



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be live streamed, on Monday 25 May 2020, commencing at 5:00pm.

QUALIFIED PERSONS

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

Matthew Atkins
GENERAL MANAGER

20 May 2020

JUNE 2020

Meeting	Date	Commencement Time
Ordinary Council	22 June 2020	5:30pm

**AGENDA FOR AN ORDINARY MEETING OF DEVONPORT CITY COUNCIL
HELD ON MONDAY 25 MAY 2020 LIVE STREAMED AT 5:00PM**

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Council meeting Agenda 25 May 2020

Agenda of an ordinary meeting of the Devonport City Council to be held in the Aberdeen Room, Level 2, paranaple centre, 137 Rooke Street, Devonport on Monday, 25 May 2020 commencing at 5:00pm.

PRESENT

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

ACKNOWLEDGEMENT OF COUNTRY

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

IN ATTENDANCE

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Digital Recording Policy. The recording of this meeting will be made available to the public on Council's website for a minimum period of six months. This Council meeting will be Live Streamed to the Devonport City Council YouTube channel, which can be accessed at <https://www.youtube.com/watch?v=RpuSdkACSO4>.

1.0 APOLOGIES

2.0 DECLARATIONS OF INTEREST

3.0 PROCEDURAL

3.1 CONFIRMATION OF MINUTES

3.1.1 COUNCIL MEETING - 27 APRIL 2020

RECOMMENDATION

That the minutes of the Council meeting held on 27 April 2020 as previously circulated be confirmed.

3.2 PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 153/19 refers):

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

3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS

There were no questions from the 27 April 2020 Council meeting that required a written response.

Author:	Matthew Atkins
Position:	General Manager

3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

CHRISTOPHER MILLS – 52 CAROLINE STREET, EAST DEVONPORT

Questions on notice received from Mr Christopher Mills, 13 May 2020 are **reproduced as attachment 1**.

Q1 What access and car parking space will be provided for all the Community?

Response

The existing access to the site will remain unchanged.

Q2 What is the total cost to ratepayers for the creation of this new Park?

Response

The tree removal as you have noted cost \$4,080. The estimated cost of the replacement trees and associated works is in the order of \$3,500.

MR MALCOLM GARDAM – 4 BEAUMONT DRIVE, MIANDETTA

Questions on notice received from Mr Malcolm Gardam, 18 May 2020 are **reproduced as attachment 2**.

Q1. a) Were there any monies owing under the “replacement head lessee” on termination of that lease in December 2019?

b) If so, what was the value of all monies owing under the replacement head lease at that time?

c) How has council addressed those outstanding monies (if any)?

Response

Council determined to forgo rent for September 2019.

The new Providore Place Head Lease was active for three months from 1 October – 31 December 2019. Rent of \$7,500 per month, in accordance with the lease was paid for October and November.

The tenant advised they were unable to pay the December rent at which time Council commenced the eviction process. Upon agreement of suitable transitional arrangements Council did not pursue rent for December.

Q2. a) In stating the rent was not budgeted for does that not demonstrate that council had all but written off the some \$200,000 of rent related debt around May-June 2019?

Response

Given the status of Providore Place at the time, Council in preparing the 19/20 budget decided not to make an allowance for income which potentially may not eventuate.

b) The 2019-20 FY budget included a rate increase represented as being necessary but was this in fact necessary to “protect the bottom line” with council once again turning to its captive cash cow, the ratepayers, to foot the cost of self-inflicted losses as well as services?

Response

This question is taken as an opinion.

- Q3. a)** Please enlighten residents as to what statements of “*exhausted all avenues*” and “*taken all actions*” are being referred to?

Response

Council followed legal advice in pursuing all of its options available to recover the debt.

- b)** Is it true that council's impotence to recoup the debt directly relates to an unenforceable head lease agreement?

Response

No.

- c)** Despite warnings from concerned residents at the time council proceeded to engage a company only registered days before formalising the agreement, not only without independent legal oversight but without adequate securities in place or a background check as to its financial status?

Response

This question is taken as a statement.

- Q4. a)** Simply confirm that **each of the existing tenants** in Providore Place on 1 January 2020 when Council took over running the facility and up to the declaration of a COVID-19 crisis, were actually paying a “*commercial rent*”?

Response

There were various and differing arrangements in place with each of the sub-tenants of Providore Place when Council commenced taking back control of the facility in January 2020. The expectation of Council is that each tenant will enter into a commercial lease and pay market rent.

These negotiations are not complete with all tenants and were still underway at the onset of COVID-19.

- b)** Confirm that commercial tenants in all other Council premises are actually paying a “*commercial rent*”

Response

Yes.

- c)** Will Council categorically state that its commercial arrangements with private enterprises in council-owned premises are compliant with the requirements of the Economic Regulator?

Response

Council is confident that it is meeting its obligations in regard to the Economic Regulator.

- Q5.** Under duress due to the Auditor General's Report in September 2019 and a former councillor earlier exposing secret rent decisions made just prior to the last council elections, Council has disclosed selective elements of financial losses incurred on Providore Place resulting from non-payment of rent and reimbursement of outgoings such as power and water paid by council. Will Council now publicly disclose the total costs incurred by Council resulting from both the initial head lease agreement and replacement head lease agreement; including lost rent, rates, utilities costs paid by council, legal fees, interest on loans, lost opportunity and council staff time “managing” this ongoing saga over some three and a half years, clearly for near nought return to date?

Response

Council does not have any further information to disclose other than that which has been previously made publicly available.

Difficult Customers Resolution 141/18

- Q6. a)** Did council provide such advice to the Local Government Division and the Ombudsman at the time as per its Policy?

Response

Council's Dealing with Difficult Customers Policy states that notification may occur in circumstances where the General Manager determines to limit a customer's access to Council information. A review of Council records does not identify any instances where withholding information has occurred in relation to yourself or Mr Vellacott.

- b)** If not why not?

Response

N/A

- c)** Under what circumstance would it be appropriate to advise those agencies?

Response

This would be determined on a case by case basis.

MR BOB VELLACOTT – 11 COCKER PLACE, DEVONPORT

Questions on notice received from Mr Bob Vellacott 18 May 2020 are **reproduced as attachment 3**.

Will Council -

- Q1 a)** provide for ratepayers edification a simple statement, similar to that of Burnie's Mayor as published in The Advocate 16 May 2020, that informs Devonport ratepayers of Council's current financial status? and

Response

Council produce annual audited financial statements, which clearly outline the financial position of the organisation. In addition, bi-monthly financial reports are made publicly available in the Council agenda.

- b)** provide, within the next 7days, a media statement in regard to councils financial position as outlined above?

Response

No, Council does not intend to issue a media release. Council's latest financial report is included as a report in the open session of this agenda.

- Q2** In regard to the write off \$194,147 in bad debts owing by the former head lessee of Providore Place, would the Mayor please inform why it was necessary, after being given authority at the closed session of Council on March 23rd 2020, to delay till the 13th May the release of the "appropriate announcement"?

Response

There were a number of steps involved in the process, which were not completed until the week prior to the announcement by the Mayor.

- Q3** What is the current situation in regard to

- a)** amount expended so far on consultants' reports ? and
b) is it still expected that a further \$110,000 will be required to execute the design?

Response

Council has committed \$60,000 to develop the initial Light and Sound Show concept. Further design work is not expected to be required until after external funding is secured for the project.

Q4 When does Council anticipate work to commence on the construction/installation of the Light Show Infrastructure?

Response

The timing is dependent of external funding.

ATTACHMENTS

1. Questions on Notice - 25 May 2020 - Council Meeting - Christopher Mills - 250520
2. Questions on Notice - 25 May 2020 - Council Meeting - Malcolm Gardam - 250520
3. Questions on Notice - 25 May 2020 - Council Meeting - Bob Vellacott - 25052

RECOMMENDATION

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

Author: Position:	Robyn Woolsey Executive Assistant General Management	Endorsed By: Position:	Matthew Atkins General Manager
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From: Christopher Mills 52 Caroline St

QUESTIONS ON NOTICE

Devonport Council Ordinary Meeting 25 May 2020.

A Public Open Space at 54 Caroline St. is a on a 60° landslip slope and is being landscaped to create a Park. To quote the Manager of Infrastructure & Works 17 Jan 2020:

“ to improve the amenity of the site....in the interests of the Community”

Q1 What access and car parking space will be provided for all the Community

(including those identified in the "Disability Inclusion Plan 2020-25" (Page 7,

Item 5.1, Resolution 23/20 Council Meeting 24 Feb 2020)?

Q2 What is the total cost to ratepayers for the creation of this new Park?

(Please include the \$4080 cost of the cutting down of 7 mature trees on Nov 5 2019)

17th May 2020

Devonport City Council
137 Rooke Street
DEVONPORT TAS 7310

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

ATTENTION: MR. MATTHEW ATKINS – GENERAL MANAGER (MAYOR & COUNCILLORS)

RE: LIVING CITY – GOVERNANCE AND OPERATIONAL QUESTIONS ON NOTICE (Ref. File 32161)

Dear Sir,

The following are submitted as questions on notice for the next Ordinary Meeting of Council scheduled for Monday 25th May 2020.

Providore Place

Q1. With reference to the Providore Place based articles in The Advocate dated 14/5/20 headed "Ratepayers' losses" and "Council writes off rent loss" it was reported that "*The council said the debt related primarily to unpaid rent between February and August last year*"; accordingly, **will council please clarify the following as separate questions:**

- a) Were there any monies owing under the "replacement head lessee" on termination of that lease in December 2019?
- b) If so, what was the value of all monies owing under the replacement head lease at that time?
- c) How has council addressed those outstanding monies (if any)?

Q2. The Mayor is also reported as saying in The Advocate articles dated 14/5/20 that "*The council said it had not budgeted to receive the rent, therefore the write off had no impact on the council's bottom line*"; accordingly, **will the Mayor now personally answer each of the following as separate questions:**

- a) In stating the rent was not budgeted for does that not demonstrate that council had all but written off the some \$200,000 of rent related debt around May-June 2019?
- b) The 2019-20 FY budget included a rate increase represented as being necessary but was this in fact necessary to "protect the bottom line" with council once again turning to its captive cash cow, the ratepayers, to foot the cost of self-inflicted losses as well as services?

- Q3.** The Mayor is also reported as saying in The Advocate articles dated 14/5/20 that “...in the last six months the council had exhausted all its avenues to recover the money” and “Council has taken all actions it can to recover the debt, but to no avail”; accordingly, **will the Mayor now personally answer each of the following as separate questions:**
- a) Please enlighten residents as to what statements of “*exhausted all avenues*” and “*taken all actions*” are being referred to?
 - b) Is it true that council’s impotence to recoup the debt directly relates to an unenforceable head lease agreement?
 - c) Despite warnings from concerned residents at the time council proceeded to engage a company only registered days before formalising the agreement, not only without independent legal oversight but without adequate securities in place or a background check as to its financial status?
- Q4.** The Mayor is also reported as saying in The Advocate articles dated 14/5/20 that “Council’s expectation is that any business tenant, either existing or new, will pay commercial rent for any council premises they occupy”; accordingly, **will the Mayor now personally answer each of the following as separate questions:**
- a) Simply confirm that **each of the existing tenants** in Providore Place on 1 January 2020 when Council took over running the facility and up to the declaration of a COVID-19 crisis, were actually paying a “commercial rent”?
 - b) Confirm that commercial tenants in all other Council premises are actually paying a “commercial rent”
 - c) Will Council categorically state that its commercial arrangements with private enterprises in council-owned premises are compliant with the requirements of the Economic Regulator?
- Q5.** Under duress due to the Auditor General’s Report in September 2019 and a former councillor earlier exposing secret rent decisions made just prior to the last council elections, Council has disclosed selective elements of financial losses incurred on Providore Place resulting from non-payment of rent and reimbursement of outgoings such as power and water paid by council. Will Council now publicly disclose the total costs incurred by Council resulting from both the initial head lease agreement and replacement head lease agreement; including lost rent, rates, utilities costs paid by council, legal fees, interest on loans, lost opportunity and council staff time “managing” this ongoing saga over some three and a half years, clearly for near nought return to date?

