



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 20 March 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

15 March 2017

**AGENDA FOR A MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE OF
DEVONPORT CITY COUNCIL HELD ON MONDAY 20 MARCH 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 20 March 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.

APPOINTMENT OF CHAIRMAN

In the absence of the Chairman, Mayor Martin will assume the role of Chairman for tonight's meeting in accordance with Section 4.7 of the Council Committees Policy.

1.0 APOLOGIES

The following apology was received for the meeting.

Ald Goodwin	Leave of Absence
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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 AND FINANCE REPORTS

4.1 PUBLIC LAND REGISTER - UPDATES TO REGISTER

File: 28636 D452678

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report is provided to Council to advise of updates to the Public Land Register list, which was formally adopted by Council in May 2015.

BACKGROUND

In accordance with the *Local Government Act 1993*, all councils are required to maintain a Public Land Register, and to make it available for public inspection. Since the Public Land Register was formally adopted by Council in May 2015, a review has identified additional properties that require inclusion on the Register.

STATUTORY REQUIREMENTS

Section 177A of the *Local Government Act 1993* ("the Act") stipulates:

- (1) *The following land owned by a council is public land:*
 - a) *a public pier or public jetty;*
 - b) *any land that provides health, recreation, amusement or sporting facilities for public use;*
 - c) *any public park or garden;*
 - d) *any land occupied under section 176 for the purposes of establishing or extending public land;*
 - e) *any land shown on a subdivision plan as public open space that is acquired by a council under the Local Government (Building and Miscellaneous Provisions) Act 1993;*
 - f) *any other land that the council determines is public land;*
 - g) *any other prescribed land or class of land.*
- (2) *The general manager is to:*
 - a) *keep lists or maps of all public land within the municipal area; and*
 - b) *make the lists and maps available for public inspection at any time during normal business hours.*

DISCUSSION

Ongoing review of Council's public land assets identified parcels of public land that require inclusion on the Public Land Register. The following public land is deemed to be public land and should therefore be added to Council's Public Land Register:

Report to Governance and Finance Committee meeting on 20 March 2017

Land	PID	Improvement/Land Description
2-4 Gloucester Street, Devonport	6292470	Reserve
124 North Street, Devonport	2036859	Recreation
Orion Court, Devonport	1810283	Recreation Area
Nyora Court, Miandetta	6343610	Reserve
9A Payton Place, Devonport	6308559	Park Reserve
5A Jasmine Place, East Devonport	7407698	Recreation Reserve
10A Langslow Drive, Miandetta	2285118	Public Open Space
Neely Street, East Devonport	6370045	Recreation Area
Wise Court, Devonport	7731236	Public Open Space
2 Gibson Court, Spreyton	3029562	Public Open Space
5 Valkyrie Close, Devonport	2964962	Public Open Space
Westbury Place, Devonport	1872943	Nature Strip
43 Devonport Road, Quoiba	1946324	Recreation Area
McCabe Avenue, Devonport	6296631	Reserve
16 Woodrising Avenue, Spreyton	6389408	Recreation Space
Pardoe Esplanade, East Devonport	6361800	Reserve
"Champion Park", 313 Pumping Station Road, Forth	6386346	Reserve

COMMUNITY ENGAGEMENT

No community engagement has been undertaken in respect to this report. However, members of the community may object in writing to the General Manager in respect of an omission or inclusion of land on the Register.

FINANCIAL IMPLICATIONS

There are no financial implications for Council in relation to updating its Public Land Register.

RISK IMPLICATIONS

There are no risks identified in Council updating its Public Land Register.

CONCLUSION

It is recommended that the Public Land Register be updated to include land as detailed in this report.

ATTACHMENTS

1. Public Land Register - March 2017
2. Public Land Register Maps - March 2017

RECOMMENDATION

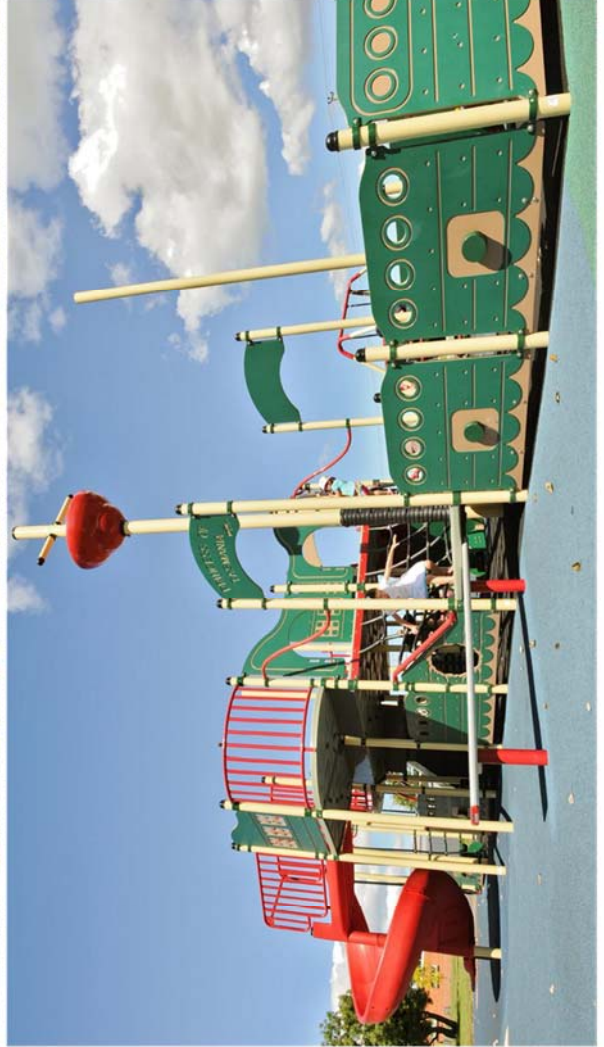
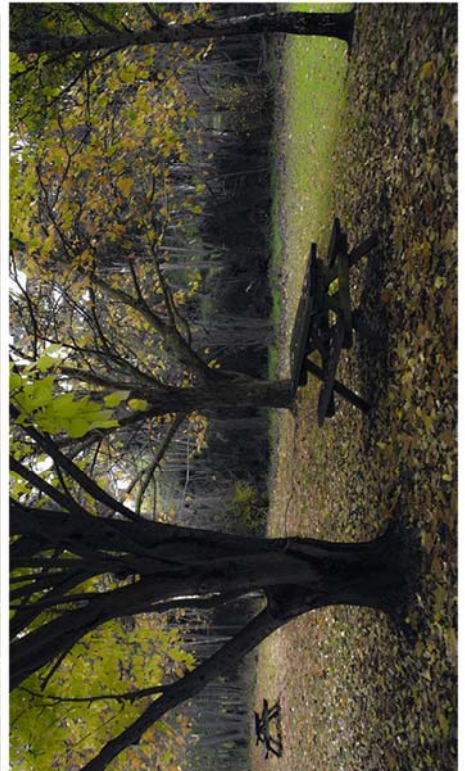
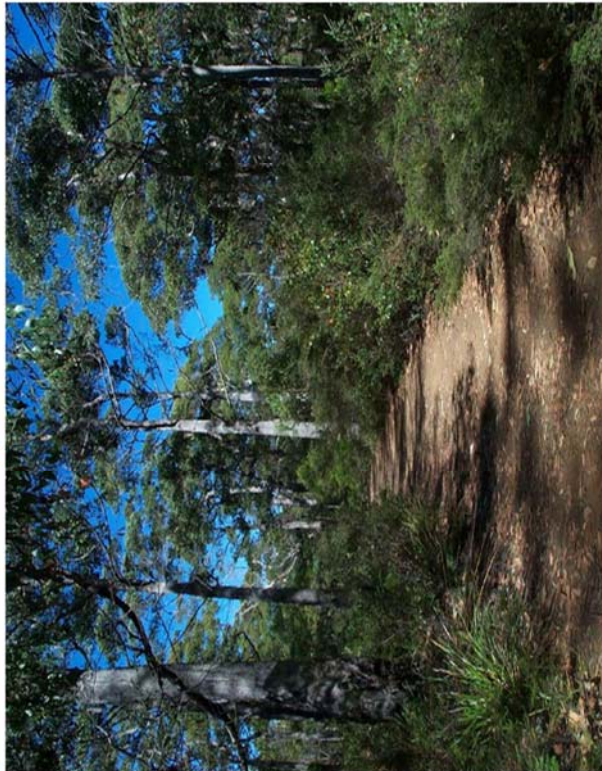
That it be recommended to Council that:

- (a) the Public Land Register be updated to include land at:
 - 2-4 Gloucester Street, Devonport;
 - 124 North Street, Devonport;
 - Orion Court, Devonport;
 - Nyora Court, Miandetta;
 - 9A Payton Place, Devonport;
 - 5A Jasmine Place, East Devonport;
 - 10A Langslow Drive, Miandetta;
 - Neely Street, East Devonport;
 - Wise Court, Devonport;
 - 2 Gibson Court, Spreyton;
 - 5 Valkyrie Close, Devonport;
 - Westbury Place, Devonport;
 - 43 Devonport Road, Quoiba;
 - McCabe Avenue, Devonport;
 - 16 Woodrising Avenue, Spreyton;
 - Pardoe Esplanade, East Devonport; and
 - "Champion Park", Pumping Station Road, Forth.
- (b) an updated copy of the Register be publicly available on Council's website and at the Council Offices.

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



DEVONPORT CITY COUNCIL
PUBLIC LAND REGISTER



Contact Information

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Facebook www.facebook.com/DevonportCityCouncil
After Hours Emergency Number (03) 6423 3074 (5pm – 8am Monday to Friday and weekends)

Adopted May 2015
Updated November 2016
Updated March 2017

The Devonport City Council is required to keep and maintain a register of "Public Land" in accordance with Section 177A of the Local Government Act 1993.

The following land, owned by Council, is classified as public land:

- (a) A pier or public jetty;
- (b) Any land that provides health, recreation, amusement or sporting facilities for public use;
- (c) Any public park or garden;
- (d) Any land acquired under Section 176 of the Local Government Act 1993 for the purpose of establishing or extending public land;
- (e) Any land shown on a subdivision plan as public open space that is acquired by a council under the Local Government (Building and Miscellaneous Provisions) Act 1993;
- (f) Any other land the Council determines is public land; or
- (g) Any other prescribed land or class of land.

LAND CONTAINING BUILDINGS

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
108 Tarleton Street East Devonport	Building	108 Tarleton Street, East Devonport	8837.0	3203102	164022/1 86045/1 23756/1 23756/2 23756/3 145078/1 63206/2	Recreation	(c)
Don Memorial Hall	Public Hall	Forth Road, Don	0.487	1727770	157645/1	Public Service	(b)

LAND CONTAINING SPORTING FACILITIES

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
East Devonport Recreation Centre/ Girdlestone Park	Sports Centre & Sports Ground	Caroline Street, East Devonport	8.0937	6360410	145094/1	Recreation	(b) (EDRC) (b) (Girdlestone Park)
Byard Park	Byard Park	33-61 James Street, Devonport	4.535	6295604	230239/1	Recreation	(b)
Devonport Oval	Sports Oval Reserve	16-40 James Street, Devonport	7.039	6294425	107084/1	Recreation	(b)
Devonport Recreation Centre	Recreation Centre	30-46 Forbes Street, Devonport	1.7062	6330705	145067/1	Recreation	(b)
Devonport Soccer Club (incorporating Centennial Park and Hiller Flora Reserve)	Clubrooms/ Grandstand and Reserve	34-44 Lovett Street, Devonport	11.77	2008452	131917/2	Recreation	(b)
Don Recreation Ground	Recreation Ground	8 Richardson Drive, Don	15.5108 (part of)	2005681	135735/3 86614/2 233538/1	Recreation	(b)
Spreyton Netball Centre	Netball Centre and Amenities	3-9 Mersey Road Spreyton	2.377	6384914	39640/1	Recreation	(b)
Meercroft Park - Hockey Complex (incorporating Eugene Street Reserve - Tennis Centre)	Sportsground	18-32 North Street, Devonport	13.88	7528270	15621/1	Recreation	(b)

LAND CONTAINING SPORTING FACILITIES (cont)

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
Maidstone Park	House, Clubrooms, Hall	31-49 Mersey Road, Spreyton	13.1453	6385036	145127/1 145130/1 145131/1 145131/2 145132/1 145136/1 145433/1 157646/1	Recreation	(b)

LAND CONTAINING RESERVES/PARKS

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
Mary Street Wetlands	Reserve	Mary Street, East Devonport (incorporating 93 & 95 Mary Street)	0.7593	6367743 & 6367735	84931/1 & 13425/2	Recreation	(c)
Pioneer Park (incorporating Apex Park)	Park	17 Thomas Street, East Devonport	1.6187	7797307	7433/1	Recreation	(c)
Roundhouse Park	Recreation Area	Formby Road, Devonport	0.9431	1673805	26024/1	Recreation	(c)
Dell Luck Reserve	Reserve	Forth Road, Don	15.5108 (part of 8 Richardson Drive, Don)	2005681	135735/2	Recreation	(c)
Keiscey Tier Greenbelt	Greenbelt	23 & 190 Durkins Road; 95 Tugrah Road, Quoiba	15.3 (23 Durkins Road); 8.109 (190 Durkins Road); 108.7764 (95 Tugrah Road)	3211575 (23 Durkins Road); 6381609 (190 Durkins Road); 2913831 (95 Tugrah Road)	121377/1 & 21875/1 (23 Durkins Road); 34156/1 (190 Durkins Road); 224861/1; 211096/1; 225932/1; 145480/1; 121032/1; 155738/26; 235509/1	Recreation	(c)
East Devonport Beach Coastal Reserve	Recreation Area	30 Teatree Lane, East Devonport	1.871	6358273	66087/1	Recreation	(c)
Devonport Maritime Museum & Gardens	Maritime Museum	6 Gloucester Avenue, Devonport	0.8751	3098584	157647/1	Public Service	(c)
Neely Street	Recreation Area	Neely Street, East Devonport	1.146	6370045	228214/1	Recreation	(c)

LAND CONTAINING RESERVES/PARKS (cont)

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
Mersey Bluff Reserve	N/A	1 Bluff Access Road, Devonport	5.663	2919248	248784/1	Recreation	(c)
Coles Beach Foreshore Reserve	Recreation Area	Coles Beach Road, Devonport	2.523	7512420	35059/3	Recreation	(c)
Don Memorial Hall Reserve	N/A	Forth Road, Don	0.1382	7146061	145126/1	Recreation	(c)
Durkins Road Bush Reserve	N/A	67 Durkins Road, Quaiba	3.463	7493370	121500/1	Recreation	(c)
193 Melrose Road	N/A	193 Melrose Road, Aberdeen	1.211	6383989	157648/1	Public Open Space	(c)
Madden Street Reserve	Playground	Corner Madden & William Streets, Devonport	0.4067	6320064	211900/1	Recreation	(b)
Adina Place	Recreation Area	Adina Place, East Devonport	0.0509	1873006	113697/1	Recreation	(c)
Kiah Place	Recreation Area	Kiah Place, East Devonport	0.0509	1873006	113697/1	Recreation	(c)
2-4 Gloucester Street	Reserve	2-4 Gloucester Street, Devonport	0.6079	6292470	160040/1	Recreation	(c)
124 North Street	N/A	124 North Street, Devonport	3.216	2036859	135735/4	Recreation	(b)
Nyora Court	Reserve	Nyora Court, Mandetta	0.6475	6343610	205390/1	Recreation	(b)
9A Payton Place	Park Reserve	9A Payton Place, Devonport	0.3182	6308559	249374/1	Recreation	(c)
Westbury Place	Nature strip	Westbury Place, Devonport	0.1252	1872943	55060/77	Recreation Reserve	(b)
43 Devonport Road	Recreation Area	43 Devonport Road, Quaiba	0.3338	1946324	132831/1	Recreation	(b)
Champion Park	Reserve	313 Pumping Station Road, Forth	5.498	6386346	196990/1	Recreation	(c)

LAND TRANSFERRED VIA SUBDIVISION PROCESS

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
Addison Street Reserve (includes City of Devonport Scout Hall)	Hall	11 Addison Street, Devonport	0.4252	6284278	240944/1	Public Service	(e)
Victoria Street Reserve	Recreation Area	Victoria Street, Devonport	0.1886	2658578	32339/20	Recreation	(e)
Kelly Place Reserve	Recreation Area	2A Kelly Place, Devonport	0.332	7126773	19738/220	Recreation	(e)
Miandetta Park East	Public Reserve	Beaumont Drive, Miandetta	5.4267	6344218	63804/48; 105780/21	Recreation	(e)
Miandetta Park West - 'Wiena Park'	Park Lands	Berrigan Road, Miandetta	0.9417	7564810	5408/302	Recreation	(e)
Leary Avenue	Recreation Area	Leary Avenue, Stony Rise	2.585	2676370	145993/1001	Recreation	(e)
Highfield Estate Reserve	Reserve	Chichester Drive, Devonport	1.106	1943799	132599/1	Recreation	(e)
Mersey Lions Park	Public Reserve	Beaumont Drive, Miandetta	1.54	6344082	63804/46	Recreation	(e)
15 McArthur Drive	Reserve	15 McArthur Drive, Spreyton	1.903	3254436	166308/201	Recreation	(e)
Orion Court	Recreation Area	Orion Court, Devonport	0.0344	1810283	126524/102	Recreation	(e)
5A Jasmine Place	Recreation Reserve	5A Jasmine Place, East Devonport	0.1096	7407698	37407/22	Recreation	(e)
10A Langslow Drive	Public Open Space	10A Langslow Drive, Miandetta	0.6702	2285118	144404/6	Recreation	(e)
Wise Court	Public Open Space	Wise Court, Devonport	0.0786	7731236	36025/12	Recreation	(e)

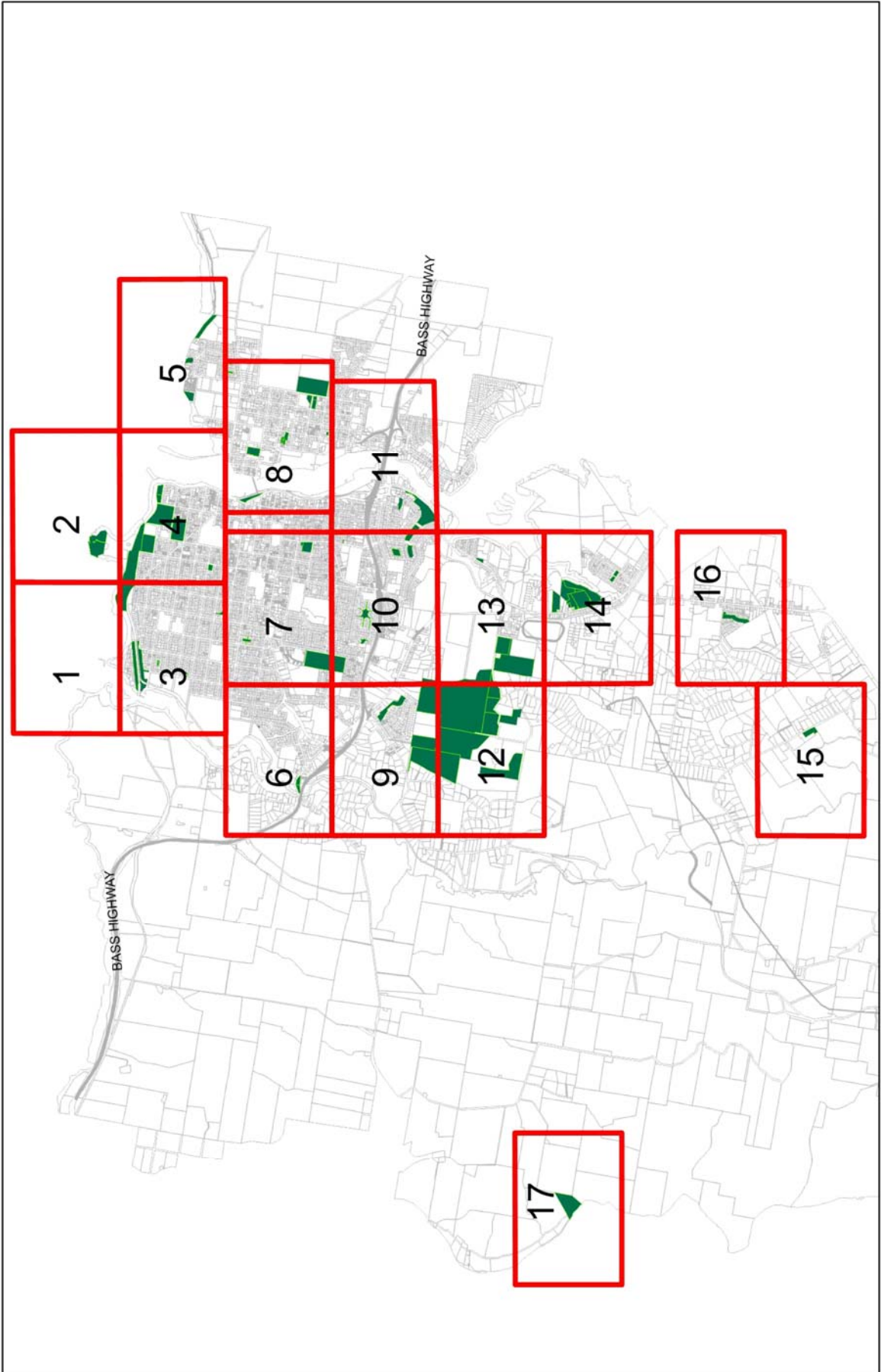
LAND TRANSFERRED VIA SUBDIVISION PROCESS

Property	Improvements/ Description	Street Address	Land Area (ha)	PID	Title/s	Land Classification	Reason for defining as Public Land
2 Gibson Court	Public Open Space	2 Gibson Court, Spreyton	0.083	3029562	159322/101	Recreation	(e)
5 Valkyrie Close	Public Open Space	5 Valkyrie Close, Devonport	0.0712	2964962	157040/100	Recreation	(e)
McCabe Avenue	Reserve	McCabe Avenue, Devonport	0.1831	6296631	54671/50	Recreation	(e)
Woodrising Avenue	Recreation Space	16 Woodrising Avenue, Spreyton	0.5641	6389408	11478/1 11478/2	Recreation	(e)
Pardoe Esplanade	Reserve	Pardoe Esplanade, East Devonport	0.615	6361800	54661/134	Recreation	(e)



These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Overview





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 1



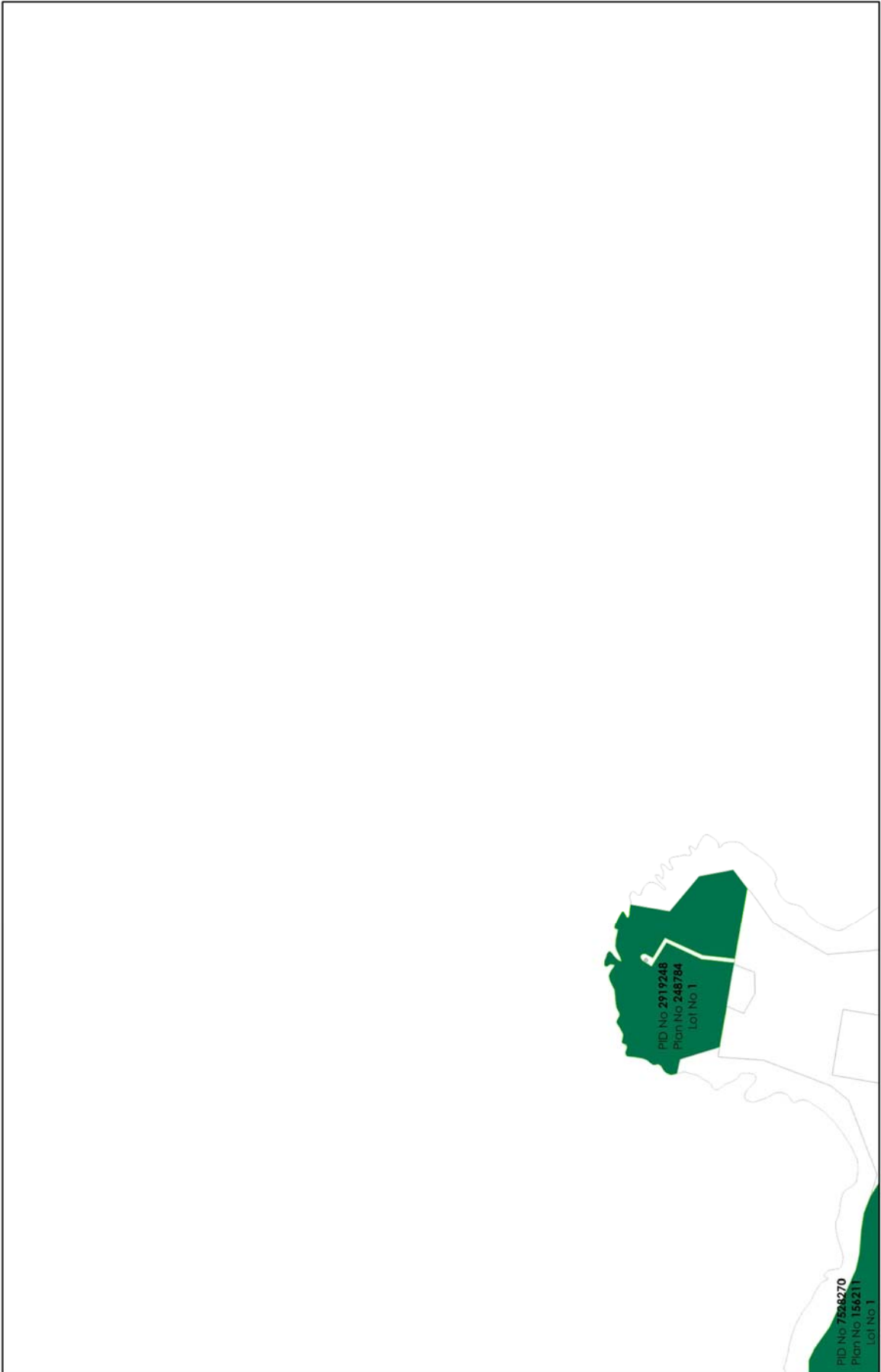


These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 2

Legend

 Public Land



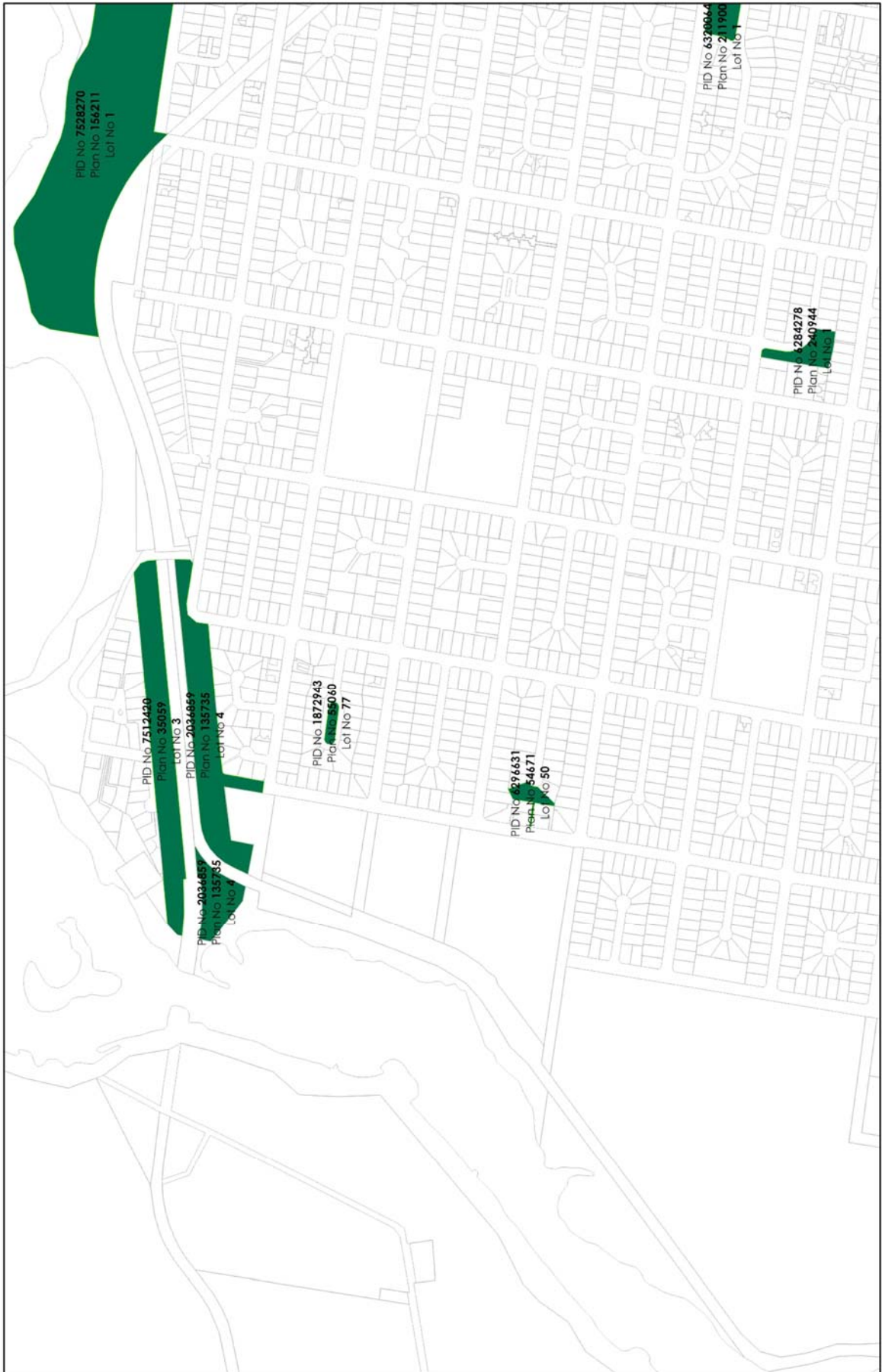


These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 3

Legend

 Public Land



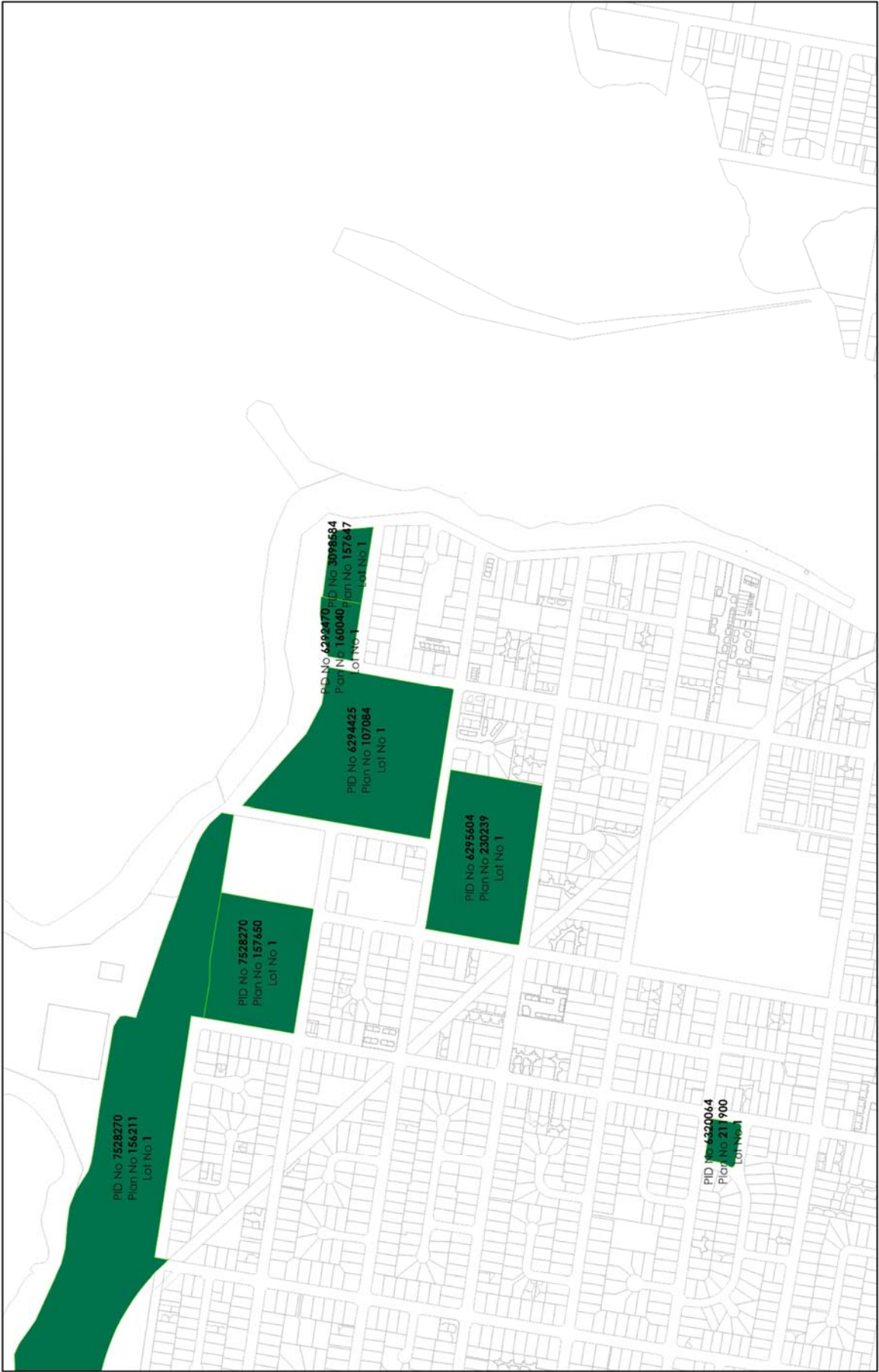


These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 4

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 5

Legend
 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 6

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 8





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 9

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 10

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 11

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 12

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 13

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 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 14

