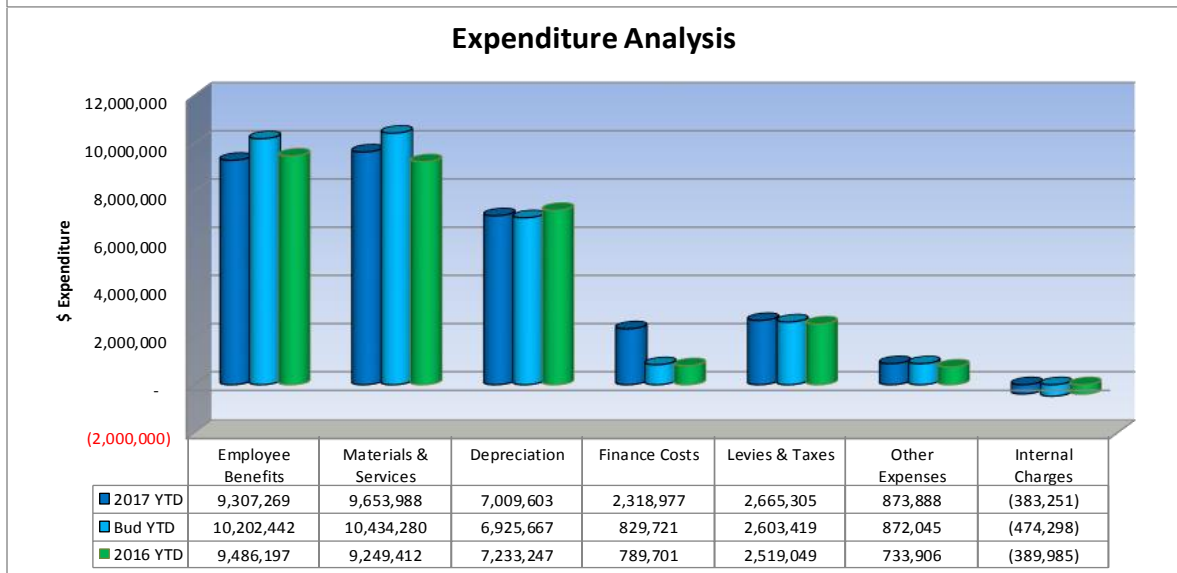
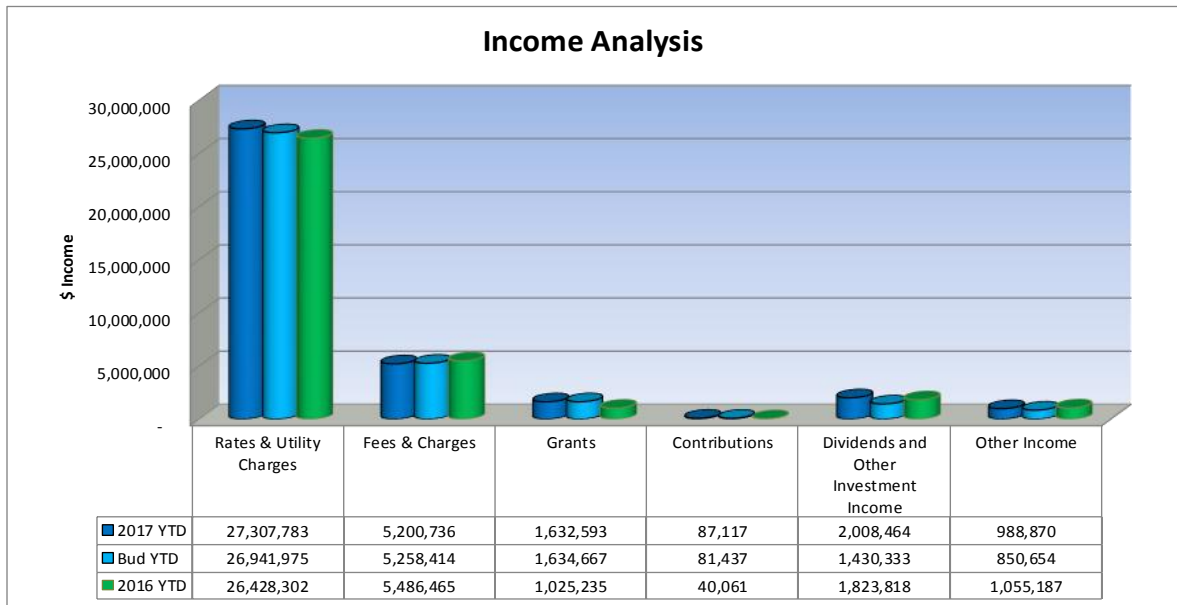
FINANCIAL SUMMARY					YTD to April 2017	
Operating Summary		YTD		Annual	Current	
		Budget	Actual	Budget	Forecast	
Revenue		36,197,479	37,225,562	38,862,197	39,818,393	
Expenditure		31,393,275	31,445,778	38,269,569	39,204,569	
Operating Position		4,804,205	5,779,784	592,628	613,824	
Capital Expenditure Summary		Annual	Actual	Annual		
		Budget		Forecast		
Capital Expenditure		42,118,175	19,880,963	36,000,254		
Cash Information				April 2017	June 2016	
Operating Account (Reconciled balance)				10,919,762	3,240,687	
Interest-Earning Deposits				12,465,292	13,546,681	
				23,385,054	16,787,368	
Debtor Information		April 2017	June 2016	Rates Debtors	April 2017	% of Annual
				Ageing		Rates
Rates Debtors	2,899,854	(3,095)		2016/2017 - Current	2,724,677	10.0%
Infringement Debtors	21,957	113,998		2015/2016 - 1 Year	79,552	
Sundry Debtors	212,072	359,988		2014/2015 - 2 Years	31,838	
Planning & Health Debtors	4,378	9,696		2013/2012 - 3 Years	12,258	
	3,138,260	480,587		2012/2013 - Older	51,528	
					2,899,854	
Cash Investment Information				Actual Rate	April 2017	
ANZ Cash Deposits - At Call				2.00%	12,442,781	
ANZ Loan Repay. A/c - (existing loans) - At Call				1.50%	21,506	
CBA Cash Deposits - At Call				1.00%	1,006	
					12,465,292	

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

Benchmarks: BBSW90 Day Index 1.785%
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.