Difficult Customers Resolution 141/18

Q6. At the ordinary meeting of Monday 27th August 2018 council passed a resolution 141/18 that the General Manager treat Mr Bob Vellacott and Mr Malcolm Gardam as “difficult customers” under the Dealing with Difficult Customers Policy (Policy); despite the General Manager already having that authority. (only Councillors Alison Jarman and Tammy Milne voted against the motion)

The Policy at the time stated “Where the General Manager determines to limit a customer’s access to Council in any of the ways specified in this policy, the General Manager will advise Aldermen as soon as possible of the relevant circumstances and the action taken **and forward such advice, where appropriate, to the Department of Premier and Cabinet’s Local Government Division and the Tasmanian Ombudsman for information.**” (Note: the current policy has removed the reference to the Ombudsman)

Also, as advised at the time, we self-reported to those agencies and accordingly will council **please confirm the following as separate questions:**

- a) Did council provided such advice to the Local Government Division and the Ombudsman at the time as per its Policy?
- b) If not why not?
- c) Considering that Council believed it important to include such references in its Policy under what circumstances would it be “appropriate” to advise those agencies?

Please acknowledge receipt and ensure inclusion in full in the April meeting Agenda.

Yours sincerely,



Malcolm Gardam

CC: Mayor & Councillors

QsoN RBV 25 May 2020 DCC financial situation Mayors announcement and Light Show Send /

The Mayor and councillors
Devonport City Council
Paranaple Centre
Rooke Street
Devonport

R B VELLACOTT
11 COCKER PLACE
DEVONPORT 7310

18 May 2020

QUESTIONS ON NOTICE FOR DCC MEETING 25 MAY 2020

Subject – Council's current financial situation and press release

Mayor and Councillors

Preamble – I note in The Advocate 16 May 2020 Burnie's Mayor Steven Kons, in an act of transparency, revealed that whilst the council has a \$347,000 hole in the budget they have a substantial amount of \$4million invested that they can draw on for any contingencies. He also informed that Burnie was in net cash positive position with more cash than debt and stated "We've got cash in the bank"

MY question one is –

Will Council -

a) provide for ratepayers edification a simple statement, similar to that of Burnie's Mayor as published in The Advocate 16 May 2020, that informs Devonport ratepayers of Council's current financial status ?
And

b) provide, within the next 7days, a media statement in regard to councils financial position as outlined above?

Q2 -In regard to the write off \$194,147 in bad debts owing by the former head lessee of Providore Place, would the Mayor please inform why it was necessary, after being given authority at the closed session of Council on March 23rd 2020, to delay till the 13th May the release of the "appropriate announcement"?

Q3 – In reference to the proposed City Light Show installation, which incidentally Cr Sally Milbourne said could "turn out a little naff", what is the current situation in regard to

a) amount expended so far on consultants' reports ? And

b) is it still expected that a further \$110,000 will be required to execute the design?

Q4 - When does Council anticipate work to commence on the construction/ installation of the Light Show Infrastructure?

Please include all of the above and your response in the Agenda for the DCC meeting 25 May 2020 and the minutes of that meeting.

R.B. Vellacott,

Robert B. Vellacott – Financial Ratepayer

3.2.3 Question without notice from the public

3.3 QUESTIONS ON NOTICE FROM COUNCILLORS

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

4.0 PLANNING AUTHORITY MATTERS

The Mayor will now announce that Council intends to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993* for the consideration of Agenda Item 4.1.

Council is required by Regulation 8(3) of the *Local Government (Meeting Procedures) Regulations 2015* to deal with items as a Planning Authority under the LUPA 1993 in a sequential manner.

The following item is to be dealt with at the meeting of Council in its capacity as a Planning Authority.

4.1 PA2020.0051 Residential (multiple dwellings x 2) - 37 Leary Avenue, Stony Rise

4.1 PA2020.0051 RESIDENTIAL (MULTIPLE DWELLINGS X 2) - 37 LEARY AVENUE, STONY RISE

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- 2.1.1 Apply and review the Devonport Interim Planning Scheme as required, to ensure it delivers local community character and appropriate land use
- 2.1.2 Provide high quality, consistent and responsive development assessment and compliance processes

SUMMARY

The purpose of this report is to enable Council, acting as the Planning Authority, to make a decision regarding planning application PA2020.0051 for two multiple dwellings at 37 Leary Avenue, Stony Rise.

BACKGROUND

Planning Instrument:	Devonport Interim Planning Scheme 2013
Applicant:	6TY ^o Pty Ltd
Owner:	Palmers Plumbing & Hardware Pty Ltd
Proposal:	Residential (multiple dwellings x 2)
Existing Use:	Vacant
Zoning:	General Residential
Decision Due:	16/05/2020

SITE DESCRIPTION

The site is located on the northern side of Leary Avenue, approximately 100m from the bend in the road to the east. The rectangular lot has an area of 1,068m² and a frontage 27.36m wide and is surrounded by developed residential lots. The land falls approximately 7m from south to north. The lot has views over Devonport to Bass Strait. A drainage easement, containing both sewer and stormwater mains and manholes is located in the north west corner of the lot. Figure 1 shows the title plan for the lot and Figure 2 an aerial view of the site and surrounding area.

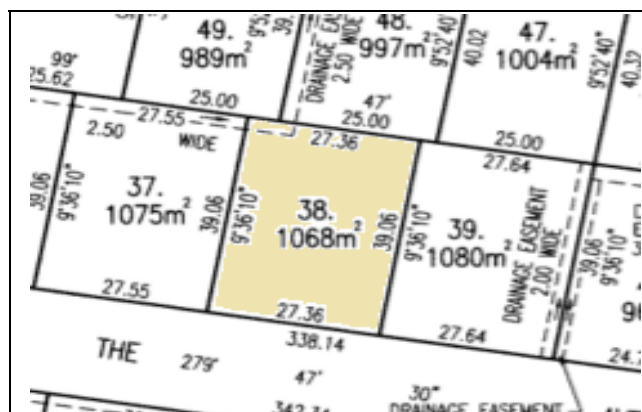


Figure 1 - Title plan (CT145993/38)



Figure 2 - Aerial view of subject site and surrounding area

APPLICATION DETAILS

The applicant is seeking approval for two, three bedroom units with a footprint of 330m² each. Figure 3 shows the proposed site plan and Figures 4 & 5 show the floor plans for the lower ground floor and ground floor respectively. The placement of windows has been shown in orange and doors in green. Figures 6-9 show the elevations. Figure 10 shows a 3D depiction of the units looking from the north west. It shows the design of the open deck on the ground floor and covered deck on the lower ground floor.

The complete application is appended to the report as **Attachment 1**.