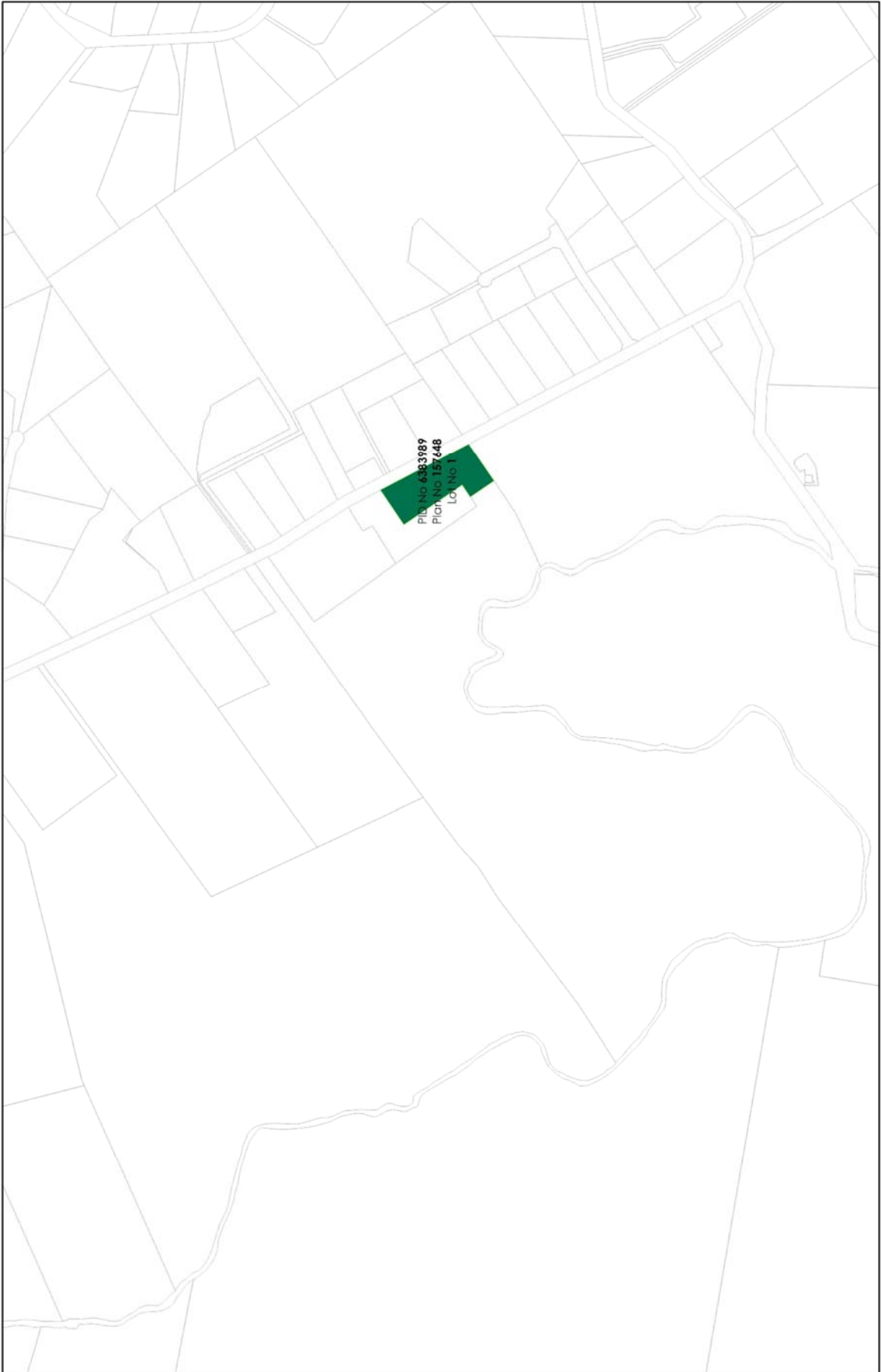
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 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 15





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 16

Legend

 Public Land





These maps should be used in conjunction with the Devonport City Council Public Land Register.

Public Land - Sheet 17

Legend

 Public Land



4.2 ANNUAL PLAN PROGRESS REPORT - JULY 2016-FEBRUARY 2017

File: 26469 D456130

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 28 February 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

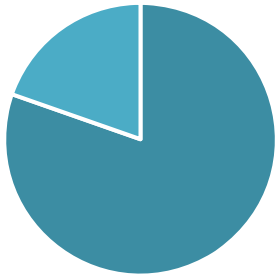
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities this financial year to date include:

- Revised Pedestrian Strategy adopted by Council at December 2016 meeting;
- Asset Management Plan for road assets being prepared for Council endorsement;
- Construction on LIVING CITY Stage 1 underway – on program and budget;
- TasWater operating from southern CBD, and new carpark opened in King Street to support businesses in the area;
- Event template developed for all Council events;
- Signage Strategy reviewed and adopted by Council at its February 2017 meeting;
- The Julie Burgess completed voyage to and from the Australian Wooden Boot Festival in Hobart, and undertook additional sailings;
- Contractor Management Action Plan developed and monitored through Risk, Audit and Compliance Committee (internal committee).

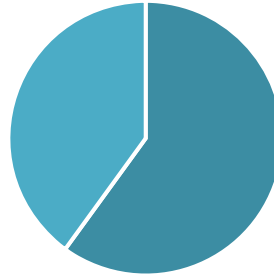
Progress comments are provided for each action in the attached Progress Report. Below is graphical snapshot of Council's performance against each Strategic Goal and against actions overall.

2016/17 AP Actions - Organisation



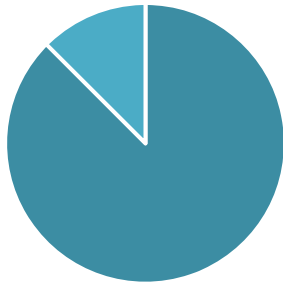
■ On Track - 80.36% ■ Off Track - 19.64%

Goal 1 - Living Lightly on our Environment



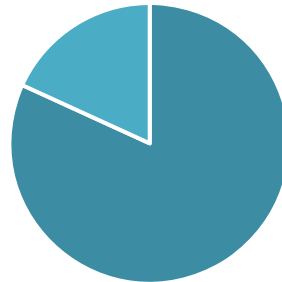
■ On Track - 60% ■ Off Track - 40%

Goal 2 - Building a Unique City



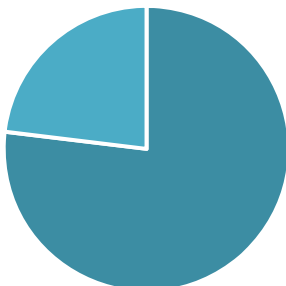
■ On Track - 87.50% ■ Off Track - 12.50%

Goal 3 - Growing a Vibrant Economy



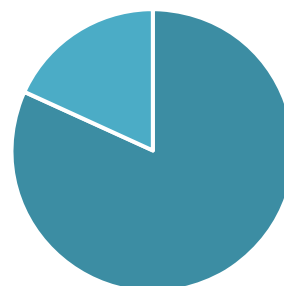
■ On Track - 81.82% ■ Off Track - 18.18%

Goal 4 - Building Quality of Life



■ On Track - 76.92% ■ Off Track - 23.08%

Goal 5 - Practicing Excellence in Governance



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

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 28 February 2017 is provided for the information of the Aldermen and the community.

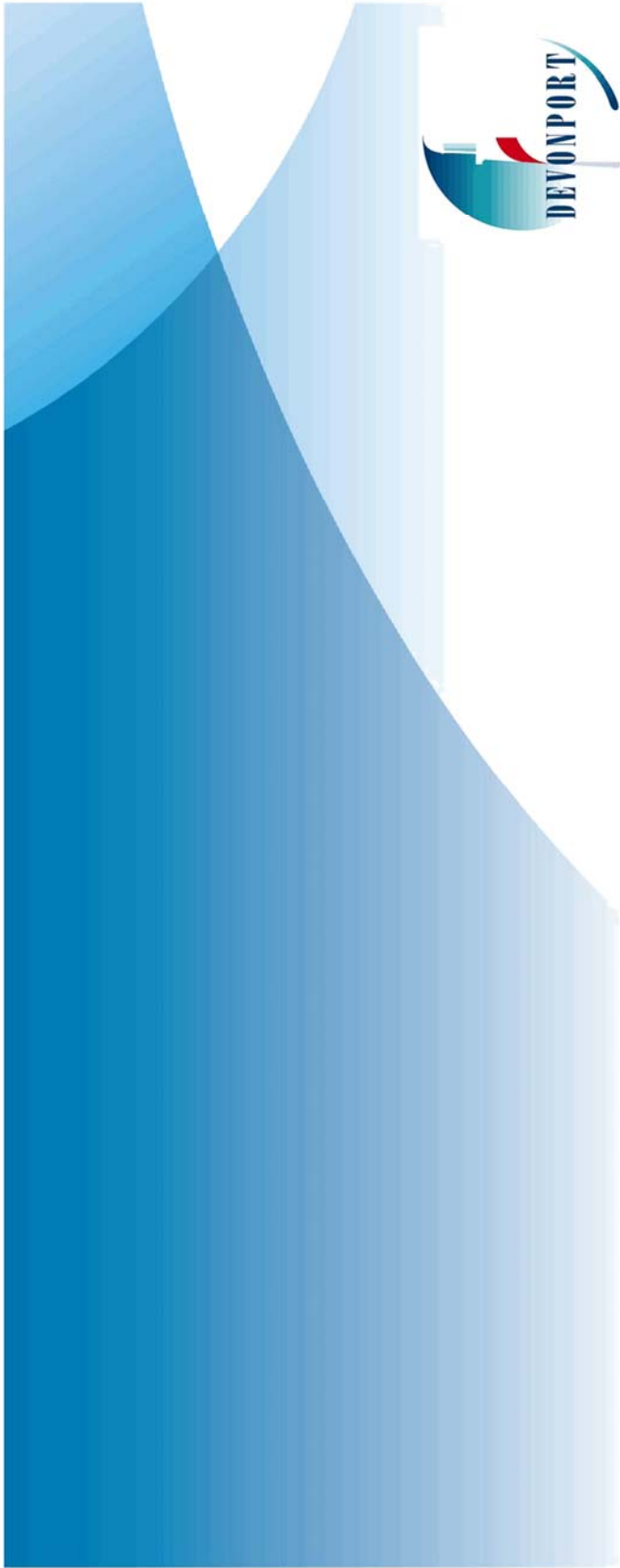
ATTACHMENTS

1. Annual Plan Progress Report - July 2016-Feb 2017

RECOMMENDATION

That it be recommended to Council that the 2016/17 Annual Plan Progress Report for the period ended 28 February 2017 be received and noted.

Author: Position:	Karen Hampton Governance Coordinator	Endorsed By: Position:	Paul West General Manager
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***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.	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.	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 late March.	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"						
1.3.1.1 Deliver Living Lightly Expo to demonstrate simple actions residents can	None	Completed	100%	Event held in partnership with the Devonport Community House at the Devonport	Executive Officer Community Services	30/09/2016



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" take to reduce their footprint						
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	50%	Community Garden on 17 September 2016, with 161 participants. Four Living Lightly workshops held with 39 participants in total. Four more workshops planned for remainder of financial year.	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	25%	\$7000 received from the Cradle Coast Authority for a series of natural resource management education workshops.	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	66%	Consultation with staff completed. Background information and statistics collated.	Executive Officer Community Services	30/06/2017



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

<i>Actions</i>	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	60%	Interim Planning Scheme effectively finalised. Cannot progress local provisions until drafting directions provided by the Minister.	Development Manager	30/06/2017
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
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	25%	Membership maintained. Meeting to be held in March 2017.	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

<i>Actions</i>	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	50%	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	In Progress	90%	Investigation is currently underway.	City Engineer	28/02/2017
2.3.1.2	Review span of hours for paid parking	None	In Progress	66%	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	66%	Working group created to discuss this action. Decisions getting close.	Customer Services Coordinator	31/03/2017
2.3.1.4	Consider future direction and provision of free parking days	None	In Progress	66%	This 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	66%	Well along in data gathering to determine the 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
Actions		RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards							
2.3.2.1	Review and update Council's	None	In Progress	30%	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: Stormwater Strategy							
2.3.2 Provide and maintain stormwater infrastructure to appropriate standards							
2.3.2.2	Continue to develop hydraulic modelling for the stormwater network	None	In Progress	66%	Final report on Chinamans Creek catchment has been received. Survey of East Devonport catchments is underway.	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	60%	Asset Management Plan for road assets is being prepared for Council endorsement. Currently reviewing and updating expired assets to ensure initial stage of plan is accurate	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	28%	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	Not Started	0%	Action not yet commenced	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	66%	Concept designs exhibited for public comments during December '16 and January '17 with feedback considered at February 2017 Council meeting. Hotel demand study completed and EOI process for developers to commence shortly.	Deputy General Manager - Infrastructure, Works and Development	30/06/2017	



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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	66%	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
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	32%	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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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	50%	Destination television commercial (TVC) for Devonport and surrounds was completed in late October with three 30sec versions produced. Two TVC's currently airing on the Spirit of Tasmania with the third to be rotated after six months. TVC's have been disseminated throughout the Cradle Country Marketing network for promotion on social media. Work progressing on updating the Devonport and Cradle Country Tourism brochure using imagery from the TVC shoot and updated tourism information. The Devonport Visitor Map and Dining Guide have recently been	Executive Manager - Corporate, Community & Business Services	30/06/2017



Strategic Plan Progress Report

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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government				updated to reflect new tourism offerings in the region.		
<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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
<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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	33%	Marketing and Events team have developed an event template for all Council events for this financial year. A sponsorship template has also been developed, with meetings scheduled with a number of local, regional, State and National businesses and organisations.	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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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	In Progress	50%	Sites for 2016/17 have been identified. Consultation and investigation underway.	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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 3.3.1 Improve the City's physical access and connectivity						
3.3.1.2 Investigate and develop improved pedestrian access for locations within the City with known access and connectivity issues	None	In Progress	20%	Investigations progressing. Proposed improvement to be reported to Council.	City Engineer	30/04/2017
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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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	70%	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 new 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	52%	Opportunities being investigated	Works Supervisor	30/06/2017
3.4.1.2 Complete Year 1 actions from the Digital Strategy	None	In Progress	50%	Public WiFi, NBN information sessions and e-Safety Workshop completed	Executive Manager - Corporate, Community & Business Services	30/06/2017



Devonport City Council

Strategic Plan PROGRESS REPORT (16/17)

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development						

March 15, 2017



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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	In Progress	90%	School Holiday Program planning for January 2017 has been completed. Activities including Slip Stream Circus, PCYC and a variety of sports have been scheduled. Activities for the term one school holidays secured through various sports clubs and other providers. The program will form part of Community Services Autumn program.	Sport & Recreation Development Coordinator	30/06/2017
Actions							
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	In Progress	90%	Tai Chi programs have been implemented and are ongoing. A Yoga program was introduced in November. Both programs resumed in February 2017 and continue to prove very popular with senior members of the community.	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	None	Completed	100%	All administrative and practical tasks to	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 attendance by the Julie Burgess at the 2017 Australian Wooden Boat Festival				Facilitate attendance completed. Julie Burgess completed voyage to and from the AWBF and undertook 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	40%	Conducted walk "Second Glance at Rooke" held Saturday February 25 with an encore scheduled for March 25.	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	66%	Park on track for completion early 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 Embed learning opportunities into events, initiatives and activities being delivered to the community	None	In Progress	66%	Tidal Festival delivered with a series of passive and active learning activities. Building Brighter, Stronger Families conference held 11 March 2017. Huddle Demonstration Project programmed to provide learning	Community and Cultural Development Manager	30/06/2017



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community				opportunities for young people.		

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	In Progress	66%	School program scheduled for June 2017	Senior Environmental Health Officer	30/06/2017
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	33%	Funded through Community Financial Assistance East Devonport Community House - Food Shed internal fit out. The Food Shed provides low cost fresh fruit & vegetables to the community. Funded through Community Partnership - Devonport Community House (Community Garden) support.	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	In Progress	25%	Harmony Day event and activity planning underway, including Harmony Day Citizenship Ceremony and Morning Tea and evening	Community Development & Volunteer Coordinator	30/06/2017



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity				community meal at the East Devonport Child and Family Centre.		

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
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	In Progress	25%	Reclaim the Lane working Group and Youth Project Officer commenced. Reclaim the Lane scheduled for 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 Kentish Councils	None	In Progress	40%	Meetings have commenced to draft regional strategy and will continue over coming months	Executive Officer Community Services	30/11/2017



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	Not Started	0%	Action expected to commence March 2017	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 final report to Council at its March meeting	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	50%	Review is focussing on ensuring consistent level of service and charges across all residential properties.	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	60%	Safety Management Plan has been updated so that it reflect the requirements under AS4801 Standard conditions - Safety Committee Charter has also been reviewed and better aligned with Workplace Health and Safety Act & Regulations.	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
RISK	STATUS	% COMP	PROGRESS COMMENTS
5.6.3.1 Assess and implement, where appropriate, recommendations from the Municipal Association of Victoria (MAV) Annual Risk Service Review	In Progress	75%	Contractor Management Action Plan developed and monitored through Risk, Audit & Compliance Committee. Contractor Management Procedure under review.
5.6.5.1 Address areas of non-compliance within Codes of Practice	In Progress	70%	Code of Practice list updated to reflect endorsement by WorkSafe Australia. Codes to be reviewed in order of priority. Reviewing Codes of Practice and updating Safe Operating Procedures

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

Actions			
RISK	STATUS	% COMP	PROGRESS COMMENTS
RISK	STATUS	% COMP	PROGRESS COMMENTS
5.7.3.1 Negotiate a new Enterprise Agreement in accordance with legislation	In Progress	10%	Enterprise Agreement Negotiation Committee formed in accordance with the requirements of the Fair Work Act 2009. Initial meetings held with the committee to provide background information on the Fair Work System; agreement making principles and actions; and key deliverable dates for the agreement making process. Management will now consider employees log of claims.

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

Actions			
RISK	STATUS	% COMP	PROGRESS COMMENTS
RISK	STATUS	% COMP	PROGRESS COMMENTS
5.8.1 Provide efficient, effective and secure information management services that support Council's operations			



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
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	66%	The Records Office has met targeted objectives in relation to the storage of physical records and information governance.	Records Officer	30/06/2017
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	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 to enhance information practices.	Records Officer	31/12/2016
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
5.8.2.2	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



4.3 RISK MANAGEMENT FRAMEWORK

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RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.6.2 Develop, implement, maintain and comply with Council's Risk Management Framework

SUMMARY

The report is provided to allow Council to consider the detail of an updated version of the Risk Management Framework.

BACKGROUND

The Risk Management Framework outlines how Council will manage risks effectively and efficiently. It illustrates how risk management is embedded throughout organisational systems to ensure it is integrated at all levels and work contexts.

The Framework was first adopted in 2012. At the time, the document complemented a Risk Management Policy and Risk Management Strategy amongst a suite of risk management documentation.

STATUTORY REQUIREMENTS

There are number of legislative requirements with which Council must comply, including the relevant provisions of the *Local Government Act 1993*. Ensuring compliance with Acts and Regulations is an important component of Council's risk management framework.

AS/NZS ISO31000:2009 – Risk Management Principles and Guidelines provides further instruction on risk management responsibilities for an organisation.

DISCUSSION

The Risk Management Framework has been reviewed by Council's Risk Audit and Compliance Committee and the Management Team. A number of minor changes have been made to reflect Council's commitment to continual improvement of Risk Management across the organisation.

These changes include:

- Reviewed scope and in particular the risk sources were compared to the current risk register and the inclusion of LIVING CITY.
- The relationship between the risk management framework and the strategic planning framework was reviewed and updated.
- A section was added relating to Councils Policies and Procedures.
- The reporting mechanisms table was also reviewed and updated.

COMMUNITY ENGAGEMENT

No community consultation has been undertaken as part of this report. Once the new version is adopted the Risk Management Framework will be available to the public on Council's website.

FINANCIAL IMPLICATIONS

There is significant financial risk to Council arising from poor risk management practices and inappropriate or insufficient insurance coverage.

RISK IMPLICATIONS

- Risk Management Practices
Incidents, significant insurance claims and poor risk management practices may have a detrimental effect on a Council's reputation.

CONCLUSION

It is recommended that Council adopt the attached revised Risk Management Framework, which reflects Council's current approach to Risk Management across the organisation.

ATTACHMENTS

1. Framework - DCC Risk Management Framework

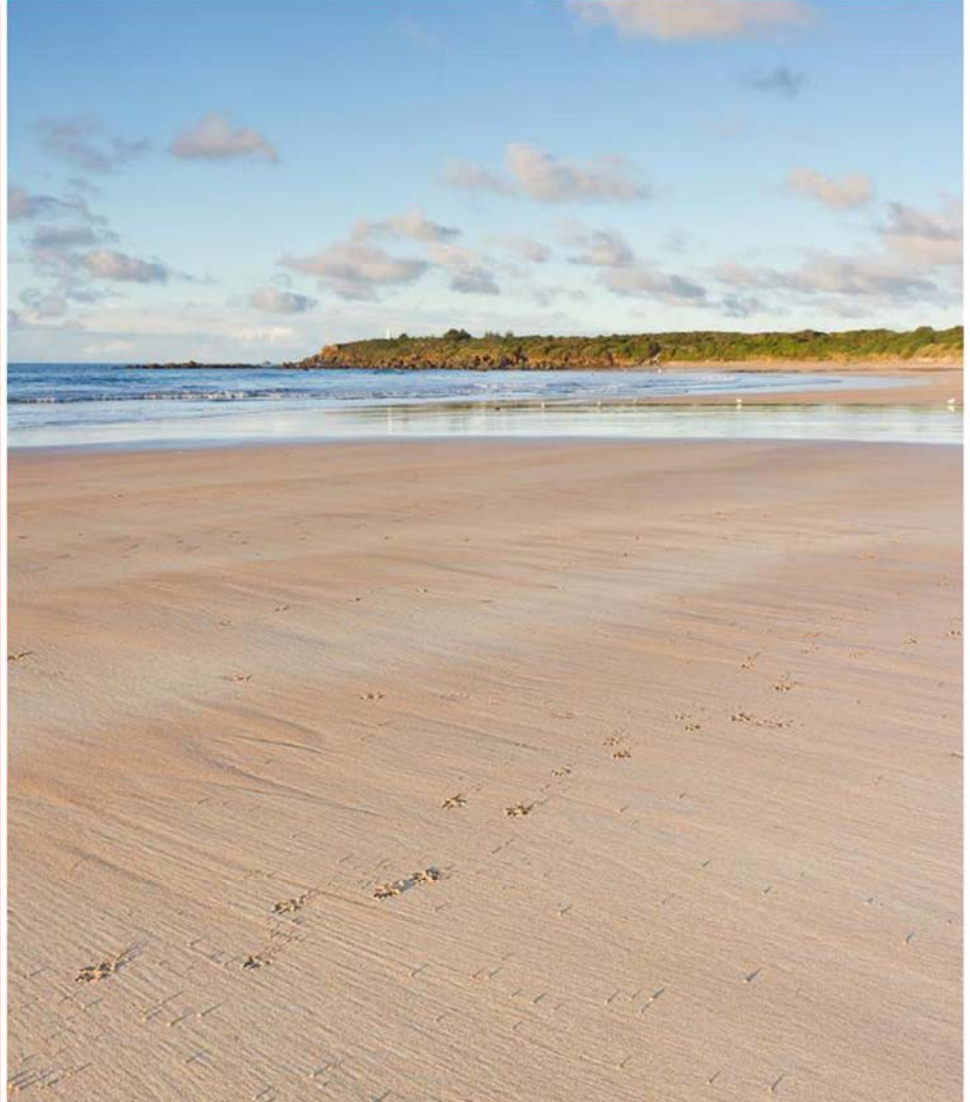
RECOMMENDATION

That it be recommended to Council that the report of the Risk and Compliance Coordinator be received and Council note the changes to the Risk Management Framework.

Author:	Karen Stone	Endorsed By:	Brian May
Position:	Risk & Compliance Coordinator	Position:	Development Manager



RISK MANAGEMENT FRAMEWORK



The City with Spirit

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SECTION 1 - OVERVIEW

1.0 Introduction

Devonport City Council operates within the framework of local government defined by the *Local Government Act 1993* and provides service, compliance and regulatory functions to the community.

Risk Management is critical to Council's ability to achieve the outcomes and strategies contained in its Strategic Plan.

The framework provides the necessary foundations and organisational arrangements for managing risk across the organisation. The framework outlines how we ensure the effective and efficient management of risks.

The framework illustrates how risk management is embedded in Council's organisational systems to ensure it is integrated at all levels and work contexts. It describes the key principles, elements and processes to guide staff in effectively managing risk, making it part of day-to-day decision-making and business practices.

Council's success depends upon factors including:

- The health and wellbeing of our people;
- Due care towards our customers and the community;
- The protection of our assets;
- Incorporating legislative requirements into our work processes;
- Sound financial management; and
- Good governance and political decision making.

2.0 Background

Risk is inherent in all aspects of an organisation's activity. *AS/NZS ISO31000:2009 - Risk Management Principles and Guidelines* ('the standard') defines risk as "the effect of uncertainty on objectives".

Risk management refers to coordinated activities which direct and control an organisation with regard to risk. A Risk Management Framework is defined as the set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout an organisation.

Risk management involves establishing a customised Risk Management Framework, a risk aware culture, and applying logical and systematic risk management processes to all stages of the life cycle of any decision, activity, function or operation that includes the potential for risk.

3.0 Policy Statement

Council is committed to implementing a consistent and structured organisation-wide approach to risk management in order to achieve an appropriate balance between realising opportunities for gains and minimising losses. Council is committed to managing risk at both strategic and operational levels to ensure that it makes informed decisions with respect to all activities it undertakes by appropriately considering both risks and opportunities.

Council acknowledges that the adoption of a strategic and formal approach to risk management will likely provide numerous benefits. These benefits include, but are not limited to:

- Effective corporate governance;
- Compliance with relevant legislation;

- Protecting people's safety;
- Proactive rather than reactive management;
- More rigorous decision making and planning; the right decisions for our people and our community;
- Better identification of our strengths, weaknesses, opportunities and threats;
- More effective allocation and use of resources;
- Improving staff confidence;
- Maintaining a positive public image;
- More effective asset management;
- Limiting exposure to litigation;
- A clear understanding by all employees of their roles, responsibilities and accountabilities for managing risk; and
- The development of a more risk aware organisational culture through enhanced communication, measurement and reporting of risk.

Risk management is essential for the successful implementation of Council's Corporate Planning Framework and supports the achievement of Council's vision for the future and development of the community through other strategic goals, objectives and actions Council's strategic direction section of the Annual Plan includes:

- Living lightly on our environment;
- Building a unique city;
- Growing a vibrant economy;
- Building quality of life; and
- Practicing excellence in Governance.

This Risk Management Framework builds on objectives and outlines the methodology adopted to identify, assess, manage and report on all risks in the organisation to ensure all parties understand how risk is managed. The Framework integrates the process for managing risk into the organisation's various activities.

Council's Strategic Plan states "Risk Management is a core organisational focus" and the strategies underpinning this outcome include:

- 5.6.1** Ensure safe work practices through adherence to Work Health and Safety Standards
- 5.6.2** Develop, implement, maintain and comply with Council's Risk Management Framework
- 5.6.3** Integrate risk management principles into all business practices
- 5.6.4** Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting
- 5.6.5** Ensure compliance with all relevant legislative requirements, standards, policies and procedures

4.0 Objectives

The aim of the Risk Management Framework is not to eliminate risk but, rather to identify and manage risk on an ongoing basis, consistently across all council activities, whilst maximising opportunities and minimising adversity. It provides a system for the setting of priorities when there are competing demands on Council's limited resources. Furthermore, the Framework supports the transparency of risk information to all stakeholders and interested parties.

Risks emerge as circumstances change – risk is dynamic and as such the process of risk management is continual. Risk management will form part of how we undertake our work and deliver services to our community on a day to day basis. Responsible risk management activity must be a part of the standard management practice and actions of employees.

The Council will utilise the framework provided by the *Risk Management Standard ISO 31000:2009* and its successors, to develop and implement its approach to:

- Risk identification;
- Risk analysis;
- Risk evaluation;
- Risk treatment;
- Monitoring and review; and
- Communication and consultation.

Risk management is incorporated into strategic, annual and operational planning processes at all levels of Council.