BALANCE SHEET REPORT

As at April 2017

	30 Apr 2017	30 Jun 2016
Current Assets		
Cash at Bank and On Hand	10,919,762	3,240,687
Trust Deposits	169,672	187,524
Cash Investments	12,465,292	13,546,681
Receivables - Rates and Utility Charges	2,899,854	(3,095)
Receivables - Infringements	21,957	113,998
Receivables - Sundry	212,072	359,988
Receivables - Planning & Health	4,378	9,696
Accrued Revenue	51,221	991,162
Prepayments	71,834	75,834
Net GST Receivable	327,883	238,912
	27,143,924	18,761,387
Non Current Assets		
Loans Receivable - Non-Current	35,000	-
Dulverton Regional Waste Management Authority TasWater	4,739,203	4,739,203
	85,664,333	85,664,333
Property, Plant & Equipment	667,568,873	665,671,066
Accumulated Depreciation - PP&E	(258,476,866)	(254,027,708)
Capital Work in Progress	26,336,196	10,395,235
	525,866,739	512,442,128
Total Assets	553,010,663	531,203,515
Current Liabilities		
Trade Creditors	3,450,605	420,707
Accrued Expenses	339,509	2,575,619
Trust Liability	171,370	182,754
Income In Advance	13,059,350	-
Loans - Current	732,000	892,023
Annual Leave	842,417	1,023,424
Long Service Leave - Current	1,108,188	1,123,133
	19,703,439	6,217,660
Non Current Liabilities		
Loans - Non-Current	19,130,000	19,615,333
Long Service Leave - Non-Current	454,889	454,889
	19,584,889	20,070,222
Total Liabilities	39,288,328	26,287,882
Net Assets	513,722,336	504,915,633
Equity		
Asset Revaluation Reserve	297,322,422	297,301,720
Asset Revaluation Reserve - Associates	1,467,918	1,467,918
Other Reserves	9,267,428	9,267,428
Accumulated Surplus	196,878,567	194,276,437
Operating Surplus / (Deficit)	5,779,784	1,763,615
Capital Surplus / (Deficit)	3,006,216	838,515
Total Equity	513,722,336	504,915,633
Current Ratio:	1.38	3.02

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

Devonport City Council
Capital Works Income & Expenditure Report for April 2017

	Funding 2016/17				Expenditure 2016/17				Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Forecast \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Summary													
Open Space & Recreation	414,000	343,995	787,405	58,410	497,530	139,181	82,449	221,630	565,775				
Facilities	2,224,000	122,418	2,346,418	-	486,507	322,607	107,541	430,148	1,916,270				
Stormwater	742,000	55,273	797,273	-	611,660	395,140	131,560	526,700	270,573				
Transport	5,517,000	607,722	6,124,722	1,759,434	5,547,115	4,089,782	534,185	4,623,967	1,500,755				
Living City	30,000,000	704,915	30,704,915	15,500,000	27,500,000	14,397,548	3,440	14,400,988	16,303,927				
Plant & Fleet	809,300	189,499	998,799	-	998,799	401,495	364,238	765,734	233,065				
Other Equipment	152,000	206,643	358,643	-	358,643	135,209	32,110	167,319	191,324				
Total Capital Works	39,858,300	2,230,465	42,118,175	17,317,844	36,000,254	19,880,963	1,255,523	21,136,486	20,981,689				
Open Space & Recreation													
CP0099 Mersey Vale - MBS stage 1		100,907	100,907		100,907	(11,110)	8,615	(2,495)	103,402	CF	completed	-2.5%	Cost of lid lifter reallocated to plant & equipment
CP0106 Mersey Vale - Memorial Garden		38,584	38,584		38,584	16,251	9,752	26,003	12,581	CF	completed	67.4%	awaiting final invoicing
CP0111 Pioneer Park - New Toilets & Parenting Facilities		18,762	18,762		10,266	10,266	-	10,266	8,496	CF	completed	54.7%	
CP0116 Devonport Oval Practice Wicket Upgrade		19,200	19,200			-	-	-	19,200	CF	completed	0.0%	Financial contribution only paid through financial assistance grant
CP0120 Sister Cities - 20 year Anniversary , Cherry Blossom		5,000	5,000		5,896	5,896	-	5,896	(896)	CF	completed	117.9%	
CP0121 Julie Burgess - interpretive and information signage		10,000	10,000						10,000	CF	completed	0.0%	Paid in previous year
CP0124 Mariners Park - Seawall mowing strip	30,000		30,000		30,000	5,143	-	5,143	24,857	Apr 2017	May 2017	17.1%	Construction progressing
CP0125 Victoria Parade boat ramp shared path alterations	90,000	35,000	125,000		5,247	5,247	-	5,247	119,753	Mar 2017	Oct 2017	4.2%	Project to be carried forwarded as per Council res 68/17
CP0126 Victoria Parade shared path rail crossing	15,000		15,000		1,378	1,378	-	1,378	13,622	Mar 2017	Oct 2017	9.2%	Project to be carried forwarded as per Council res 68/18
CP0127 Bluff Road - Fitness equipment renewal	70,000		70,000		65,260	61,760	3,500	65,260	4,740	Jan 2017	completed	93.2%	
CP0128 Signage Strategy Actions	30,000	36,542	66,542		66,542	-	-	-	66,542	Feb 2017	June 2017	0.0%	RFQ progressing
CP0129 Don River Rail Trail - Don to Tugrah gravel track	86,000		115,410	29,410	358	358	-	358	115,052	TBA	TBA	0.3%	Land acquisitions progressing, project is expected to be carried forward
CP0130 Home Hill - Facility signage	5,000		5,000		5,000	-	-	-	5,000	May 2017	May 2017	0.0%	Design progressing
CP0131 Path lighting - Victoria Parade, 250m from Cenotaph north	52,000		52,000		52,000	295	25,092	25,387	26,613	May 2017	May 2017	48.8%	Contractor engaged, construction pending
CP0132 Pioneer Park - road safety bike park	29,000	80,000	109,000	29,000	109,000	36,604	35,490	72,094	36,906	CF	May 2017	66.1%	Construction progressing
CP0133 Mersey Vale Cemetery - Niche wall fence	7,000		7,000		7,092	7,092	-	7,092	(92)	completed	completed	101.3%	
Total Open Space & Recreation	414,000	343,995	787,405	58,410	497,530	139,181	82,449	221,630	565,775			28.1%	
Facilities													
CB0059 Public Art		23,418	23,418		23,418	-	-	-	23,418	CF	TBA	0.0%	
CB0069 Mersey Vale Cemetery - Depot Shed & Staff Amenities Improvements		84,000	84,000		81,599	81,599	-	81,599	2,401	CF	completed	97.1%	
CB0072 Fourways Car Park Toilet & Parenting Facilities Upgrade		15,000	15,000		7,197	7,197	-	7,197	7,803	CF	completed	48.0%	
CB0074 Aquatic Centre Pool Heating System	45,000		45,000		44,488	44,488	-	44,488	512	completed	completed	98.9%	
CB0075 DECC - Accessible seating	20,000		20,000		-	-	-	-	20,000	Apr 2017	Dec 2017	0.0%	Project to be carried forward as part of Art Gallery relocation project
CB0076 Aquatic Centre - Rainwater Tanks	14,000		14,000		6,200	6,200	-	6,200	7,800	Oct 2016	completed	44.3%	
CB0077 Aquatic Centre - HV AC works	90,000		90,000		70,000	5,080	49,428	54,508	35,492	Feb 2017	June 2017	60.6%	Construction progressing
CB0078 Works Depot - Vehicle wash bay	100,000		100,000		500	276	-	276	99,724	TBA	TBA	0.3%	Design progressing, Construction to be carried forward.
CB0079 Waste Transfer Station - Push pit roof	150,000		150,000		30,000	3,849	17,659	21,508	128,492	May 2017	June 2017	14.3%	Contractor engaged for fence as per Council res 26/17
CB0080 Art Gallery and DECC Integration	1,800,000		1,800,000		220,000	170,812	40,454	211,266	1,588,734	Apr 2017	Dec 2017	11.7%	Design progressing, construction to be carried forward
CB0081 BSMC - Facility signage	5,000		5,000		3,105	3,105	-	3,105	1,895	Dec 2016	completed	62.1%	
Total Facilities	2,224,000	122,418	2,346,418	-	486,507	322,607	107,541	430,148	1,916,270			18.3%	