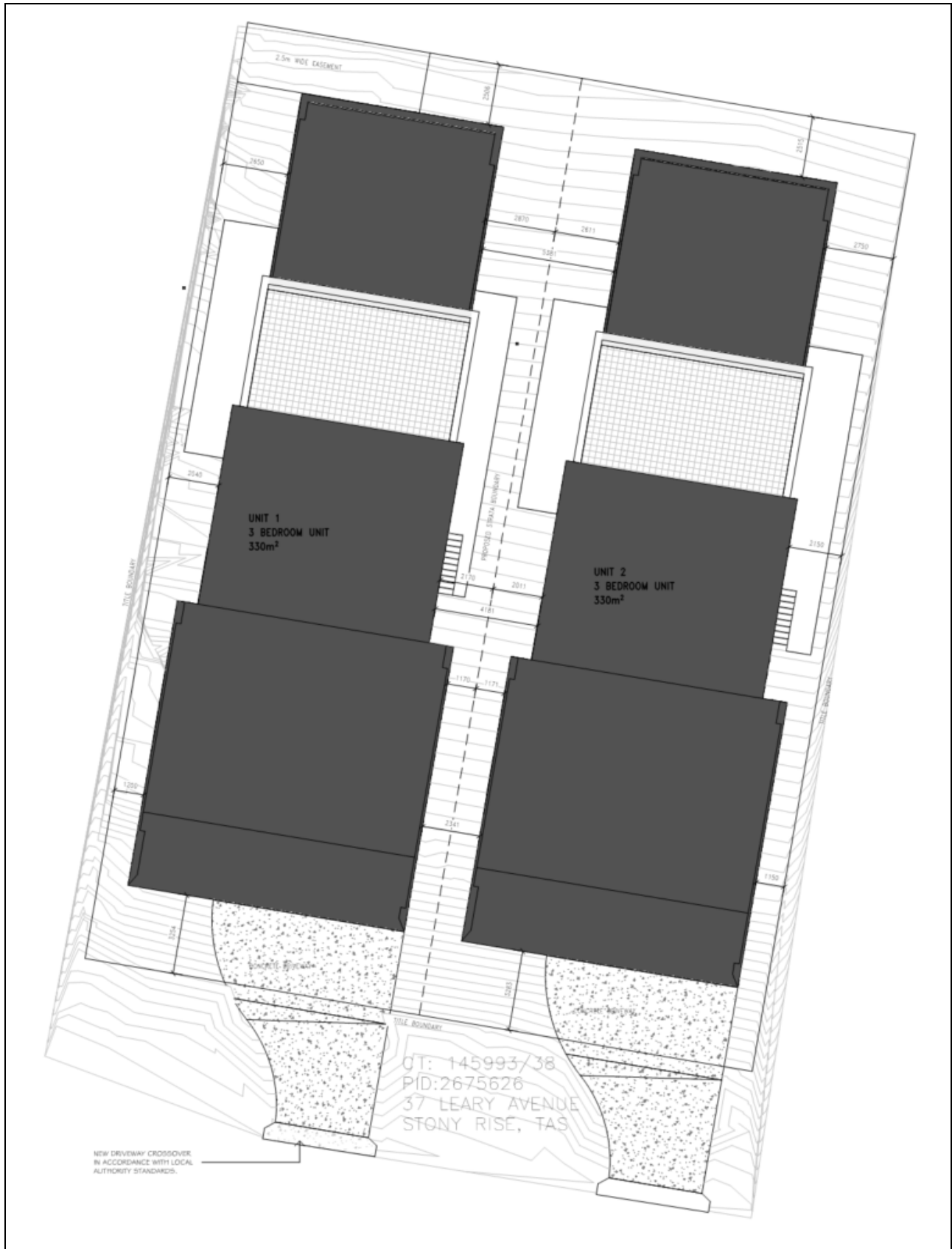


Figure 3 - Site plan

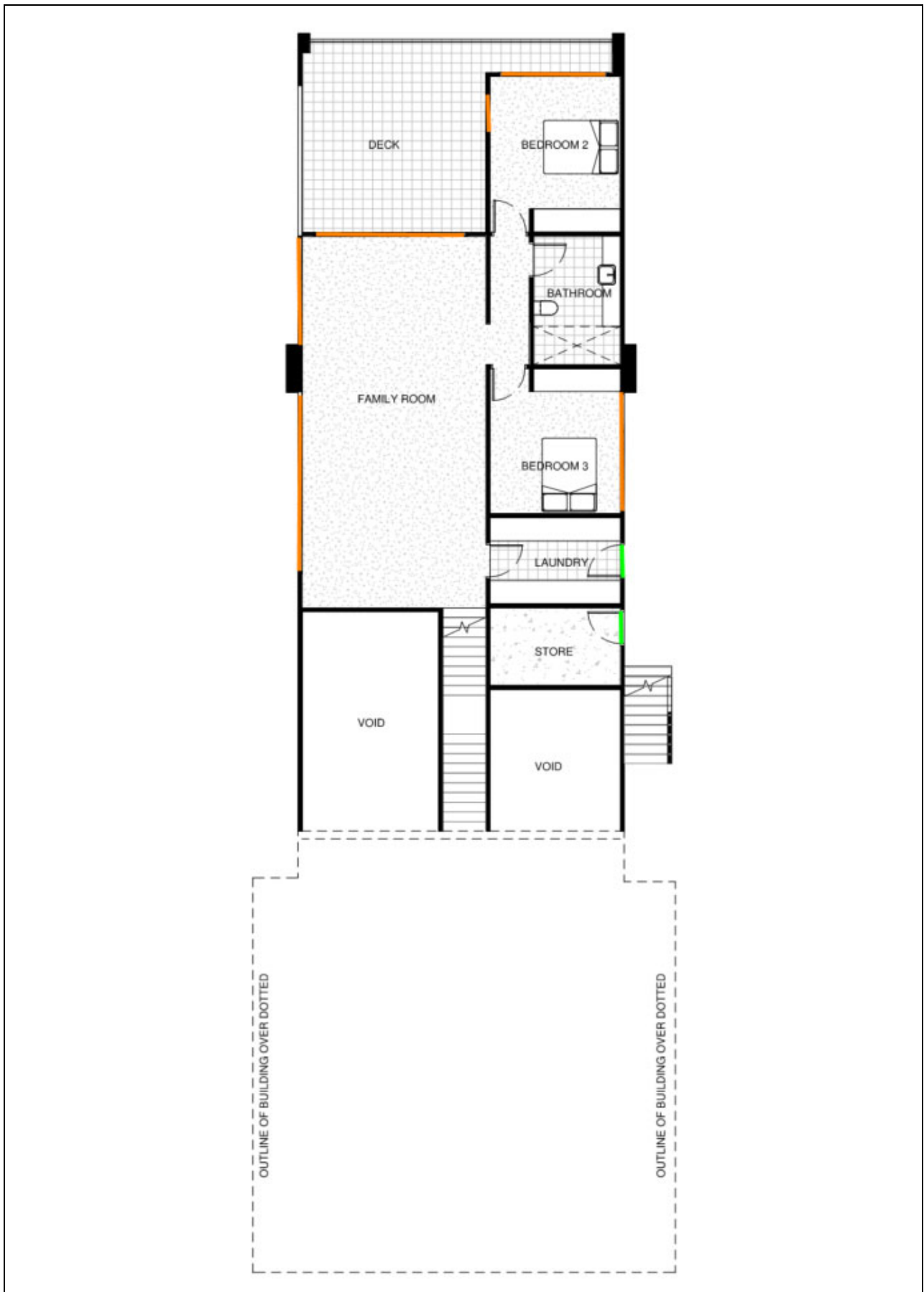


Figure 4 - Lower Ground Floor

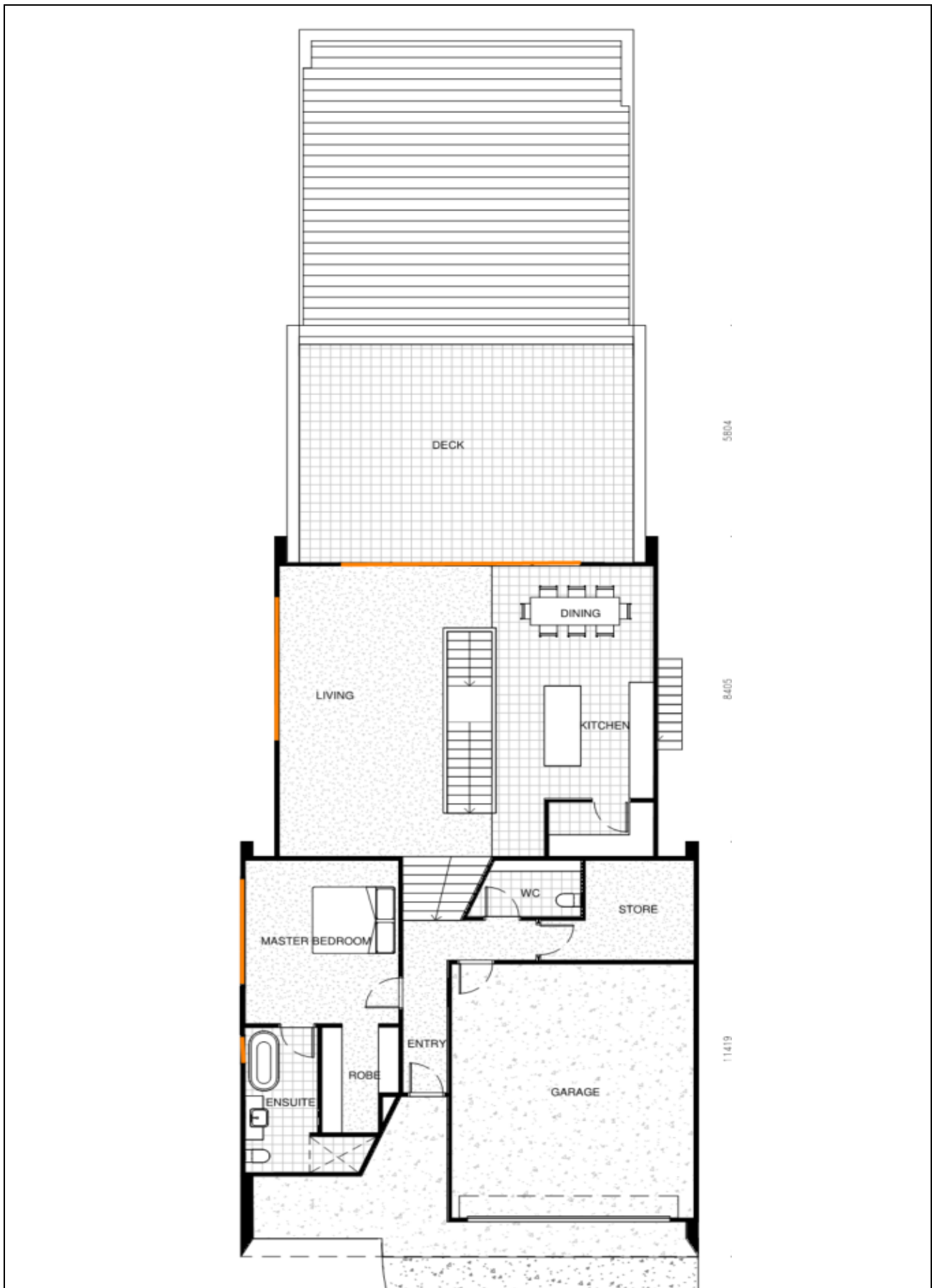


Figure 5 - Ground Floor



Figure 6 - Northern elevation

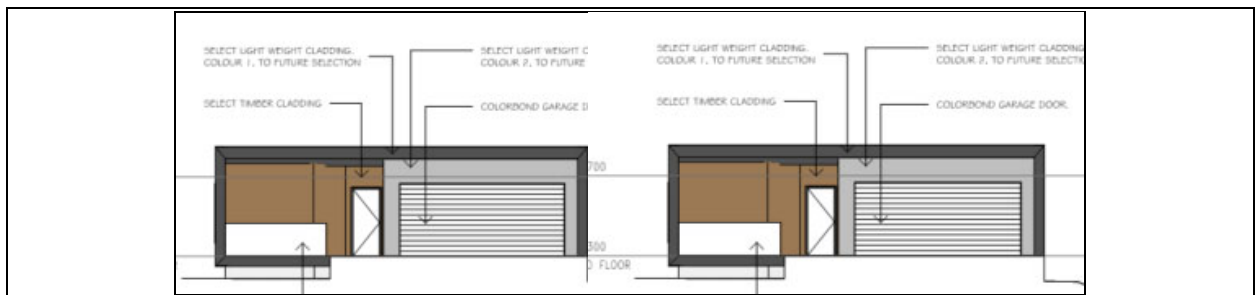


Figure 7 - Southern elevation

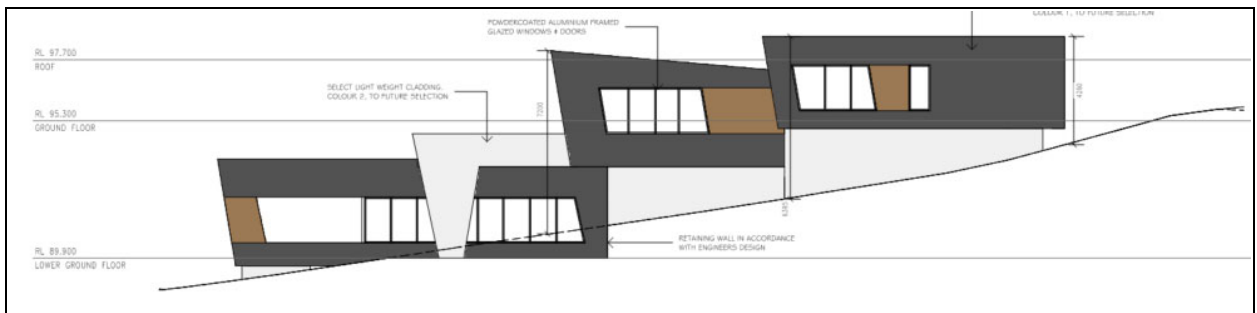


Figure 8 - Western elevation

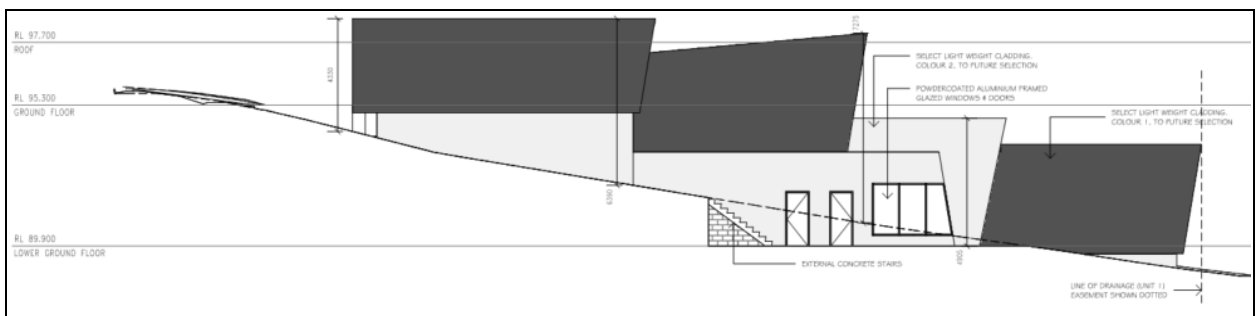


Figure 9 - Eastern elevation

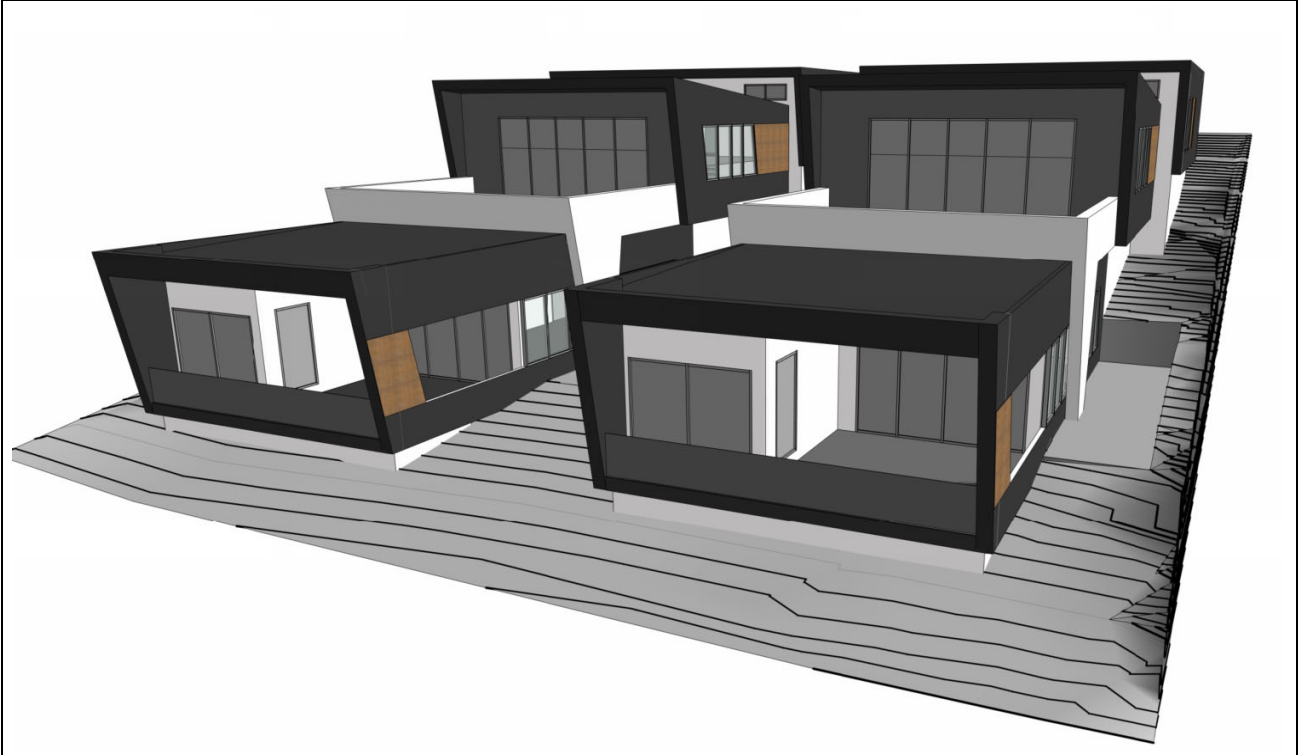


Figure 10 - 3D model of proposed units looking from the north west

PLANNING ISSUES

The land is zoned General Residential under the *Devonport Interim Planning Scheme 2013*. The intent of the zone is to provide for residential use or development that accommodates a range of dwelling types at suburban densities, where full infrastructure services are available or can be provided and to provide for compatible non-residential uses that primarily serve the local community.