Key objectives of the Framework include providing Council with the tools required to practice effective risk management. The Framework is designed to:

- Outline the key principles and approach Council will employ to manage risks including appropriate methodologies with respect to the identification, analysis, measurement, management, reporting and monitoring of all risks;
- Identify stakeholders and outline their risk management roles and responsibilities;
- Ensure risk management activities are consistent with Council's strategic objectives and operations including integration within service delivery planning and objectives which satisfy all legal and regulatory obligations;
- Create a sound internal control environment;
- Ensure that reporting of risk exposures and incidents are completed in an accurate and timely manner;
- Align with Council's performance measurement programs; and
- Support change management by increasing the transparency of risks.

5.0 Scope

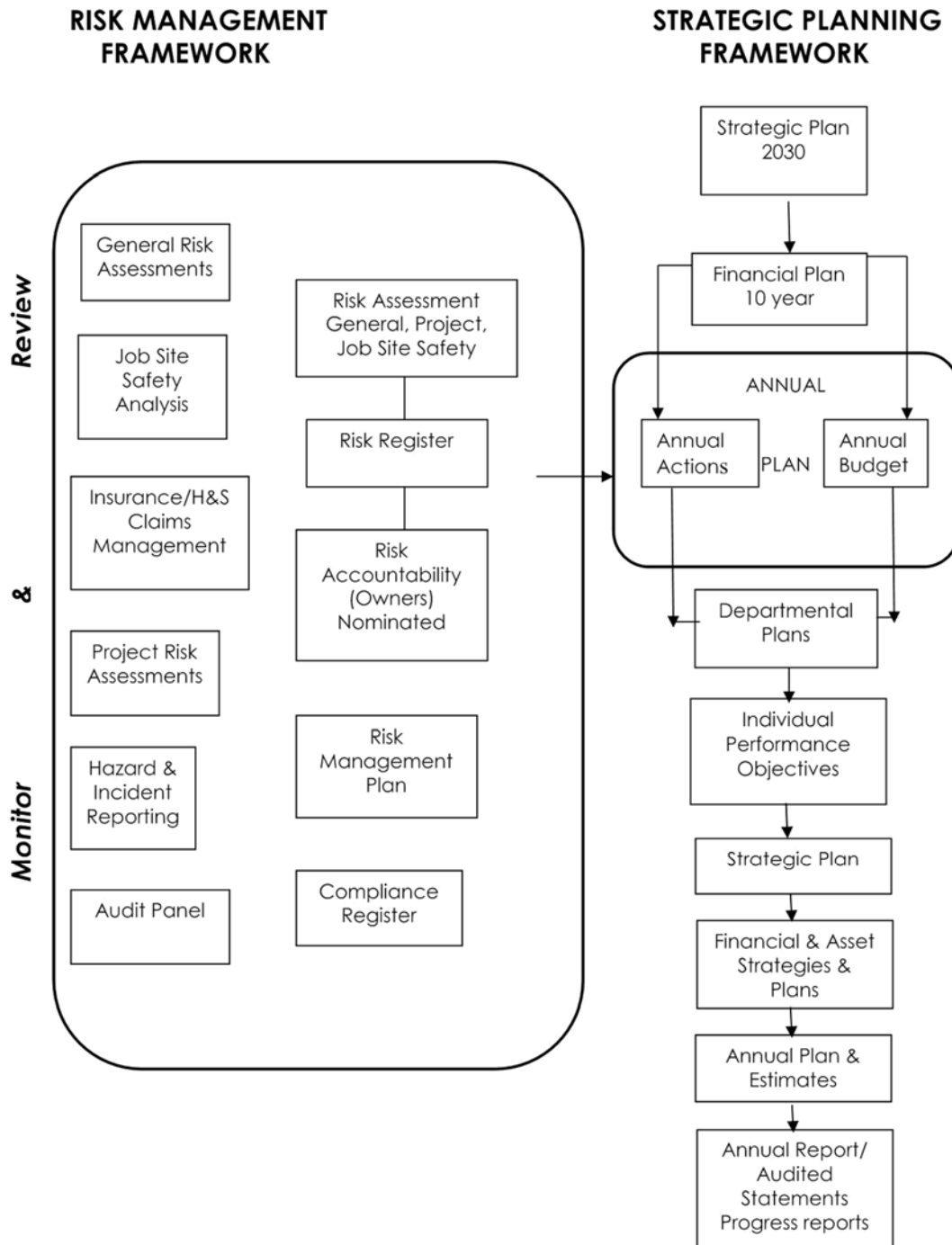
A risk event can result from an occurrence or change of a particular set of circumstances. The effect is a deviation from the expected and can be positive and/or negative.

Risk sources within the context of Council's operations include:

- Corporate Risk Register – Strategic Outcomes;
- Workplace Health & Safety;
- Corporate & Business;
- Asset/property Infrastructure;

- Legal compliance;
- Financial/Fraud;
- Information Technology;
- Environmental Sustainability;
- Consultation/communication;
- Risk Management Practices;
- Human Resources;
- Emergency/Business Continuity Management; and
- LIVING CITY

Figure 1 – The relationship between risk management framework and strategic planning framework



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Figure 2 - The relationships between risk management principles, framework and process

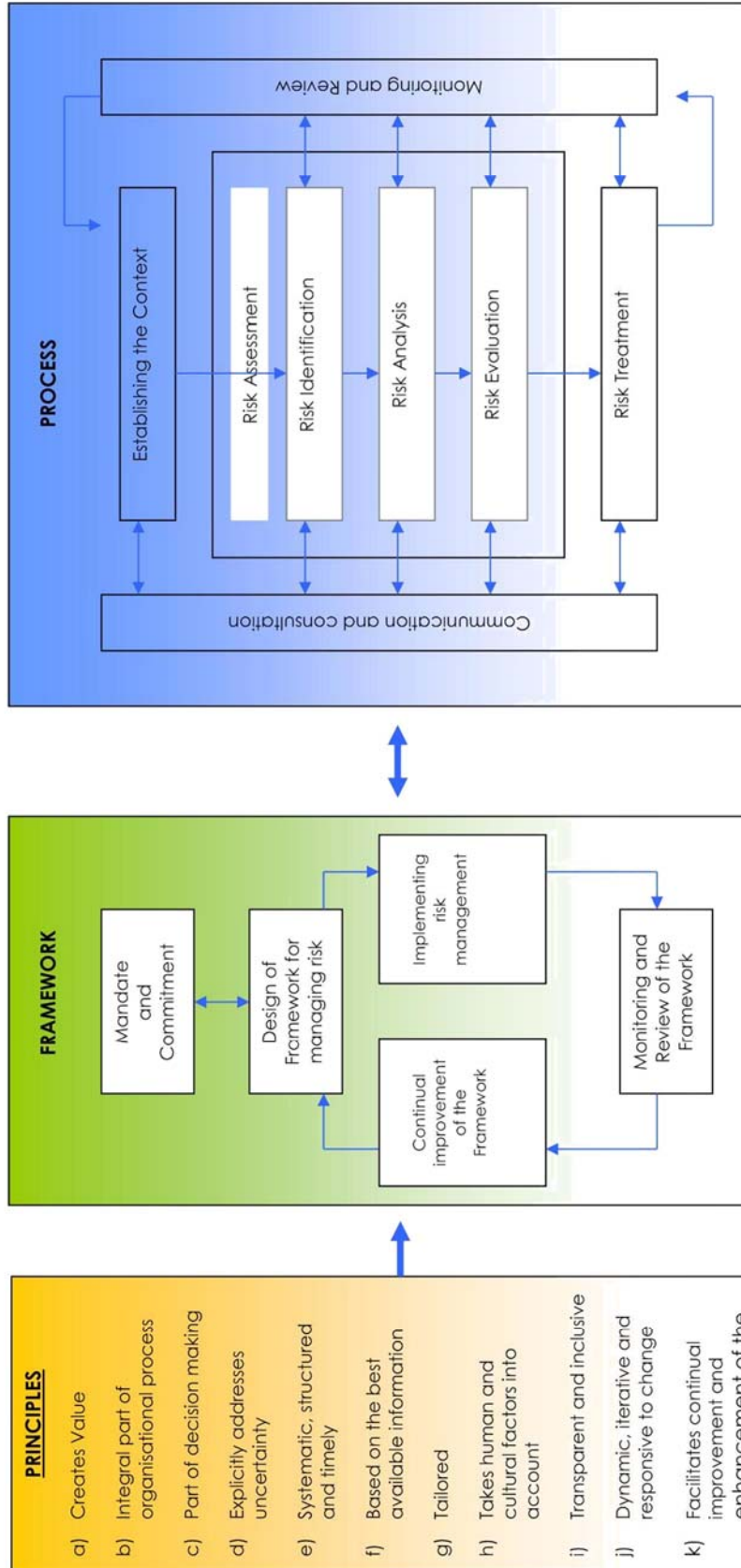


Figure 1 - Source: AS/NZS ISO31000:2009 Risk Management Principles and Guidelines

6.0 Risk Appetite Statement

Defining Council's risk appetite provides the strategic guidance necessary for decision making.

Council has a role in managing outcomes for the community which recognises a wide set of values and views of its many stakeholders both current and future. These responsibilities require a high level of prudence in decision making to ensure the needs of many stakeholders are considered in the context of ongoing community development and competing interests.

Council's risk appetite is measured in this context of community stewardship.

Additionally, Council as a regulatory body, has an obligation to administer services within a prescriptive legislative framework.

However Council may be forced to take risks beyond its choosing to comply with government directives or to satisfy public expectations of improved services.

The risk appetite statement provides direction on the risk parameters within which Council operates. Managing risks in accordance with the risk appetite statement allows Council to commit to excellence in leadership and service, live lightly on our environment, build a unique city, grow a vibrant economy, build quality of life, and practice excellence in governance activities.

Risk appetite is the amount and type of risk Council is willing to pursue or retain in order to achieve its objectives.

Council has a low appetite for risks which may:

- Have a negative impact on Council's long term sustainability;
- Compromise the safety and wellbeing of staff, aldermen, contractors and members of the community.

Council has a medium appetite for risks that:

- Maintain and improve levels of service to the community;
- Improve efficiency, reduce costs and/or generate additional sources of income.

7.0 Risk Tolerance

Risk tolerance is Council's readiness to bear any residual risk after any risk treatment.

In determining the level of risk that Council can tolerate, risk assessment tools within the framework are used to measure the probability and potential impact of that risk, using a likelihood and consequence matrix to calculate a risk level of:

- High
- Significant
- Moderate
- Low

SECTION 2 – BUSINESS SYSTEMS

8.0 Business Systems

The Risk Management Framework is one component of business systems within Council. The Framework aims to build resilience in the planning of service delivery for the Devonport municipal area by highlighting the strengths of current operating practices whilst identifying areas for improvement. The Framework

supports existing programs and initiatives undertaken by Council to manage its risk to ensure delivery of its strategic and operational objectives.

This Framework is applicable to all Council operations and functions - including activities carried out under its direction, to public infrastructure it controls and to those situations where employees and contractors are required to work on Council projects.

8.1 Decision Making

The following Risk Management principles shall be a consideration in all Council decision making processes:

- Creates value;
- Integral part of organisational processes;
- Explicitly addresses uncertainty;
- Systematic, structured and timely;
- Based on the best available information;
- Tailored;
- Takes human and cultural factors into account;
- Transparent and inclusive;
- Dynamic, and responsive to change;
- Facilitates continual improvement and enhancement of the organisation;
- and
- Financial implications short and long term.

In accordance with its common law 'duty of care' statutory responsibilities Council will ensure that resources are allocated to:

- Minimise Council's exposure to loss and litigation;
- Protect and enhance Council's reputation;
- Protect Council's financial and physical assets;
- Maintain employee health and safety
- Ensure continuous improvement in the Risk Management process; and
- Risk implications will be included in all Council reports to aid decision making

8.1.1 Council Policies & procedures

Council policies and procedures are mandated statements that directly guide Council's decision making. Council policies and procedures help to direct response and organisational direction, and minimise risk through promoting consistency, establishing precedents and expected actions/outcomes, helping to avoid inefficient, inconsistent and ineffective decisions. Council policies and procedures are of direct relevance to ratepayers and the community, and help establish parameters that align with community expectations, ensuring legislative and statutory compliance, and therefore assisting in risk management.

8.2 Continuous Improvement

Council is committed to continuous improvement and the pursuit of excellence in service delivery and business processes. The Framework complements the methodology of continuous improvement by consideration of:

- Consultation and Communication;
- Cost/Quality;
- Effective resource use;
- Financial sustainability; and
- Accountability.

8.3 Business Continuity, Emergency Management and Disaster Recovery

Risk management supports Council's Business Continuity Policy and Plan and Council's Emergency Management and Disaster Recovery Plan by identifying issues and events that may pose a threat to the continuation of business and impact on the community.

8.4 Contract Administration Process

The contract administration process of Council is supported by the Risk Management Framework as effective management of risk aids in the identification of issues and events that may impact contract preparation and implementation phase.

8.5 Asset Management

The Risk Management Framework operates to enhance Council's asset management system by ensuring that effective processes are in place to manage asset risks.

8.6 Event Planning

Effective risk management processes are crucial to efficient planning and delivery of events that ensure public safety and event success.

8.7 Project Management

Risk management is an integral part of project management. It is imperative that risks are identified at the project development stage so that designs and processes can be adjusted to minimise or eliminate exposure to risk.

8.8 Health & Safety Management

Risk management is effective in assisting with the integration of principles, practices and criteria for implementing best practice health and safety management.

8.9 Fleet Management

The Risk Management Framework assists Council in ensuring effective processes are in place to manage risks associated with fleet management.

8.10 Organisational Risk Management

The Risk Management Framework assists Council in embedding sound risk management practices into the organisation, and the creation of a safer community environment, by ensuring policies and procedures reflect risk mitigation relating to public liability matters.

Council's public liability insurer undertakes comprehensive risk assessments on selected potential risk areas. Recommendations from this process will be considered by Council.

8.11 Fraud

Council has a zero tolerance in relation to fraud and corruption. Fraud can erode confidence in the Council, deprive the public of resources, reduce the effectiveness of Council assets and equipment, harm customers, employees or the public and damage staff morale. By utilizing tools within the Risk Management Framework, Council can assess and measure its vulnerability to fraud and implement robust controls for its prevention.

8.12 Service Levels

Council is responsible for the operation and management of its assets including road pavement, kerb and channelling, street furniture, public recreational and open space, buildings and waste management services. The service levels set out the manner in which Council will meet its various obligations and identifies a benchmark level of service to be provided.

8.13 Community Engagement

Council recognises that community engagement and participation processes are a vital part of democracy. Effective engagement is good business practice and is critical in managing reputational risk. Council is committed to engaging with the Devonport community.

An engagement framework provides direction on engagement planning including guidance on when and how council should engage with the community for different situations.

8.14 Audit Panel

While development and implementation of a robust and integrated internal control and risk management framework is Council's responsibility, the Audit Panel has a key role in overseeing and monitoring internal control and risk management programs. As part of its role, the Audit Panel should review whether Council possesses:

- An effective risk management system;
- Adequate internal controls to safeguard Council's financial sustainability and assets; and
- Internal processes for determining and managing material operating risks in the following areas:
 - Potential non-compliance with legislation, regulations and standards and internal Council policies and procedures;
 - Important accounting judgements or estimates that prove to be incorrect;
 - Litigation, claims and complaints made against Council;
 - Fraud, theft and other illegal and unethical behaviour; and
 - Significant business risks, such as workplace health and safety.

8.15 Procurement

Risk assessments are conducted prior to the procurement of all major contracts, including plant and equipment, to ensure the relevant parties are consulted, any plant and equipment acquired is suitable for its intended purpose and will meet the needs of Council now and into the future.

SECTION 3 - PLANNING

9.0 Planning and Resourcing

9.1 Resource Challenges

The Risk Management Framework acknowledges that there are and always will be limitations and challenges for Council to resource and deal with risks which arise.

However, identification of risks should not be limited by the possibility that there may be insufficient funds to immediately improve how Council currently manages its risks.

This Framework approaches the understanding and identification of risks faced by Council in the broadest context. The approach to be used is to identify risks without considering possible cost of treatment but how to manage those risks with a view to maximising existing resources.

This approach is based on the philosophy that it is better to be aware of risks (even knowing that only the most critical can be dealt with after application of a prioritisation process), than to be caught unaware when a risk event occurs, suffer loss or failure, and potentially be held accountable.

9.2 Links to Council Planning and Budgeting Cycles

The Framework raises issues ranging from the highest strategic level e.g. Council's formal decision making through to the detailed issues of delivery of services to the community and the care of community assets.

The Risk management process identifies issues to consider as part of Council's strategic planning and budget processes.

9.3 Budget Planning and Prioritisation

The Risk management Framework provides an effective and transparent prioritisation tool for decision making when long term and annual financial resource allocations are being considered.

This process contributes to the quality of the longer term financial plans of Council (including capital works and asset management programs) and assists in effective decision making in strategic planning which in part must recognise the future implications of today's decisions.

Safety and risk mitigation projects are identified, as part of Council's five-year capital expenditure program, to address high potential liability issues and reduce Council's exposure to risk.

Through the use of a common framework to assess priorities sound, transparent and defensible financial decisions and recommendations are possible.

9.4 Risk Assessments

Risk assessments will be conducted in accordance with Council's risk assessment methodology. Risk data will be stored in the Risk Register.

9.5 Hazards and Incidents

Hazard and incident reporting highlights hazards and incidents and allows this information to be integrated into the Risk Register. These risks are then considered.

SECTION 4 - REPORTING

10.0 Key Performance Indicators

The following measures have been developed to aid in tracking the implementation and effectiveness of the Risk Management Framework.

- Risks recorded in Corporate Risk Register (number of);
- Staff exposed to risk awareness training (% of staff);
- Risks identified (number of) versus Risks assessed (number of);
- Risks assessed (number of) versus Risks treated (number of);
- Risks with owners (number of);
- Strategic risks (number of) versus Operational risks (number of);
- Targeted Risk Appraisals (number of);

- Potential Claims; and
- Outstanding Substantial Claims.

10.1 Reporting Mechanisms

To ensure transparency of risk management information across Council, a series of reports will be produced throughout the year:

Report	Frequency	Prepared by	Audience
Potential Claims			
Significant Claims Update Claims Summary	Bi-Monthly	Risk & Compliance Coordinator	Executive Leadership Team
Risk Register Review	Annually	Risk & Compliance Coordinator	Management Team
Detailed Claims Report Fraud, Theft, Probity & Breaches of Law Relevant Business Risks	Quarterly	Executive Manager Organisational Performance	Audit Panel
Risk Register Overview Significant Business risks Risk Department update & Insurance Portfolio	Annually	Risk & Compliance Coordinator	Audit Panel
Detailed Claims Report Potential Claims Risk Register Review Embedded Risk Areas	Monthly	Risk & Compliance Coordinator	Risk Audit & Compliance Committee
<u>Unscheduled Reports</u>			
<ul style="list-style-type: none"> ▪ Hazards and Incidents/Risk events: report of any risk events / incidents including remedial action 	Monthly	Risk & Compliance Coordinator	Safety Committee
<ul style="list-style-type: none"> ▪ New and emerging risks/issues 	Fortnightly	Risk & Compliance Coordinator	Management Team

SECTION 5 - RESPONSIBILITY

11.0 Roles and Responsibilities

Risk management responsibilities are incorporated into Council Position Descriptions and success measures developed for staff to form the basis of both

formal and informal performance management discussions. The following table outlines the general responsibilities of various stakeholders:

Stakeholder	Roles and Responsibilities
Council	Council will: <ul style="list-style-type: none"> ▪ Be aware of Council's Risk Management Framework, specifically through the provision of an Audit Panel ▪ Consider all risk implications when making decisions ▪ Make funding and resources available to adequately manage risks identified in the Risk Register
General Manager	The General Manager is required to take all reasonable steps to: <ul style="list-style-type: none"> ▪ Provide a safe and healthy work environment, in accordance with the <i>Work Health & Safety Act 2012</i>, its amendments, Regulations, related codes of practice and Australian Standards ▪ Understand the principles of Risk Management ▪ Ensure that Council meets its 'duty of care' to staff and the general public and protects its assets through education, appropriate risk financing and adequate loss control programs and measures ▪ Monitor and evaluate the performance of Managers against their Risk Management responsibilities ▪ Assist Council in the development and maintenance of Council Corporate Planning Framework ▪ Lead the Executive Leadership Team in the development and implementation of risk actions plans ▪ Promote Risk Management as a vital business principle ▪ Ensure that Council is provided with adequate risk information to make informed decisions
Managers	Managers are required to take all reasonable steps to: <ul style="list-style-type: none"> ▪ Provide a safe and healthy work environment in accordance with the <i>Work Health & Safety Act 2012</i>, its amendments, Regulations, related codes of practice and Australian Standards ▪ Understand the principles of Risk Management ▪ Monitor and evaluate the performance of Coordinators, Supervisors and Team Leaders against their Risk Management responsibilities ▪ Contribute to the analysis of all potential and actual high loss incidents within their jurisdiction ▪ Develop and implement risk actions plans ▪ Keep staff appropriately informed of all changes relating to registered risks ▪ Advise of any risk issues that should be incorporated into the forthcoming budget ▪ Promote Risk Management as a vital business principle

<p>Development Health Manager/Risk & Compliance Coordinator</p>	<ul style="list-style-type: none"> ▪ Provide advice and assistance to all Council staff in relation to the development and implementation of an effective Risk Management System that observes the principles of <i>AS/NZS ISO 31000:2009 Risk Management</i> ▪ Monitor the overall effectiveness of the Risk Management system ▪ Oversee and provide input into the development and maintenance of a Risk Information System integrated with other systems to provide timely, accurate and relevant information of losses, claims, premiums and other risk related information. ▪ Ensure that all documentation maintained and generated within the Risk Management process complies with Council's record management requirements ▪ Make available relevant and wide ranging information on risk management issues affecting Council. ▪ Apply the Risk Management process for the management of risk exposures ▪ Review insurance held by users of Council facilities ▪ Review contracts and lease agreements ▪ Negotiate & ensure appropriate insurance cover ▪ Oversee the development of a Risk Management training program ▪ Develop a report on Council's achievements over the previous year for inclusion in Council's Annual Report ▪ Maintain risk management manuals and records including the following: <ul style="list-style-type: none"> ▪ claims management manual ▪ legal advice ▪ property and motor vehicle schedules ▪ loss records ▪ management decision on risk ▪ technical information ▪ insurance policies ▪ Assist in the effective operation of the Safety Management System ▪ Ensure adequate fire protection and security arrangements are in place to protect Council's assets ▪ Coordinate public safety issues ▪ Monitor accident reporting and recording procedures. ▪ Liaise with outside organisations/consultants for advice and assistance in areas where the organisation does not have the expertise or resources ▪ Ensure all accidents and incidents reported are fully investigated and the appropriate corrective action has been taken ▪ Review with Managers all aspects of the risks management program on a regular basis, including workplace inspections and safety audits ▪ Consult with the Health and Safety Committee and Health and Safety representatives where appropriate to resolve health and safety issues and compliance with Risk Management principles ▪ Provide regular reports to management on the operation of the Risk Management program ▪ Continue professional involvement
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<p>All employees</p>	<ul style="list-style-type: none"> ▪ Assist in the provision of a safe and healthy work environment and comply with the <i>Work Health & Safety Act 2012</i>, its amendments, Regulations, related Codes of Practice and Australian Standards ▪ Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects ▪ Ensure all accidents reported are fully investigated and the appropriate corrective action has been taken ▪ Managers to review with Coordinators and workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits ▪ Consult with the Health and Safety Committee and Health and Safety representatives where appropriate to resolve risk management issues ▪ Ensure ongoing instruction and consultation with workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to employees' work ▪ Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control ▪ Carry out audits of activities under their control ▪ Report any risk identified associated with Council asset, work sites or work systems ▪ Ensure that risk management factors are fully considered when changing or setting up work sites, work programs or undertaking any contractual tasks ▪ Ensure all accidents are reported ▪ All contractors must be inducted before Council entering site/s
<p>Risk, Audit & Compliance Committee</p>	<ul style="list-style-type: none"> ▪ Reviewing and analysing claims and reported incidents ▪ Progress improvements and recommendations of the MAV Service Review ▪ Discuss and plan risk management awareness training ▪ Populate and enhance the Risk Register ▪ Monitor and improve the Compliance Register ▪ Implement an audit and inspection process focused on risk management

SECTION 6 - COMMUNICATION

12.0 Communication Plan

12.1 Objectives

Communication is the key to keeping employees informed and engaged with the implementation of the Framework.

Effective communication mechanisms will support the following objectives:

- To keep staff and stakeholders informed and engaged with the Risk Management program development;
- Development of a common language around risk management;
- Promote learning e.g. examples of success will highlight the different applications of risk management;
- Development of a risk aware culture;
- Demonstrate leadership in implementing the Framework; and
- Celebrate the success of the Framework's implementation.

12.2 Communication Methods

The following communication mechanisms may be utilised, amongst others:

- Outline of the Framework and risk awareness/hazard and incident analysis training provided to existing employees;
- Provide additional training to Departments upon request or where a need is identified;
- Risk implications part of Council Reporting processes;
- Progress reports to Management and Risk/Safety Team;
- Progress reports to Audit Panel;
- Progress reports to Risk Audit & Compliance Committee;
- Regular updates regarding risk management will be provided to all employees in staff newsletter; and
- Outline of the Framework provided to all new employees during Induction processes.

12.3 Progress Reports to Employees

- Quarterly via staff newsletter;
- Monthly Report to the Risk Audit & Compliance and Health & Safety Committees;
- Annual statistical report on KPIs/Fortnightly to the Management Team;

After initial stages of risk program implementation

- Comments from participants;
- Recognition of achievement; and
- Sharing of experience and learning from across the organisation.

12.4 Progress Reports to Aldermen

- Audit Panel quarterly reports;
- Audit Panel minutes reported to Council; and
- Updates provided through the Section 23 Infrastructure & Works Committee;

12.5 Progress Reports to Community

- Annually via Annual Report

SECTION 7 - PROCEDURE

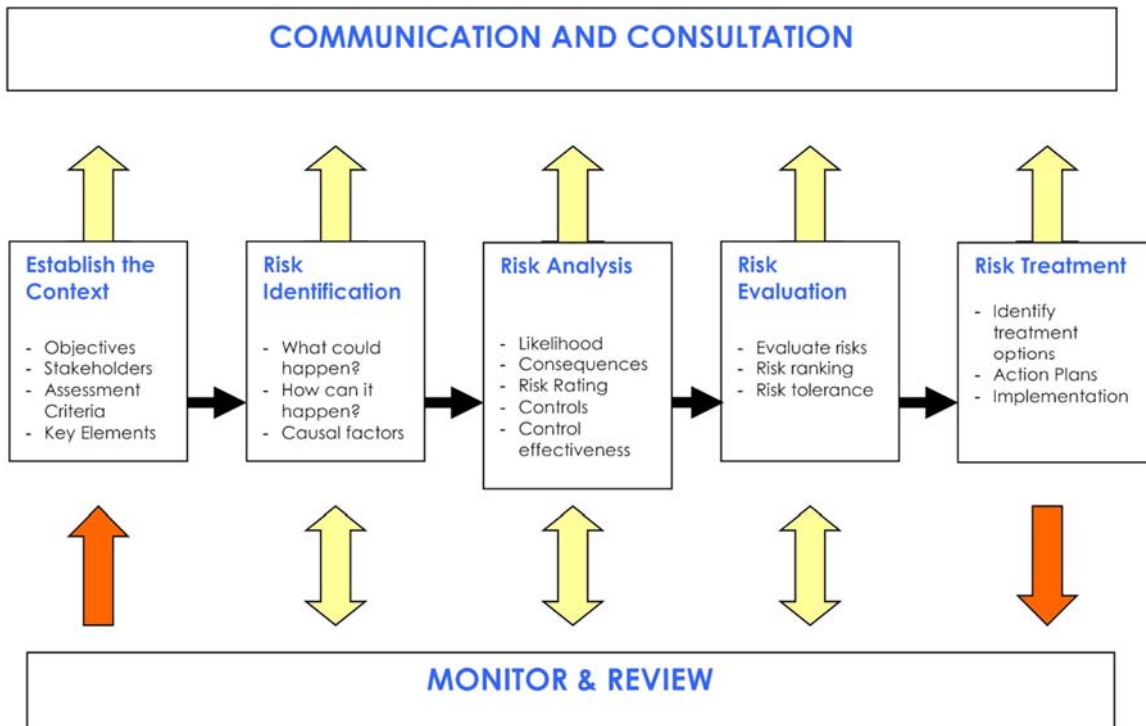
13.0 Risk Management Process

13.1 Overview

The risk management process should be:

- An integral part of management
- Embedded in culture and practice, and
- Tailored to the business processes of Devonport City Council

The risk management process adopted as part of this Framework is consistent with the Standard as depicted below:



13.2 Communication and Consultation

Contact/Involvement – has everyone who needs to know been contacted, involved, informed and kept up to date?

Information Flow/Dialogue with Stakeholders – there should always be dialogue with stakeholders with a focus on consultation.

Feedback – success will be achieved if feedback is given by all involved in the process.

The Communication Plan is outlined in detail in Section 10 of this Framework.

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13.3 Risk Management Context

When identifying, assessing and managing risks, the following external factors should be considered:

- Community impact;
- Environmental implications;
- Political implications (State/Federal);
- Health, Safety and Well Being;
- Economic Impact;
- Media;
- Legal and Regulatory requirements; and
- External stakeholders/key third party service providers.

The following internal factors need to be considered:

- Council's Strategic Plan;
- Long Term Financial Plan;
- Capital and Operational Budgets;
- Annual Plan;
- Departmental Plans;
- Unit Plans;
- Council / Elected Members;
- Health and Safety and Welfare;
- Key Performance Indicators - organisation and individuals;
- Business Continuity and Emergency Management Planning;
- Governance; and
- Business efficiency and productivity.

13.4 Risk Identification

The aim of risk identification is to develop a comprehensive list of events that may create, enhance, prevent, degrade, accelerate or delay the achievement of objectives. This includes identifying the risks associated with not pursuing an opportunity.

To assist in risk identification, ask the following questions - What can happen? - How can it happen? Have we considered the causal factors?

Each department/work area is responsible for identifying their risks and undertaking risk assessments.

In identifying risks, Departments/work areas need to consider a broad range of risk sources within the context of Council's strategies and operations. These risk sources were outlined at Section 5 of this Framework.

Forums for identifying operational risk include but are not limited to:

Risk Identification Workshops

The purpose of these workshops is to brainstorm risks with relevant employees from each work area. Senior Managers are accountable for reviewing their area's registered risks formally at least on a half yearly basis, as part of the business planning process, in consultation with relevant employees.

Risk Assessment Workshops/Discussions

The purpose of these discussions is to assess the likelihood and consequence of the risks identified with relevant employees from each work area. As a result of these workshops, risk rating details are captured and documented using Council's risk assessment documentation & tools. Senior Managers are accountable for reviewing their area's registered and assessed risks formally at least on a half yearly basis, as part of the business planning process.

Strategic Projects/Change Management

A risk assessment is to be undertaken as part of any project and/or the Council's documented change management process. Senior Managers are accountable for identifying and assessing any risks emerging as a result of change/improvement/projects. These risks are to be included on the project plan which is reviewed and maintained through the life of the project/change/improvement process.