ITEM 4.4

	Funding 2016/17				Expenditure 2016/17				Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Forecast \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Transport													
CT0138		27,238	27,238		23,500	23,125	-	23,125	4,113	CF	completed	84.9%	
CT0151		30,902	30,902		15,000	17,801	-	17,801	13,101	CF	completed	57.6%	
CT0152		89,820	89,820		86,000	80,503	-	80,503	9,317	CF	completed	89.6%	
CT0156		22,066	22,066		15,000	14,847	-	14,847	7,219	CF	completed	67.3%	
CT0159		193,225	193,225		193,000	191,959	-	191,959	1,266	CF	completed	99.3%	
CT0160		131,661	131,661		144,000	149,550	12,000	161,550	(29,889)	CF	completed	122.7%	Additional pavement work, service relocations and flood damage
CT0164	550,000		550,000		550,000	399,316	12,318	411,634	138,366	Nov 2016	May 2017	74.8%	Awaiting commissioning of new traffic lights
CT0165	500,000	88,000	588,000	462,434	576,000	570,479	8,280	578,759	9,241	Nov 2016	May 2017	98.4%	Budget increased by \$88,000 DSG grant for signals - awaiting commissioning of new pedestrian lights
CT0166	800,000		800,000		886,000	886,869	-	886,869	(86,869)	Nov 2016	completed	110.9%	Increased project budget approved IMC 32/16
CT0167	700,000		700,000		650,000	541,639	74,416	616,055	83,945	Oct 2016	June 2017	88.0%	Sealing of Steele street to be completed once the Rooke Street intersection project is completed
CT0168	25,000		25,000		18,000	18,224	-	18,224	6,776	Sept 2016	completed	72.9%	
CT0169	275,000		275,000	70,000	12,911	12,911	-	12,911	262,089	TBA	TBA	4.7%	Project on hold awaiting investigation of traffic options on Formby Road
CT0170	60,000		60,000		61,301	60,881	420	61,301	(1,301)	completed	completed	102.2%	
CT0171	55,000		55,000		43,570	43,570	-	43,570	11,430	completed	completed	79.2%	
CT0172	50,000		50,000		53,669	53,669	-	53,669	(3,669)	Oct 2016	completed	107.3%	
CT0173	200,000		200,000	200,000	200,000	77,719	3,398	81,117	118,883	Jan 2017	May 2017	40.6%	Construction progressing
CT0174	95,000		95,000	95,000	95,000	73,276	-	73,276	21,724	Jan 2017	completed	77.1%	
CT0175	15,000		15,000			2,121	-	2,121	12,879	Mar 2017	Oct 2017	14.1%	Project to be carried forward as per Council res 68/17
CT0176	125,000		125,000	95,000	125,000	11,681	-	11,681	113,319	Mar 2017	June 2017	9.3%	Construction pending
CT0177	262,000		262,000		262,000	7,556	-	7,556	254,444	Mar 2017	May 2017	2.9%	Construction progressing
CT0178	75,000		75,000	75,000	10,550	10,550	-	10,550	64,450	Mar 2017	Nov 2017	14.1%	Design progressing, construction to be carried forward based on contractor availability
CT0179	25,000		25,000		25,000	792	-	792	24,208	Jan 2017	May 2017	3.2%	RFQ have been requested
CT0180	20,000		20,000		20,000	13,812	-	13,812	6,188	Nov 2016	TBA	69.1%	2 locations complete, 1 pending
CT0181	25,000		25,000		9,049	9,049	-	9,049	15,951	TBA	completed	36.2%	
CT0182	25,000	24,810	49,810		49,810	743	-	743	49,067	Feb 2017	May 2017	1.5%	
CT0183	350,000		350,000		350,000	18,514	302,616	321,130	28,870	Feb 2017	May 2017	91.8%	Construction progressing
CT0184	80,000		80,000		83,500	7,067	68,009	75,076	4,924	Jan 2017	May 2017	93.8%	Construction progressing
CT0185	125,000		125,000	125,000	107,406	107,406	-	107,406	17,594	Jan 2017	completed	85.9%	Construction nearing completion
CT0186	225,000		225,000	200,000	234,000	107,951	2,934	110,885	114,115	Nov 2016	May 2017	49.3%	Construction progressing
CT0187	165,000		165,000	165,000	13,422	13,422	-	13,422	151,578	Feb 2017	June 2017	8.1%	Design has been finalised, construction to be carried forward
CT0188	50,000		50,000		56,869	56,869	-	56,869	(6,869)	Jan 2017	completed	113.7%	
CT0189	450,000		450,000		25,000	17,657	2,100	19,757	430,243	Apr 2017	Jun 2017	4.4%	Budget reduced to \$300,000 (res 189/16), construction to be carried forward
CT0190	190,000		190,000		204,000	139,693	47,694	187,388	2,612	Dec 2016	completed	98.6%	
CT0193			-	272,000	348,558	348,558	-	348,558	(348,558)	Nov 2016	completed		Council (res 189/16)
Total Transport	5,517,000	607,722	6,124,722	1,759,434	5,547,115	4,089,782	534,185	4,623,967	1,500,755			75.5%	