Residential use in the form of multiple dwellings is a permitted use in the General Residential zone provided the proposal complies with all relevant development standards and codes contained within the planning scheme. In instances where the applicable standards cannot be met the proposal must be assessed against the corresponding performance criteria.

In this case the proposal meets nine acceptable solutions in regard to the zone standards and does not comply with eight, therefore requiring assessment against the corresponding performance criteria.

Clause 7.5 of the planning scheme states that a use or development must comply with each applicable standard in a zone, specific area plan or code and that compliance consists of complying with the acceptable solution or the performance criterion for that standard. In light of this, failure to comply with either the acceptable solution or performance criterion must result in refusal of an application.

Each applicable standard is reproduced on the following pages, followed by comments.

General residential zone

10.4 Development Standards

10.4.1 Residential density for multiple dwellings

Objective: To provide for suburban densities for multiple dwellings that: <ul style="list-style-type: none"> (a) make efficient use of suburban land for housing; and (b) optimise the use of infrastructure and community services. 	
Acceptable Solutions A1 Multiple dwellings must have a site area per dwelling of not less than: <ul style="list-style-type: none"> (a) 325m²; or (b) if within a density area specified in Table 10.4.1 below and shown on the planning scheme maps, that specified for the density area. 	Performance Criteria P1 Multiple dwellings must only have a site area per dwelling that is less than 325 m ² , or that specified for the applicable density area in Table 10.4.1, if the development will not exceed the capacity of infrastructure services and: <ul style="list-style-type: none"> (a) is compatible with the density of the surrounding area; or (b) provides for a significant social or community housing benefit and is in accordance with at least one of the following: <ul style="list-style-type: none"> (i) the site is wholly or partially within 400 m walking distance of a public transport stop; (ii) the site is wholly or partially within 400 m walking distance of a business, commercial, urban mixed use, village or inner residential zone.

The proposal has a site area per dwelling of 534m² and therefore meets the acceptable solutions.

10.4.2 Setbacks and building envelope for all dwellings

Objective: To control the siting and scale of dwellings to: <ul style="list-style-type: none"> (a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and (b) assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and (c) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and (d) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space. 	
Acceptable Solutions A1 Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m into the frontage setback, must have a setback from a frontage that is: <ul style="list-style-type: none"> (a) if the frontage is a primary frontage, at least 4.5 m, or, if the setback from the primary frontage is less than 4.5 m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or (b) if the frontage is not a primary frontage, at least 3 m, or, if the setback from the frontage is less than 3 m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; or (c) if for a vacant site with existing dwellings on adjoining sites on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or (d) if the development is on land that abuts a road specified in Table 10.4.2, at least that specified for the road. 	Performance Criteria P1 A dwelling must: <ul style="list-style-type: none"> (a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and (b) if abutting a road identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.

The proposed units have a setback of 3.2m which does not comply with the required 4.5m setback. The proposal must be assessed against the performance criteria.

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The unit to the west of 37 Leary Avenue has a setback of 4.5m from the wall to the frontage and the single dwelling to the east has a setback of 7.5m.

Number 41 Leary Avenue is the only dwelling in the area with a front setback of less than 4.5m and this is due to the shape of the lot which is situated on the bend in the road. The southwest corner of that building has a setback of approximately 3.4m to the wall, with the majority of the dwelling set back well in excess of the requisite 4.5m. The impact of the setback variation for 41 Leary Avenue is minimal. Figure 2 shows an aerial view of the surrounding area which shows the setbacks in the street.

The proposed setback is not compatible with the existing dwellings in the street and does not satisfy the performance criteria.

<p>A2</p> <p>A garage or carport must have a setback from a primary frontage of at least:</p> <ul style="list-style-type: none"> (a) 5.5 m, or alternatively 1 m behind the façade of the dwelling; or (b) the same as the dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or (c) 1 m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10 m from the frontage. 	<p>P2</p> <p>A garage or carport must have a setback from a primary frontage that is compatible with the existing garages or carports in the street, taking into account any topographical constraints.</p>
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The slope of the land within 10m of the frontage is greater than 1 in 5 and therefore the setback for the garage complies with clause 10.4.2 A2 (c). This clause contradicts the previous clause in regard to setback as compliance can be achieved in this case but not in the case of 10.4.2 P1.

<p>A3</p> <p>A dwelling, excluding outbuildings with a building height of not more than 2.4 m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m horizontally beyond the building envelope, must:</p> <ul style="list-style-type: none"> (a) be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by: <ul style="list-style-type: none"> (i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5 m from the rear boundary of a lot with an adjoining frontage; and (ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3 m above natural ground level at the side boundaries and a distance of 4 m from the rear boundary to a building height of not more than 8.5 m above natural ground level; and (b) only have a setback within 1.5 m of a side boundary if the dwelling: <ul style="list-style-type: none"> (i) does not extend beyond an existing building built on or within 0.2 m of the boundary of the adjoining lot; or (ii) does not exceed a total length of 9 m or one-third the length of the side boundary (whichever is the lesser). 	<p>P3</p> <p>The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"> (a) not cause unreasonable loss of amenity by: <ul style="list-style-type: none"> (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or (ii) overshadowing the private open space of a dwelling on an adjoining lot; or (iii) overshadowing of an adjoining vacant lot; or (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and (b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.
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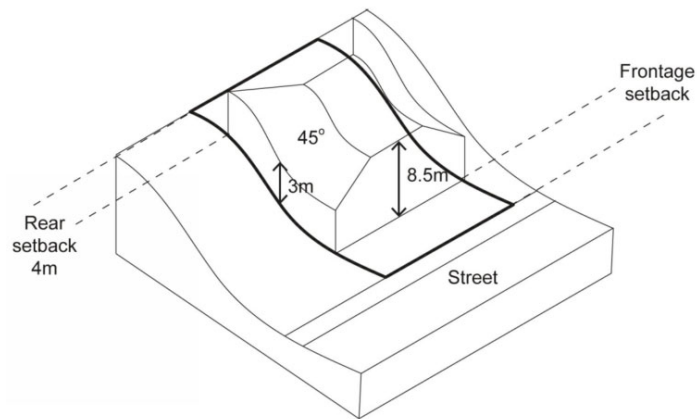


Diagram 10.4.2B. Building envelope for sloping sites as required by subclause 10.4.2 A3(a).

The units are positioned outside the building envelope as they are setback 2.5m to the rear boundary, 1.2m to the western boundary and 1.1m to the eastern boundary. As mentioned previously the front setback is 3.2m.

The units also fall outside the projecting line 45 degrees from horizontal at a height of 3m above natural ground level on the side boundaries and 4m from the rear boundary. Figure 11 shows an aerial photo of the subject site with the units overlaid and Figure 12 shows a portion of the western elevation with the building envelope shown from the rear boundary.

Given the orientation of the lots the proposed units will not cause unreasonable loss of amenity by reduction in sunlight to habitable rooms or private open space at either 36 or 38 Leary Avenue.



Figure 11 - Aerial view of subject site with units overlaid

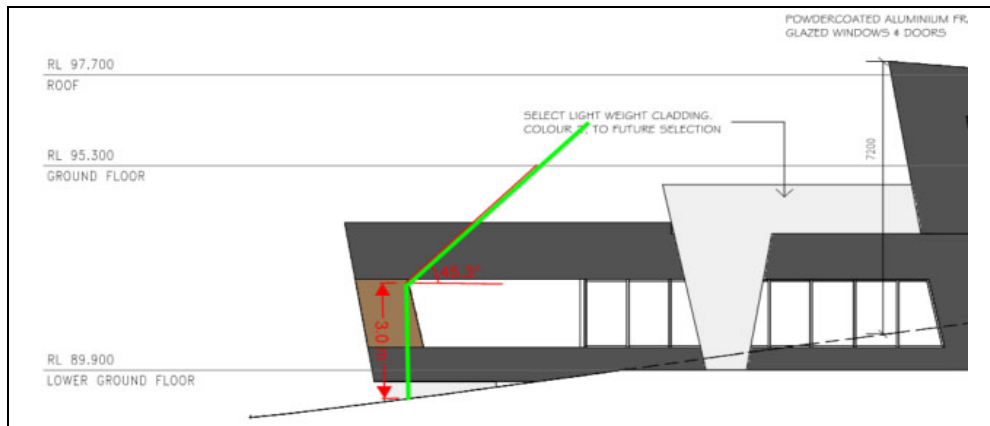


Figure 12 - Portion of western elevation showing building envelope in green

The separation between dwellings on adjoining lots is compatible with that prevailing in the surrounding area although this is due to the distances of the neighbouring dwellings from their respective boundaries.

However, the visual impacts caused by the apparent scale, bulk and proportions of the units are likely to cause an unreasonable loss of amenity to 36 and 38 Leary Avenue along with 9 McCall Terrace to the north.

The elevations in Figures 6-9 show what will be seen from the various neighbouring properties. The views from each of these neighbouring properties are to the north and will not be unreasonably impacted, except perhaps in relation to the rear unit of 36 Leary Avenue. However, it is not the loss of view that will impact the amenity of the lots, rather the physical presence of such large buildings covering 84% of the lot when viewed from either the north, south, east or west. The impact when viewed from the north may be slightly reduced by the fact that the buildings narrow as they move down the lot however the apparent height from this boundary will be approximately 9.3m.

Although an attempt has been made to alleviate the bulk of the buildings, by stepping them in line with the landscape, the fact that they cover such a large percentage of each elevation means they are visually imposing. While the existing residents must expect that their amenity will be impacted in some way when the lot is developed, likely through the construction of a two storey dwelling, or multiple dwellings, the proposed development exceeds the threshold the building envelope and setback standards seek to maintain from every angle.

The proposal does not satisfy the performance criteria.

10.4.3 Site coverage and private open space for all dwellings

Objective:

To provide:

- (a) for outdoor recreation and the operational needs of the residents; and
- (b) opportunities for the planting of gardens and landscaping; and
- (c) private open space that is integrated with the living areas of the dwelling; and
- (d) private open space that has access to sunlight.

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Acceptable Solutions	Performance Criteria
A1 Dwellings must have: <ul style="list-style-type: none"> (a) a site coverage of not more than 50% (excluding eaves up to 0.6 m); and (b) for multiple dwellings, a total area of private open space of not less than 60 m² associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and (c) a site area of which at least 25% of the site area is free from impervious surfaces. 	P1 Dwellings must have: <ul style="list-style-type: none"> (a) private open space that is of a size and dimensions that are appropriate for the size of the dwelling and is able to accommodate: <ul style="list-style-type: none"> (i) outdoor recreational space consistent with the projected requirements of the occupants and, for multiple dwellings, take into account any communal open space provided for this purpose within the development; and (ii) operational needs, such as clothes drying and storage; and (b) reasonable space for the planting of gardens and landscaping.