Review of Audit findings/Loss data/Credible Customer Complaints

Systemic issues/risks can be identified upon review of this data

Strategic and Annual Planning Process

Departments are required to review their risks in the Corporate Risk Register as part of their annual planning and budgeting process. This enables the risk profile and risk control activity to be considered as part of formulating future plans, improvements, business cases and budgets.

Incident/Hazard Reporting

Incidents and Hazards are to be reported using the Incident and Hazard Reporting Process. This information and subsequent analysis may result in the identification of systemic / operational risks. These will be communicated back to relevant stakeholders to be appropriately managed in line with the risk management process.

13.5 Risk Analysis

Risk analysis involves consideration of the sources of risk, their positive and negative consequences and the likelihood that those consequences may occur. Each category of the consequence scale is based on the types of risks that may potentially impact Council's operations.

Existing controls and their effectiveness and efficiency should also be taken into account. For each identified risk ask "Is there anything currently in place that would effectively lessen the likelihood or impact of the risk?" If there are controls in place, then ask "Are the controls effective? "Can the risk be shared/transferred"? The risk can then be re-evaluated.

A risk rating is determined by combining the likelihood and the consequence ratings.

Risk analysis is about developing an understanding of the risk. It is this analysis which provides input into the decision on whether the risk needs to be controlled and the most appropriate and cost-effective manner of treatment.

The method of analysing risks is undertaken in two parts:

- Risks are measured against established criteria for likelihood; and
- The final risk score (overall risk rating) is calculated as the product of the likelihood and consequence scores.

13.6 Risk Evaluation

Risk evaluation is done to assist in decision making – the legend below identifies the actions necessary for different risk ratings.

Legend:

H	High Risk: Immediate action to be initiated and implement controls as outlined in Risk Assessment.
S	Significant Risk: Attend to in short term. Implement controls as outlined in Risk Assessment.
M	Moderate Risk: Attend to in medium term. Implement controls as outlined in Risk Assessment
L	Low Risk: Responsible Managers develop or modify policy, procedure and practices to address the risk and implement controls as outlined in Risk Assessment

The purpose of risk evaluation is to determine, based on the outcomes of risk analysis, which risks need treatment and priorities. The risk evaluation can also lead to a decision not to treat the risk in any way other than maintaining existing controls.

13.7 Risk Treatment

Risk treatment involves identifying the range of options for treating risks, assessing these options and the preparation and implementation of treatment plans. By treating the risk the aim is to either:

- Elimination the risk – repair damage/remove risk/or alternative methodology;
- Avoid the risk - by deciding not to continue with the activity;
- Taking the risk - in order to pursue an opportunity or lesser risk alternative;
- Sharing the risk – to minimise likelihood and consequences;
- Isolate the risk – relocate the risk, tag out, lock out, install barriers;
- Engineering – improve the process to remove the risk;
- Administrative – rotate jobs, adequate training, maintenance;
- Personal Protective Equipment (PPE) – use hearing, eye, head, hand, face protection and train staff in its correct use;
- Accept the risk by informed decision - retain the risk.

In order to select the most appropriate treatment action it is necessary to balance the cost of implementing each option against the benefits derived from it. It is also necessary for consideration to be given to all direct and indirect costs and benefits financial or otherwise.

13.8 Monitor and Review

On-going review of the Risk Management Framework and its effectiveness is essential to ensure that risks are identified and registered in the Corporate Risk Register; are regularly assessed, including associated treatment options; and that they remain relevant. Factors that affect the likelihood and consequence may change, as may the factors that affect the suitability or cost of treatment options.

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The required actions, as outlined in the Risk Evaluation section above outline the monitoring and review actions which are undertaken as part of this Framework:

- This Risk Management Framework is reviewed every two (2) years.
- Regular reporting to the Audit Panel should include status of risks in the Risk Register, insurance claims and details of relevant audit results.

Any review of the Risk Management Framework will consider the following:

- Are risk management objectives aligned with Council's strategic intent?
- Do risk management initiatives reflect the realities of the current environment in which Council is operating?
- Are the outcomes of risk management able to be effectively measured?
- Do risk management initiatives generate value for Council?
- Does information provided allow decisions to be made about whether to expand or contract resources and what effort is required in managing risk exposures?
- Is information provided in a clear and concise manner?

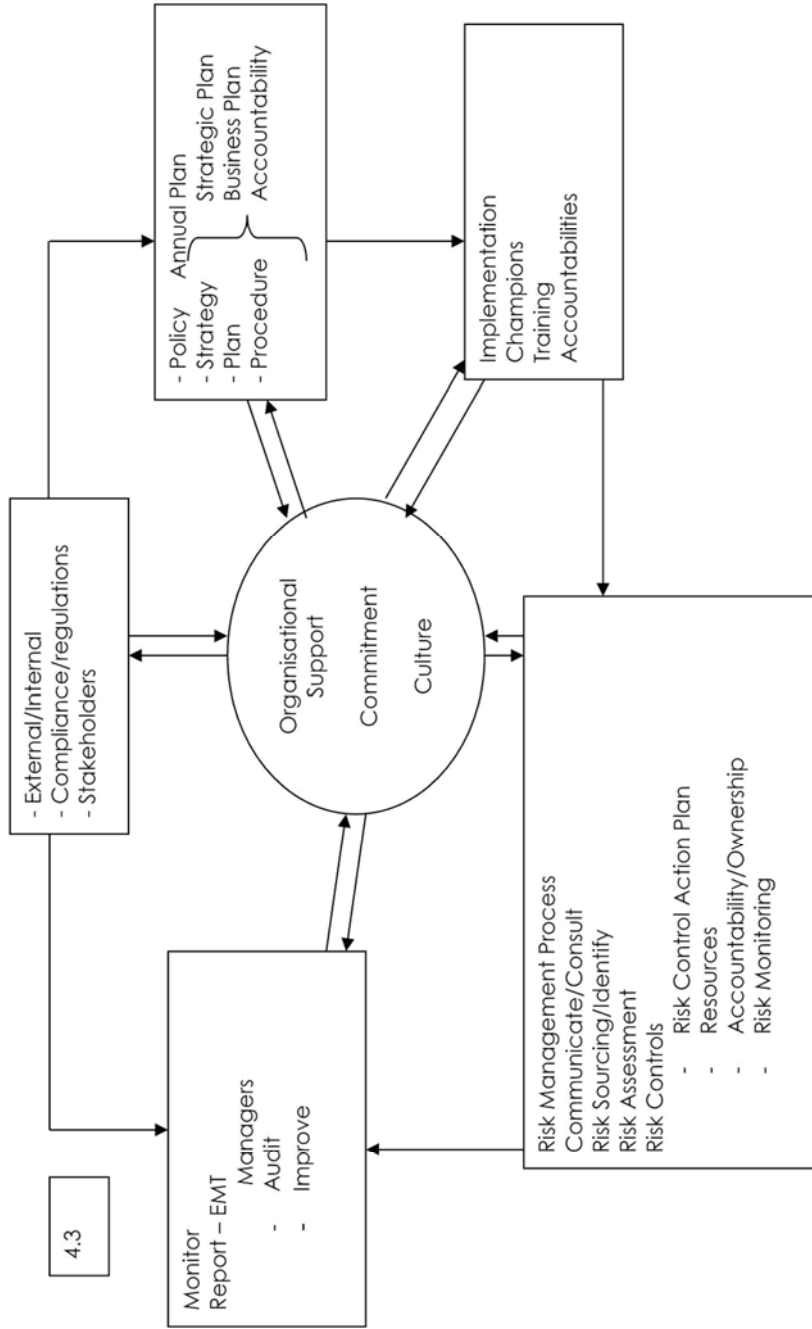
Furthermore, an assessment of the effectiveness of the risk management program at Council will be undertaken following implementation of the Framework to ensure that it meets its objectives. This assessment will be undertaken through:

- Survey of stakeholders;
- Implementation and monitoring of key risk indicators;
- Formal assessment of incident and loss data against key risk indicators;
- and
- Internal audit of the program.

13.9 Risk Management Plan

Risk Management Plan Components

The diagram below depicts an overview of the flow of business process and strategies at Devonport City Council in supporting the management of risk in alignment with this Framework.



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SECTION 8 - DEFINITIONS

14. Descriptors:

Extracted from *ISO Guide 73:2009* and *Work Health & Safety Act 2012*

Risk - effect of uncertainty on objectives.

Risk Management - coordinated activities to direct and control an organisation with regard to risk.

Risk Management Framework - set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Risk Owner - person with the accountability and authority to manage a risk.

Hazard - a source of potential harm.

Residual Risk - the risk remaining after risk treatment.

Risk Analysis - the process to comprehend the nature of risk and to determine the level of risk.

Risk Evaluation - the process of comparing the results of risk analysis with risk criteria to determine whether the risk and/or its magnitude are acceptable.

Risk Appetite - is the amount and type of risk Council is willing to pursue or retain in order to achieve its objectives.

Risk Tolerance - Risk tolerance is Council's readiness to bear the risk, after risk treatment, in order to achieve its objectives.

Risk Register - record of information about identified risks.

Risk Retention - the acceptance benefit of gain, or burden of loss, from a particular risk.

Risk Treatment - the process to modify risk.

Inherent Risk - Initial risk prior to implementation of control measures.

Stakeholders - employees, Aldermen, Committees, Contractors, general Community, Volunteers, Visitors, Lease Holders, Audit Panel and Interested parties

Worker - A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as -

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- an outworker; or
- an apprentice or trainee; or
- a student gaining work experience; or
- a volunteer; or
- a person of a prescribed class.

15. Legislation & Related Documents

AS/NZS ISO 31000 Risk Management
Work Health & Safety Act 2012
Work Health & Safety Regulations 2012
Local Government Act 1993
Risk Register
DCC H&S Policy
DCC Business Continuity Policy
DCC IT Disaster Recovery Plan
Regional Emergency Management Plan
Art Gallery Annexe Disaster Preparedness Plan

16. Responsibility**16.1 Responsible Manager**

Development Health Manager

16.2 Document Controller

Risk & Compliance Coordinator

17. Authorisation**17.1 Adoption of Framework**

Adopted by MT September 2012

17.2 Amendments to Framework

Amendments endorsed by Council (Governance & Finance Committee March 2017)

18. Document Review

This framework should be reviewed every two years

19. Framework Review

September 2018.

Trim File Ref: 25870

4.4 ELECTED MEMBERS' EXPENDITURE REPORT - NOVEMBER 2016 TO FEBRUARY 2017

File: 22947 D463127

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 four month period November 2016 to February 2017 inclusive, is detailed below:

Mayor Steve Martin

\$ 233.64	Mobile telephone expenses
\$ 33.65	DCCI Luncheon
\$ 195.24	LGAT – Mayor's Professional Development workshop
\$ 109.90	LGAT – General Meeting
\$ 50.00	LGAT – Regional breakfast
\$ 50.00	Tasmanian Shippers Forum
\$ 1,049.09	ALGA Conference Registration fee
\$ 263.75	Meal expenses – meetings
\$ 642.25	Airfares – Canberra
\$ 419.85	Airfares – ALGA Conference
\$ 1,302.83	Accommodation expenses
\$ 167.65	Parking/taxi expenses

Alderman Rockliff

\$ 50.00	LGAT – Regional breakfast
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Alderman Matthews

\$ 352.73	Accommodation - Cities, Town Centres and Communities Conference
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Aldermen Laycock

\$ 109.90	LGAT – General meeting
\$ 515.41	ALGWA Registration fee

Aldermen

\$ 852.08	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 - February 2017

RECOMMENDATION

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

Author: Position:	Karen Hampton Governance Coordinator	Endorsed By: Position:	Paul West General Manager
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Aldermen Expenses
Cumulative figures - Year to date - February 2017

Alderman	Mayor Allowance	Deputy Mayor Allowance	Aldermen's Allowance	Mileage R'ments	iPads	Conference/ Professional Development Attendance	Travel, Accomm & Meal expenses	Meeting expenses	Mobile Phone	Other	Total
Mayor Martin	33,969		13,587	8,328	130	2,387	3,950	463	471	230	\$ 63,515
Ald Emmerton			13,587		236						\$ 13,823
Ald Goodwin			13,587		236		423				\$ 14,246
Ald Jarman			13,587		236		437				\$ 14,260
Ald Matthews			13,587		236	1,010	352				\$ 15,185
Ald Milne			13,587		236		616				\$ 3,129
Ald Laycock			13,587		236	515	445	109			\$ 14,892
Ald Perry			13,587		236						\$ 13,823
Deputy Mayor Rockliff		10,619	13,587		236	50	400				\$ 24,892
Other Non Attributable											\$ -
TOTAL - YEAR TO DATE	\$ 33,969	\$ 10,619	\$ 122,283	\$ 8,328	\$ 2,018	\$ 3,962	\$ 6,623	\$ 572	\$ 471	\$ 230	\$ 177,765
Budget	53,600	17,000	190,000	12,500	4,300	15,000	10,500	1,500	1,400	-	305,800
BALANCE UNSPENT	\$ 19,631	\$ 6,381	\$ 67,717	\$ 4,172	\$ 2,282	\$ 11,038	\$ 3,877	\$ 928	\$ 929	\$ 230	\$ 128,035
% Spent Year to Date	63%	62%	64%	67%	47%	26%	63%	38%	34%		58%

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

4.5 RELATED PARTIES DISCLOSURES POLICY

File: 31641 D463269

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 present the Related Parties Disclosures Policy for consideration and adoption by Council.

BACKGROUND

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements to comply with *Australian Accounting Standard AASB124 Related Party Disclosures* and the *Australian implementation guidance for not-for-profit public sector entities*.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report. The Policy has been drafted based on relevant legislation and in accordance with Australian Accounting Standards.

DISCUSSION

Council officers recently attended an information session facilitated by the Auditor-General and Local Government Association of Tasmania which provided details regarding the requirement for the adoption of a Related Parties Disclosures Policy.

As detailed in the attached Policy, disclosure of related party transactions ensures that Council's financial statements contain necessary information to draw attention to any possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

Council's related parties are likely to include the Mayor, Aldermen, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

Key Management Personnel (KMP) are those who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, Aldermen, General Manager and Senior Executives. The Policy requires all identified KMPs to declare existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual Related Party Declaration, by 1 July each year, and update the Declaration should they become aware of any change, error or omission.

For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same

related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

Under AASB124, those persons who are prescribed as close family members of a KMP include:

- that person's children, parents, grandparents, siblings and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Other parties may be assessed from time to time as being related parties due to changes to Council's structure or in accordance with legislative or accounting practices.

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

- Political/Governance
Without policies in place, Council undertakes the risk of inconsistency and ineffective management and oversight of legislation and matters that affect its operations and the community.

CONCLUSION

The attached policy has been prepared in accordance with the relevant Legislation and will ensure compliance with the *Australian Accounting Standard AASB124 Related Party Disclosures* and the *Australian implementation guidance for not-for-profit public sector entities*.


ATTACHMENTS

1. Related Party Disclosures Policy

RECOMMENDATION

That it be recommended to Council that the Related Parties Disclosures Policy be adopted, and it be made publicly available on Council's website and at the Council Offices.

Author: Position:	Karen Hampton Governance Coordinator	Endorsed By: Position:	Paul West General Manager
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RELATED PARTY DISCLOSURES POLICY			
POLICY TYPE	POLICY ADOPTED (DATE)	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM):
Council			
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW
PURPOSE	<p>To ensure compliance with the Australian Accounting Standard AASB 124 <i>Related Party Disclosures and the Australian Implementation Guidance for Not-For-Profit Public Sector Entities (AASB 124)</i> and the <i>Local Government Act 1993</i> to prepare financial accountability documents, including general purpose financial statements.</p> <p>To provide a framework for the identification of related party relationships and the disclosure of related party transactions with Council.</p>		
SCOPE	<p>This policy applies to all persons having authority and responsibility for planning, directing and controlling the activities of Council or Council entities - directly or indirectly. This includes Aldermen, the General Manager and Senior Executives of Council.</p>		
DEFINITIONS	<p>1. Definitions:</p> <p>To assist in interpretation the following definitions shall apply:</p> <p>"Aldermen" shall mean the Mayor and Aldermen of Devonport City Council.</p> <p>"Close family members of a person" shall mean those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council.</p> <p>"Control" shall mean the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.</p> <p>"Council" shall mean Devonport City Council.</p> <p>"Joint Control" shall mean the contractually agreed sharing of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p> <p>"Key Management Personnel" (KMP) shall mean those persons having authority and responsibility for planning, directing and controlling the activities of Council or Council entities, directly or indirectly. This shall include Aldermen, the General Manager and Senior Executives.</p> <p>"Ordinary Citizen Transactions" shall mean transactions with a related party that are made on terms that are considered reasonable if the parties were dealing at 'arm's length'.</p> <p>"Related Party Transaction" shall mean the transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.</p>		

	<p>“Senior Executives” shall mean an employee of the local government, (a) who reports directly to the General Manager and (b) whose position would be considered to be a senior position in the local government’s corporate structure.</p> <p>“Significant Influence” shall mean the power to participate in the financial and operating policy decisions of the investee but it is not in control or joint control of the policy decision.</p>
<p>POLICY</p>	<p>2. Related Parties: A related party is a person or entity that is related to the Council. The following are related parties of Council:</p> <ul style="list-style-type: none"> • Key Management Personnel (KMP) (including the Mayor, Aldermen, General Manager and Senior Executives); • Close family members of KMP; • Any entities controlled or jointly controlled by KMP or their close family members; • A subsidiary, associate or joint venture of Council. <p>The General Manager will establish, review and maintain a list of Key Management Personnel for Council.</p> <p>KMPs (or those acting in such positions) are required to complete an annual declaration outlining entities, if any, that are controlled or jointly controlled by the KMP or their close family member/s, between which transactions are probable. Close family member/s include:</p> <ul style="list-style-type: none"> • The person’s children, parents, grandparents, siblings, spouse or domestic partner; • Children of that person’s spouse or domestic partner; • Dependents of that person or that person’s spouse or domestic partner. <p>Other parties may be assessed from time to time as being related parties due to changes to Council’s structure or in accordance with legislative or accounting standard changes.</p> <p>Declarations must be provided by 1 July annually to cover the upcoming financial year. An updated declaration is required if there are changes, errors or omissions identified at any time during the financial year.</p> <p>It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.</p> <p>3. Council entities and Subsidiaries: For the purpose of this policy, entities controlled by Council, jointly controlled by Council or which Council has significant influence over, are considered related parties of Council. Transactions with these entities must be identified and may require disclosure in Council’s financial statements.</p> <p>Consideration of AASB 10 <i>Consolidated Financial Statements</i> and AASB 11 <i>Joint Arrangements</i>, must be factored when assessing whether Council has control or joint control over an entity. In determining if Council has a significant influence over an entity, AASB 128 <i>Investments in Associates and Joint Ventures</i> details assessment criteria.</p>

	<p>4. Entities controlled (or jointly controlled) by KMP or close family members: KMP will exercise their best judgement in identifying related parties. KMPs, including Aldermen, must diligently assess the information before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control. Entities include trusts, companies, joint ventures, partnerships and not for profit organisations, such as sporting clubs. In assessing if a KMP or close member of their family controls or jointly controls an entity or not, Council must refer to AASB 10 <i>Consolidated Financial Statements</i> and AASB 11 <i>Investments in Associates and Joint Ventures</i>.</p> <p>5. Identifying and Disclosing Related Party Transactions: In accordance with AASB 124, Councils are required to disclose in their general purpose financial statements information pertaining to related party transactions, with, amongst others, the following personnel during the period covered by the financial statement:</p> <ul style="list-style-type: none"> • Key Management Personnel; • Other related parties, including: <ul style="list-style-type: none"> ○ A close family member of a KMP; ○ entities controlled or jointly controlled by a KMP; and ○ entities controlled or jointly controlled by a close family member of a KMP. <p>All transactions between Council and related parties, monetary and non-monetary, must be identified.</p> <p>The following related party transactions must be declared annually:</p> <ul style="list-style-type: none"> • Transactions with Council subsidiaries, by transaction type. • KMP compensation, including: <ul style="list-style-type: none"> ○ short-term employee benefits; ○ post-employment benefits; ○ long-term benefits; and ○ termination benefits. • Transactions with other related parties, including: <ul style="list-style-type: none"> ○ purchases or sales of goods (finished or unfinished); ○ purchases or sales of property and other assets; ○ rendering or receiving of services; ○ leases; ○ transfers of research and development; ○ transfers under licence agreements; ○ transfers under finance agreements (including loans and equity contributions in cash or in kind); ○ provision of guarantees or collateral; ○ commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and ○ settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party. • Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of Council, having regard to the following criteria: <ul style="list-style-type: none"> ○ the nature of the related party transaction;
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	<ul style="list-style-type: none"> ○ the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council); ○ whether the transaction is carried out on arms-length terms; ○ whether the nature of the transaction is outside normal day to day business operations. <ul style="list-style-type: none"> ● Outstanding balances in relation to transactions with related parties, including: <ul style="list-style-type: none"> ○ entities controlled by KMPs; and ○ bad or doubtful debts in respect of amounts owed by related parties. ● Non-monetary transactions such as use of facilities, peppercorn rents. ● Other transactions as required by legislation or AASB124. <p>6. Register of Related Party Transactions: The General Manager is responsible for maintaining and keeping up to date a register of related party transactions – capturing and recording information for each existing or potential related party transaction during a financial year.</p> <p>The contents of the Register must include details for each related party transaction, including:</p> <ul style="list-style-type: none"> ● the description of the related party transaction ● the name of the related party ● the nature of the related party's relationship with Council ● whether the notified related party is existing or potential ● a description of the transactional documents that are the subject of the related party transaction. <p>Disclosure of this information in Council's Financial Statements is the responsibility of the General Manager and must be disclosed in accordance with AASB124.</p> <p>7. Ordinary Citizen Transaction: Transactions, considered to be ordinary citizen transactions are excluded from disclosure requirements. These include:</p> <ul style="list-style-type: none"> ● Valid discounts and fee waivers that are available to the party as an ordinary citizen and is available to any other ordinary citizen; ● Any service or benefit provided as part of standard Council business operation to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance; ● Transactions that are assessed non-material, which may include parking at rates available to the general public; attending Council functions that are open to the public; payment of rates and charges. <p>8. Information Privacy and Right to Information status: Council will comply with the requirements of the <i>Archives Act 1983</i> (Tasmania), <i>Privacy Act 1988</i> (Commonwealth), <i>Personal Information Protection Act 2004</i> (Tasmania) and the <i>Right to Information Act 2009</i> (Tasmania) when dealing with the identification, retention, storage, disclosure and reporting of related party transactions.</p>
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	<p>A declaration statement from the KMP is included in the Declaration of Related Party Transactions Form (Attachment 1) to enable disclosure and reporting of information that is in accord with AASB 124.</p> <p>A Related Party Information Collection Notice will be provided to KMP and included in their Declarations (Attachment 2).</p> <p>The following documents are not accessible or required to be released under the provisions of the <i>Right to Information Act 2009</i>:</p> <ul style="list-style-type: none"> • A document or information (including personal information) provided by a KMP in a RPT Notification; or • Personal information contained in a Register of Related Party Transactions.
LEGISLATION AND RELATED DOCUMENTS	<p><i>Local Government Act 1993</i> <i>Archives Act 1983 (Tas)</i> <i>Privacy Act 1988 (Comm)</i> <i>Personal Information Protection Act 2004 (Tas)</i> <i>Right to Information Act 2009 (Tas)</i> <i>Australian Accounting Standard AASB 124 Related Party Disclosures and the Australian Implementation Guidance for Not-for-Profit Public Sector Entities</i> <i>AASB10 Consolidated Financial Statements</i> <i>AASB 11 Joint Arrangements</i> <i>AASB 128 Investments in Associates and Joint Ventures</i></p>
ATTACHMENT/S (IF APPLICABLE)	<p>Attachment 1 – Declaration of Related Party Transactions Attachment 2 – Related Party Information Collection Notice</p>

ATTACHMENT

Attachment 1
 Declaration of Related Party Transactions and Consent Form

Private and Confidential

Related Party Declaration by Key Management Personnel

Name of Key Management Person: *(insert name)*

Position of Key Management Person: *(insert name)*

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I *(insert full name)*, *(insert position)* declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council’s policy which details the meaning of the words “close family members” and “entities controlled, or jointly controlled, by myself or my close family members”.

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council’s Related Party Disclosures Policy.

Declared at *(insert place)* on the *(insert date)*

Signature of KMP:

Name of KMP:

In accordance with Council’s *Personal Information Protection Policy*, your information, and the information of others, is protected by law, including the *Privacy Act 1988* and the *Personal Information Protection Act 2004*.

ATTACHMENT

Attachment 2

Related Party Information Collection Notice

Devonport City Council Collection Notice

Related party transactions disclosure by Key Management Personnel

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures*.

Purpose of collection, use and disclosure of related party information

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include the Mayor, Aldermen, General Manager, senior executives, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

Related Party Transactions Declaration by Key Management Personnel

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include the Mayor, Aldermen, General Manager and senior executives. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgement in identifying related parties when declaring, or not declaring, entities over which they, or a close member of their family, have control or joint control.

ATTACHMENT

How will the information captured in the Declaration be used?

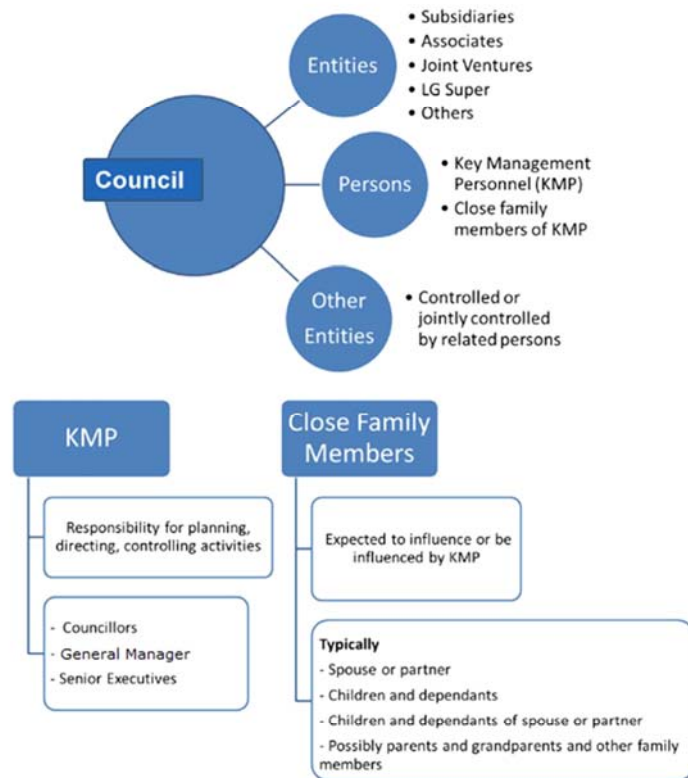
Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

Who are related parties?

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.

The following diagram gives an overview of common related parties that a council will have:



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council’s register of interests which is required under the *Local Government Act 1993*.

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include:

- that person’s children and spouse or domestic partner;
- children of that person’s spouse or domestic partner; and
- dependents of that person or that person’s spouse or domestic partner.

ATTACHMENT

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

What is an entity that I, or my close family members, control or jointly control?

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the General Manager for a confidential discussion.

For more information about Council's disclosure requirements under AASB 124 Related Party Transactions, please refer to the Council's Related Party Disclosures Policy.

All information collected by Council is in accordance with Council's Personal Information Protection Policy and is protected by law, including the Privacy Act 1988 and the Personal Information Act 2004.

4.6 BUDGET CONSULTATION 2017-2018 REPORT

File: 33617-01 D463979

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report presents the outcomes from public consultation undertaken on potential capital works projects and council service initiatives for the 2017/18 financial year.

BACKGROUND

Council has sought community input through structured community engagement as part of its annual budget preparations for the last two financial years. Community consultation provides an opportunity for Devonport ratepayers and residents to provide input and suggestions to Aldermen for their consideration as part of the budget deliberation project.

Devonport residents indicated they had a strong desire for greater input into Council's decision making in a community satisfaction survey conducted in August 2013. They also indicated that financial management, provision of Council information to the community and economic development were of significant importance to them.

Council's Community Engagement Policy and feedback from previous consultations were considered in the preparation of a project community engagement plan, together with Council's *Strategic Plan* and *Long Term Financial Plan*.

Objectives for the community engagement were defined as follows:

- Seek community input regarding key priorities for the 2017/18 budget, to assist Council and management in the budget making process;
- Involve the community in the decision-making process for the 2017/18 operating and capital budgets;
- Educate the community on the complexity and competitiveness of the budgeting process;
- Help ensure a better match between community expectations and actual expenditure and delivery of services and projects.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

The 2017/18 Council budget consultation consisted of two keys areas and was hosted at www.speakupdevonport.com.au and through Council's Customer Service Centre:

- Council services information – Information was provided on all Council services including arts, culture and tourism, corporate operations, development and health services, roads and stormwater;
- Invitation to make budget submissions – Community submissions and feedback were sought for projects and initiatives which would benefit the Devonport community.

Report to Governance and Finance Committee meeting on 20 March 2017

The consultation achieved a pleasing number of submissions, both via Speak Up Devonport and in writing.

Consultation Tool	Number of Responses
Speak Up Devonport – Budget consultation page views	326
Speak Up Devonport submissions received	10
Written submissions received	6

Speak Up Devonport Submissions:

Ten online submission received via Speak Up Devonport and are attached to the report. They are summarised as follows:

Rod Taylor – Suggestion that Council upgrade the Madden Street playground, with consideration to set aside an 'art park' or graffiti area.

Raquia Mark – Request for a public salt water swimming/wading pool in the Bluff Precinct and suggestion of a 'welcome to Tasmania' structure/portal for locals and visitors disembarking off the Spirit of Tasmania.

Kate Smith – A number of suggestions to improve East Devonport as the gateway to the City and State, including changing the traffic flow for disembarking Spirit of Tasmania passengers so they pass-by the Mersey River and putting up picture boards to showcase Devonport's tourist attractions. She also suggested continuing with and growing the 'Learning Festival' and funding basic learning for adults.

Jess Hingston – Suggestion regarding lighting along the Victoria Parade shared footpath.

Angela Thomas – Suggestions regarding working with the City's silo owners to create silo art attractions for the City; improved City Christmas decorations; solar powered pathway lighting; a playground next to the river; more colourful public art; street theatre/public art/water features in the shopping precincts and more 'green spaces' in the suburbs.

William Revit – Suggestion regarding improved maintenance of public spaces and features such as the statues in Roundhouse Park.

Written submissions:

Six written submissions were received and are attached to the report. They are summarised as follows:

Douglas Janney – A detailed submission regarding a number of road and traffic related concerns and potential projects, including speed limits in shopping strips; road maintenance program including potholes; traffic lights upgrades, specifically the lights along Tarleton Street; road markings in various locations and suggestion regarding a pedestrian cross-over on William Street, between Oldaker and Best Streets.

Jim Ritchie – Submission regarding the potential rehabilitation of the Mersey Bluff Cemetery, including possible erection of a plaque and monument acknowledging Devonport's pioneer settlers.