	Funding 2016/17				Expenditure 2016/17				Balance	Performance Measures				
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Forecast \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments	
Stormwater														
CS0042	William SW Catchment Upgrade - Stage 5	25,607	25,607		20,044	20,044	-	20,044	5,563	CF	completed	78.3%		
CS0045	Melrose Road - new culvert near No.772	29,666	29,666		42,259	42,259	-	42,259	(12,593)	CF	completed	142.5%	scope of work increased to eliminate drainage issue - extra costs to be offset from savings on other projects	
CS0050	Minor Stormwater Works 2016-17	30,000		30,000	30,893	30,893	-	30,893	(893)	Aug-16	completed	103.0%		
CS0051	William SW Catchment Upgrade - Stage 6	275,000		275,000	255,000	181,594	52,417	234,011	40,989	Feb-17	May-17	85.1%	Construction progressing	
CS0052	Stormwater outfall risk management -Mersey Bluff	30,000		30,000	23,097	23,097	-	23,097	6,903	Nov-16	completed	77.0%		
CS0053	Tugrah Road Duplication of pipe crossing	45,000		45,000	46,053	8,787	37,611	46,397	(1,397)	TBA	TBA	103.1%	Construction on hold awaiting Tasnetworks	
CS0054	Elanora car park - drainage improvements	12,000		12,000	12,000	2,145	-	2,145	9,855	May-17	Jun-17	17.9%		
CS0055	Squibbs Road drainage improvements	90,000		90,000	22,000	16,350	4,180	20,530	69,470	TBA	TBA	22.8%	Design on hold - pending outcome of identified threatened species. Construction to be carried forward awaiting Federal Government approval to relocate threatened species.	
CS0056	Tugrah Road Robertson Close Stormwater	50,000		50,000	40,000	4,668	34,139	38,807	11,193	May-17	Jun-17	77.6%	Construction progressing	
CS0057	Waste Transfer Station - litter capture	30,000		30,000	30,000	2,129	-	2,129	27,871	May-17	May-17	7.1%	Construction pending	
CS0058	Pit replacements	50,000		50,000	30,314	30,314	240	30,554	19,446	Nov-16	completed	61.1%		
CS0059	49 Sorell st stormwater renewal	75,000		75,000	5,000	4,856	-	4,856	70,144	TBA	TBA	6.5%	Design completed. Project to be carried forward awaiting building assessments and contractor	
CS0060	Sorell Laneway drainage	55,000		55,000	55,000	28,006	2,973	30,978	24,022	Mar-17	completed	56.3%	awaiting final invoicing	
Total Stormwater		742,000	55,273	797,273	-	611,660	395,140	131,560	526,700			66.1%		
Plant & Fleet														
CF0017	Hire Plant Replacement Plan (including disposal proceeds)	603,800		603,800	603,800	223,332	331,026	554,358	49,442	NA	NA	91.8%	List of identified items to be progressively purchased	
CF0018	Minor Plant Replacement Plan (including disposal proceeds)	32,000	48,316	80,316	80,316	22,818	-	22,818	57,498	NA	NA	28.4%	List of identified items to be progressively purchased	
CF0016	Fleet Replacement Plan (including disposal proceeds)	173,500	141,183	314,683	314,683	155,346	33,212	188,558	126,125	NA	NA	59.9%	List of identified items to be progressively purchased	
Total Plant & Fleet		809,300	189,499	998,799	-	998,799	401,495	364,238	765,734			76.7%		
Other Equipment														
CE0007	Office Equipment (including Tidal art acquisition \$10K)	88,000	61,498	149,498	139,498	72,208	16,055	88,263	61,235	NA	NA	59.0%	List of identified items to be progressively purchased	
CC0007	Information Technology - Renewal & Upgrades	64,000	145,145	209,145	219,145	63,001	16,055	79,056	130,089	NA	NA	37.8%	Ongoing program of IT infrastructure upgrades	
Total Other Equipment		152,000	206,643	358,643	-	358,643	135,209	32,110	167,319			46.7%		
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY		9,858,300	1,525,550	11,413,260	1,817,844	8,500,254	5,483,414	1,252,084	6,735,498			59.0%		
Living City														
CB0068	Living City - Strategic Initiatives	30,000,000	704,915	30,704,915	15,500,000	27,500,000	14,397,548	3,440	14,400,988	16,303,927	July 2016	June 2017	46.9%	Project to continue through duration of the year
Total Living City		30,000,000	704,915	30,704,915	15,500,000	27,500,000	14,397,548	3,440	14,400,988			46.9%		
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY		39,858,300	2,230,465	42,118,175	17,317,844	36,000,254	19,880,963	1,255,523	21,136,486			50.2%		

4.5 GOVERNANCE & FINANCE REPORT

File: 29468 D470523

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 in the following areas of Council:

- Governance;
- Organisational Performance; and
- Corporate and Business Services.

BACKGROUND

This report is provided to the Governance and Finance Committee every two months and aims to update the Aldermen and community on matters of interest. The functional areas of Council covered by this report include:

- Governance
- Financial Reporting
- Strategic and Operational Plans
- Corporate Communication
- Human Resources
- Partnerships
- Information Technology
- Budget Management
- Car Parking
- Property Management
- Legal Issues
- Customer Service
- Financial Strategy and Management
 - Revenue and Rating
 - Grants
 - Loan Borrowings
 - Compliance
 - 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. GOVERNANCE AND LEGAL

1.1. Common Seal Register

The following documents have been signed under Council's seal for the period March/April 2017:

REG/280	Lease Agreement - DCC and Meercroft Park Development Committee	1/03/2017
REG/281	Deed of Loan - DCC and Meercroft Park Development Committee	1/03/2017
REG/282	(Deleted due to duplication)	
REG/283	Plan of Survey - 168681-1, 166308-27 - PA2016.0015	10/03/2017

Report to Governance and Finance Committee meeting on 15 May 2017

REG/284	MOU for the development of Community Housing on land to be acquired from the DCC	10/03/2007
REG/285	Lease Agreement - DCC and Mersey Valley Devonport Cycling Club	17/03/2017
REG/286	Adhesion Order - Volume 236388 Folio 1 and Volume 57117 Folio 8	20/03/2017
REG/287	Licence Agreement - DCC and Premium Fresh - Forthside Road	23/03/2017
REG/288	Grant Deed - Arts Tasmania's Cultural Heritage Program	28/03/2017
REG/289	Plan of Survey - PA2016.0146 - Boundary Adjustment	28/03/2017
REG/290	Part 5 Agreement - Schedule of Easements - PA2015.0063 - 169399-200	29/03/2017
REG/291	Plan of Survey - PA2015.0063 - 169399-200	29/03/2017
REG/292	Agreement for Use - DCC and Merseylink (pontoon)	5/04/2017
REG/293	Schedule of Easements and Sealed Plan - SA2012.0012	19/04/2017
REG/294	Agreement for Sub-Lease - DCC and Tiger Resorts Pty Ltd	26/04/2017

1.2. Property Management

Council's property managers, Collins Real Estate continue to provide monthly updates on all properties with no major issues throughout the reporting period.