Sufficient private open space is provided for each unit and the application detail states that 27% of the site will be free from impervious surfaces.

The proposal has a site coverage of 62%, rather than the maximum 50% stipulated and does not comply with clause 10.4.3 A1 (a). It must therefore be assessed against the performance criteria.

The private open space is of sufficient size as there is a total of 78m² of deck per unit. The dimensions exceed the 4m minimum dimension specified in clause 10.4.3 A2. There is sufficient area for clothes drying and a store is provided within the building footprint. There is reasonable space provided for landscaping.

The proposal satisfies the performance criteria.

A2 A dwelling must have an area of private open space that: <ul style="list-style-type: none"> (a) is in one location and is at least: <ul style="list-style-type: none"> (i) 24 m²; or (ii) 12 m², if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and (b) has a minimum horizontal dimension of: <ul style="list-style-type: none"> (i) 4 m; or (ii) 2 m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and (c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and (d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and 	P2 A dwelling must have private open space that: <ul style="list-style-type: none"> (a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is: <ul style="list-style-type: none"> (i) conveniently located in relation to a living area of the dwelling; and (ii) orientated to take advantage of sunlight.
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| <p>(e) is located between the dwelling and the frontage, only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north, excluding any dwelling located behind another on the same site; and</p> <p>(f) has a gradient not steeper than 1 in 10; and</p> <p>(g) is not used for vehicle access or parking.</p> | |
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The proposal complies with clause 10.4.3 A2 as sufficient private open space is provided which meets all the requirements listed above.

The proposal meets the acceptable solution.

10.4.4 Sunlight and overshadowing for all dwellings

Objective:	
To provide:	
<p>(a) the opportunity for sunlight to enter habitable rooms (other than bedrooms) of dwellings; and</p> <p>(b) separation between dwellings on the same site to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.</p>	
Acceptable Solutions	Performance Criteria
<p>A1</p> <p>A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).</p>	<p>P1</p> <p>A dwelling must be sited and designed so as to allow sunlight to enter at least one habitable room (other than a bedroom).</p>

Each dwelling has north facing windows in the living areas.

The proposal meets the acceptable solution.

<p>A2</p> <p>A multiple dwelling that is to the north of a window of a habitable room (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A), must be in accordance with (a) or (b), unless excluded by (c):</p> <p>(a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4B):</p> <p>(i) at a distance of 3 m from the window; and</p> <p>(ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal.</p> <p>(b) The multiple dwelling does not cause the habitable room to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p> <p>(i) an outbuilding with a building height no more than 2.4 m; or</p> <p>(ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling.</p>	<p>P2</p> <p>A multiple dwelling must be designed and sited to not cause unreasonable loss of amenity by overshadowing a window of a habitable room (other than a bedroom), of another dwelling on the same site, that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).</p>
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Neither unit is located north of the other. The clause is not applicable.

<p>A3</p> <p>A multiple dwelling, that is to the north of the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3, must be in accordance with (a) or (b), unless excluded by (c):</p> <p>(a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4C):</p> <ul style="list-style-type: none"> (i) at a distance of 3 m from the northern edge of the private open space; and (ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal. <p>(b) The multiple dwelling does not cause 50% of the private open space to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p> <ul style="list-style-type: none"> (i) an outbuilding with a building height no more than 2.4 m; or (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling. 	<p>P3</p> <p>A multiple dwelling must be designed and sited to not cause unreasonable loss of amenity by overshadowing the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3.</p>
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Neither unit is north of the other's private open space. The clause is not applicable.

10.4.5 Width of openings for garages and carports for all dwellings

<p>Objective:</p> <p>To reduce the potential for garage or carport openings to dominate the primary frontage.</p>	
<p>Acceptable Solutions</p> <p>A1</p> <p>A garage or carport within 12 m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6 m or half the width of the frontage (whichever is the lesser).</p>	<p>Performance Criteria</p> <p>P1</p> <p>A garage or carport must be designed to minimise the width of its openings that are visible from the street, so as to reduce the potential for the openings of a garage or carport to dominate the primary frontage.</p>

The total width of garage openings is 10m as each unit has a 5m wide garage door. The performance criteria must be complied with as the 6m wide maximum is exceeded.

The total width of openings will be visible from the street however they only cover 37% of the frontage and are setback within the building approximately 1m. The acceptable solution allows for 50% of the frontage to be garage openings for narrow lots. In light of the slight setback within the building form and the fact that the openings are less than 50% the performance criteria is deemed to be satisfied.

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10.4.6 Privacy for all dwellings

Objective:	
To provide reasonable opportunity for privacy for dwellings.	
Acceptable Solutions	Performance Criteria
A1	P1
<p>A balcony, deck, roof terrace, parking space, or carport (whether freestanding or part of the dwelling), that has a finished surface or floor level more than 1 m above natural ground level must have a permanently fixed screen to a height of at least 1.7 m above the finished surface or floor level, with a uniform transparency of no more than 25%, along the sides facing a:</p> <p>(a) side boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 3 m from the side boundary; and</p> <p>(b) rear boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 4 m from the rear boundary; and</p> <p>(c) dwelling on the same site, unless the balcony, deck, roof terrace, parking space, or carport is at least 6 m:</p> <p>(i) from a window or glazed door, to a habitable room of the other dwelling on the same site; or</p> <p>(ii) from a balcony, deck, roof terrace or the private open space, of the other dwelling on the same site.</p>	<p>A balcony, deck, roof terrace, parking space or carport (whether freestanding or part of the dwelling) that has a finished surface or floor level more than 1 m above natural ground level, must be screened, or otherwise designed, to minimise overlooking of:</p> <p>(a) a dwelling on an adjoining lot or its private open space; or</p> <p>(b) another dwelling on the same site or its private open space; or</p> <p>(c) an adjoining vacant residential lot.</p>

The ground floor decks have a setback of approximately 2.3m to the western boundary for unit 1 and 2.4m to the eastern boundary for unit 2. There is a distance of approximately 4.6m between the decks of each unit. The acceptable solution is not met, and the performance criteria must be satisfied.

The distance between the decks and the adjoining private open space areas and dwellings of the properties to the east and west is in excess of 6m and therefore of sufficient distance to minimise overlooking, in accordance with the cumulative 3m distance from each property boundary. However, the decks do not include screening to a height of 1.7m and have not been designed to minimise overlooking of each unit, nor the private open space of the dwelling to the north. The performance criteria is not satisfied, however they would be should appropriate screening to a height of 1.7m be provided.

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<p>A2</p> <p>A window or glazed door, to a habitable room, of a dwelling, that has a floor level more than 1 m above the natural ground level, must be in accordance with (a), unless it is in accordance with (b):</p> <p>(a) The window or glazed door:</p> <ul style="list-style-type: none"> (i) is to have a setback of at least 3 m from a side boundary; and (ii) is to have a setback of at least 4 m from a rear boundary; and (iii) if the dwelling is a multiple dwelling, is to be at least 6 m from a window or glazed door, to a habitable room, of another dwelling on the same site; and (iv) if the dwelling is a multiple dwelling, is to be at least 6 m from the private open space of another dwelling on the same site. <p>(b) The window or glazed door:</p> <ul style="list-style-type: none"> (i) is to be offset, in the horizontal plane, at least 1.5 m from the edge of a window or glazed door, to a habitable room of another dwelling; or (ii) is to have a sill height of at least 1.7 m above the floor level or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level; or (iii) is to have a permanently fixed external screen for the full length of the window or glazed door, to a height of at least 1.7 m above floor level, with a uniform transparency of not more than 25%. 	<p>P2</p> <p>A window or glazed door, to a habitable room of dwelling, that has a floor level more than 1 m above the natural ground level, must be screened, or otherwise located or designed, to minimise direct views to:</p> <ul style="list-style-type: none"> (a) window or glazed door, to a habitable room of another dwelling; and (b) the private open space of another dwelling; and (c) an adjoining vacant residential lot.
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The window of the master bedroom for unit 1 is directly opposite a bedroom window for the southern unit at 36 Leary Avenue and 1.2m from the side boundary. The window of the family room of unit 1 is directly opposite a bedroom window of the northern unit at 36 Leary Avenue and 2.6m from the side boundary. These windows do not have a sill height of at least 1.7m, they are not offset in the horizontal plane from the neighbouring windows and they are not permanently screened. The acceptable solution is not met and the performance criteria must be satisfied.

The distance between each window is at least 7.2m. As the minimum distance between windows for dwellings on the same site is 6m and, in the case of neighbouring properties, a distance of 3m from each boundary is permitted, it is deemed that a separation of at least 7.2m is acceptable. The performance criteria is satisfied.

<p>A3</p> <p>A shared driveway or parking space (excluding a parking space allocated to that dwelling) must be separated from a window, or glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:</p> <p>(a) 2.5 m; or</p> <p>(b) 1 m if:</p> <ul style="list-style-type: none"> (i) it is separated by a screen of at least 1.7 m in height; or (ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7 m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level. 	<p>P3</p> <p>A shared driveway or parking space (excluding a parking space allocated to that dwelling), must be screened, or otherwise located or designed, to minimise detrimental impacts of vehicle noise or vehicle light intrusion to a habitable room of a multiple dwelling.</p>
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There are no shared driveways. The clause is not applicable.

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10.4.7 Frontage fences for all dwellings

Objective:	
To control the height and transparency of frontage fences to:	
(a) provide adequate privacy and security for residents; and	
(b) allow the potential for mutual passive surveillance between the road and the dwelling; and	
(c) provide reasonably consistent height and transparency.	
Acceptable Solutions	Performance Criteria
A1	P1
A fence (including a free-standing wall) within 4.5 m of a frontage must have a height above natural ground level of not more than:	A fence (including a free-standing wall) within 4.5 m of a frontage must:
(a) 1.2 m if the fence is solid; or	(a) provide for the security and privacy of residents, while allowing for mutual passive surveillance between the road and the dwelling; and
(b) 1.8 m, if any part of the fence that is within 4.5 m of a primary frontage has openings above a height of 1.2 m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).	(b) be compatible with the height and transparency of fences in the street, taking into account the:
	(i) topography of the site; and
	(ii) traffic volumes on the adjoining road.

No front fences are proposed. The clause is not applicable.

10.4.8 Waste storage for multiple dwellings

Objective:	
To provide for the storage of waste and recycling bins for multiple dwellings.	
Acceptable Solutions	Performance Criteria
A1	P1
A multiple dwelling must have a storage area, for waste and recycling bins, that is an area of at least 1.5 m ² per dwelling and is within one of the following locations:	A multiple dwelling development must provide storage, for waste and recycling bins, that is:
(a) in an area for the exclusive use of each dwelling, excluding the area in front of the dwelling; or	(a) capable of storing the number of bins required for the site; and
(b) in a communal storage area with an impervious surface that:	(b) screened from the frontage and dwellings; and
(i) has a setback of at least 4.5 m from a frontage; and	(c) if the storage area is a communal storage area, separated from dwellings on the site to minimise impacts caused by odours and noise.
(ii) is at least 5.5 m from any dwelling; and	
(iii) is screened from the frontage and any dwelling by a wall to a height of at least 1.2 m above the finished surface level of the storage area.	

No areas for the storage of waste and recycling bins have been provided. There is a store shown on the floorplan however it does not have any windows for ventilation and is located beside a toilet. It may not be suitable to house bins in the store room. The acceptable solution is not met. It is possible for the performance criteria to be met as there is room onsite for the storage of bins.