Jacqueline & Alan Nokes – Suggestion that a telescope be added at the Spirit of the Sea statue platform area.

Colleen Woodhall – Suggestion of a maritime-themed public art statue, on the Eastern Shore/Breakwater, facing the Spirit of the Sea statue on the western side of the river entry.

Graham & Pat Kent – A suggestion that Council develop a submission to the State Government regarding purchase of the former Maternity Hospital site for a nominal fee and that Council remediate the site and return it to the market. Other suggestions that

Council develop a strategy for the development of public art at Police Point, East Devonport as well as commit annual funding towards the upgrade and improvement of the Mersey Bluff Caravan Park.

Caroline Noulton – Suggestions regarding a toilet block at either Dell Luck Reserve or the Pool car park area; creation of mountain bike trails through Don Reserve.

COMMUNITY ENGAGEMENT

Community engagement was planned, developed and implemented in accordance with Council's Community Engagement Policy. The level of impact of the budgets is of a high level and is considered to be of value and interest to the Devonport community.

Community engagement was undertaken between 9 February 2017 and 1 March 2017.

The consultation was promoted through:

- Speak Up Devonport website at www.speakupdevonport.com.au;
- Council's website – promotion was featured on the home page and news pages and re-directed users to the budget consultation online at www.speakupdevonport.com.au;
- Reported in the Mayor's Message in Coast to Coast twice;
- A media release was distributed to Tasmanian media and was reported on by The Advocate, ABC Northern Tasmania, 7AD and Sea FM;
- Council's Facebook page was updated on numerous occasions advising of the survey and promoting the drop-in session;
- Twitter – A number of budget consultation related tweets were made @Devonportcity;
- E-newsletter – An e-newsletter was distributed to 905 registered participants of www.speakupdevonport.com.au.
- An information display was setup with the Customer Service area of Council's Best Street office;
- Promotional posters and flyers were placed in the recreation centres, community houses and Devonport LINC.

FINANCIAL IMPLICATIONS

Operating Budget 2017/18

The facilitation and community engagement plan was planned, developed, managed and delivered by Council staff. The design and development for the consultation were developed and printed in-house, with associated costs part of Council's normal operating expenses.

It is considered that after adoption of the 2017/18 capital and operational budgets, that a Budget Consultation Summary will be produced to highlight and publicise how Council has considered and responded to the feedback received through the consultation. This will be produced internally, with no further expenditure incurred.

RISK IMPLICATIONS

- Communication/Reputation
The positive sentiment created for Council through the consultation process needs to be maintained. Council must ensure that the public are kept informed of the

budget decisions, any rating changes fully explained and the community feedback received responded to after the budget has been finalised, or risk losing public support.

CONCLUSION

The level of feedback received through the community engagement for the 2017/18 budget was pleasing given the level of promotional activity and previously stated interest from the community to have greater input into Council's decision making.

The feedback received does provide Council with a higher level of community input than in previous years and should be taken into consideration in the budget decision making process, together with Council's Strategic Plan and Long Term Financial Plan.

Following Council's adoption of the 2017/18 budget, it is proposed to prepare a Budget Consultation Summary outlining the key budget measures and how Council responded to the consultation feedback.

ATTACHMENTS

1. Budget Consultation Feedback 2017-18

RECOMMENDATION

That it be recommended to Council that it receive and note the Budget Consultation 2017-2018 report and refer submissions to budget deliberations.

Author:	Karina Moore	Endorsed By:	Paul West
Position:	Media & Communication Officer	Position:	General Manager

First Name	Last Name	Comment Posted	Speak Up Devonport Comments
Rod	Taylor	14 Feb 2017 11:54 AM	<p>Driving along towards the Bluff, the Madden Street Playground has been a dull and uninspiring eyesore for far too many years. Unloved and neglected, it seems a shame to see this valuable real estate left to wither and die.</p> <p>Can we consider a beautification program to enhance the park for visitors and residents? A real playground for the kids to enjoy, a place for parents to relax.</p> <p>How about an 'Art Park' to show off local sculptures that can be explored with descriptive signage? (Yes I realise vandalism may be an issue, but that should never stop us! Maybe make it a feature? Set aside a 'Graffiti' area perhaps? A history of the area? A shelter and maybe a BBQ area? It's an area that desperately needs some love and care that it's never had, especially given its prominent location. I'm sure many would appreciate it being listed for revitalisation.</p>
Raquia	Mark	16 Feb 2017 10:14 AM	<p>Would love to see a public salt water swimming/wading pool built at the bluff precinct. I believe there was one there years ago. Would be an ideal attraction for locals and tourists alike and revamping something from yesteryear would be a wonderful heritage investment in a city becoming a 21st century contender</p>
Raquia	Mark	16 Feb 2017 10:20 AM	<p>Devonport is the gateway to Tasmania. Erect a structure near the spirit terminal a large gate showcasing our gateway to Tas. People disembarking the spirit pass thru the gateway on their way to discover our beautiful state ;)</p>
Kate	Smith	16 Feb 2017 05:10 PM	<p>East Devonport needs to be celebrated and spruced up as the Gateway to Tasmania and Devonport. Change the traffic flow so it comes out along the river not along daggy Tarleton street. Put up some large picture boards showcasing the maritime museum. Home hill. Good places in Devonport. Paint a red stripe down the road and across the bridge to lead people into Devonport. Explore flags for the bridge. Plant autumn trees along sides of road and middle of highway area.</p>
Kate	Smith	16 Feb 2017 05:13 PM	<p>Last year there was a small learning event in September. This was great. Would be good to see more events like that and watch it grow. I believe they need some funding for it to go ahead this year.</p> <p>Consider funding some basic learning for adults in this area. Not much to do.</p>
Jess	Hingston	16 Feb 2017 09:01 PM	<p>With the daylight savings and winter approaching we spend a lot of time 'in the dark' and unable to use the lovely waterfront walking tracks we have without feeling safe or fear of injury by way of falling over! Lights along victoria parade would be a great addition to the track</p>

First Name	Last Name	Comment Posted	Speak Up Devonport Comments
Angela	Thomas	17 Feb 2017 12:59 PM	<p>Please do some research into Silo Art that is receiving such positive attention and media comment on the mainland. Wheat silos in small country towns are now used as canvasses for some magnificent art work that is luring people to the towns and creating income for local businesses. The silo art could be viewed by people arriving on the Spirit of Tasmania and by people on the walking and cycle trails on the city side of the river. By doing this, Devonport could become part of the 'Silo Trail' that is on the mainland and attract tourists and visitors to Devonport/Tasmania. At the moment Devonport lacks energy and vibe, people are disheartened. Silo art can be completed quickly and watched while under development. It would create energy and interest and put Devonport on the map as a progressive city that is thinking beyond bricks and mortar for services already in existence. Please do some research into the Silo Art that is regenerating dying country towns on the mainlandit works and provides a focus of interest that brings energy, money and jobs into the areas that are participating. Consider this as a serious proposition before some of the other coastal towns take up the idea first.</p>
Jennifer	Livingstone	19 Feb 2017 05:49 PM	<p>(Sorry if any of this is already in the Living City plan) A more defined CBD parkland (reminiscent of the style of Burnie City Park) would be lovely, with more plantings, and services bunched together right next to the river rather than scattered haphazardly along the path. A rotunda or gazebo or some kind of round structure in Roundhouse Park. Currently the riverside parklands feel more like a median strip than a destination & I've had to help many tourists who were naturally drawn to the river but couldn't understand why the park has no toilet, or couldn't find the drink fountain.</p> <p>Solar powered lighting along the jogging path, more street/pavement beautification (like the bit done for the tourists in East Devonport), feature lights on/under the bridge for night, some sort of colourful public art or paint on the bridge for the day. Public art/more performances/a water feature in the shopping precinct. More little green spaces in the suburbs.</p> <p>I also like the concept of the red stripe somebody suggested down below, some sort of visual guide across the river would be great.</p> <p>Less depressing Christmas decorations would be also be nice. That tree is bleak.</p>
Jennifer	Livingstone	19 Feb 2017 05:51 PM	Also a playground next to the river!
William	Revit	23 Feb 2017 10:47 AM	<p>Maybe the council should be spending our money on a better maintenance plan instead of the spend spend spend attitude --I refer to the recent Jaguar concourse at Roundhouse park (The Mayor was there) I went over to the statues under the tree for lunch--Absolutely disgusting-bird droppings and rubbish everywhere, all over the heads of the statues all over the seats and surrounding area--Very embarrassing to take guests from out of town to that mess</p> <p>Maybe some of the council's seemingly endless supply of cash could be used to move the statues and seating away from under the tree</p>

23 Watkinson St
Devonport
ph 6424 3753
26th February 2017

Mr. P West
General Manager
Devonport City Council
17 Fenton Way
Devonport

**Budget Consideration
2017 2018**

The table below lists items that have been raised before and are presented again for consideration.

ITEM	APPENDIX
Speed limit –shopping strips	3-p's2,3,4
Potholes	2-p1;3p's1,2
Traffic lights	2-3p's1,2
Road markings	4-A3
William St (between Oldaker & Best Sts) pedestrian X over	5 + Comments below

William St (between Oldaker & Best Sts) pedestrian X over

Of recent times A number of pedestrian islands have been installed. Now traffic lights are being installed in William St adjacent to Stewart St intersection. It is time that the Council revisit the inadequacy of the pedestrian crossing on William St between Oldaker and Best Streets. The foregoing pedestrian mention pedestrian islands have no where near the daylight hours pedestrian density of the 4 ways crossing. Further to my comment about Zebra cross walks(App.3 p6) I recently saw a Zebra crossing in Launceston on the NE corner of Brisbane and Tamar Streets.

Without much disruption a Zebra crossing with yellow walk signs could and **should** be installed.

Yours faithfully



Douglas Janney

e-mailed

APPENDIX(see Appendices below in full)
2 Letter to Aldermen of 1st February 2012
3 Letter dated 14th April 2016
4 Letter 5th February 2017
5 Letter of 03/05/15

APPENDIX 2

*23 Watkinson St.,
Devonport,
TAS 7310
ph 03 6424 3753
1st. Feb 2012*

Aldermen,

Below are 2 items that I draw to your attention and that need your consideration and support for inclusion as items in the 2012-2013 Budget.

ROADS - POTHOLES

Summary

The Council's practices over time when doing maintenance and reconstruction have inbuilt potholes into the surfaces.

It is time to put in place a program to remove these potholes as well as to stop building them. It is appreciated that just as these defects have occurred over a considerable time then a program of recovery will take more than one year, however, it is time to start.

Detail

In undertaking resurfacing (maintenance) of the road the manhole and hand hole covers in the road are not lifted to the new road surface level. This results in a pothole.

The same practice has resulted in potholes in the reconstruction of roads. The most recent examples of this are Formby Rd rebuild and the Watkinson/Steele St roundabout

Hand hole covers in most instances are probably the responsibility of Cradle Mountain Water (CMW) now, however, it is up to the Council to get them involved and committed to repair these defects as well as any other body that uses the road way for their service.

Manhole covers are most likely to do with storm water so this is the Council's direct responsibility.

ROADS – Traffic Lights

Summary

The majority of traffic light installations have control systems that are out of date and need to be replaced progressively over the next 3 years.

Detail

The lights along Tarleton St can change to the cross direction and there is no traffic in the cross street to trigger the lights to change. The control would appear to be on a rotary timer!

Today the traffic density is considerably greater than when the various traffic lights were first installed.

As traffic light are DIER responsibility then they will have to find the funds to undertake the upgrades. Not an easy task but DIER needs to be put on notice to provide a program of update.

Yours faithfully

Douglas Janney

Sent by e-mail

APPENDIX 3

**23 Watkinson St.,
Devonport,
TAS 7310
19/03/2014**

Aldermen

PEDESTRIAN STRATEGY**Speed limits in shopping strips.****REF:-**

My letter dated 24th Feb 2011 (attached) under **General** regarding speed limits.

Pedestrian Strategy May 2012 and the Action Plan (File 26157) as presented at the May 2012 Council meeting and approved.

The Pedestrian Strategy under **6 Recommendations** states:

"Review speed limits in the CBD, improved crossing treatments at high-use traffic lights, crossing treatments at both official and unofficial crossings, and the creation of new crossings"

The Action Plan"

1.5 Review speed limits in the CBD ☐☐ Improve walking environment within CBD to encourage more walking
High to
Medium
1 – 2 Years CI /DIER

Items for Budget 2014-2015

1. While the speed limit may have been reviewed in the Action Plan it only seems to cover the CBD. Action to change the speed limit downwards in all shopping strips has still to happen and needs to be done.
2. With regard to improved walking environment nothing has happened in William St at the Fourways. With regard to the kerb jut outs in William St between Best and Oldaker Streets they are of little use to the pedestrian who still has to negotiate 2 lanes of traffic. A central island for the pedestrian would require only one lane of traffic to be negotiated at a time.

The above 2 items need some serious consideration and hurry up!

Attach. Letter dated 24th February 2011

e-mailed

Attachment

23 Watkinson St.,
Devonport,
TAS 7310
Ph: 03 6424 3753
e-mail: djanney@tsn.cc
24th February 2011

Mr I. McCallum

General Manager
Devonport City Council
44 Best St
Devonport

**Council meeting 21/02/11
Shopping Strips' speed limit question**

Further to my question:-

Q1 "Why isn't the designated speed limit 40km/h on the roads in Devonport's shopping strips?"

at the Council meeting on the 21/02/11 and the invitation to write and elaborate I do so now.

Below is a legend covering a range of conditions, thereafter some NOTES and then a list of shopping strips each with LEGEND items and some comments

NOTES(N):

1. Other than at traffic lights Devonport has no zebra crosswalks so it is important especially in the shopping strips that pedestrians are reasonably safe in crossing the roads other than at traffic lights.
2. Higher traffic speeds and heavy traffic vehicles are certainly not conducive to a good street dining experience.

LEGEND(L):

1. Parking both sides-busy
2. Light(L) to Medium (M) vehicles
3. Light(L) to Heavy(H) vehicles
4. Lights at each end – possible to go at 50kph through the lights
5. Street dining
6. Road divider
7. NO road divider
8. Pedestrian – busy
9. Street congested with generally slow moving traffic

WILLIAM ST Best St to Oldaker St

L1, 3, 4, 5, 7, 8, 9

N1,2

This shopping strip is actually a U shaped starting in Best St at Kempling St going north into William St and then west into Oldaker St to Kempling St. William St is the through street and has the heaviest traffic flow

STEWART ST Formby Rd to Rooke St

L1, 2, 4, (from one end only), 5, 6, 8, 9

N1, 2

While there is a road divider the road in each direction is narrow.

ROOKE ST Steele St to Stewart St

L1, 2, 4, 7

ROOKE ST Best St to Oldaker St

L1, 3, 5, 7

This strip contains the bus station and the exit from the off street car park which generate considerable pedestrian traffic into Rooke St going to the Mall and elsewhere.

WRIGHT ST

No comment

MURRAY ST

No comment

OTHER STRIPS

No comment

GENERAL

William, Stewart(Formby Rd to Fenton St) and Rooke streets should have a designated speed limit of 40km/h

Other strips to stay as they are.

PEDESTRIAN NETWORK STRATEGY

I attended the Information session on 23/02/11.

The ideas espoused by John Grant are the same as I have outlined in the foregoing.

As well it seems that DIER is behind the rest of Australia in the use:-

- 1. 40 km/h speed zones*
- 2. Of zebra crossings with the yellow legs signs.*

I suggest that Devonport City Council and other Councils in Tasmania need to join together and get the LGAT to put pressure on the Government to change these matters for the better.

For the Council to action

Yours faithfully

Douglas Janney

APPENDIX 4

. 23 Watkinson St.,
Devonport,
TAS 7310
5th February 2017

Mr. P West
General Manager
Devonport City Council
7 Fenton Way
Devonport, TAS 7310.

Dear Mr West,

**QUESTION RAISED – 23rd.JANUARY 2017 COUNCIL MEETING
& response dated 25th January 2017
Your File 32161**

A1 The question I raised was for Shopping Strips – plural. Consider that if the speed limit is lowered then the actual speeds should be less. All shopping Zones ought to consider not just the CBD.

A2 The point that I make is that the software at the last traffic lights installation at Don Rd /Lovett/Sorell streets was old. The lights change from one direction to the other without traffic triggering the change. Hopefully these new software installations will be smarter. I will be interested to see how they work!

A3 I direct you to 3 instances that would benefit from road markings.

1 Don Rd/Lovett/Sorell Streets intersection-Going from Lovett into or across Don Rd.
Proceeding northwards across Don Rd is a chocker as there road goes from 2 to one lane.
The western lane ought to have a left/straight ahead arrow. The eastern lane ought to have a right arrow.

This matter was raised with Council (Letters dated 15&16/05/2103 to Mr Heron) early after this lights installation was operational.

2 FentonSt/Best St intersection- going northwards .
The lack of turning arrows suggest that both lanes could continue into the single lane of Fenton St on the north side of Best St
The western lanes need a left turning lane. The eastern lane needs straight ahead and right turning arrows.

3 Rooke and Best Sts intersection
Again there are no turning arrows.

Yours faithfully



Douglas Janney

APPENDIX 5

23 Watkinson St.,
Devonport,
TAS 7310
03/05/15

Aldermen L Perry,

Pedestrian Wellbeing

The following takes up the matters you have raised in your e-mail dated the 29th April 2015

No liberty as your e-mail suggests. I reiterate what I wrote in my e-mail dated 28th April 2015 para 3. This means that pedestrian safety is paramount and not "on balance". I would be fairly sure that Council put safety of its employees first and foremost.

With regard to your comment about the parking being closer (I notice it is not for disabled persons) there is reasonable parking in Kempling St Park for those who can walk !

Look at my e-mail and the e-mail response from Kyle Lunson (both below) which says it all.

No consideration was made in the rework just a replacement with the same. All the Aldermen (at the time), the GM and the DGM had these e-mails and the references therein but it seems to have had little impact.

What has happened was a lost opportunity. Such should not happen in the future.

Douglas Janney

Sent by e-mail

----- Original Message -----

From: "Ald Perry" <lperry@devonport.tas.gov.au>

To: "Doug Janney" <djanney39@gmail.com>; "Ald Emmerton" <CEmmerton@devonport.tas.gov.au>; "Ald Jarman" <AJarman@devonport.tas.gov.au>; "Ald Rockliff" <ARockliff@devonport.tas.gov.au>; "Ald Goodwin" <ggoodwin@devonport.tas.gov.au>; "Ald Matthews" <JMatthews@devonport.tas.gov.au>; "Ald Keay" <jkeay@devonport.tas.gov.au>; "Ald Laycock" <llycock@devonport.tas.gov.au>; "Mayor Steve Martin" <smartin@devonport.tas.gov.au>
Sent: Wednesday, April 29, 2015 10:28 AM
Subject: RE: Pedestrian Wellbeing

Hello Doug

Thank you for your email.

You have taken some liberty in opining Mr Atkins' comment as some sinister revenue raising measure taking preference over pedestrian safety. Mr Atkins said that on balance, it was decided it would be preferable to have more parking meter space than an island in the middle of the road.

I took that as a providing more and closer access to shops rather than a revenue raising measure. For some, the glass is half full, for others it's half empty.

Best regards

----- Original Message -----

From: Kylie Lunson
To: djanney39@gmail.com
Cc: DCC Aldermen ; Matthew Atkins ; Paul West
Sent: Friday, August 01, 2014 2:41 PM
Subject: FW: IWC meeting 140714

Good afternoon Doug,

Thank you for the following email raising your concerns regarding the Traffic Management Report for William Street.

I have prepared the following response to the items that you have raised concerns about and will reference them in the same order as your email below:

- Item 5.2: Included in the adopted Capital Works budget for 14/15 is the Reconstruction of the Fourways. This project will allow Council the opportunity to renew the crossing with the most suitable layout. The existing crossing was a compromise between providing a safe crossing point and maintaining parking outside businesses in the Fourways. The effectiveness of the crossing in relation to location and layout will be evaluated when the design is prepared for reconstruction of the Fourways.
- Section 8.4: Limiting crossing points and concentrating pedestrian movements to key locations is an important part of maintaining both the safety and efficiency of William Street. The existing ramps encourage pedestrians to cross in a potentially unsafe manner. The preferred crossing locations are at the school crossing and the Steele Street RAB which are 30m and 130m away respectively.

- Fourways speed limit: There is no data to support a reduction of speed limit through the fourways. Data shows that between 9am and 5pm, 85% of vehicles are travelling between 35km/h and 45km/h.

If you would like any further information regarding the above please don't hesitate to contact me.

Regards,

Kylie Lunson

Infrastructure & Works Manager | Devonport City Council
44-48 Best Street (PO Box 604) Devonport TAS 7310
P: (03) 6420 2700 | F: (03) 6424 9649 | M: 0438 348 738 | www.devonport.tas.gov.au

From: Doug Janney <djanney39@gmail.com>

Date: 30 July 2014 11:56:47 am AEST

To: M Atkins <matkins@devonport.tas.gov.au>, Paul West <pwest@devonport.tas.gov.au>, Warren Squibb <wmsquibb@devonport.tas.gov.au>, Justine Keay <jkeay@devonport.tas.gov.au>, Graham Kent <gkent@devonport.tas.gov.au>, Grant Goodwin <ggoodwin@devonport.tas.gov.au>, Peter Hollister <phollister@devonport.tas.gov.au>, Lyn Laycock <llaycock@devonport.tas.gov.au>

Cc: Alison Jarman <ajarman@devonport.tas.gov.au>, Bill Wilson <bwilson@devonport.tas.gov.au>, Annette Rockliff <arockliff@devonport.tas.gov.au>, Steve Martin <smartin@devonport.tas.gov.au>, Leon Perry <lperry@devonport.tas.gov.au>, Brian Cole <bcole@devonport.tas.gov.au>

Subject: IWC meeting 140714

Reply-To: Doug Janney <djanney39@gmail.com>

Douglas Janney
23 Watkinson St.,
Devonport,
TAS 7310
30th July 2014

IWC meeting 14th July 2014

Item 5.2

The **Conclusion** and the **Traffic Investigation** do not give anywhere near enough importance to pedestrian traffic at the Four ways (between Oldaker and Best Streets.)

The Traffic Investigation Section 4.2.1 para 3 admits that pedestrian safety was compromised. Pedestrian safety should not have been compromised. Section 7 para 4 3rd sentence does say that safety should "not be compromised". Section 8.2 para 2 does not read well. What does it in fact mean? It is not good enough for the pedestrian having to deal with 2 lines of opposing and moving vehicles. Why review the design when it is not adequate? Does "renew" mean to replace with something better?

Section 8.4 first dot point is a NO with regard to "removal".

No where in the **Traffic Investigation** is there any suggestion that the speed limit in the Fourways section be reduced to 40 km/h.

In February 2011 Consultant John Grant held an open forum at the Council Chambers about pedestrian matters. About the same time I wrote a letter dated 24th February 2011 to the Council

about shopping strip speed limits. This letter was in response to a question I raised at the Council meeting on the 21/02/2011 and was invited to write and elaborate on the question.

The consultants report resulted in the Pedestrian Strategy of December 2011.

I spoke with Matthew Atkins about the inadequacy of the path jut outs in June 2013.

Some 3 ½ years have gone by and nothing concrete has happened about the speed limit or the jut out inadequacy.

At the Council meeting on the 21/07/2014 it was suggested by Alderman Wilson that the **pressure is off on this Item. Why?**

To summarize:

1. Fix the Fourways mid point crossing to make it safer for pedestrians.
2. Get the speed limit reduced to 40km/h

The foregoing 2 items need to happen post haste and not wait beyond the 2014/2015 year.

For your collective action

Karina Moore

From: Paul West
Sent: Wednesday, 1 March 2017 1:58 PM
To: Karina Moore
Subject: FW: Mersey Bluff Cemetery - submission - Five Year Forward Works Program

Karina

Not sure if you got this one - it is a budget submission.

Paul

-----Original Message-----

From: Jim Ritchie [mailto:jayaah@ozemail.com.au]
Sent: Tuesday, 28 February 2017 2:31 PM
To: council <council@devonport.tas.gov.au>
Subject: Mersey Bluff Cemetery - submission - Five Year Forward Works Program

In 2014 the Devonport City Council ordered and received a study by Stedinger Associates to be conducted on the Mersey Bluff Cemetery.

That study looked into where the cemetery was situated and any actions that ought to be taken in relation to it and also considered the cemetery's heritage value to the city of Devonport.

A 115 page comprehensive report was delivered to the Council in April 2014. That report found that the headstones situated to the left of the entrance to the Mersey Bluff headland is not, in fact, the site of the original Mersey Bluff Cemetery. The original cemetery was established in 1878 and is situated to the west along Coles Beach road, at a site bordered to the south by Eugene Street and approximately halfway between the Bluff and Coles Beach. The report found that the surviving headstones in that original cemetery were removed in 1964 to their present site and the original site cleaned up.

According to the study some 346 burials at the original site were not dis-interred and after the site was cleaned up no visible relics of graves remain. The burials remain to this day unmarked and indeed, unrecognised. The only remaining evidence are the 47 headstones and a large monument base currently placed at the site to where they were removed in 1964.

The majority of the burials at the original site of the Mersey Bluff Cemetery would be of pioneers of the Devonport area including my great-great grandfather, Alexander Wood Ritchie. There is no signs, no monuments, nothing, that indicates the original site exists. Not at the original site or at the current site where the headstones are and indeed where no actual burials exist

I believe this to be a major lack of acknowledgement by the Council of it's history and it's heritage. In fact the study conducted by Stedinger Associates suggests this to be the case and further suggest the existing headstones be rehabilitated to the original site and the original site be also rehabilitated. They further recommend a geophysical study be done at the original site to establish where the graves at that site are. The study goes on to suggest that if measures were taken to rehabilitate the original Mersey Bluff Cemetery at it's original site, it would qualify for registration on the Tasmanian Heritage Council register

I, as a direct descendent, of one of the pioneers of this area, who is buried there, would be overjoyed to see this occur. I was not aware, until relatively recently, that the original site existed and that I had an ancestor interred there. I would suggest that a majority of Devonport residents and locals would not be aware either. I believe not acknowledging the site exists and some recognition of this to be a travesty of oversight. However, I also understand that what is suggested by the Stedinger Associates study may amount to a cost beyond Council resources.

Therefore, I would suggest, that at the very least, council consider erecting a plaque and monument acknowledging that the original site does exist. This could be erected prominently at the original site, or, failing that, at the current site of the existing headstones. The plaque could have the names of those buried at the original site inscribed on it. Those names are listed in the Stedinger Associates report

A monument, in the manner I have suggested, would serve to acknowledge and honour Devonport's pioneers and remain in perpetuity for future residents, tourists and, more importantly, descendants to remember them. The cost of this would not amount to an enormous sum. It would correct what I see as a wrong, in not acknowledging both the original site and those interred there. By acknowledging the pioneer deceased, I believe, it would make Devonport more of a "Living City". I would ask that this be considered as a worthy community project in deliberations for the council's Five Year Forward Works Program.

Thank you in anticipation from a dedicated Devonian

Yours faithfully
Mr. James (Jim) Ritchie

Sent from my iPad

24/02/2017 D461904

213 WILLIAM STREET
DEVONPORT T310

24.2.2017

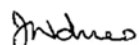
DEAR SIR/MADAM,

RE :- FEEDBACK FOR DEVONPORT BUDGET

IN THE LOCAL PAPER I READ THAT THE COUNCIL
WAS SEEKING IDEAS FOR LOCAL PROJECTS.

MY HUSBAND AND I ALWAYS THOUGHT THAT THE
'SPIRIT OF THE SEA' INSTALLATION COULD DO
WITH A TELESCOPE SITED ON THE PLATFORM,
OR SITED ELSEWHERE ALONG THE FORESHORE.
IT COULD BE COIN OPERATED TO HELP WITH
COSTS.

YOURS SINCERELY,



MRS JACQUETINE NOKES

MR ALAN NOKES

Karina Moore

From: Colleen Woodhall <collees51@icloud.com>
Sent: Saturday, 18 February 2017 10:00 PM
To: council
Subject: Speak up Devonport.

To whom it may concern,

I have just come across an invitation, on Facebook, for Devonport residents to submit ideas to enhance our town. I really appreciate the effort, both artistic and logistic, that went into our "Neptune" sculpture at the mouth of the Mersey River. It is a fantastic focal point for our area and helps give our beautiful town an identity.

I have often wondered if we could continue the seafaring theme with a statue of a mermaid on the Eastern shore/ breakwater? Neptune would have a friend! She could possibly sing to him??

I thank you and hope you will consider my idea.

Regards,
Colleen Woodhall

Sent from my iPad

Karina Moore

From: Pat Kent <pattykent@bigpond.com>
Sent: Tuesday, 28 February 2017 2:16 PM
To: council
Subject: proposals for consideration for upcoming budget

Proposal 1.

That the City Council develop a proposal for submission to the State Government for the State Government to re purchase the former Maternity Hospital in Steele Street Devonport at a nominal figure say, one million dollars with the view to handing the property to the City Council for demolition. That the City Council undertake to demolish the building and clear the site for further development. The costs of demolition being offset (in part) by recoveries made from the disposal of crushed concrete aggregate and the subsequent sale of the property. Such an outcome would be a win win for all parties and may open the way for the future transfer of the emergency services out of the CBD.

Proposal 2.

That council develop a strategy for the consultation and construction of a piece of public art on "Police Point" at the northern end of Wheeler Street, East Devonport. The structure to be of significance and size so as to be recognisable and visible from all aspects associated with the river and the adjacent landscapes.

Proposal 3.

That council continue to commit annual funding for the upgrading and improvements to the Mersey Bluff Caravan Park.

Submitted by:-

Graham and Pat Kent

Karina Moore

From: Caroline Noulton <crnoulton@gmail.com>
Sent: Thursday, 16 February 2017 5:04 PM
To: council
Subject: Budget ideas

- A toilet block either at Dell Luck picnic shelter, or at the pool car park area. Many people use the track circuit between Dell Luck and Pool and there are no public loos anywhere on the circuit. It might help to increase use of the Dell Luck picnic area too, which is a lovely spot.
 - The reserve/clearing just down from (north of) the pool is also lovely and could benefit in terms of increased use if a loo and maybe a couple of bbqs were put in. It seems a waste of public open space (and a nice one at that), especially given that it requires maintenance.
 - There are the beginnings of mountain bike trails right through the Don Reserve now, mostly running parallel to the sealed tracks. It would be so great to see them developed into proper mountain bike trails. Mountain biking is so popular now. You only need to visit the once dead town of Derby to see the impact of track development. The camp ground is literally packed on weekends, though tracks are on a much larger scale than what Devonport would create. Many also travel to Penguin to use the park that's been created there.
- A track in Devonport where parents can get out locally with kids and enjoy active lifestyle would be great and potentially attractive to tourists too. Plus, the track work has already been commenced anyway by enthusiastic bikers wanting an off road challenge and seeing the potential. Something good and positive for teens too.

Caroline Noulton
0427557547

Sent from my iPhone

4.7 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA AND AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - CALL FOR MOTIONS

File: 30415 D464063

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.1.3 Represent and promote Council at Regional, State and National forums

SUMMARY

To consider a request for motions for the Local Government Association of Tasmania's (LGAT) 2017 Annual General Meeting and General Meeting and the Australian Local Government Association's (ALGA) 2017 National General Assembly of Local Government (NGA).