1.3. Local Government Association of Tasmania – Call for motions

At Council's Governance and Finance meeting held on 20 March 2017, it was determined that Council submit two motions for LGAT's General meeting to be held in July 2017 in Hobart; issues associated around abandoned vehicles and school immunisation programs.

After investigation of the Acts and Regulations which relate to abandoned vehicles, it was determined that Council does have some recourse to pursue the recovery of costs for disposal of abandoned vehicles.

The *Vehicle and Traffic (Driver Licensing and Vehicle Registration) Regulations 2010* provides a penalty for a person who disposes of a vehicle but they do not lodge the necessary transfer documentation (Section 69(3)). Obviously, this is not often enforced but it is covered in the Regulations if Council wish to pursue it.

Secondly, the *Local Government (Highways) Act 1982* provides that the last registered owner is responsible for all costs regarding disposal of abandoned vehicles.

If Council were to pursue a last known registered owner for costs, which was unable to be recovered through the legal system, then Council may consider further discussions with the State Government as to how this is enforced. However, whilst there is capacity under both the legislation and regulations for penalty units and recourse for seeking compensation for Council's costs, it is not believed that a motion would be worthwhile.

Council officers will update its procedures relating to abandoned vehicles accordingly and look to recover costs where applicable.

1.4. Aldermen's Attendance

Aldermen's attendance for the year to date is detailed as follows:

No. of Meetings Attendance	Council	Planning Authority		Community Services		Governance & Finance		Infrastructure & Works		Workshops
	11	8		5		4		5		15
		Member	Non Member	Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Ald S L Martin	11	8	0	5	0	3	0	0	5	13
Ald D C Emmerton	11	5	0	0	2	2	0	5	0	12
Ald G F Goodwin	10	5	0	5	0	3	0	4	0	13
Ald A J Jarman	10	0	3	5	0	0	4	4	0	12
Ald L M Laycock	8	0	3	4	0	0	3	4	0	13
Ald J F Matthews	10	6	0	0	5	0	2	4	0	12
Ald T M Milne	9	0	3	5	0	4	0	0	5	12
Ald L M Perry	11	6	0	0	3	4	0	4	0	14
Ald A L Rockliff	11	0	3	5	0	4	0	0	4	14

2. ORGANISATIONAL PERFORMANCE

2.1 Budget Process

Council has conducted two workshops relating to the 2017/18 budget covering the operational budget, capital budget, five-year capital program and fees and charges. The feedback from the community consultation which was the subject of a separate report to the March Governance and Finance Committee meeting, is being considered as part of the budget deliberations.

The draft budget will be presented to the Audit Panel on 5 June before adoption by Council at the June Council meeting.

Prior to the formal adoption of the budget, it is proposed to hold a further community consultation session to provide information in relation to the content of the operational and capital budget.

2.2 Tasmanian Audit Office Client Information Session

The Tasmanian Audit Office held its annual client information sessions in the second week of May.

The event covered common findings from the 2015/16 audit and identified areas of interest for the 2016/17 year. Other topics covered included:

- Performance audits in relation to fuel card and credit card usage
- AASB 124 Related Party Disclosures
- Calculation of underlying results
- Audit Reports

2.3 Audit Office Review of Credit Card Usage

The Audit Office have recently completed a probity examination of the use of credit cards by Council's General Manager and Mayor. The review encompasses all 29 Councils and follows public comment in relation to the appropriate use of Council credit cards. The issue appears to have been identified through media scrutiny relating to some Southern Councils.

The review recommended five improvements to Council's Credit Card Policy:

- The use of an acknowledgment form when a credit card is issued. This practice is currently in place but is not noted in the Policy
- Prohibit the payment of fines and infringements by credit card. Council's Vehicle Policy notes that any infringements incurred by an employee are the responsibility of the employee, however this is not currently reflected in the Credit Card Policy

Report to Governance and Finance Committee meeting on 15 May 2017

- Clarify the use of a credit card by an employee other than the card holder
- Define the time frame for the completion of the monthly reconciliation process
- Note the approval process for the General Manager's credit card. The Policy is to document the current approval process for the General Manager's credit card

Officers are currently updating the Credit Card Policy in line with the annual review program and will incorporate the recommendations noted above. The Policy will be subject to a report to the July Governance and Finance Committee meeting.

A formal report will be issued by the Office of the Auditor-General, summarising findings from the review of all councils in due course.

3. **CORPORATE SERVICES**

3.1. **Human Resources**

3.1.1. **Recruitment**

Staff positions advertised March 2017 to April 2017

Position	Department	Work Location
Convention & Arts Centre Manager	Corporate, Community and Business	Fenton Way
Civil Works Serviceperson	Infrastructure Works and Development	Lawrence Drive
Works Coordinator	Infrastructure Works and Development	Lawrence Drive
Parking and Information Officer (Casual)	Corporate, Community and Business	Fenton Way

Staff Appointments March 2017 to April 2017

Position	Name	Department	Work Location
Parks and Reserves Serviceperson	Clinton Costello	Infrastructure Works and Development	Lawrence Drive
Waste Management Serviceperson	Ray Brooks	Infrastructure Works and Development	Lawrence Drive
NRM Officer (resource share position with Burnie Council)	Jay Rowley	Corporate, Community and Business	Fenton Way

Staff Departures March 2017 to April 2017

Position	Name	Department	Work Location	Date Effective
Waste Management Serviceperson	Peter Hay	Infrastructure Works and Development	Works	31 March 2017

3.1.2. 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)
30/6/2017*	6 claims	1	\$49,094.18
30/6/2016*	20 claims	1	\$224,634.36
30/6/2015	12 claims	0	\$200,036.35
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$327,311.57