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10.4.9 Suitability of a site or lot for use or development

Objective: The minimum properties of a site and of each lot on a plan of subdivision are to – <ul style="list-style-type: none"> (a) provide a suitable development area for the intended use; (b) provide access from a road; and (c) make adequate provision for connection to a water supply and for the drainage of sewage and stormwater 	
Acceptable Solutions A1 A site or each lot on a plan of subdivision must – <ul style="list-style-type: none"> (a) have an area of not less than 330m² excluding any access strip; and (b) if intended for a building, contain a building area of not less than 10.0m x 15.0m <ul style="list-style-type: none"> (i) clear of any applicable setback from a frontage, side or rear boundary; (ii) clear of any applicable setback from a zone boundary; (iii) clear of any registered easement; (iv) clear of any registered right of way benefiting other land; (v) clear of any restriction imposed by a utility; (vi) not including an access strip; (vii) accessible from a frontage or access strip; and (viii) if a new residential lot, with a long axis within the range 30° east of north and 20° west of north 	Performance Criteria P1 A site or each lot on a plan of subdivision must – <ul style="list-style-type: none"> (a) be of sufficient area for the intended use or development without likely constraint or interference for – <ul style="list-style-type: none"> (i) erection of a building if required by the intended use; (ii) access to the site; (iii) use or development of adjacent land; (iv) a utility; and (v) any easement or lawful entitlement for access to other land; and (b) if a new residential lot, be orientated to maximise opportunity for solar access to a building area

The lot meets the acceptable solution.

A2 A site or each lot on a subdivision plan must have a separate access from a road – <ul style="list-style-type: none"> (a) across a frontage over which no other land has a right of access; and (b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or (c) by a right of way connecting to a road – <ul style="list-style-type: none"> (i) over land not required as the means of access to any other land; and (ii) not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and (d) with a width of frontage and any access strip or right of way of not less than – <ul style="list-style-type: none"> (i) 3.6 m for a single dwelling development; or (ii) 6.0 m for multiple dwelling development or development for a non-residential use; and (e) the relevant road authority in accordance with the <i>Local</i> 	P2 <ul style="list-style-type: none"> (a) A site must have a reasonable and secure access from a road provided – <ul style="list-style-type: none"> (i) across a frontage; or (ii) by an access strip connecting to a frontage, if for an internal lot; or (iii) by a right of way connecting to a road over land not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and (iv) the dimensions of the frontage and any access strip or right of way must be adequate for the type and volume of traffic likely to be generated by – <ul style="list-style-type: none"> a. the intended use; and b. the existing or potential use of any other land which requires use of the access as the means of access for that land; and (v) the relevant road authority in accordance with the <i>Local Government (Highways) Act 1982</i> or the <i>Roads and Jetties Act 1935</i> must have advised it is satisfied adequate arrangements can be made to provide vehicular
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<p><i>Government (Highways) Act 1982</i> or the <i>Roads and Jetties Act 1935</i> must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan</p>	<p>access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a subdivision plan; or</p> <p>(b) It must be unnecessary for the development to require access to the site or to a lot on a subdivision plan</p>
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The lot meets the acceptable solution.

<p>A3</p> <p>A site or each lot on a plan of subdivision must be capable of connecting to a water supply provided in accordance with the <i>Water and Sewerage Industry Act 2008</i></p>	<p>P3</p> <p>It must be unnecessary to require a water supply</p>
<p>A4</p> <p>A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and waste water to a sewage system provided in accordance with the <i>Water and Sewerage Industry Act 2008</i></p>	<p>P4</p> <p>It must be unnecessary to require the drainage and disposal of sewage or waste water</p>
<p>A5</p> <p>A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater to a stormwater system provided in accordance with the <i>Urban Drainage Act 2013</i></p>	<p>P5</p> <p>It must be unnecessary to require the drainage of stormwater</p>

The lot meets the acceptable solutions.

Clauses 10.4.10 to 10.4.14 are not relevant to the proposal.

Change in Ground Level Code

E4.6.1 Change in existing ground level or natural ground level

<p>Objective:</p> <p>Change in the existing ground level or the natural ground level by cut or fill is to minimise –</p> <p>(a) likely adverse impact on the physical, environmental, cultural, aesthetic, and amenity features of land; and</p> <p>(b) risk from a natural hazard</p>	
Acceptable Solutions	Performance Criteria
<p>A1</p> <p>Cut or fill must –</p> <p>(a) not be on land within the Environmental Living zone or the Environmental Management zone;</p> <p>(b) be required to –</p> <p>(i) provide a construction site for buildings and structures;</p> <p>(ii) facilitate vehicular access;</p> <p>(iii) mitigate exposure to a natural or environmental hazard;</p>	<p>P1</p> <p>Cut or fill must –</p> <p>(a) make arrangements for the drainage and disposal of stormwater;</p> <p>(b) make arrangements to stabilise any existing building or to increase the requirements for construction of any potential building on adjacent land;</p> <p>(c) manage drainage and disposal of intersected ground water;</p> <p>(d) safeguard the quality of receiving waters;</p>

Report to Council meeting on 25 May 2020

<ul style="list-style-type: none"> (iv) facilitate provision of a utility; (v) assist the consolidation or intensification of development; or (vi) assist stormwater management 	<ul style="list-style-type: none"> (e) not require a retaining or support structure that would result in an area of influence within the boundary of adjacent land unless the owner of adjacent land has provided written consent to enter into an agreement under Part 5 Land Use Planning and Approvals Act 1993 registered on the title of adjacent land providing for the level of constraint; and
<ul style="list-style-type: none"> (c) not result in a modification of surface stormwater water flow to increase – <ul style="list-style-type: none"> (i) surface water drainage onto adjacent land; (ii) pooling of water on the site or on adjacent land; or (iii) the nature or capacity of discharge from land upstream in a natural or artificial drainage channel; (d) not destabilise any existing building or increase the requirements for construction of any potential building on adjacent land; (e) manage disposal of intersected ground water; (f) safeguard the quality of receiving waters through measures to minimise erosion and release of sediments and other contaminants during each of the site preparation, construction and rehabilitation phase in accordance with Soil and Water Management on Building and Construction Sites 2009; (g) Not require a retaining or support structure that would result in an area of influence within the boundary of adjacent land; and (h) not encroach upon or expose, disturb, or reduce cover over an underground utility to less than 1.0m unless the relevant regulatory entity has advised – <ul style="list-style-type: none"> (i) it is satisfied the cut or fill will not result in harm to the utility; and 	<ul style="list-style-type: none"> (f) not encroach upon or expose, disturb, or reduce cover over an underground utility to less than 1.0m unless the relevant regulatory entity has advised – <ul style="list-style-type: none"> (i) it is satisfied the cut or fill will not result in harm to the utility; and (ii) any condition or requirement it determines are appropriate to protect the utility
<ul style="list-style-type: none"> (ii) any condition or requirement it determines are appropriate to protect the utility 	

The Change In Ground Level Code has not been addressed by the applicant. It appears that a cut with a depth of approximately 2m is proposed for each unit with a distance of approximately 500mm to the side boundaries. The proposed cut is unlikely to destabilise any existing buildings on adjacent lots if appropriately designed due to the existing buildings' distances from the boundaries, however, it is not clear whether the proposed retaining wall would result in an area of influence on the adjoining properties to the east and west.

The application contains insufficient detail.

Traffic Generating Use and Parking Code

E9.5.1 Provision for parking

Objective:	
Provision is to be made for convenient, accessible, and usable vehicle parking to satisfy requirements for use or development without impact for use or development of other land or for the safety and operation of any road	
Acceptable Solutions	Performance Criteria
A1 Provision for parking must be – <ul style="list-style-type: none"> (a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code; 	P1 <ul style="list-style-type: none"> (a) It must be unnecessary or unreasonable to require arrangements for the provision of vehicle parking; or (b) Adequate and appropriate provision must be made for vehicle parking to meet – <ul style="list-style-type: none"> (i) anticipated requirement for the type, scale, and intensity of the use; (ii) likely needs and requirements of site users; and (iii) likely type, number, frequency, and duration of vehicle parking demand

A total of five parking spaces are required for two, three bedroom units. Two spaces for each unit and one shared visitor parking space. The proposal does not include a visitor parking space.

The applicant states that visitors would be able to park in the driveway for each unit. This would require them to park across the vehicle crossover between the property boundary and the street as the buildings only have a setback of 3.2m to the frontage. Parking on the street would be a better outcome. It is deemed that there is sufficient space for visitors to park on the street and therefore the performance criteria is satisfied as sufficient parking is provided for the needs of site users.

DISCUSSION

The schedule of easements contains a covenant applicable to the subject site that reads as follows:

1. **Not to erect maintain or permit to be erected or maintained on the lot any building (or part thereof) exceeding a height of five (5) metres measured vertically from the middle of the southern boundary line (natural ground level) of the lot.**

The maximum height of the proposed units is approximately 3.3m measured vertically from natural ground level from the middle of the southern boundary which satisfies the covenant.

The proposal shows unit 1 being built right to the drainage easement located in the north-western corner of the lot. While this is often acceptable, in this case the edge of the stormwater main is only 300mm from the edge of the easement. A minimum horizontal clearance of 1m between any part of the building and Council's Stormwater main is required. It is proposed to build 300mm from the edge of the pipe which is unacceptable. The current location of the building cannot be approved and it is not possible to move the building further from the pipe without moving closer to the street frontage.

Onsite stormwater detention is required for the site due to amount of impervious coverage of the site.

Prior to acceptance of the application the number of discretions was raised with the applicant and it was requested they revise the proposal to provide greater conformity with the planning scheme. This request was declined and a request made for Council to accept the proposal as submitted.

COMMUNITY ENGAGEMENT

On 02/04/2020, Council received an application for the above development. Under Section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at Section 9(1) of the *Land Use Planning and Approvals Regulations 2014*, the Planning Authority fulfilled this notification requirement by:

Advertising the application in *The Advocate* newspaper on 18/04/2020;

Making a copy of the proposal available in Council Offices from the 25/04/2020;

Notifying adjoining property owners by mail on 24/04/2020; and

Erecting a Site Notice for display from the 24/04/2020.

The period for representations to be received by Council closed on 15/05/2020.

REPRESENTATIONS

Two representations were received within the prescribed public scrutiny period required by the *Land Use Planning and Approvals Act 1993*.

The representations were from the adjoining property owners to the east and west at 36 and 38 Leary Avenue and are reproduced below, followed by comments. The representations have been broken down to enable each point to be addressed separately.

Attention . General Manager, Devonport City Council

We wish to express our strong opposition to the Proposed Development at 37 Leary Avenue on the following basis points;

1 Inadequate Visitor Parking Space 3.254 metres is far too small as most vehicles would have part of the vehicle Parked on the Nature Strip/Footpath Area. A minimum of 5 Metres and for some Utes it would require a larger area.

Comment - It is agreed that the visitor parking area suggested in the application is inappropriate. However, as discussed above on-street parking is available to visitors.

2 At 36 Leary Avenue, the closest wall is 4.5 metres from the Front Boundary and 5.7 metres from the Garage as we had to provide a satisfactory Visitor Parking Space. In the submission it state that our home is 3.5 Metres from the Front Boundary WHICH IS INCORRECT. The majority of homes in the area are set back much greater than 4.5 metres from the Front Boundary.

Comment - 36 Leary Avenue does have a setback of 4.5m to the front boundary. The proposal does not satisfy the performance criteria relevant to front setbacks and is not in keeping with the setbacks in the area.

3 The Western Unit, which is subject to an Easement, is only 2.5 Metres from the Rear Boundary and our neighbours and yours truly had to build a minimum of Metres from the Rear Boundary due to the Easement Restrictions.

Comment – The 4m setback requirement was due to the planning scheme standards, not the presence of the easement. A setback of 4m also applies to the current proposal and, as discussed above, the proposal does not satisfy the performance criteria in this regard.

4 The Proposed "Units" are in actual fact 2 Medium to Large Homes of 330m2 each which both take up 85% of continuous Building along both the East and West Boundary fences with an average height in excess of 5.5 Metres, and as close as 1.150 and 1.200 metres from each respective Boundary Fence. In addition they take up 82.6 % of the Front Boundary Line. In the Middle on the Western Unit the Bedroom/Bathroom Area is 6.395 Metres in height, as high as 7.20 metres in the Dining Room Area and over 5 metres in the Main Recreation/Balcony Roof Top Area. All of these areas look down on both Master Bedrooms of our 2 Units thus creating a serious Privacy Issue.

Reverse the Scenario Devonport Council Members: " How would you like this type of development to be Approved and built next door to your family home?" I believe the Homes are too close on both sides and too high.