BACKGROUND

A letter has been received from LGAT giving formal notice of the Annual General Meeting and General Meeting of the Association and is attached.

Correspondence has also been received from ALGA calling for motions to be considered at the 2017 National General Assembly of Local Government (NGA) and is attached.

STATUTORY REQUIREMENTS

LGAT is an incorporated body under the *Local Government Act 1993*.

ALGA is a federation of state and territory local government associations of which LGAT is a member.

DISCUSSION

LGAT's Annual General Meeting is to be held at the Wrest Point Casino on 26 July 2017. Councils have been invited to submit motions on matters connected with the objectives of the Association or of concern to members for inclusion in the agenda of the General Meeting. The closing date for motions is 9 May 2017.

In conjunction with the Annual General Meeting and General Meeting, LGAT's Annual Conference will be held on 27 and 28 July 2017 in Hobart.

The 2017 NGA is to be held at the National Convention Centre in Canberra between 18 and 21 June 2017. The ALGA Board are calling for motions for the NGA under the theme of "Building Tomorrow's Communities". "Call for Motions Discussion Paper" was provided to assist councils in considering content of proposed motions. The closing date for motions is 21 April 2017.

The following proposed items are suggested for motions to the LGAT General Meeting:

Abandoned Vehicles – *the issue of responsibility for costs associated with the removal of abandoned vehicles on Council controlled roads. At present, if the registration of a vehicle has expired or has not been transferred, the last registered owner has no responsibility. A person selling or disposing of a vehicle is "required" to complete a Notice of Disposal form and lodge it at a Service Tasmania office within 7 days of the sale or disposal. This provision does not seem to be actively enforced. Legislation should be changed to ensure that when Council is required to deal with an abandoned vehicle*

and the last registered owner has not lodged a Notice of Disposal form they should be liable for a penalty AND the cost of disposing of the vehicle.

School Immunisation Programs – Council is required by the provisions of the Public Health Act to administer an “immunisation program”. Under this provision the Director of Health has determined that Council must deliver a school immunisation program. In order to deliver a school immunisation program Council must obtain the services of two registered nurse immunisers. At present, there is a limited number of nurses who are registered as “immunisers” and the result is that planned school programs are often delayed or cancelled. This can be critical when certain vaccine booster shots are required to be delivered within a specified period. The way the program is administered should be reviewed and better coordinated at the State Level.

No item has been identified to date that would be appropriate for submission to the ALGA National General Assembly.

COMMUNITY ENGAGEMENT

There has been no community engagement undertaken in relation to this report.

FINANCIAL IMPLICATIONS

If both the items identified for LGAT were to be implemented through the State Government, there is the potential for there to be savings to Council going forward. The cost of disposal of abandoned vehicles has been increasing substantially over the past few years. Being able to recover costs from the previous registered owner where registrations have not been transferred would be of benefit.

RISK IMPLICATIONS

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

CONCLUSION

This is Council's opportunity to provide motions for both LGAT Annual General Meeting and General Meeting and the ALGA's National General Assembly.

ATTACHMENTS

1. LGAT - Annual General Meeting and General Meeting 26 July 2017
2. ALGA - 2017 National General Assembly of Local Government

RECOMMENDATION

That it be recommended to Council that:

- (a) it note the details in relation to the 2017 Local Government Association of Tasmania Annual General Meeting and General Meeting and the 2017 Australian Local Government Association's National General Assembly.
- (b) submit motions to the LGAT General Meeting relating to:
 - Abandoned Vehicles
 - School Immunisation Programs

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

09/02/2017 D459583



Local Government Association Tasmania

Our Ref:KS/CA
File No.:

8 February 2017

Mr Paul West
Devonport City Council
PO Box 604
DEVONPORT TAS 7310

Dear Paul

**Annual General Meeting and General Meeting
26 July 2017**

In accordance with the Rules of the Association, I give formal notice of the General Meeting and the Annual General Meeting of the Association to be held at the Wrest Point Casino Hobart, commencing at 11.00am on Wednesday 26 July, 2017.

Councils are invited to submit motions on matters connected with the objectives of the Association or of common concern to members for inclusion in the agenda of the General Meeting.

It is planned to distribute the agenda on Wednesday 28 June, 2017 and motions will need to be received at the Association's offices by no later than close of business, Tuesday 9 May, 2017. This lead time will ensure relevant matters can be forwarded to the State Government for comment in accordance with the Communication and Consultation Protocol Agreement. The responses from State Government will then be included with the agenda to provide councils with a full briefing of the issues to be considered.

Councils are reminded that opportunities are available at every General Meeting of the Association to submit motions for deliberation and do not have to be restricted to the General Meeting attached to the AGM. Councils are encouraged to consider this matter in terms of ensuring more robust and broader debate across all General Meetings in the year but note that State Government comment is not sought in advance for other meetings. Additionally, for any meeting, Members may submit items for Topical Discussion.

If councils consider a matter is of significant concern but may struggle to be supported, it is suggested that conversations ensue with potential like minded councils to ensure procedural issues, such as having a motion seconded, can occur. This assists both the council/community where the issue exists and provides the opportunity for more rigorous debate and points of contention to be canvassed.

09/02/2017 D459583

A standard submission of motion template is attached but electronic versions are available on our website or will be forwarded by email upon request. Please note that detailed background comments are important in terms of ensuring there is an understanding by the reader of what is being sought. If possible, the motion should make clear either the action being asked of the Association or the policy position that the mover would like the sector to take. Where possible there should be consideration of how the motion aligns with the Association's strategic plan.

Please note, the Rules of the Association do not provide for the preparation of a Supplementary Agenda.

Should you require any assistance or advice on the background to issues of concern to your Council, the procedures to bring them forward or the wording of motions, Association staff would be only too pleased to assist. There are likely many matters that have previously been addressed or others that might be able to be dealt with administratively. Please keep this in mind and take advantage of the opportunity to discuss with the Association.

Yours sincerely



Katrena Stephenson
Chief Executive Officer



Call for Submission of Motions

*To be Included in the
General Meeting Agenda papers
Wednesday 26 July, 2017*

Councils are invited to submit motions for debate.

Motions can:

- address the objectives of the Association
- relate to matters of common concern to Councils
- recommend priorities to be followed by LGAT in pursuit of the State Agenda
- direct LGAT to undertake certain priorities
- refer to public policy generally.

*LGAT staff are happy to assist you in developing your motion.
Please phone 03 6233 5964 in the first instance.*

Name of Council :

Contact person (name, title)

Phone: Fax: Email:

Motion: (should clearly articulate the action required of LGAT or the policy position for the sector)

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Background Comments: (Detailed background comment is required to ensure a complete understanding of what is being sought)

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For Information Only:

Has a similar motion been considered by the General Meeting in the last 12 months?

Yes/No

Does the motion align with LGAT's strategic plan? Yes/No

If Yes – which Strategic Priority Area?.....

A copy of the LGAT Strategic Plan is available at - <http://www.lgat.tas.gov.au/page.aspx?u=751>

Must be received by no later than close of business, Tuesday 9 May, 2017

20/02/2017 D461136



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

17 February 2017

Devonport City Council
PO Box 604
DEVENPORT TAS 7310

To the Mayor, Councillors and CEO (please distribute accordingly)

2017 National General Assembly of Local Government – Call for Motions

The Australian Local Government Association (ALGA) is the national peak advocacy body for local government. ALGA's work includes but is not limited to the establishment of national policy and extensive liaison and lobbying with departments, Ministers and other parliamentarians at the Commonwealth level to achieve better outcomes for local councils.

The ALGA Board is comprised of delegates from each member association who refer matters of national relevance to the ALGA Board for consideration at regular Board meetings.

The 2017 National General Assembly of Local Government (NGA), to be held in Canberra from 18 to 21 June, is an opportunity for individual councils to identify matters of national relevance to the sector and to submit notices of motion to seek support at the NGA for these matters to be considered by ALGA as national policy, for its advocacy role or for more immediate action by ALGA on behalf of the sector.

On behalf of the ALGA Board I am writing to invite your council to participate in the 2017 NGA by submitting a notice of motion.

In doing so, please note the ALGA Board is calling for motions under the theme of 'Building Tomorrow's Communities'. This year, the NGA will focus debate on motions that address how councils can work in partnership with the Australian Government in particular to meet the current and future needs of local communities.

To assist you and your council to identify motions that address the theme of the NGA, the ALGA Secretariat has prepared the attached short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;

20/02/2017 D461136

2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

In accordance with previous NGAs, the ALGA Board will consider notices of motions for inclusion in the NGA agenda and will align similar motions, prioritise motions according to the NGA theme and take any other steps required to facilitate an effective and productive NGA outcome for participants.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017, electronically in the prescribed format. Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.

I encourage you to ensure the views of your council and your community are represented at the 2017 NGA and accordingly look forward to receiving your council's notice of motion.

In addition to those councils sending delegates to debate motions, we welcome the attendance of all elected members and staff who are interested in this year's NGA theme and the engaging list of speakers and sessions we have planned for the event. The NGA will be held during a sitting week and you may also wish to consider meeting with a parliamentarian before, during or after the NGA to pursue matters of specific interest to your region or council.

In closing, please accept my thanks for all the work you do on behalf of your local community and I look forward to welcoming you at the 2017 NGA - the premier event for Australian councils.

Yours sincerely,



Mayor David O'Loughlin
President, Australian Local Government Association

cc: State and Territory Local Government Associations



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

**National General Assembly of
Local Government
Building Tomorrow's Communities
18 - 21 June 2017**

Call for Motions Discussion Paper

20/02/2017 D461136

Submitting Motions

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

To assist you to identify motions that address the theme of the NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all of the sections of the paper, but are not expected to respond to every question in each section. Your motion/s can address one or all of the issues identified in the discussion paper.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. be consistent with the themes of the NGA
3. complement or build on the policy objectives of your state and territory local government association
4. be submitted by a council which is a financial member of their state or territory local government association
5. propose a clear action and outcome
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. For example: *That this National General Assembly call on the Federal Government to restore indexation to local government financial assistance grants.*

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received by ALGA no later than 11:59pm on Friday 21 April 2017.

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the sub-committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association, and will not be included in the NGA Business Papers.

Introduction

This year, debate at the NGA will focus on the role of Local Government in building tomorrow's communities. The discussions will look at how councils can work in partnership with the Australian Government to meet the current and future needs of local communities.

Tomorrow's communities will undoubtedly be shaped by the ambition and drive of their people, as well as the investments that governments, businesses and individuals make in people, infrastructure and the places we live and work.

In the Australian context, governments at all levels must focus on creating the environment for people and businesses to innovate and prosper in both cities and the regions. Government service delivery needs to be appropriate and responsive to the needs of communities, and appropriate infrastructure must be provided to drive productivity and social equity.

Local government strives, wherever possible, to assist communities to be productive, innovative and cohesive. Councils can enhance their capacity to respond to new and unforeseen challenges and identify opportunities to help communities build resilience and increase overall prosperity.

The Australian Government has shown that it understands and appreciates that Local Government's strength lies in its capacity to identify and respond to the diverse and emerging needs of communities across Australia. The Australian Government has also shown its commitment to working with Local Government to achieve real and meaningful outcomes for local and regional communities.

ALGA is calling for notices of motions that outline policy suggestions or principles the Australian Government can implement to support Local Government. Notices of motions that meet the criteria will be included in the NGA Business Papers and debated at the NGA. Motions carried at the NGA will be considered by the ALGA Board, and will be forwarded to the Australian Government for their information, response and potential implementation.

Supporting our Cities

The Australian Government has recently focused greater attention on the role of cities, and the Government's potential role in supporting them to be liveable, accessible and productive. Great cities attract, retain and develop increasingly mobile talent and organisations, encouraging them to innovate, create jobs and support growth.

Increased urbanisation is a major issue, globally and within Australia. The populations of Australia's major cities are at record levels, with the 2011 Census finding that 88.9 per cent of Australians live in urban Australia – people are following jobs to urban centres. The overwhelming majority of jobs are located in cities, which is where most new jobs are being created. Australia is among the most urbanised countries in the world. More than 75 per cent of Australia's population lives in the country's 20 largest cities, with more than 60 per cent alone living in Australia's 5 largest cities: Sydney, Melbourne, Brisbane, Perth and Adelaide.

The economic output of our major cities has grown and their importance to the national economy should not be underestimated. However, alongside that growth there is greater demand on transport systems than ever before. Issues of space and the potential conflicts of usability continue to

20/02/2017 D461136

challenge us, along with the utility and long term capacity of freight hubs, ports and airports and the movement of goods and people.

The Australian Government released its Smart Cities Plan in April 2016. The plan is just one of the ways that the Commonwealth aims to build an agile, innovative and prosperous nation. Key elements of the plan include establishing City Deals (one for each capital city and one for a regional centre in each state), the \$50 million Smart Cities and Suburbs Program (to fund innovative technology solutions to fix complex local problems) and the establishment of an Infrastructure Financing Unit to look at alternative infrastructure financing options such as value capture.

The Australian Government's National Innovation and Science Agenda (NISA), released in December 2015, is another strategy to encourage innovation, growth and productivity, and to increase Australia's capacity to compete in a global market. The NISA focuses on four key pillars - culture and capital, collaboration, talent and skills and government as an exemplar. These pillars provide a framework for Australian innovation policy with initiatives worth \$1.1 billion over four years designed to drive smart ideas that create business growth, local jobs and global success. From supporting start-ups and entrepreneurial activity to fostering R&D and developing the networks of people and technology that support innovation, NISA aims to improve Australia's ability to compete internationally and to harness new sources of growth to deliver the next age of economic prosperity in Australia.

The NISA also looks to address the educational requirements to position our children for the future given that 75 per cent of jobs in the fastest-growing industries in the next 5 to 10 years are likely to require science, technology, engineering and mathematics (STEM) skills. In developing their NGA motions, councils are encouraged to think about and focus on the strategic ways that the Australian Government can support Australian cities.

Supporting Regional Australia

The Australian Government has renewed its focus on our regions and regional development policy. Following the 2016 Federal election, Senator Fiona Nash was appointed Minister for Regional Development and Minister for Local Government and Territories. With the portfolio being elevated to Cabinet, the appointment was seen as a very positive step for local government and for regional development in Australia.

In November, last year the Government released details of the new Building Better Regions Fund (BBRF). The BBRF will invest \$297.7 million over four years in infrastructure projects and community investments to create jobs, drive economic growth and build stronger regional communities into the future. Minister Nash has indicated that the Government will release the Australian Regional Development Policy Statement early this year, which will highlight and focus political attention on Australia's regions.

Local governments are well-positioned to design, create and, above all, maintain tomorrow's communities. Whether these communities are metropolitan, urban, regional or remote, their local council knows the people best and understand the unique strengths of the area.

In developing their NGA motions, councils are encouraged to think about and focus on the strategic ways that the Australian Government can support regional Australia.

NGA Themes

ALGA is calling for motions for this year's NGA to explore the theme *Building Tomorrow's Communities* as well as the following six sub-themes:

1. Governance – community driven planning and development
2. Innovation – identifying and harnessing the key pillars of growth
3. Liveability – maximising amenity, design and community cohesion
4. Data driven public policy – using high quality data to grow the evidence base
5. Social capital – improving the capacity of citizens and optimising workforce trends
6. Technology and Infrastructure – identifying and investing in tomorrow's foundations.

This discussion paper provides some background and poses a number of questions for councils to consider when developing notices of motion for the NGA. This paper is not intended to limit the discussion or thinking around the theme, local governments roles or the sub-themes.

1. Governance – community driven planning and development

Good governance is essential to tomorrow's communities. Ensuring appropriate structures and institutions are in place to oversee the planning and development of the community is as critical as ensuring the community's access and involvement in these structures. The governance structures of tomorrow will cross traditional borders as cities grow, regions are redefined and their functionality (e.g environment, economic, social) changes.

Tomorrow's governance arrangements encompass, but go beyond, our current institutions, tools, or structures. Tomorrow's governance issues may often involve several layers of competency within agencies from across the different levels of government. Our communities need to consider not only the geographical borders but the very definition of these bodies as they grow to incorporate public, private, not-for-profit and community representation.

In strengthening governance, councils are looking to maximise community involvement in governance structures as well as considering ways to extend committees and sub-structures that inform and guide councils. Councils are also considering how best to encourage future leaders to get involved in local government.

In developing your council's notice of motion you may wish to consider:

- What support do you need from the Commonwealth to improve the governance arrangements in your community?

2. Innovation – identifying and harnessing the key pillars of growth

There are examples in Australia, and around the world, where local authorities have embraced innovation to increase economic activity in their communities. This promotes entrepreneurship, boosts the local workforces, diversifies the economic base and helps to future-proof communities.

20/02/2017 D461136

Councils have successfully enhanced their community's innovative spirit and reputation by: developing new innovation and commercial precincts such as in the City of Boston; improving council business and service delivery by capitalising on new technology such as using apps to enhance community engagement and communication or deliberately directing council business to support local start-up businesses such as in the City of Melbourne; and identifying changes in local industry and workforce trends, and adopting proactive strategies to ensure the community's ability to capitalise on the work of the future and areas of future economic growth such as in the North Melbourne region.

Underpinning these efforts are the networks and connections between people and technology. Innovation and experimentation are key, much like the ability to manage and leverage constant change. Innovation is an ongoing process. Councils need to extend and develop their networks with businesses, service providers and developers. Councils also need to consider how information can be used and shared, and how they can best harness technology to build and foster growth in their communities.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to improve innovation within your community?

3. Liveability – maximising amenity, design and community cohesion

Defining "community" can sometimes be difficult. In cities, we may commute many hours a week from work to home or we might be in walking distance. Transport congestion and the price of housing are among the chief concerns. In non-metropolitan areas, the challenges might appear different, such as ensuring ongoing economic development and protecting the sense of community that is so valued, but the fundamental work is the same. Local government has a core role to ensure that our communities, whether regional, urban, suburban or rural are places people want to live because they see the community's future is promising.

Liveability is defined as the sum of the factors that add up to a community's quality of life, including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities. Maximising the liveability of tomorrow's communities, wherever they are, is Local Government's core business.

Identifying the barriers to making your community more liveable can be key in directing thinking and work in this area. Councils around Australia are considering their roles and responsibilities in maximising community liveability.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to enhance the liveability of your community?

4. Data driven public policy – using high quality data to grow the evidence base

Data is ubiquitous in today's world. Not only is it the substance that drives information technology and the digital world, but data is the source of information that government and industry are using to plan for the future. It is fundamental that policy should be made based on the best available information. The challenge for government is not just having access to, and the use of, that data but

also ensuring the quality of that information. Urban planning and renewal is one area in which digital innovations have huge potential. City planning projects require extensive public engagement and consultation. Data captured representing communities' concerns and ideas, and desired amenities and suggestions for development, paired with more effective, automated analysis could facilitate an unprecedented level of open engagement between citizens and government.

Rather than piecemeal data coming in from various channels, the simplification of communications through connected infrastructure could generate real-time data and allow governments to address problems more effectively. This enhanced engagement process would create more liveable cities with better services and a higher quality of life.

At the heart of addressing those macro challenges is the question of how data can be drawn on to gain a deeper understanding of the complex interrelationships at play in our communities, and how this may allow us to improve services and infrastructure for our communities.

Councils have access to and own a wide range of data sources. It is worth considering how these sources are used and whether there are untapped sources within council systems. Urban planning has been identified as an area where there maybe benefits from drawing on big data, however councils are considering what other functions enhanced data analytics could assist with. Sometimes knowing the right question to ask is as difficult as finding the answer, given the range of data sources available, there may be a range of insights and intelligence available that would directly enhance councils decision making.

In developing your council's notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to tap into big data and data analytics to provide greater insights into your community and to enhance decision making?

5. Social capital – improving the capacity of citizens and optimising workforce trends

Our communities need to prepare for, and adapt to, the needs of the modern labour market while positioning themselves to provide jobs for future generations. This will be challenging given the rate of change occurring in the labour market. Some estimates claim that up to 40 per cent of the jobs that currently exist will disappear over the next 15 years with much of these losses predicted to be in manufacturing, mining and agriculture.

To offset declining demand for jobs in manufacturing, mining and agriculture, communities will need to implement proactive and strategic interventions such as investing in education around STEM (science, technology, engineering and maths) subjects as well as complementary skills such as language, culture, resilience and adaptability. Strong employment growth is also predicted in healthcare and social assistance, retail, and tourism and hospitality.

It is also anticipated that individuals will be required to take greater responsibility for keeping their skills up to date and in line with industry requirements through lifelong learning and training.

Our communities face the difficult task of identifying the most appropriate workforce investments for tomorrow's economy. Identifying the specific competitive advantages of your community and region will assist in guiding these decisions, and well as ensuring there are well-developed community engagement mechanisms around the issue.

In developing your council's notice of motion, you may wish to consider:

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- What support do you need from the Commonwealth to strengthen the social capital in your community?

6. *Technology and Infrastructure – identifying and investing in tomorrow’s foundations*

The current focus on smart cities looks at harnessing smart technology to improve the liveability and efficiency of large cities. Real-time traffic management, real-time energy consumption management, integrated public transport networks and data collecting sensors are examples of smart technology which may contribute to the efficiency of a city.

The Australian Government’s Department of the Prime Minister and Cabinet defines smart cities beyond the traditional view to include “support for productive, accessible, liveable cities that encourage innovation and create jobs and growth, with a commitment in both regional and metropolitan areas for smart investment, smart policy, and smart technology”. The Smart Cities and Suburbs Program, announced in 2016, encourages collaborative projects that apply innovative smart technology to solve complex urban problems. The program has a strong focus on “collaboration between local governments, private sector, research bodies and not-for-profit organisations to improve liveability, productivity, and sustainability of Australian regions”.

Other key elements of the Australian Government’s smart cities plan include the concept of the 30-minute city (where travel to and from any location within the city takes no longer than 30 minutes), City Deals and the establishment of the Infrastructure Financing Unit to identify smarter ways to finance investment in our cities.

The smart cities agenda isn’t just focused on large cities. The approaches and ideas can be applied to smaller cities, regions and towns. For councils of all sizes the opportunities technology brings to enhancing service provision and communication within your community are applicable; the careful prioritisation and investment in technology and infrastructure are some of the most important decisions your council will make to position your community for tomorrow.

In developing your council’s notice of motion, you may wish to consider:

- What support do you need from the Commonwealth to allow your community to benefit from the smart cities agenda?

4.8 REVIEW OF SECTION 24 STRATEGIC SPECIAL COMMITTEES AND SPECIAL INTEREST GROUPS

File: 22992 D461151

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To present Council with proposed changes to the Section 23 Committees, Section 24 Strategic Special Committees and associated Special Interest Groups.

BACKGROUND

Council's existing Strategic Special Committees are included in the flowchart and are themed under common groupings.

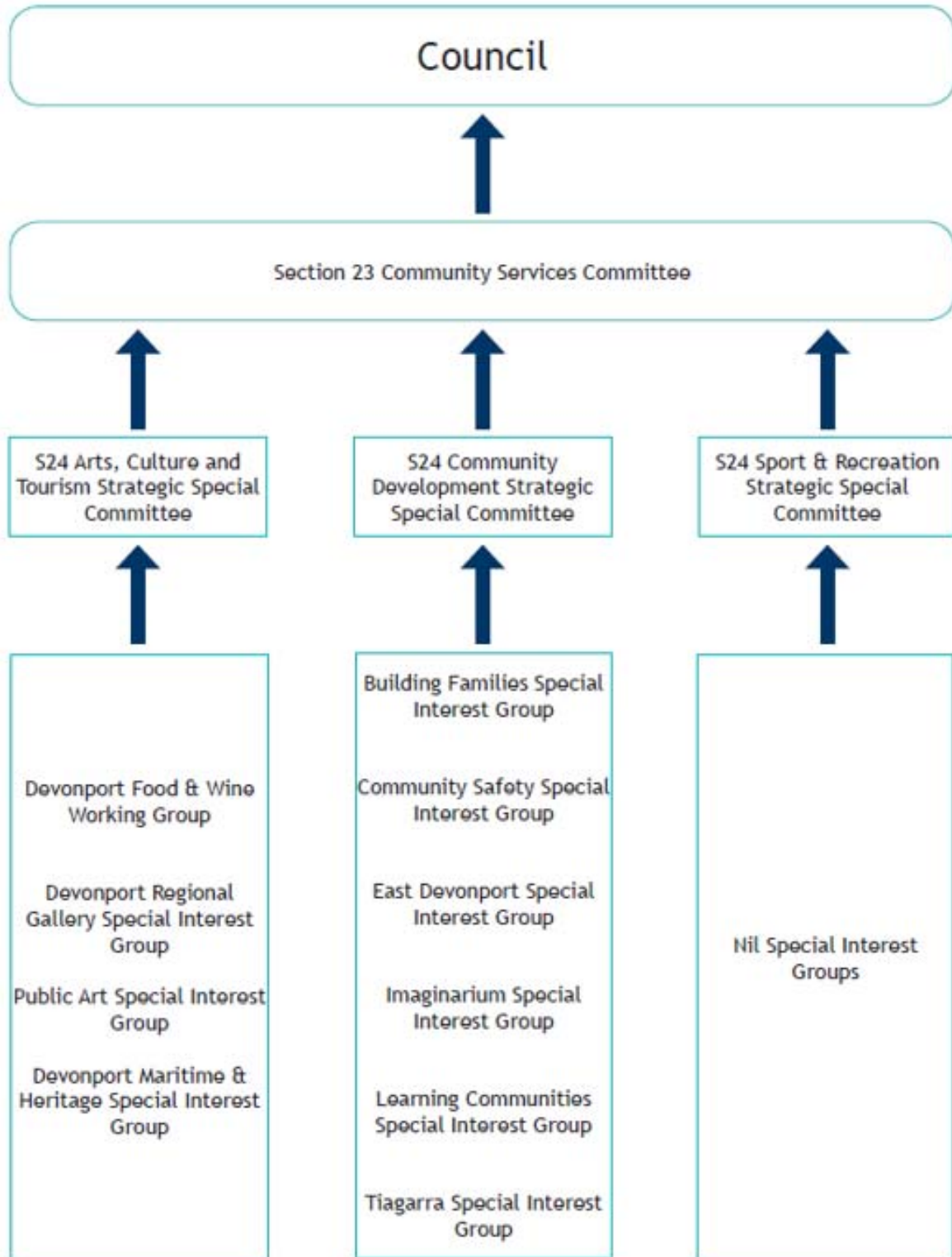
Each Special Interest Group and Strategic Special Committee has its own Guidelines or Terms of Reference outlining the purpose, roles and responsibilities, membership, meeting requirements, quorum and frequency.

Each Strategic Special Committee currently has up to three Aldermen appointed as members, along with Council officers from relevant administration, technical and management areas to support operation.

The Special Interest Groups and Strategic Special Committees in their current form have been in operation for two years and have been reviewed in line with their associated guidelines or terms of reference.

Special Interest Group Notes and Action Lists and recommendations are reported to Section 24 Strategic Special Committee Meetings on a regular basis. The minutes and recommendations of the Strategic Special Committees are then reported to the S23 Community Services Committee.

Council also has four Section 23 Committees that assist in the decision making process. The membership of a Section 23 Committee is restricted to elected members only. Primarily recommendations are provided by the Section 23 Committee to the full Council apart from the Planning Authority Committee who are delegated to make decisions on matters referred to it, and the Infrastructure, Works and Development Committee which has a delegation to make determinations on tenders providing they are within the budget estimates included in the current capital works program.



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

Council's revised three tier structure of S23 Committees, S24 Special Committees and Special Interest Groups has been in operation for two years.

A recent review identified the following issues:

- Frequency: The frequency of meetings is not always appropriate to the activity or project being delivered by the group. Some groups meet too often, others not regularly enough.
- Membership Attendance: Regular attendance at some meetings is problematic, with quorums regularly not achieved.
- Composition: Some committees and groups do not have membership composition which is representative of the community or the issue at hand.
- Productivity and Performance: The performance of the committees throughout the period has been inconsistent with some functioning well with well-considered recommendations and discussion, whilst others are predominantly information sharing.
- Administration: Administration of Special Interest Groups and S24 Special Committees is time consuming and inefficient due to meetings being cancelled due to no quorum or low numbers, this had led at times to considerable duplication of effort.
- Council Officers: Technical and management staff have formed membership of group and have had no voting rights within the group, this has led to times where recommendations have been made and passed which do not achieve objectives set or outcomes are not always aligned with Council's strategic priorities.

There are opportunities for improvement and further refinement and accordingly the proposed new structure is presented below for consideration with an aim to:

- Consolidate Special Interest Groups, Special Committees and Working Groups to create strong purpose based meetings focused on strategy development,

 Report to Governance and Finance Committee meeting on 20 March 2017

implementation and review and utilise community development and engagement principles to maximise community outcomes.

- Align strategies with committees and ensure annual review of each strategy, and
- Alter meeting guidelines to align with projects and tasks and ensure membership is skills based to ensure appropriate expertise advice is being provided to Council.

The following table provides comments on each existing committee and proposes a recommended plan for the next two years. It is proposed that the two-tiered hierarchy is removed and replaced with a collective group of committees and working groups.

It is proposed that each of the remaining committees in their revised structure will report their minutes direct to Council via the S23 Committee when appropriate.

Committee	Recommendations and Key Activities
Arts, Culture and Tourism Strategic Special Committee	<p>Action: Dissolve The Arts, Culture and Tourism Strategic Special Committee currently have difficulty in achieving quorums and have been more information sharing in nature than strategic.</p> <p>Form focussed working groups as and when required.</p>
Devonport Maritime and Heritage	<p>Action: Retain Guidelines to be reviewed and updated.</p>
Devonport Regional Gallery	<p>Action: Retain Support delivery, monitoring and reporting of the Devonport Regional Gallery Strategic Plan 2017 -2021.</p>
Public Art	<p>Action: Retain Guidelines to be reviewed and updated.</p>
Devonport Food and Wine Festival	<p>Action: Retain Guidelines to be reviewed and updated.</p>
Jazz Festival	<p>Action: Form Guidelines to be developed.</p>
Tidal Festival	<p>Action: Form Guidelines to be developed.</p>
Sport and Recreation	<p>Action: Retain and Rebrand Continue to meet on a Bi-monthly basis to review and workshop the Draft Sporting Precinct Master Plan.</p> <p>Terms of Reference to be changed to guidelines</p> <p>Name change: Active City Committee</p>
Community Development Strategic Special Committee	<p>Action: Dissolve The Community Development Strategic Special Committee has been more information sharing between members and outcome reporting from Special Interest Groups, who have been delivering strategic outcomes aligned to subject area.</p> <p>Dissolve committee and form focussed working groups as and when required.</p>
Liveable Communities	<p>Action: Form Merge the functions of Building Families Special Interest Group, Community Safety Special Interest Group and Learning Communities Special Interest Group in addition to subject and issues such as youth, food security, seniors, disability, cultural diversity and first Australians.</p> <p>Working groups of this committee can continue to work on and report back on initiatives such as Devonport Year of Literacy, Festival of Learning, educational opportunities/issues and youth programs, disability action plan.</p>

Report to Governance and Finance Committee meeting on 20 March 2017

Committee	Recommendations and Key Activities
East Devonport Special Interest Group	Action: Retain The East Devonport Special Interest Group continue to meet on a bi-monthly basis to deliver actions of the East Devonport Community Plan.