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

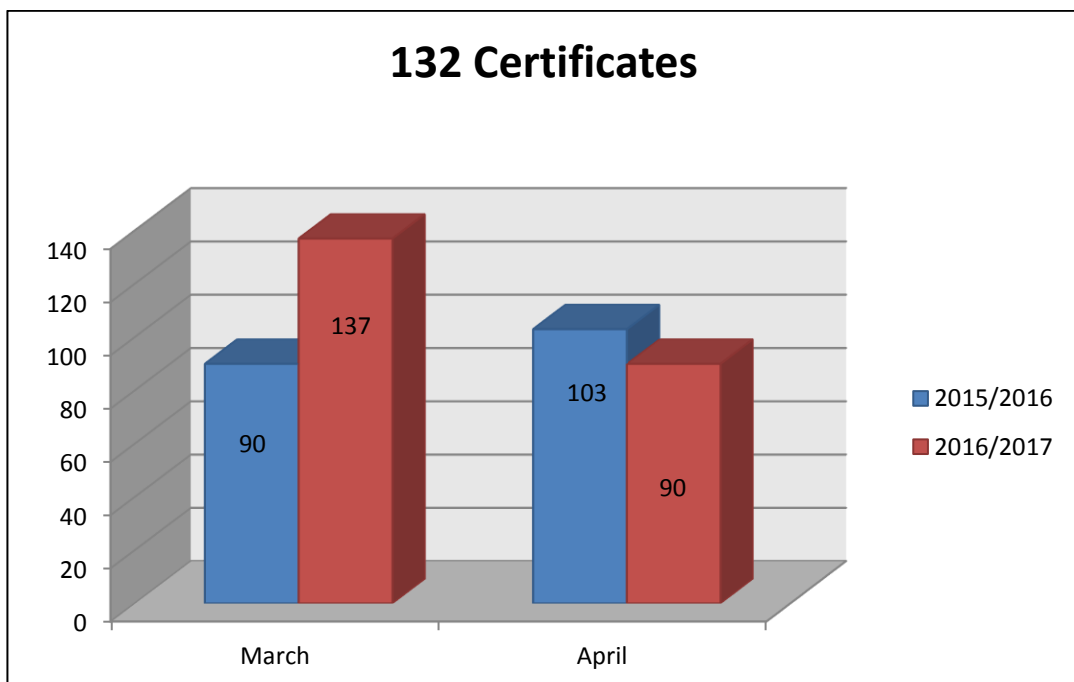
No claims lodged in March and April 2017.

3.1.3. Staff Training

Council's Health and Wellbeing program has continued to promote health and wellbeing by encouraging participation in Run Devonport and promoting bowel cancer awareness. During this reporting period, staff have attended further Injury Prevention sessions which included manual handling principles, planning tasks, pause exercise, lifting principles and task specific assessments.

3.2. Finance**3.2.1. S132 Certificates**

During the months of March and April, the Finance Team issued 227 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.



3.2.2. Rate Statistics**Percentage of Rates Paid***

	2016/2017	2015/2016	2014/2015
March	80.39%	82.45%	82.63%
April	88.59%	90.44%	92.60%

*Please note the above statistics include rates paid in advance.

Number of Properties Paid in Full

	2016/2017*		2015/2016		2014/2015	
	Number	Percentage	Number	Percentage	Number	Percentage
March	3883	31.48%	4408	36.26%	4356	35.94%
April	6811	55.22%	7749	63.74%	8758	72.26%

*Housing Tasmania has elected to pay their 769 properties by instalments rather than in full by the end of August.

3.2.3. Parking Statistics

Income – Car Parks (Total)	15/16	16/17
March	\$63,044.09	\$77,911.00
April	\$73,538.28	\$56,401.78

Income from Meters	15/16	16/17
March	\$51,482.36	\$55,893.82
April	\$46,972.00	\$32,920.82

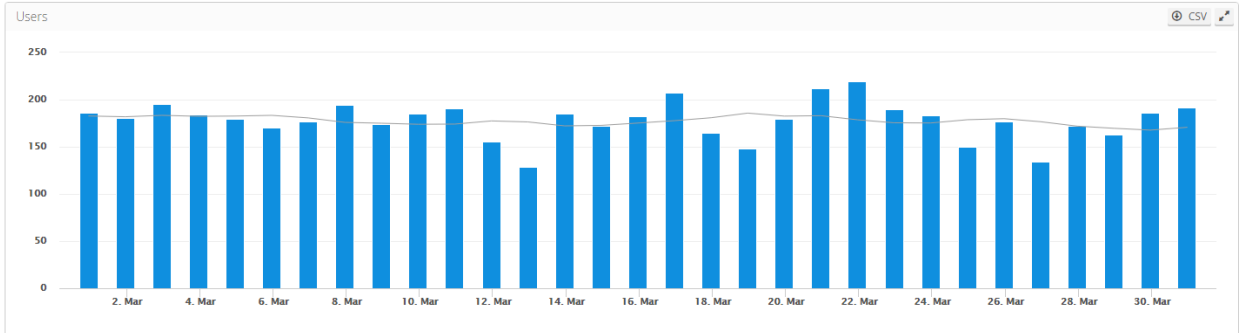
Infringements Issued	15/16	16/17
March	1494	1506
April	1469	1128

3.2.4. Best Street PAYL

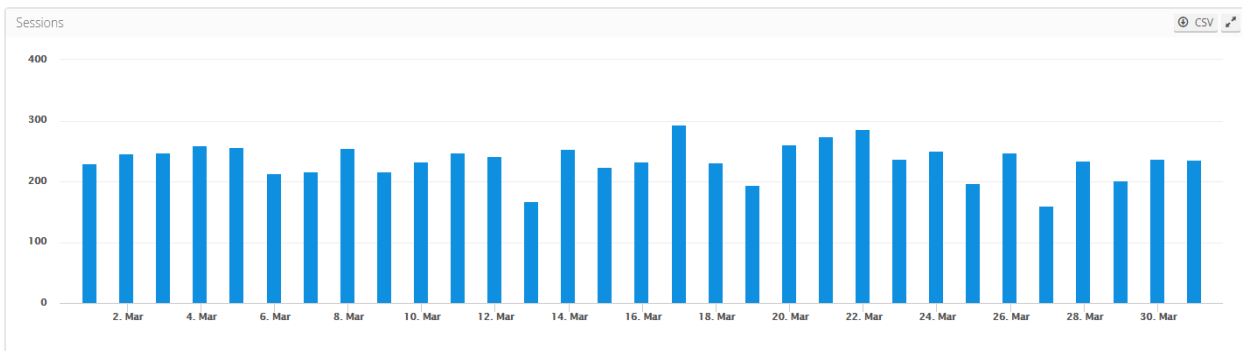
Best Street Income	15/16	16/17
March	\$9,838.02	\$14,101.98
April	\$10,974.17	\$12,386.54