Comment – The development is classified as multiple dwellings which is defined in the planning scheme as two or more dwellings on a site. The size of the dwellings is not relevant in regard to whether they are classified as single or multiple dwellings.

The units will be visually imposing as a result of their bulk and scale and as a result the proposal does not satisfy the relevant performance criteria as previously discussed. Privacy is also an issue as the decks do not provide any screening which will negatively impact the property to the north and each unit. The distance between the dwellings to the east and west does provide sufficient separation however.

The units do comply with the height requirements.

5 From previous experience, the loss of morning sun can cause mould and dampness in the Bedroom which caused ill Health to my eldest son. In that case we built another Bedroom and Living Area that received morning sun and the Health issue was no longer a problem.

Comment – While the proposed units will shade the neighbouring property to the west in the morning and the east in the afternoon they will still receive in excess of three hours of sunlight per day, given the orientation of the lots.

6 In the Proposed Application, it says the 2 Homes will be Strata Titled and if purchased by 2 separate Owners, surely there would be a serious Privacy Issue between the homes in view of the Open Balconies and Kitchen/Dining Areas looking into each others Main Living Areas.

Comment – The privacy issues between units are relevant whether the units are strata titled or not.

7 This Development will not fit into the Local Landscape as it is designed for a Harbourside Mainland City location and not a Rural Devonport City Area.

Comment – The appearance of the proposed units is not an issue for the planning scheme, except in regard to bulk and scale as discussed previously.

We await your advices in due course and trust you will take our Objection seriously and Apply the same Rules and Conditions that we had to adhere to build our 2 Units which are one Level consisting of 394m² and only 48% of the Total Land Mass of 1075m².

Please acknowledge receipt of this email.

Kind Regards,
Geoffrey Dale Harman
Chaoqiong Harman

4
 The General Manager
 DEVONPORT CITY COUNCIL. 5/5/20.
 (PA2020.0051)
 RE. the proposed Development at
 37 Leary Avenue - Multiple Dwellings x 2
 My wife and I moved to Leary Avenue
 Number 38 approximately 11 years ago.
 When our property was being built,
 the Builder had to adhere to strict
 building rules.
 E.g. ① No units in this Area, (Since broken
 but approved by this Council.
 ② Height restrictions since broken
 and approved by this Council.
 Regarding the proposed units at 37
 Leary Avenue, in no way would they
 fit in with the surrounding Houses
 in this area (THIS IS NOT HOBBYWOOD.)

Comment – Both the current and previous planning scheme allows for units in the area. The proposal is in keeping with the required height limit of 8.5m.

The appearance of the proposed units is not an issue for the planning scheme, except in regard to bulk and scale as discussed previously.

GW Concerns Are
 ① In no way should these so called units
 Exceed the Height limitations of this area

Comment – The proposal complies with the relevant standards in regard to height.

② They are way to close to the Boundary
 fence, and should be at least 2mtrs away

Comment – It is agreed that the proposed units are too close to the boundary.

③ Building too close to Easement if not
 over it.

Report to Council meeting on 25 May 2020

Comment – Unit 1 is proposed to be built to the edge of the easement. Given the edge of the stormwater main is located only 300mm from the edge of the easement this is insufficient distance. A minimum horizontal clearance of 1m between any part of the building and Council's Stormwater main is required.

④ Building being so close to the fence line will block sunlight from part of our property causing dampness and shade

Comment – Although the units will cause overshadowing the site will receive at least three hours of sunlight per day.

⑤ Strata titles mean separate owners down the track.

Comment – Strata titled lots is not a consideration of the planning scheme.

⑥ Windows and deck, looking into our property causing Privacy concerns we do not want that.

Comment – The proposed windows and deck will be of sufficient distance from the dwelling to mitigate overlooking issues in accordance with the 6m setback requirements of the planning scheme.

④ We do not mind rules but, it should adhere to all in this area. Now we would like everyone including the Council to abide by the said rules, that we had to abide by, and have respect for us and all the people that have respected the rules that the Council put in the 1st place.

Thanking You, we await your reply
Yours A & G Smith

Comment – The applicant must adhere to the rules of the planning scheme.

While some of the issues raised in the representations are not relevant in regard to assessment of the application against the planning scheme there are a number of concerns that are. These concerns have merit as demonstrated by the assessment of the proposal.

FINANCIAL IMPLICATIONS

No financial implications are predicted unless an appeal against the decision of the Planning Authority is made and legal counsel is required to assist the Tribunal in its determination of the application.

CONCLUSION

The proposal invokes multiple discretions and fails to satisfy a number of performance criteria. Given the failure to comply with all standards, and the inability to achieve the required separation from Council infrastructure, the proposal must be refused.

ATTACHMENTS

1. Application - PA2020.0051 - 37 Leary Avenue

RECOMMENDATION

That the Planning Authority, pursuant to the provisions of the *Devonport Interim Planning Scheme 2013* and Section 57 of the *Land Use Planning and Approvals Act 1993*, refuse application PA2020.0051 to develop two multiple dwellings on land identified as 37 Leary Avenue, Stony Rise for the following reasons:

- The application fails to satisfy the Performance Criteria of clauses 10.4.2 P1 and 10.4.2 P3 of the *Devonport Interim Planning Scheme, 2013* in regard to setbacks and building envelope as it negatively impacts the existing amenity of neighbouring lots in regard to visual intrusion caused by the bulk and scale of the design and is not compatible with the setbacks in the surrounding area; and
- The application does not allow for an appropriate setback to Council's stormwater infrastructure.

Author:	Carolyn Milnes	Endorsed By:	Kylie Lunson
Position:	Senior Town Planner	Position:	Development Services Manager

Office use
Application no. _____
Date received: _____
Fee: _____
Permitted/Discretionary

Devonport City Council

Land Use Planning and Approvals Act 1993 (LUPAA)

Devonport Interim Planning Scheme 2013

Application for Planning Permit

Use or Development Site

Street Address: 37 Leary Drive, Stony Rise

Certificate of Title Reference No.: 145993/38

Applicant's Details

Full Name/Company Name: 6ty° Pty Ltd

Postal Address: PO Box 63 Riverside TAS 7250

Telephone: 6332 3326

Email: abrook@6ty.com.au

Owner's Details (if more than one owner, all names must be provided)

Full Name/Company Name: Palmers Plumbing & Hardware Pty Ltd

Postal Address: 142 Tarleton Street, East Devonport TAS 7310

Telephone: _____

Email: _____



Please provide one copy of all plans with your application.

Assessment of an application for a Use or Development

What is proposed?: Construction of two multiple dwellings

Description of how the use will operate: Residential - multiple dwellings

Use Class (Office use only):

Applications may be lodged by email to Council - council@devonport.tas.gov.au
The following information and plans must be provided as part of an application unless the planning authority is satisfied that the information or plan is not relevant to the assessment of the application:

Application fee	
Completed Council application form	
Copy of certificate of title, including title plan and schedule of easements	
A site analysis and site plan at an acceptable scale on A3 or A4 paper (1 copy) showing:	
• The existing and proposed use(s) on the site	
• The boundaries and dimensions of the site	
• Typography including contours showing AHD levels and major site features	
• Natural drainage lines, watercourses and wetlands on or adjacent to the site	
• Soil type	
• Vegetation types and distribution, and trees and vegetation to be removed	
• The location and capacity of any existing services or easements on the site or connected to the site	
• Existing pedestrian and vehicle access to the site	
• The location of existing adjoining properties, adjacent buildings and their uses	
• Any natural hazards that may affect use or development on the site	
• Proposed roads, driveways, car parking areas and footpaths within the site	
• Any proposed open space, communal space, or facilities on the site	
• Main utility service connection points and easements	
• Proposed subdivision lot boundaries, where applicable	
• Details of any proposed fencing	
Where it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 on A3 or A4 paper (1 copy) showing:	
• Setbacks of buildings to property (title) boundaries	
• The internal layout of each building on the site	
• The private open space for each dwelling	
• External storage spaces	
• Car parking space location and layout	
• Elevations of every building to be erected	
• The relationship of the elevations to natural ground level, showing any proposed cut or fill	
• Shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites	
• Materials and colours to be used on roofs and external walls	
A plan of the proposed landscaping including:	
• Planting concept	
• Paving materials and drainage treatments and lighting for vehicle areas and footpaths	
• Plantings proposed for screening from adjacent sites or public spaces	
Details of any signage proposed	

Value of use and/or development

\$ 600,000

Notification of Landowner/s (s.52 Land Use Planning and Approvals Act, 1993)

If land is not in applicant's ownership

I, Ashley Brook (6ty° Pty Ltd) declare that the owner/s
of the land has/have notified of my intention to make this application.

Applicant's signature: Ashley Brook Date: 13/03/2020

If the application involves land owned or administered by the Devonport City Council

Devonport City Council consents to the making of this permit application.

General Manager's signature: _____ Date: _____

If the application involves land owned or administered by the Crown

Crown consent must be included with the application.

Signature

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested in accordance with s.54 (1) of LUPAA.

PUBLIC ACCESS TO PLANNING DOCUMENTS - DISCRETIONARY PLANNING APPLICATIONS (s.57 of LUPAA)

I understand that all documentation included with a discretionary application will be made available for inspection by the public.

Applicant's signature: Ashley Brook Date: 13/03/2020

PRIVACY ACT

The personal information requested on this form is being collected by Council for processing applications under the Land Use and Planning Approvals Act 1993 and will only be used in connection with the requirements of this legislation. Council is to be regarded as the agency that holds the information.

Fee & payment options



Pay by Direct Deposit – BSB: 067-402 Account No. 000 000 13 – Please quote your application number.



Pay in Person at Service Tasmania – Present this notice to any Service Tasmania Centre, together with your payment. See www.service.tas.gov.au for opening hours.



Pay by Phone – Please contact the Devonport City Council offices on 64240511 during office hours, Monday to Friday.



Pay by Post – Cheques should be made payable to Devonport City Council and posted to PO Box 604, Devonport, Tasmania, 7310.

**RESULT OF SEARCH**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

SEARCH OF TORRENS TITLE

VOLUME 145993	FOLIO 38
EDITION 3	DATE OF ISSUE 13-Jan-2012

SEARCH DATE : 12-Mar-2020

SEARCH TIME : 12.31 PM

DESCRIPTION OF LAND

City of DEVONPORT

Lot 38 on Sealed Plan 145993

Derivation : Part of Lot 5128, 142 Acres Gtd. to B.W. Campion

Prior CT 109276/1

SCHEDULE 1

D20375 TRANSFER to PALMERS PLUMBING & HARDWARE PTY LTD
Registered 13-Jan-2012 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
SP145993 EASEMENTS in Schedule of Easements
SP145993 COVENANTS in Schedule of Easements
SP145993 FENCING PROVISION in Schedule of Easements
C687589 AGREEMENT pursuant to Section 71 of the Land Use
Planning and Approvals Act 1993 Registered
15-Dec-2005 at noon