A greater focus on strategy development and subsequent implementation is a key element of this revised structure. As a result, these committees will oversee action plan implementation and strategy monitoring and review. The proposed reporting structure is as follows:

Committee/Group	Strategy/Plan/Event	Reporting Period
Devonport Food and Wine Festival	Devonport Food and Wine Event Plan	Annual event report December S23 Meeting
Devonport Jazz Festival	Devonport Jazz Festival	Annual event report October S23 Meeting
Tidal Festival	Tidal Festival	Bi-annual event report April S23 Meeting
Maritime and Heritage	Home Hill Strategic Plan 2013-2016 Julie Burgess Strategic Plan Development October 2019 Maritime Conference	Bi Monthly Minutes and Action List to S23 Committee
Devonport Regional Gallery	Devonport Regional Gallery Strategy 2019-2021	Bi Monthly Minutes and Action List to S23 Committee
East Devonport	East Devonport Community Plan	Bi Monthly Minutes and Action List to S23 Committee
Liveable Communities	Community Safety Strategy 2015-2018 Live and Learn Strategy	Bi Monthly Minutes and Action List to S23 Committee
Public Art Special	Develop and implement Public Art Strategy	Report S23 as and when required
Active City	Sporting Precinct Master Plan Active City Strategy Development	Bi Monthly Minutes and Action List to S23 Committee

Section 23 Committees

The Governance and Finance S23 Committee and the Community Services S23 Committee currently meet on an alternate bi-monthly basis to consider items relevant to each Committee. Membership of the S23 committees comprises of six (6) Aldermen, (though remaining Alderman may attend meetings as a non-member), with the General Manager, relevant Executive Managers and Managers also in attendance.

For the greater part the S23 Committees have limited agenda items and meetings are completed within 30 minutes. For expediency and efficiency purposes it is recommended

that the Community Service S23 Committee be amalgamated with the Governance and Finance S23 Committee.

COMMUNITY ENGAGEMENT

The utilisation of committees/groups in a local government environment supports open and transparent governance, shared decision making, the development of networks and strategic collaborations.

Existing committee members have been informed that this review is occurring, but have not been actively involved in the process.

FINANCIAL IMPLICATIONS

It is reasonable to expect cost savings in the form of reduced meeting administration, reduced staff hours in meeting attendance and reduced operational and capital expenditure on non-strategic projects.

RISK IMPLICATIONS

- Consultation and/or Communication
The amalgamation or dissolving of special interest groups and strategic special committee may present a risk to Council, which could possibly include varying levels angst from some members, loss of local knowledge and reduced opportunities to participate in shared decision making processes of Council.

Existing committee members will be provided an opportunity to nominate for a relevant committee.

CONCLUSION

The endorsement of the above noted recommendation will generate operating efficiencies, and create more strategic and action based committees/groups which support sustained member interest and engagement.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommend to Council that the Review of Committees report be received and noted and that Council:

1. amalgamate the activities of the Governance and Finance and Community Services Committees and form the Governance, Finance and Community Services Section 23 Committee effective 1 July 2017;
2. agree to the proposed changed structure for Special Interest Groups, Special Committees and Working Groups as outlined in the report;
3. membership of Aldermen on all Section 23 Committees and Committees be referred to a future Council Workshop for determination;
4. develop terms of reference/guidelines for all Committees;
5. note that new working groups or special interest groups will be convened on an as required basis from time to time.

Author:	Brooke de Jong	Endorsed By:	Paul West
Position:	Community and Cultural Development Manager	Position:	General Manager

4.9 FINANCE REPORT FOR FEBRUARY 2017

File: 26544 D464259

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 28 February 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 - Feb 2017
2. Council Meeting - Attachment 2 - Finance Report - Capital Works Summary - Feb 2017

RECOMMENDATION

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

Author: Position:	Rodney O'Rourke Accountant	Endorsed By: Position:	Kym Peebles Executive Manager Organisational Performance
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Devonport City Council FINANCE REPORT

YTD for the month ended February 2017

The operating result for February Year to Date is a surplus of \$277K which represents a 2.9% 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 deficit of \$161K.

Rates & Service Charges - \$320K 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. A \$340K forecast adjustment has been made. 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).

Fees and User Charges - \$12K Unfavourable

Fees and user charges are slightly behind budget largely due to unfavourable variations in infringements and fines \$69K, Parking fees (permits and meters) \$64K and sale of goods \$20K. These unfavourable variations are partially offset by gains in development fees \$59K, property lease/rental income \$33K, certificates income \$29K and waste management income \$28K.

Grants - Operating - \$10K Unfavourable

The variations are relatively minor and predominantly relate to a reduction in the level of motor tax income received in corporate revenue.

Contributions - Operating - \$28K Favourable

The favourable variation relates to community services sponsorship/donations and developer contributions.

Dividend Income - \$299K 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 \$300K 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 - \$167K 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 \$150K forecast adjustment has been made.

Other Revenue - \$132K Favourable

The majority of the favourable variation relates to the recovery of outstanding parking fines \$85K, workers compensation insurance and other insurance claims \$21K, private works income \$18K, and additional fuel tax rebate including an adjustment relating to prior years of \$7K. At this stage a \$22K forecast adjustment has been made.

Employee Benefits - \$689K Favourable

Expenditure on employee benefits is well below budget, the favourable variation consists of: direct employee costs \$404K, leave entitlements \$116K, employee related costs (training, w/comp & payroll tax) \$135K and superannuation \$34K. 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 February totalled 144.85 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 \$331K has been made.

Materials and Services - \$534K Favourable

Expenditure on materials is currently less than budget particularly in the areas of: consultants \$243K, general expenses \$119K, utilities \$96K and advertising and printing \$86K, these favourable variations were partially offset by above budget contractor expenditure \$93K, particularly in the areas of urban and rural roads maintenance. Actual and budget expenditure are expected to more closely align as the year progresses. A forecast adjustment of \$406K has been made.

Depreciation - \$78K 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), Stormwater, Urban Roads and the Aquatic Centre. A forecast adjustment of \$110K has been made.

Financial Costs - \$1.6M 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 \$1.77M has been made.

Levies & Taxes - \$67K 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 - \$15K 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 - \$60K 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 \$47K, Infrastructure is behind budget by \$20K and plant is ahead of budget by \$7K. According to the Works system, to the end of February 2017, a total of 6,881 labour hours have been capitalised compared to a budget of 8,814 hours.

Balance Sheet

The balance of Capital Work in Progress at the end of February is \$20.55M, of which \$16.05M relates to prior years projects not yet capitalised, including \$13.22M in relation to the LIVING CITY Project. To date, \$3.77M has been capitalised of which \$3.65M relates to prior year capital projects.

SUMMARISED OPERATING REPORT

YTD to February 2017

	YTD		YTD Variance		Full Budget 2017	Forecast 2017
	Budget	Actual	\$	%		
INCOME						
Rates and Service Charges	26,913,475	27,234,247	320,772	1.2%	26,970,475	27,310,475
Fees and User Charges	4,227,462	4,215,659	(11,802)	-0.3%	6,337,100	6,337,100
Grants - Operating	1,634,333	1,624,613	(9,721)	-0.6%	2,127,000	2,127,000
Contributions - Operating	58,583	86,439	27,856	47.5%	81,790	81,790
Dividend Income	654,000	952,973	298,973	45.7%	2,007,000	2,307,000
Profit Sharing	30,000	11,002	(18,998)	-63.3%	30,000	11,000
Interest Income	166,667	334,043	167,376	100.4%	250,000	400,000
Other Revenue	642,476	774,072	131,597	20.5%	1,058,832	1,080,964
TOTAL INCOME	34,326,996	35,233,049	906,053	2.6%	38,862,197	39,655,329
EXPENSES						
Employee Benefits	8,017,930	7,328,049	689,880	8.6%	12,125,543	11,794,543
Materials and Services	8,284,601	7,750,207	534,394	6.5%	13,019,128	12,910,128
Depreciation	5,540,533	5,618,491	(77,958)	-1.4%	8,310,800	8,420,800
Financial Costs	582,005	2,214,940	(1,632,934)	-280.6%	1,077,441	2,851,441
Levies & Taxes	1,969,195	2,036,484	(67,289)	-3.4%	3,237,643	3,296,643
Other Expenses	734,182	749,126	(14,944)	-2.0%	1,068,170	1,112,170
Internal Charges and Recoveries	(379,439)	(319,607)	(59,831)	15.8%	(569,157)	(569,156)
TOTAL EXPENSES	24,749,008	25,377,690	(628,683)	-2.5%	38,269,569	39,816,569
NET OPERATING SURPLUS / (DEFICIT)	9,577,988	9,855,359	277,370	2.9%	592,628	(161,240)
CAPITAL ITEMS						
Grants - Capital	2,218,657	4,196,097	1,977,440	89.1%	4,928,434	
Contributions - Capital	12,000,000	2,128,855	(9,871,145)	-82.3%	14,200,000	
Gain / Loss on Disposal of Assets	62,500	(1,434,328)	(1,496,828)	-2394.9%	(699,000)	
Change in Value of Investment in DRWMA	-	-	-	0.0%	105,000	
TOTAL CAPITAL ITEMS	14,281,157	4,890,625	(9,390,533)	-65.8%	18,534,434	
NET SURPLUS / (DEFICIT)	23,859,145	14,745,983	(9,113,162)	-38.2%	19,127,062	
Own Source Revenue:	95.1%	95.1%			94.3%	

FINANCIAL SUMMARY					YTD to February 2017	
Operating Summary	YTD		Annual Budget	Current Forecast		
	Budget	Actual			Budget	Forecast
Revenue	34,326,996	35,233,049	38,862,197		39,655,329	
Expenditure	24,749,008	25,377,690	38,269,569		39,816,569	
Operating Position	9,577,988	9,855,359	592,628		(161,240)	

Capital Expenditure Summary	Annual Budget	Actual	Annual Forecast
Capital Expenditure	42,118,175	13,562,981	39,088,989

Cash Information	February 2017	June 2016
Operating Account (Reconciled balance)	2,173,280	3,240,687
Interest-Earning Deposits	23,224,984	13,546,681
	25,398,264	16,787,368

Debtor Information	February 2017	June 2016	Rates Debtors Ageing	February 2017	% of Annual Rates
Rates Debtors	6,802,798	(3,095)	2016/2017 - Current	6,607,829	24.3%
Infringement Debtors	32,920	113,998	2015/2016 - 1 Year	93,211	
Sundry Debtors	252,050	359,988	2014/2015 - 2 Years	36,590	
Planning & Health Debtors	36,479	9,696	2013/2012 - 3 Years	13,139	
	7,124,247	480,587	2012/2013 - Older	52,028	
				6,802,798	

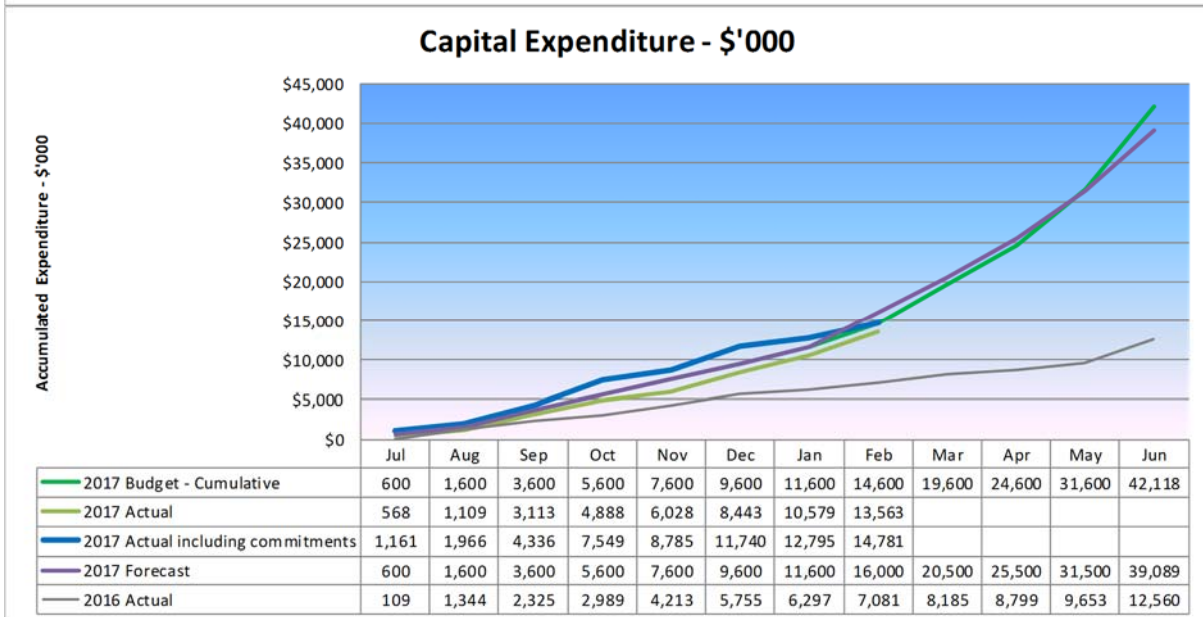
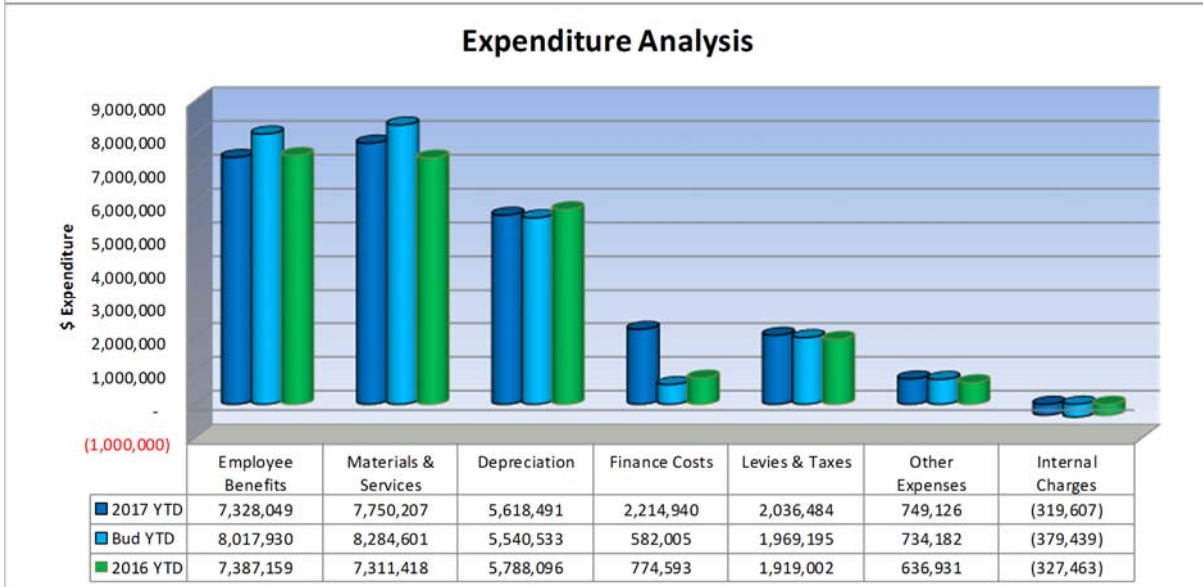
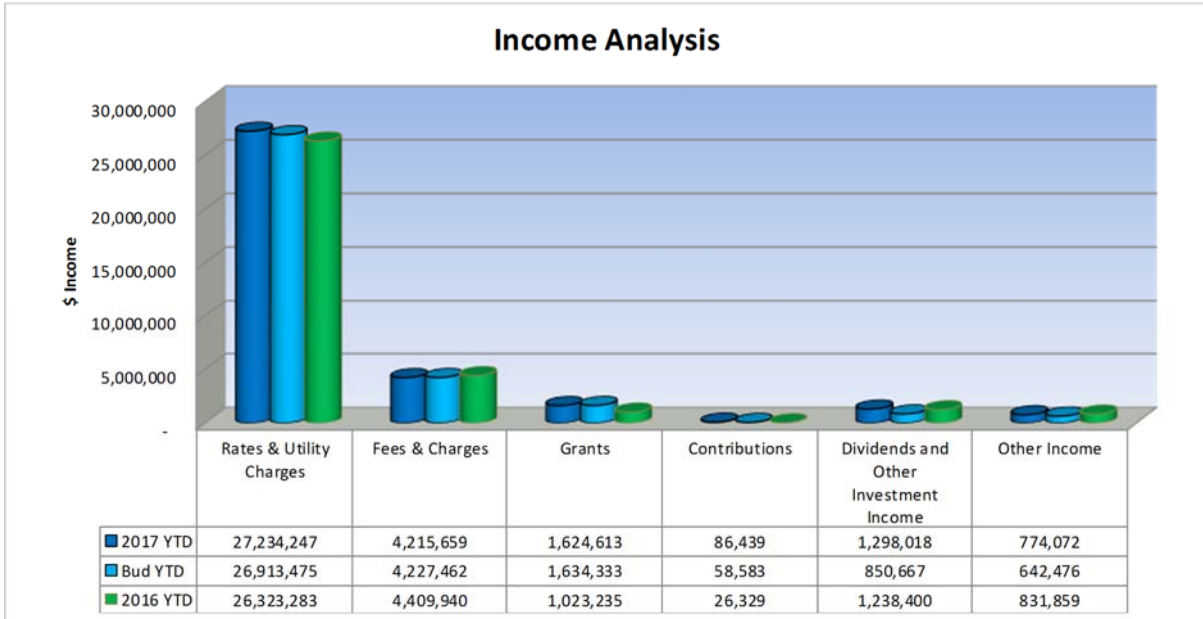
Cash Investment Information	Actual Rate	February 2017
ANZ Cash Deposits - At Call	2.00%	1,197,042
ANZ Loan Repay. A/c - (existing loans) - At Call	2.00%	26,931
CBA Cash Deposits - At Call	1.00%	1,011
AMP - Term Deposit	2.95% 211 days maturing 7/03/2017	5,000,000
Mystate - Term Deposit	2.70% 120 days maturing 3/03/2017	4,000,000
ANZ - Term Deposit	2.50% 90 days maturing 22/3/2017	13,000,000
		23,224,984

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

Benchmarks: BBSW90 Day Index 1.84%
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 February 2017

	28 Feb 2017	30 Jun 2016
Current Assets		
Cash at Bank and On Hand	2,173,280	3,240,687
Trust Deposits	169,131	187,524
Cash Investments	23,224,984	13,546,681
Receivables - Rates and Utility Charges	6,802,798	(3,095)
Receivables - Infringements	32,920	113,998
Receivables - Sundry	252,050	359,988
Receivables - Planning & Health	36,479	9,696
Accrued Revenue	171,444	991,162
Prepayments	71,834	75,834
Net GST Receivable	337,936	238,912
	33,272,856	18,761,387
Non Current Assets		
Dulverton Regional Waste Management Authority	4,739,203	4,739,203
TasWater	85,664,333	85,664,333
Property, Plant & Equipment	667,805,213	665,671,066
Accumulated Depreciation - PP&E	(257,342,617)	(254,027,708)
Capital Work in Progress	20,544,460	10,395,235
	521,410,592	512,442,128
Total Assets	554,683,448	531,203,515
Current Liabilities		
Trade Creditors	743,865	420,707
Accruals	11,660,883	2,575,619
Trust Liability	196,708	182,754
Loans - Current	732,000	892,023
Annual Leave	859,890	1,023,424
Long Service Leave - Current	1,098,896	1,123,133
	15,292,241	6,217,660
Non Current Liabilities		
Loans - Non-Current	19,254,000	19,615,333
Long Service Leave - Non-Current	454,889	454,889
	19,708,889	20,070,222
Total Liabilities	35,001,130	26,287,882
Net Assets	519,682,319	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)	9,855,359	1,763,615
Capital Surplus / (Deficit)	4,890,625	838,515
Total Equity	519,682,319	504,915,633
Current Ratio:	2.18	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 February 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
Summary													
Open Space & Recreation	414,000	343,995	787,405	58,410	721,552	150,237	237,638	387,875	399,530				
Facilities	2,224,000	122,418	2,346,418	-	2,327,741	237,196	163,772	400,968	1,945,450				
Stormwater	742,000	55,273	797,273	-	786,444	233,905	210,806	444,712	352,561				
Transport	5,517,000	607,722	6,124,722	1,487,434	6,395,810	3,003,604	565,478	3,569,082	2,555,640				
Living City	30,000,000	704,915	30,704,915	15,500,000	27,500,000	9,595,025	11,359	9,606,385	21,098,530				
Plant & Fleet	809,300	189,499	998,799	-	998,799	207,804	-	207,804	790,995				
Other Equipment	152,000	206,643	358,643	-	358,643	135,209	28,590	163,799	194,844				
Total Capital Works	39,858,300	2,230,465	42,118,175	17,045,844	39,088,989	13,562,981	1,217,644	14,780,625	27,337,550				
Open Space & Recreation													
CP0099 Mersey Vale - MBS stage 1		100,907	100,907		100,907	59,209	98,790	157,999	(57,092)	CF	Feb 2017	156.6%	Construction nearing completion, cost of lid lifter incorrectly costed. Cost to be journalled to plant & equipment
CP0106 Mersey Vale - Memorial Garden		38,584	38,584		38,584	15,916	4,529	20,445	18,139	CF	completed	53.0%	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		6,253	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	3,601	-	3,601	26,399	Mar 2017	Apr 2017	12.0%	Construction pending
CP0125 Victoria Parade boat ramp shared path alterations	90,000	35,000	125,000		125,000	5,079	-	5,079	119,921	Mar 2017	Apr 2017	4.1%	Design progressing
CP0126 Victoria Parade shared path rail crossing	15,000		15,000		15,000	1,378	-	1,378	13,622	Mar 2017	Apr 2017	9.2%	Design progressing
CP0127 Bluff Road - Fitness equipment renewal	70,000		70,000		70,000	32,595	32,665	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 underway
CP0129 Don River Rail Trail - Don to Tugrah gravel track	86,000		115,410	29,410	86,000	247	-	247	115,163	TBA	TBA	0.2%	Land acquisitions progressing
CP0130 Home Hill - Facility signage	5,000		5,000		5,000	-	-	-	5,000	Mar 2017	Apr 2017	0.0%	
CP0131 Path lighting - Victoria Parade, 250m from Cenotaph north	52,000		52,000		52,000	180	-	180	51,820	Mar 2017	Apr 2017	0.3%	Design progressing
CP0132 Pioneer Park - road safety bike park	29,000	80,000	109,000	29,000	109,000	8,778	101,654	110,432	(1,432)	CF	Mar 2017	101.3%	Construction progressing
CP0133 Mersey Vale Cemetery - Niche wall fence	7,000		7,000		7,000	7,092	-	7,092	(92)	completed	completed	101.3%	
Total Open Space & Recreation	414,000	343,995	787,405	58,410	721,552	150,237	237,638	387,875	399,530			49.3%	
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		36,527	44,488	-	44,488	512	completed	completed	98.9%	
CB0075 DECC - Accessible seating	20,000		20,000		20,000	-	-	-	20,000	TBA	TBA	0.0%	Part of Art Gallery relocation project
CB0076 Aquatic Centre - Rainwater Tanks	14,000		14,000		14,000	6,200	-	6,200	7,800	Oct 2016	completed	44.3%	
CB0077 Aquatic Centre - HVAC works	90,000		90,000		90,000	5,080	49,428	54,508	35,492	Feb 2017	Mar 2017	60.6%	Construction pending
CB0078 Works Depot - Vehicle wash bay	100,000		100,000		100,000	276	-	276	99,724	TBA	TBA	0.3%	Design options being investigated
CB0079 Waste Transfer Station - Push pit roof	150,000		150,000		150,000	1,500	6,750	8,250	141,750	TBA	TBA	5.5%	RFQ progressing for fence as per Council (res
CB0080 Art Gallery and DECC Integration	1,800,000		1,800,000		1,800,000	87,749	107,594	195,343	1,604,657	Apr 2017	Dec 2017	10.9%	Design progressing
CB0081 BSMC - Facility signage	5,000		5,000		5,000	3,105	-	3,105	1,895	Dec 2016	completed	62.1%	
Total Facilities	2,224,000	122,418	2,346,418	-	2,327,741	237,196	163,772	400,968	1,945,450			17.1%	

	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 Winspears Road Footpath Renewal		27,238	27,238		23,500	23,125	-	23,125	4,113	CF	completed	84.9%	
CT0151 Mersey Road Footpath Renewal		30,902	30,902		15,000	17,801	1,210	19,012	11,890	CF	completed	61.5%	
CT0152 Mersey Bluff Caravan Park -Internal Road		89,820	89,820		86,000	80,503	-	80,503	9,317	CF	completed	89.6%	
CT0156 Stony Rise Road New Footpath - Middle Road to		22,066	22,066		15,000	14,847	-	14,847	7,219	CF	completed	67.3%	
CT0159 Kelcey Tier - Mersey Main Road Junction		193,225	193,225		193,000	191,959	-	191,959	1,266	CF	completed	99.3%	
CT0160 Devonport Road - McLeod Avenue to Horsehead Creek Renew.		131,661	131,661		144,000	148,727	12,000	160,727	(29,066)	CF	completed	122.1%	Additional pavement work, service relocations and flood damage
CT0164 Steele St Fenton St Intersection Upgrade	550,000		550,000		550,000	317,086	196,747	513,832	36,168	Nov 2016	Mar 2017	93.4%	Construction progressing
CT0165 William St Renewal Best St- Stewart St	500,000	88,000	588,000	462,434	576,000	517,092	35,637	552,729	35,271	Nov 2016	Mar 2017	94.0%	Construction progressing, budget increased by \$88,000 DSG grant for signals
CT0166 Devonport Rd Formby Rd Westport Rd Intersection Renewal	800,000		800,000		886,000	604,679	159,510	764,189	35,811	Nov 2016	Mar 2017	95.5%	Construction progressing - increased project budget approved IMC 32/16
CT0167 Reseal Program 2016-17	700,000		700,000		650,000	520,154	40,591	560,745	139,255	Oct 2016	Dec 2016	80.1%	All sealing complete, some linemarking still to be completed
CT0168 Buster Rd (Don River) approach barriers	25,000		25,000		18,000	18,224	-	18,224	6,776	Sept 2016	completed	72.9%	
CT0169 Formby Road & Best Street intersection safety improvements	275,000		275,000	70,000	275,000	12,768	-	12,768	262,232	Feb 2017	Apr 2017	4.6%	Project on hold awaiting investigation of traffic options on Formby Road
CT0170 Stephen & Caroline Sts new footpath - northern link to EDRC	60,000		60,000		62,000	60,881	455	61,335	(1,335)	completed	completed	102.2%	
CT0171 Woodrising Ave new footpath - Leila Av to Walter St	55,000		55,000		45,000	43,570	-	43,570	11,430	completed	completed	79.2%	
CT0172 William St safety improvements - North St to Bluff	50,000		50,000		53,000	53,610	-	53,610	(3,610)	Oct 2016	completed	107.2%	
CT0173 Madden St and Ronald St safety improvements - blackspot	200,000		200,000	200,000	200,000	6,153	3,125	9,278	190,722	Jan 2017	Apr 2017	4.6%	Construction pending
CT0174 Tarleton St and Thomas St safety improvements - blackspot	95,000		95,000	95,000	95,000	72,475	-	72,475	22,525	Jan 2017	completed	76.3%	
CT0175 Victoria Parade boat ramp - pedestrian priority	15,000		15,000		15,000	2,121	-	2,121	12,879	May 2017	May 2017	14.1%	Design progressing
CT0176 Tarleton St Wright St safety improvements - blackspot	125,000		125,000	95,000	125,000	10,320	-	10,320	114,680	Mar 2017	Apr 2017	8.3%	Quotations requested
CT0177 Don Reserve - Sawdust bridge renewal	262,000		262,000		262,000	7,213	-	7,213	254,787	Mar 2017	Apr 2017	2.8%	Contract awarded, contractor design underway
CT0178 Middle Road interchange off ramp improvements	75,000		75,000	75,000	75,000	3,410	-	3,410	71,590	Mar 2017	Apr 2017	4.5%	Design progressing
CT0179 Road traffic device renewal	25,000		25,000		25,000	50	-	50	24,950	Jan 2017	Feb 2017	0.2%	
CT0180 Street light provision	20,000		20,000		20,000	13,812	-	13,812	6,188	Nov 2016	TBA	69.1%	2 locations complete, 1 pending
CT0181 Transport minor works	25,000		25,000		25,000	6,912	-	6,912	18,088	TBA	TBA	27.6%	Design progressing
CT0182 Parking infrastructure renewal	25,000	24,810	49,810		49,810	743	-	743	49,067	Feb 2017	Mar 2017	1.5%	
CT0183 Steele-Rooke-MacFie intersection renewal	350,000		350,000		350,000	11,115	1,410	12,525	337,475	Feb 2017	Apr 2017	3.6%	Tender report to March Council meeting
CT0184 Wright St and Norton Way intersection renewal	80,000		80,000		83,500	6,617	68,009	74,626	5,374	Jan 2017	Mar 2017	93.3%	Construction progressing
CT0185 Newton Street renewal	125,000		125,000	125,000	100,000	7,485	-	7,485	117,515	Jan 2017	Mar 2017	6.0%	Construction progressing
CT0186 Elizabeth St renewal - Forbes to Hiller	225,000		225,000	200,000	234,000	13,665	-	13,665	211,335	Nov 2016	Mar 2017	6.1%	Construction progressing
CT0187 Ronald St renewal - Madden to Parker	165,000		165,000	165,000	165,000	12,614	-	12,614	152,386	Feb 2017	Apr 2017	7.6%	Construction pending
CT0188 North Caroline St car park renewal	50,000		50,000		54,000	56,600	-	56,600	(6,600)	Jan 2017	completed	113.2%	
CT0189 Buster Road renewal - west of Don River (stage 1)	450,000		450,000		300,000	8,094	-	8,094	441,906	Apr 2017	Jun 2017	1.8%	Budget reduced to \$300,000 (res 189/16)
CT0190 Soccer Club Seal car park	190,000		190,000		204,000	139,175	46,785	185,961	4,039	Dec 2016	completed	97.9%	
CT0193 Durkins Road reconstruction				272,000	422,000					Nov 2016	completed		Council (res 189/16)
Total Transport	5,517,000	607,722	6,124,722	1,487,434	6,395,810	3,003,604	565,478	3,569,082	2,555,640			58.3%	