3.2.5. Mall Wi-Fi Statistics

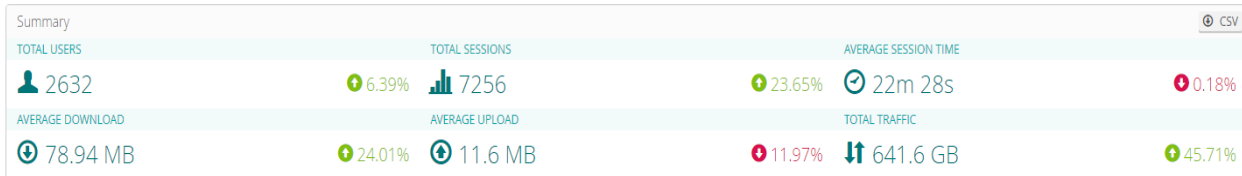
Users – March



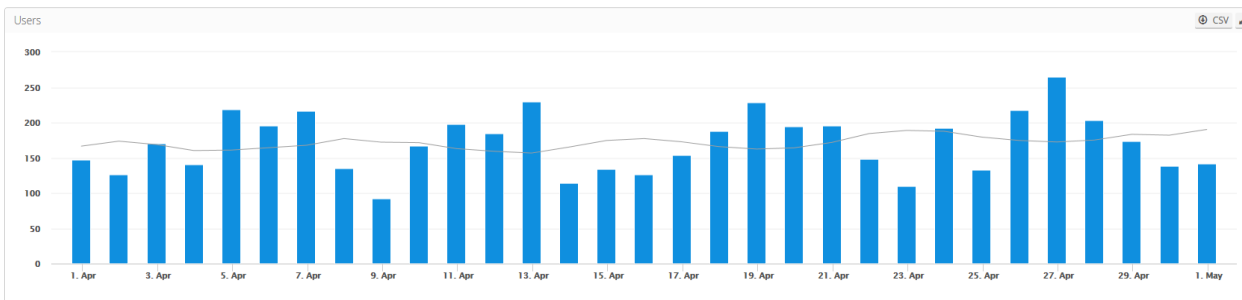
Sessions – March



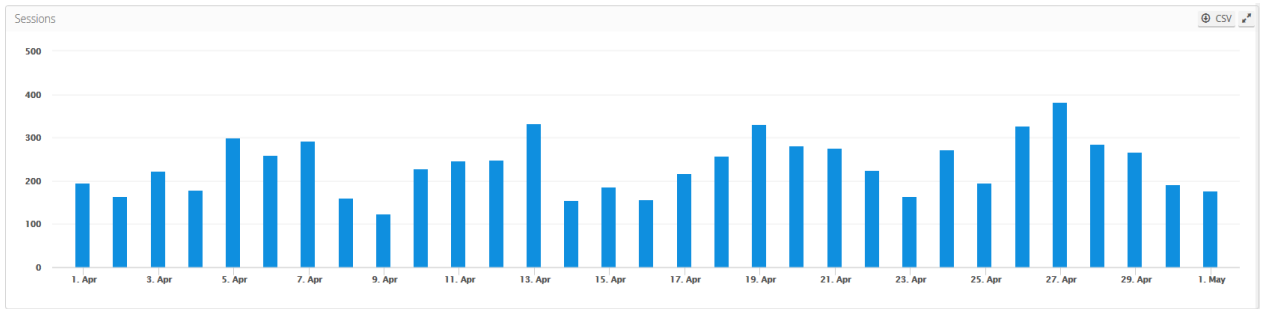
Summary – March



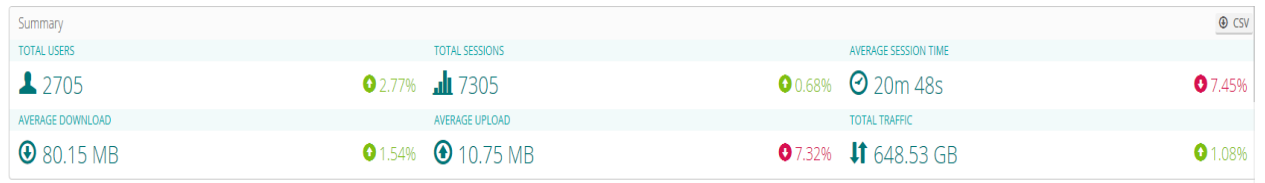
Users – April



Sessions – April



Summary – April



4 CORPORATE COMMUNICATION – March- April 2017

4.1 Devonport City Council Website

Content on the Council's website is continually refreshed with the addition of new public notices, planning applications, news stories and community events.

The site has averaged 26,000 page views per month since being launched in August 2015, however Google Analytics issues have resulted in recent data being unavailable.

Traditionally content relating to how to contact Council, employment opportunities, events, waste and the Mersey Vale Cemetery rank highly in terms of pages visited on the site.

4.2 Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council community consultations. During the reporting period a number of community consultations were undertaken, including:

- 2017/18 Council Budget Consultation – 9 February to 1 March 2017
- Managing Bushfire Risk in the Don Reserve & Kelcey Tier – 10 February to 1 March 2017.
- Proposed Donation of Public Land in East Devonport – 31 March to 21 April 2017
- Regional Youth Survey – 4 April to 19 May 2017

4.3 Social Media

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

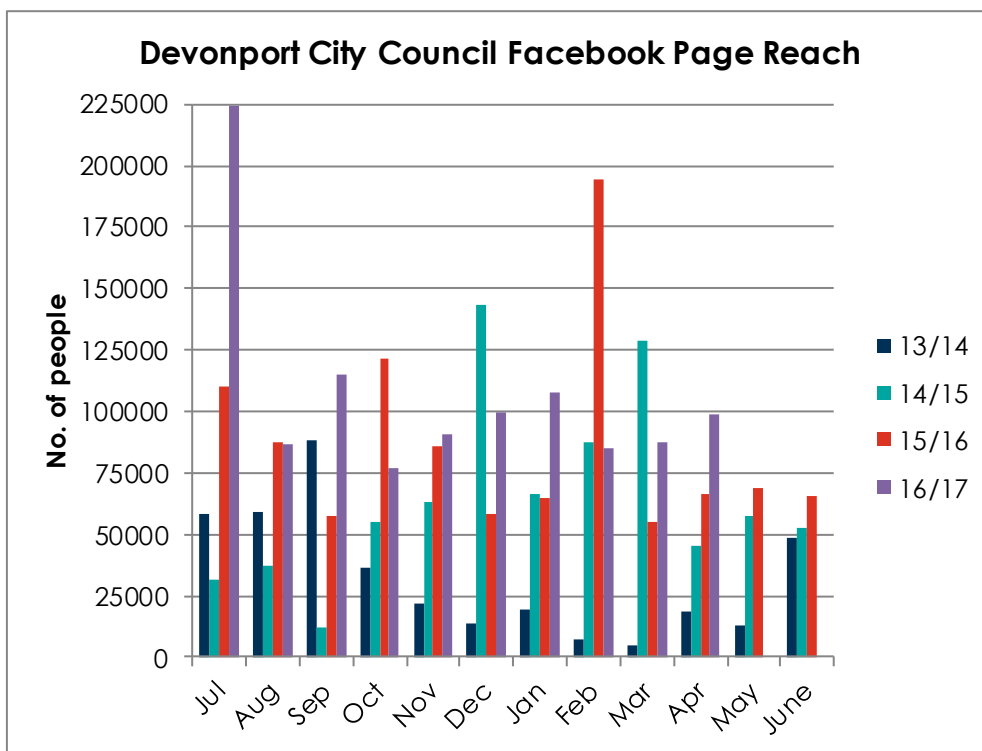
Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 481 followers as at 30 April 2017. It is actively used to 'break' news to the media.