	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		49,400	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		30,000	30,618	-	30,618	(618)	Aug-16	completed	102.1%		
CS0051	William SW Catchment Upgrade - Stage 6	275,000	275,000		255,000	66,318	165,444	231,762	43,238	Feb-17	Apr-17	84.3%	Construction pending	
CS0052	Stormwater outfall risk management -Mersey Bluff	30,000	30,000		30,000	23,097	-	23,097	6,903	Nov-16	completed	77.0%		
CS0053	Tugrah Road Duplication of pipe crossing	45,000	45,000		45,000	7,929	53	7,982	37,018	Feb-17	Apr-17	17.7%	Design progressing	
CS0054	Elanora car park - drainage improvements	12,000	12,000		12,000	373	-	373	11,627	Mar-17	Apr-17	3.1%		
CS0055	Squibbs Road drainage improvements	90,000	90,000		90,000	9,683	9,130	18,813	71,187	TBA	TBA	20.9%	Design on hold - pending outcome of identified threatened species	
CS0056	Tugrah Road Robertson Close Stormwater	50,000	50,000		45,000	5,337	34,139	39,476	10,524	Feb-17	Apr-17	79.0%	Construction pending	
CS0057	Waste Transfer Station - litter capture	30,000	30,000		30,000	237	-	237	29,763	Mar-17	Apr-17	0.8%		
CS0058	Pit replacements	50,000	50,000		50,000	23,677	240	23,918	26,082	Nov-16	Mar-17	47.8%	Construction progressing	
CS0059	49 Sorell st stormwater renewal	75,000	75,000		75,000	1,817	600	2,417	72,583	Mar-17	Apr-17	3.2%		
CS0060	Sorell Laneway drainage	55,000	55,000		55,000	2,516	1,200	3,716	51,284	Mar-17	completed	6.8%		
Total Stormwater		742,000	55,273	797,273	-	786,444	233,905	210,806	444,712			55.8%		
Plant & Fleet														
CF0017	Hire Plant Replacement Plan (including disposal	603,800		603,800		603,800	44,641	-	44,641	559,159	NA	NA	7.4%	List of identified items to be progressively
CF0018	Minor Plant Replacement Plan (including disposal	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
CF0016	Fleet Replacement Plan (including disposal	173,500	141,183	314,683		314,683	140,346	-	140,346	174,337	NA	NA	44.6%	List of identified items to be progressively
Total Plant & Fleet		809,300	189,499	998,799	-	998,799	207,804	-	207,804	790,995			20.8%	
Other Equipment														
CE0007	Office Equipment (including Tidal art acquisition \$10K)	88,000	61,498	149,498		139,498	72,208	14,295	86,503	62,995	NA	NA	57.9%	List of identified items to be progressively
CC0007	Information Technology - Renewal & Upgrades	64,000	145,145	209,145		219,145	63,001	14,295	77,296	131,849	NA	NA	37.0%	Ongoing program of IT infrastructure upgrades
Total Other Equipment		152,000	206,643	358,643	-	358,643	135,209	28,590	163,799	194,844			45.7%	
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY		9,858,300	1,525,550	11,413,260	1,545,844	11,588,989	3,967,955	1,206,285	5,174,240	6,239,020			45.3%	
Living City														
CB0068	Living City - Strategic Initiatives	30,000,000	704,915	30,704,915	15,500,000	27,500,000	9,595,025	11,359	9,606,385	21,098,530	July 2016	June 2017	31.3%	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	9,595,025	11,359	9,606,385	21,098,530			31.3%	
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY		39,858,300	2,230,465	42,118,175	17,045,844	39,088,989	13,562,981	1,217,644	14,780,625	27,337,550			35.1%	

4.10 GOVERNANCE & FINANCE REPORT

File: 29468 D462313

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:

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

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 November 2016 to February 2017:

REG/247	Plan of Survey - Folio 143423-3, 143423-1 - PA2016.0141	16/11/2016
REG/248	Mayor's Charitable Trust - Deed of Retirement and Appointment	21/11/2016
REG/249	Deed of Variation of Trust Dame Enid Lyons Trust Fund	21/11/2016
REG/250	Transfer Section 58 - DCC to Launceston Gasworks Pty Ltd	23/11/2016
REG/251	Plan of Survey - Volume CTRV 172383 Folio 1 - PA2015.0116	28/11/2016
REG/252	Licence Agreement - DCC & Murphy Investments (Tas) Pty Ltd	1/12/2016

Report to Governance and Finance Committee meeting on 20 March 2017

REG/253	LIVING CITY Stage 1 - ANZ - Authority to Complete	5/12/2016
REG/254	LIVING CITY Stage 1 - Mortgage Papers	5/12/2016
REG/255	LIVING CITY Stage 1 - Mortgage Papers	5/12/2016
REG/256	LIVING CITY Stage 1 Mortgage Papers	5/12/2016
REG/257	LIVING CITY Stage 1 - Mortgage Documents	5/12/2016
REG/258	Notification of Agreement under the Land Use Planning and Approvals Act 1993 (Section 71) - SA2008.0006	6/12/2016
REG/259	Plan of Survey - F/R 171583-100 - Part of Lot 278, - SA2008.0006	6/12/2016
REG/260	Licence Agreement - DCC and Laycraft Pty Ltd	8/12/2016
REG/261	Devonport LIVING CITY Project - Development Agreement	9/12/2016
REG/262	Lease Agreement - DCC to Devonfield Enterprises Inc - Café/Kiosk BSMC	14/12/2016
REG/263	Boundary Adjustment Sealed Plan PA2016.0073	23/12/2016
REG/264	Agreement with Tasrail - 88 North Fenton Street	3/01/2017
REG/265	CIMEX SUMPR P&i Holdings Civic Building 137-143 Rooke St Devonport CS15-4201 - TasNetworks	13/01/2017
REG/266	CIMEX SUMPR P&i Holdings Civic Building 137-143 Rooke St Devonport CS15-4201 - TasNetworks	13/01/2017
REG/267	CIMIX SUMPR P&i Holdings Civic Building 137-143 Rooke St Devonport CS15-4201 - TasNetworks	13/01/2017
REG/268	CIMIX SUMPR P&i Holdings Civic Building 137-143 Rooke St Devonport CS15-4201 - TasNetworks	13/01/2017
REG/269	Tasmanian Community Fund Deed - DCC for and on behalf of Devonport Regional Gallery DROOGS Committee	25/01/2017
REG/270	PA2016.0132 - 160 Sheffield Road	27/01/2017
REG/271	Request to Amend Sealed Plan Number 160512	13/02/2017
REG/272	Schedule of Easements Volume 49722 Folio 1 and Volume 119861 Folio 1	13/02/2017
REG/273	Lease Agreement - DCC and Devonport Community House	16/02/2017
REG/274	Updated Delegations- General Manager (with updated <i>Building Act 2016</i> delegations)	21/02/2017
REG/275	Sub-Lease Agreement - DCC and Devonport Choral Society and Devonport Repertory Society - 260 Steele Street	24/02/2017
REG/276	Lease Agreement - DCC and Optus - Devonport Oval - Lease 1	24/02/2017
REG/277	Lease Agreement - DCC and Optus - Devonport Oval - Lease 2	24/02/2017
REG/278	Plan of Survey - Hard Ball Park Pty Ltd - SA2011.001	28/02/2017
REG/279	Plan of Survey - PA2014.0169	28/02/2017

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.

After a review of property management services, it has been determined that Council will cease its arrangement with Collins Real Estate from 1 July 2017 and this role will be undertaken in-house.

1.3. Aldermen's Attendance

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

Report to Governance and Finance Committee meeting on 20 March 2017

	Council	Planning Authority		Community Services		Governance & Finance		Infrastructure & Works		Workshops
No. of Meetings	9	7		4		3		4		12
Attendance		Member	Non Member	Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Ald S L Martin	9	7	0	4	0	2	0	0	4	11
Ald D C Emmerton	9	4	0	0	1	1	0	4	0	9
Ald G F Goodwin	8	5	0	4	0	3	0	3	0	10
Ald A J Jarman	9	0	2	4	0	0	3	3	0	9
Ald L M Laycock	6	0	2	3	0	0	2	3	0	10
Ald J F Matthews	8	5	0	0	4	0	1	3	0	9
Ald T M Milne	7	0	2	4	0	3	0	0	4	9
Ald L M Perry	9	5	0	0	2	3	0	3	0	11
Ald A L Rockliff	9	0	3	4	1	3	0	0	3	11

2. **ORGANISATIONAL PERFORMANCE**

2.1 **Budget Process**

The 2017/18 budget process is underway with management focusing on service delivery and priorities for the next financial year. Council has again undertaken formal community consultation in relation to the budget process and the results are subject to a separate report.

2.2 **Auditor-General's Report to Parliament**

The Auditor-General tabled his report on Local Government Authorities for the 2015/16 year in Parliament on 15 December 2016. The report provides financial analysis and commentary across all 29 Tasmanian councils as well as information in relation to compliance and statutory obligations. As a result of the annual audit of the 29 councils, the Auditor-General raised 78 matters, 55 of which were rated as moderate or high risk. Only one matter was raised in relation to Devonport City Council which was rated as low risk. The Auditor General requested Council provide some additional information on the number of performances and events held at the Entertainment and Convention Centre. The information will be included as supporting documentation for preparation of the 2016/17 Financial Statements.

Statutory Compliance

Existing Ministerial Orders require councils to establish Audit Panels, develop long-term financial and asset management strategies, policies and plans and report certain financial sustainability indicators in the notes to the annual financial statements.

The Audit Office determined that Council complied with all relevant requirements.

Infrastructure Financial Accounting in Local Government

Council complied with all 22 recommendations in the report at the end of the 2015/16 financial year.

Financial Sustainability

The Audit Office assesses financial sustainability based on a review to key performance indicators. The performance indicators, or ratios, analyse councils' operating results, asset management practices and net financial liabilities (liquidity).

The Audit Office has been undertaking this analysis for ten years and the data is used to both assess individual councils as well as facilitate comparison or benchmarking of all Tasmanian councils.

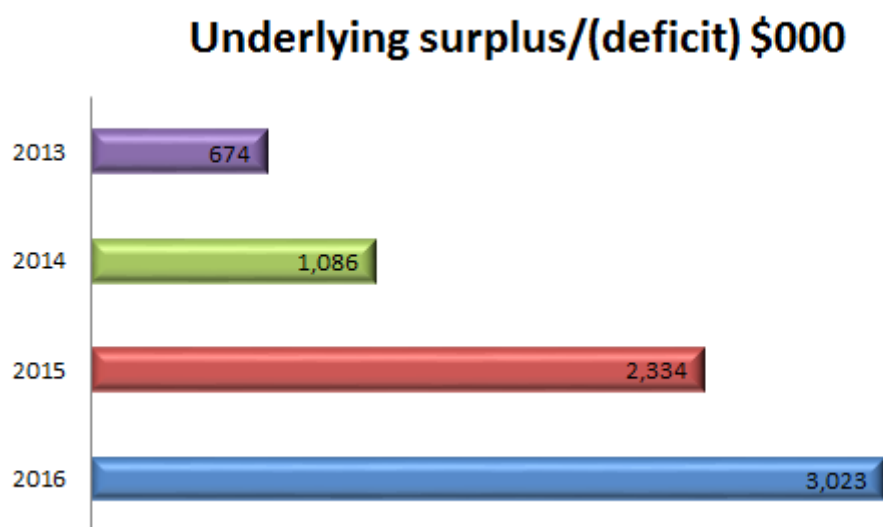
Operating Results

The operating surplus ratio serves as an overall measure of financial operating effectiveness. To assure long term financial sustainability, Council should, at a

minimum, budget and operate to break even. Returning an operating surplus enables Council to generate sufficient revenue to fulfil its operating requirements including coverage of its depreciation charge. Breaking even is represented by an operating surplus ratio of zero or greater.

Council reported an operating surplus ratio of 7.7% for the 2015/16 year, based on an underlying surplus of \$3.023M. This is the fourth consecutive year Council has recorded a strong underlying surplus and positive operating surplus ratio. However, on average Council has recorded a small net underlying deficit over the past ten years. A positive operating surplus ratio equates to a low financial sustainability risk from an operating perspective.

Results for the past four years are shown below:



Asset Management Practices

In determining the financial sustainability risk from an asset management perspective, the Audit Office assessed the following key performance indicators:

- Asset sustainability ratio;
- Asset renewal funding ratio; and
- Road asset consumption ratio.

These ratios measure the level of investment in renewing existing assets in the current year and into the future based on the adopted Asset Management Plans. The Report focussed on the average result over the past ten years under review and concluded that Council was below the benchmark for the asset sustainability ratio, above the target for the asset renewal funding ratio and within the target range for the road consumption ratio. Subject to levels of maintenance expenditure and compliance with the long term asset management plans, Council generally maintained its investment in existing assets.

Net Financial Liabilities

This indicator measures the extent to which net financial liabilities could be met by operating income. Net financial liabilities is defined as total liabilities less liquid assets (cash and debtors). In other words, it is measuring Council's capacity to repay all its debts (whether short or long term) out of existing cash and debtors balances. The benchmark set by the Audit Office is between 0% and -50%. Council recorded a ratio of -19.34%, (2014/15 -17.75%) well within the benchmark range. Over the 10 years the average ratio is well within the benchmark range.

The Audit Office concluded that all councils were in a strong liquidity position.

Operational Efficiency

The Audit Office provide commentary and analysis on a range of indicators they have determined assist in assessing the operational efficiency of Councils. This year the Audit Office has grouped councils of similar size and structure together for ease of comparison. Devonport is included in the Urban Small category, along with Brighton, Burnie, Central Coast and West Tamar. The indicators reported on include:

- rates per rateable property;
- rates per head of population;
- operating costs per rateable property;
- average staff costs per FTE; and
- FTE's per head of population.

The data prepared by the Audit Office should be read with caution given the numerous factors unique to each municipality that can impact on the rates levied, operating and employee costs and staff levels. The Audit Office has stated that the efficiency ratios will not be reported on in the future.

2.3 Procurement Process

Following the adoption of the Purchasing Policy, training has been conducted for employees involved in the purchasing process.

The next step in the process is the roll out of purchasing cards to designated staff with delegated authority to make purchases on behalf of Council. Use of the cards will be in accordance with Council's existing Credit Card Policy. This initiative is expected to result in efficiencies in processing payments.

3. CORPORATE SERVICES

3.1. Human Resources

3.1.1. Recruitment

Staff positions advertised from November 2016 to end of February 2017

Position	Department	Work Location
NRM Officer*	Corporate, Community and Business	Fenton Way
Customer Service Officer (Internal) temporary part-time Devonport Regional Gallery	Corporate, Community and Business	Stewart Street
Waste Management Serviceperson	Infrastructure Works and Development	Bay Drive Spreyton

*The NRM officer role will be a resource shared position with Burnie City Council, commencing 20 March

Staff Appointments from November 2016 to end of February 2017

Position	Name	Department	Work Location
Customer Service Officer (Internal) temporary part-time Devonport Regional Gallery	Joshua van Essen Jessie Pangas	Corporate, Community and Business	Stewart Street
Customer Service Officer (casual)	Sarah Becket	Corporate, Community and	Stewart Street

Devonport Regional Gallery		Business	
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Staff Departures November 2016 to end of February 2017

Position	Name	Department	Work Location	Date Effective
Casual Attendant	Ryan Smith	Corporate, Community and Business	DECC	15 November 2016
Casual Immunisation Nurse	Jennifer Jacobson	Infrastructure Works and Development	Development and Health	20 December 2016
Casual Immunisation Nurse	Patricia Horne	Infrastructure Works and Development	Development and Health	20 December 2016
Casual Exhibition Installation Assistant	Georgia Hyde	Corporate, Community and Business	Development and Health	7 January 2017
IT Coordinator	Kurt Bramich	Corporate, Community and Business	Information Technology	20 January 2017
Casual Attendant	Elise Davey	Corporate, Community and Business	DECC, VIC and BSMC	23 January 2017
Marketing, Tourism & Recreation Manager	Stuart Jones	Corporate, Community and Business	Fenton Way	22 February 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	2	\$63,404.36
30/6/2016*	20 claims	1	\$230,585.50
30/6/2015	12 claims	0	\$200,036.35
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$332,933.67

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

No claims lodged in November 2016

2 New claims lodged in December 2016

No claims lodged in January or February 2017

3.1.3. Work Experience

One work experience student commenced placement during this period.

Date	Work Experience Program	Student	Location of placement
16/2/2017 for 76 hrs	Avidity Training and Development	Emily Stapleton	Community Development, Fenton Way

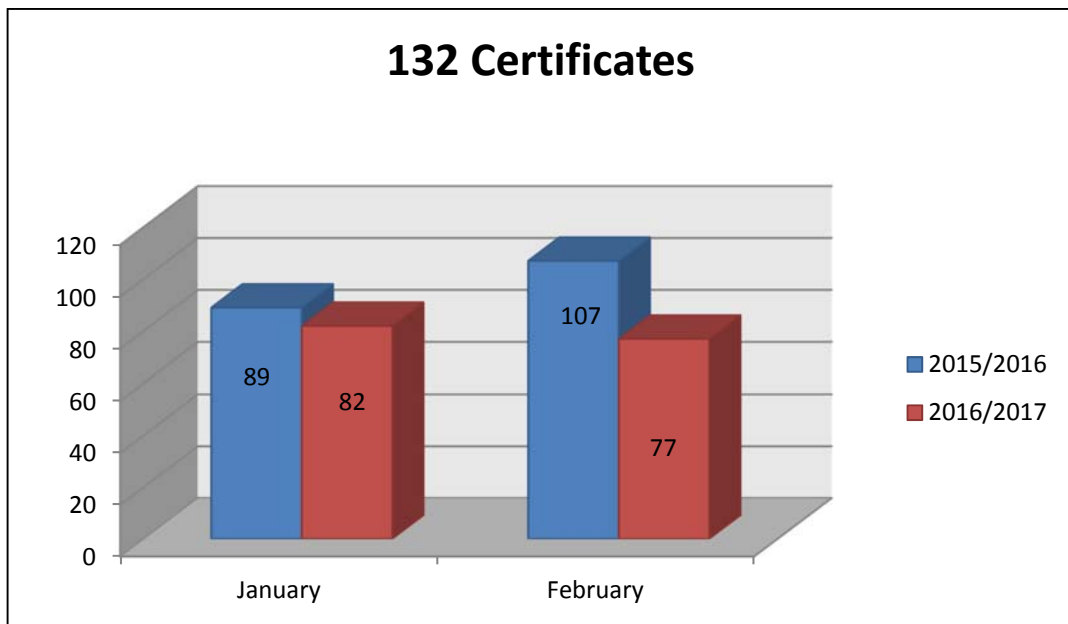
3.1.4. Staff Training

Council's Health and Wellbeing program has a key emphasis on educating employees about issues relating to health and welling being and promoting personal health in relation to fitness for work, injury prevention and psychosocial health (a state of mental, emotional and social well-being, including workplace culture). During this reporting period employees, have attended education sessions on Diabetes Awareness, Injury Prevention including 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 January and February, the Finance Team issued 159 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
January	64.12%	66.25%	66.23%
February	74.40%	77.22%	73.87%

*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
January	3125	25.33%	3732	30.70%	3713	30.64%
February	3451	27.98%	4052	33.33%	3273	32.61%

*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

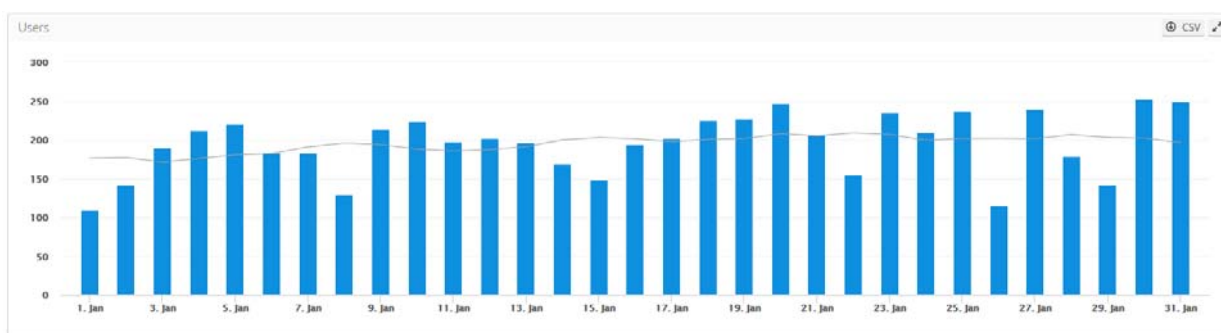
Income – Car Parks (Total)	15/16	16/17
Jan	\$75,588.32	\$95,284.49
Feb	\$77,595.46	\$63,834.01

Income from Meters	15/16	16/17
Jan	\$63,244.41	\$44,012.73
Feb	\$49,583.77	\$38,762.11

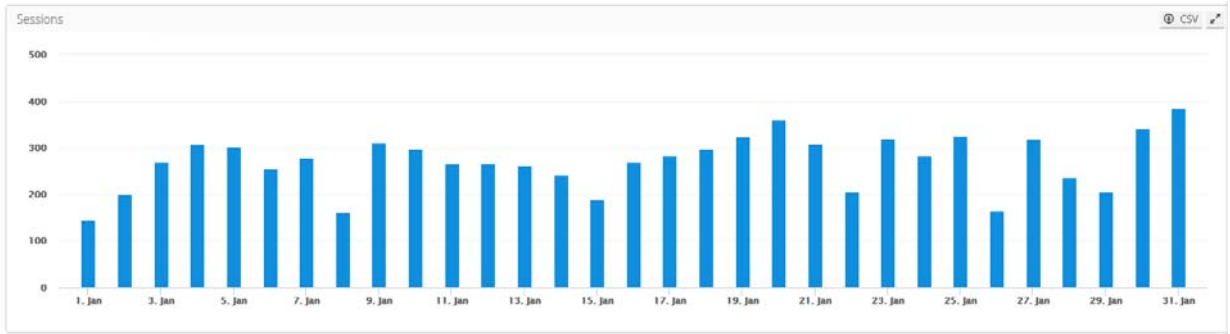
Infringements Issued	15/16	16/17
Jan	1501	1266
Feb	1623	1435

3.2.4. Best Street PAYL

Best Street Income	15/16	16/17
Jan	\$12,580.00	\$17,197.81
Feb	\$11,216.00	\$15,183.33

3.2.5. Mall Wi-Fi Statistics**Users – January**

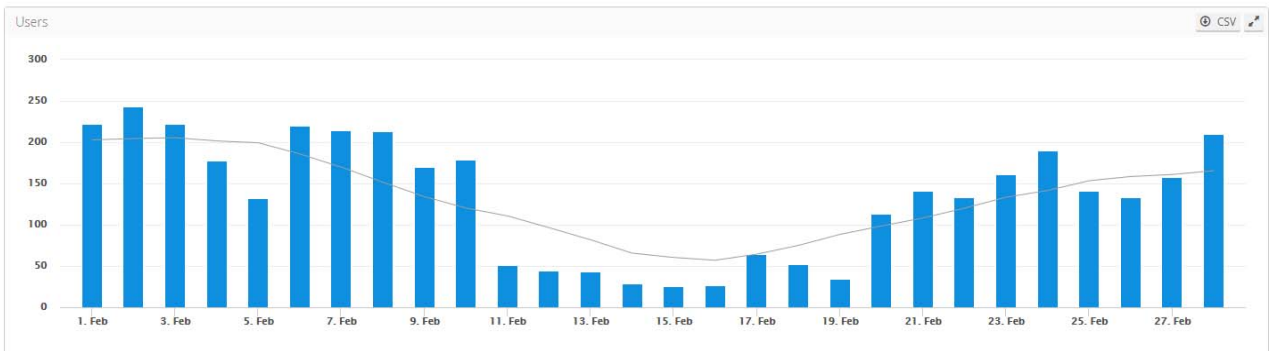
Sessions – January



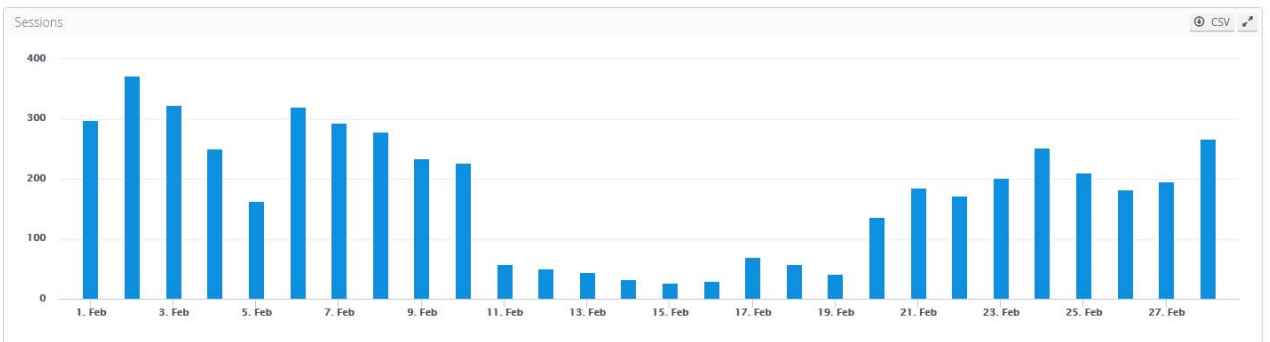
Summary – January



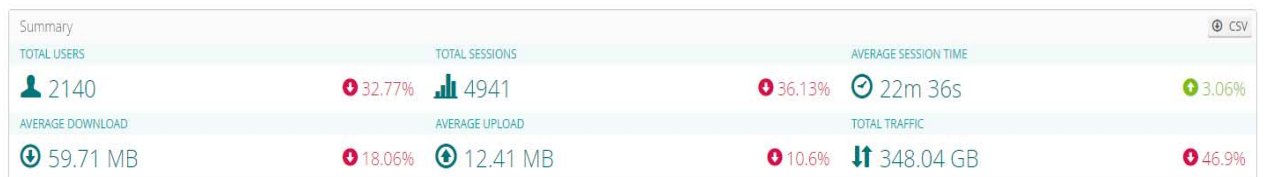
Users – February



Sessions – February



Summary – February



4 CORPORATE COMMUNICATION – NOVEMBER 2016 TO FEBRUARY 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:

- LIVING CITY Waterfront Precinct Concept Plans – 8 December 2016 to 8 February 2017
- Proposed new 'Reserves, Parks and Gardens' By-Law – 9 December 2016 to 6 January 2017
- 2017/18 Council Budget Consultation – 9 February to 1 March 2017
- Proposed Don River Rail Trail – 12 January to 25 January 2017
- Managing Bushfire Risk in the Don Reserve & Kelcey Tier – 10 February to 1 March 2017
- Have your say on the proposed new Devonport Signage Strategy – 21 December 2016 to 25 January 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 461 followers as at 28 February 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 Council's 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.

February 2017's Facebook reach and engagement figures were down on February 2016, when the Coles Beach and Don River waterways were closed to the public and resulted in high reach and engagement on Council's Facebook page.

DCC Facebook Page Statistics	January 2017	February 2017
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	5,334 TY (3,948 LY) +35.1%	5,434 TY (4,146 LY) +31.1%
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).	107,410 TY (65,003 LY) +65.2%	85,098 TY (194,064 LY) -56.1%
Facebook Engaged Users: Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	8,984 TY (6,267 LY) +43.4%	5,359 TY (28,442 LY) -81.2%

During January and February 2017, the top 10 page posts each month in terms of audience reach were:

January 2017	February 2017
1. Reading Salons Launch – 25/1/17 – 21.9K	1. Finding Dory Movie Screening – 15/2/17 – 19.6K
2. Devonport Cup Public Holiday Waste Collections – 16.1K – 9/1/17	2. New accessible beach wheelchair – 20/2/17 – 6K
3. Australia Day Citizen of the Year Recipients – 25/1/17 – 13.4K	3. Andy & Ben eat Australia visit Ben's new restaurant/Living City site – 15/2/17 – 4.2K
4. Don River Rail Trail Proposal – 12/1/17 – 11.8K	4. Living City Waterfront Precinct Concept Plans consultation closing soon – 6/2/17 – 4.2K
5. Australia Day Public Holiday Waste Collections – 23/1/17 – 10K	5. Summer event – High Tea @ the Rectory – 1/2/17 – 3.8K
6. School Holiday Sports Days – 5/1/17 – 4.8K	6. Bass Highway Night Works – 14/2/17 – 3.4K
7. Living City Waterfront Precinct Concept Plans consultation now open – 5/1/17 – 4.2K	7. The Huddle Launch – 28/2/17 – 3.2K
8. Diamonds of Devonport Nominations Now Open – 31/1/17 – 3.5K	8. Financial Assistance Grants Round 2 – 9/2/17 – 3.1K
9. New Cover Photo – Lighthouse – 9/1/17 – 3.2K	9. Onsite at Living City construction site video – 1/2/17 – 2.9K
10. How to recycle your used batteries – 4/1/17 – 2.6K	10. Secret Women's Business Talks event – 21/2/17 – 2.7K

4.4 Publications & Media

During the month of November 2016, Council published:

- Eight (8) media releases, alerts & invitations:
 - International Volunteers Day Breakfast
 - Council extends free WiFi coverage
 - Devonport, Formby & Westport Road Project Commencement

Report to Governance and Finance Committee meeting on 20 March 2017

- Devonport Food & Wine Festival welcomes Ian Curley as 2017 Ambassador
- Invitation to DFWF Ambassador Launch
- Invitation to LIVING CITY Stage 1 First Concrete Pour Event & Key Project Announcements
- First concrete poured on LIVING CITY site
- Julie Burgess set for a busy summer sailing season

During the month of December 2016, Council published:

- Seven (7) media releases, alerts and invitations:
 - Devonport, Formby & Westport Road Project Update
 - Devonport Entertainment & Convention Centre Subscription Season 2017
 - Community feedback sought on LIVING CITY Waterfront Precinct Concept Plans
 - Invitation to LIVING CITY Waterfront Precinct Concept Plan Media Briefing
 - Council's Christmas & New Year
 - Christmas Waste Collection Arrangements
 - Christmas in the Mall activities

During the month of January 2017, Council published:

- Six (6) media releases, alerts and invitations:
 - Community feedback welcomed on proposed Don River Rail Trail
 - Skate, scoot & BMX competition returns to Devonport City Council
 - Devonport's 2017 Australia Day Citizen of the Year Award recipients
 - Diamonds of Devonport nominations now open
 - Invitation to Reading Salons Launch
 - Devonport's 'Reading Salon's initiative launched

During the month of February 2017, Council published:

- Seven (6) media releases, alerts and invitations:
 - Devonport Families Conference for parents and early childhood educators
 - Community input invited for Council's 2017-18 budget
 - Managing bushfire risk in the Don Reserve and Kelcey Tier
 - Julie Burgess set for a big week at the Australian Wooden Boat Festival
 - Free outdoor movie screening this Saturday night
 - Devonport Brass Band's 50th anniversary celebrations
 - Secret Women's Business Talks

4.5 E-Newsletters

E-newsletters are a cost effective, targeted and measurable means of communicating with residents and target audiences.

The LIVING CITY eNews was launched in June 2014 and is used to release tailored LIVING CITY news to subscribers on a regular basis.

E-Newsletters are also sent to registered Speak Up Devonport participants regarding the launch of community consultations during the period.

	LIVING CITY eNews
Subscribers as at 28/2/17	480
eNews Name	Providore Place & Tenant Announcements
Campaign Date	10/11/16
Open Rate	49.9%
Click Rate	8.5%

Report to Governance and Finance Committee meeting on 20 March 2017

eNews Name	Waterfront Precinct Concept Plans Consultation
Campaign Date	12/12/16
Open Rate	45.8%
Click Rate	11.4%
eNews Name	Living City Update
Campaign Date	25/1/17
Open Rate	51.0%
Click Rate	14.9%

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 pm.