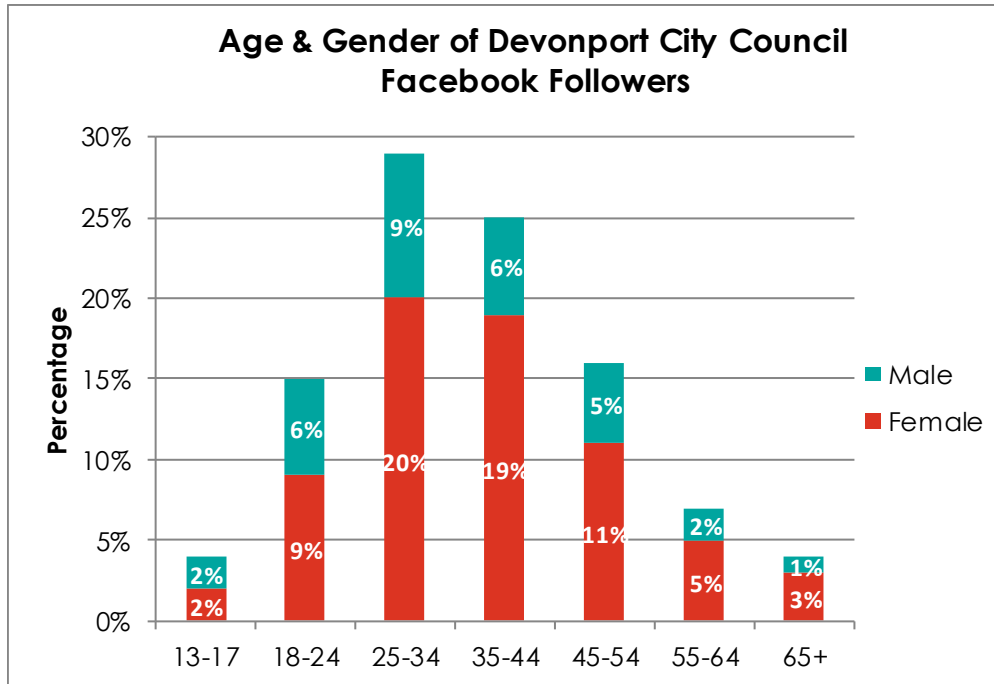
Council currently operates nine Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Food Connection, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, Devonport Entertainment & Convention Centre, Living+Learning Devonport, Devonport Regional Gallery). Each

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 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.

DCC Facebook Page Statistics	March 2017	April 2017
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	5,494 TY (4,152 LY) +32.3%	5,593 TY (4,271 LY) +31.0%
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).	87,563 TY (54,705 LY) +60.1%	98,963 TY (66,064 LY) +49.8%
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.	6,627 TY (4,358 LY) +52.1%	5,619 TY (4,633 LY) +21.3%





During March and April 2017 the top 10 page posts each month in terms of audience reach were:

March 2017	April 2017
1. Free E-waste Recycling Event – 14/3/17 – 14.2K	1. Council Employment Opportunities – 4/4/17 – 9.8K
2. LIVING CITY Car Park Concrete Slab Pour Video – 9/3/17 – 10.1K	2. Easter Waste Collection Changes – 4/4/17 – 7.2K
3. Bass Highway Roadworks Notice – 14/3/17 – 5.8K	3. Roadworks Temporary Road Closures – 11/4/17 – 6.5K
4. Nespresso Pod Recycling Now Available at Council – 6/3/17 – 5.3K	4. Sawdust Bridge Project Announcement – 5/4/17 – 5.8K
5. Peter Hay Retirement Photo – 31/3/17 – 4.9K	5. 'City Spirit' Australasian Mgmt Challenge Regional Win – 3/4/17 – 4.8K
6. Bluff Access Changes Notice (Skyfields Event) – 2/3/17 – 4.4K	6. Easter Waste Collection Changes 12/4/17 – 4K
7. Diamonds of Devonport 2017 Recipient Photos – 9/3/17 – 3.9K	7. ANZAC Day Service Promotion – 21/4/17 – 3.9K
8. Eastside Village Twilight Market - 16/3/17 – 3.4K	8. School Holiday Program – 19/4/17 – 3.6K
9. Skyfields Setup Drone Video – 10/3/17 – 3.2K	9. ANZAC Day Public Holiday Council Closure – 23/4/17 – 3.5K
10. Queens Baton Relay Devonport Route Announcement – 6/3/17 – 3.1K	10. Sports Ground Status Announcement – 26/4/17 – 3K

4.4 Publications & Media

During the month of March 2017, Council published:

- Eight (8) media releases, alerts and invitations:
 - Julie Burgess to feature on the TODAY Show
 - Devonport Jazz 2017 Program Released
 - War at Sea Exhibition

Report to Governance and Finance Committee meeting on 15 May 2017

- LIVING CITY Stage 1 Concrete Pour
- Construction starts on Community Road Safety Bike Park
- Devonport Welcomes Queens Baton Relay
- Devonport welcomes new Outdoor Fitness Equipment
- Building Brighter, Stronger Families Conference Update

During the month of April 2017, Council published:

- Five (5) media releases, alerts and invitations:
 - End the Freeze on FAGs
 - Easter Thursday Free Parking Day
 - New Outdoor Fitness Equipment
 - All aboard the Julie Burgess to Three Hummock Island
 - Easter 2017 Council Opening Hours & Waste Arrangements

COMMUNITY ENGAGEMENT

The information provided 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 Council's 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

Nil

RECOMMENDATION

That it be recommended to Council that the Governance and Finance report be received and noted.

Author:	Shane Crawford	Endorsed By:	Paul West
Position:	Executive Manager Corporate & Business	Position:	General Manager

5.0 CLOSURE

There being no further business the Chairman declared the meeting closed at <insert time> pm.