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

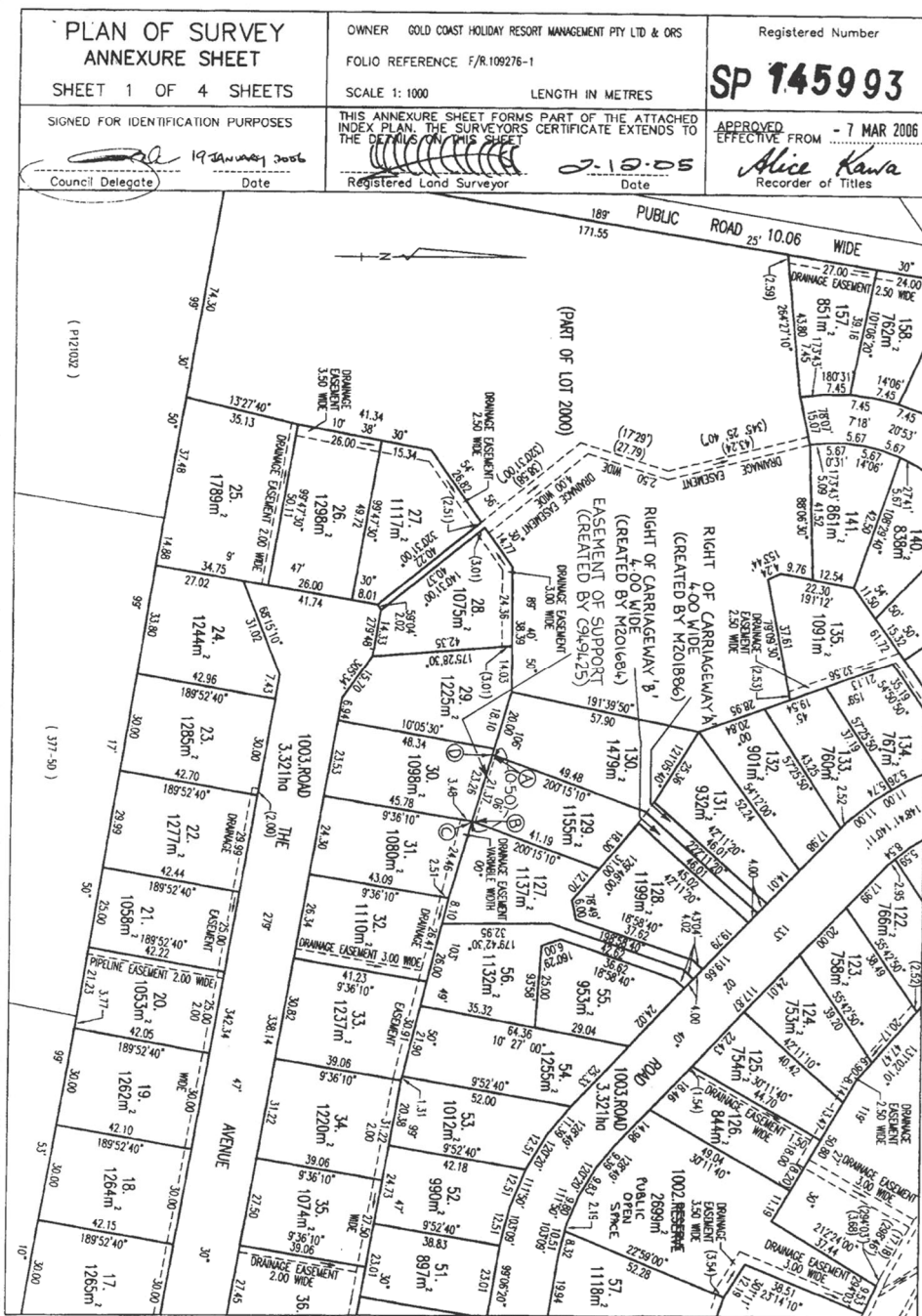
ITEM 4.1



FOLIO PLAN

RECORDER OF TITLES

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Search Date: 12 Mar 2020

Search Time: 12:32 PM

Volume Number: 145993

Revision Number: 08

Page 2 of 5

Department of Primary Industries, Parks, Water and Environment

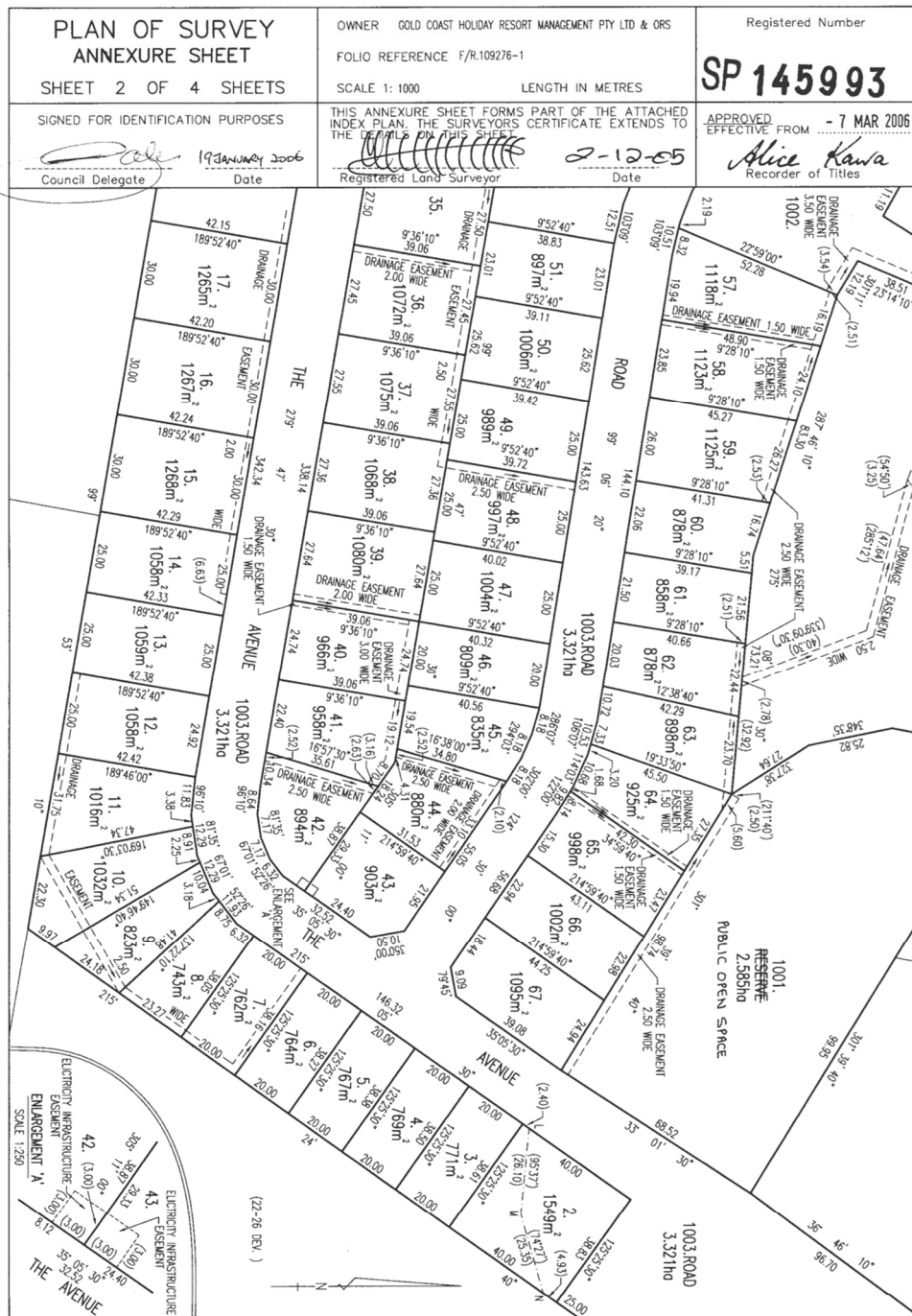
www.thelist.tas.gov.au



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Department of Primary Industries, Parks, Water and Environment

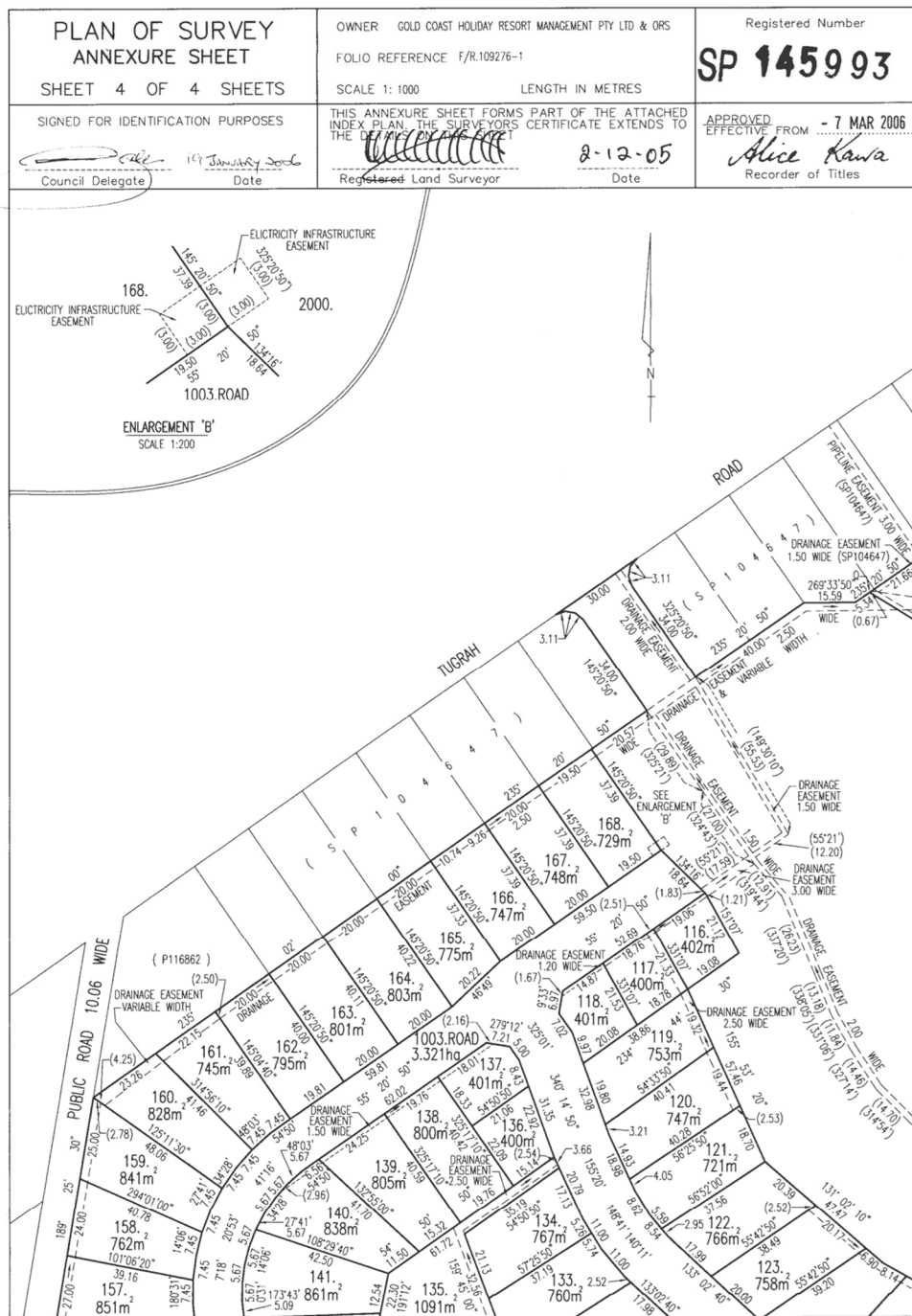
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SCHEDULE OF EASEMENTS

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SCHEDULE OF EASEMENTS NOTE: THE SCHEDULE MUST BE SIGNED BY THE OWNERS & MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.	Registered Number SP 145993
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PAGE 1 OF 6 PAGE/S

EASEMENTS AND PROFITS

Each lot on the plan is together with:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits a prendre described hereunder.

Each lot on the plan is subject to:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits a prendre described hereunder.

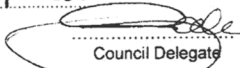
The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.

EASEMENTS

1. ~~Lot 1001 is subject to an existing right of drainage (appurtenant to Lot 1 on SP3684) over the Drainage Easement marked BCD on D109276, that easement having been created by Sealed Plan 3684.~~
2. Lot 1001 is subject to an existing right of drainage (appurtenant to Lot 2 on SP3684) over the Drainage Easement marked ACD on D109276 that easement having been created by Sealed Plan 3684.
3. Lot 1001 is subject to an existing right of drainage (appurtenant to lots 4 and 5 on SP104647) over the drainage easement marked "DRAINAGE EASEMENT 1.50 WIDE" on SP104647 that easement being created by SP104647.
4. The lots on the plan are together with existing rights of drainage created by and more fully set forth in SP51070 and B477458 over the Drainage Easements 2.50m wide on D109276 and shown on the plan.
5. The lots on the plan are together with an existing pipeline right over the pipeline easement 3.00 wide created by and more fully set forth in SP104647 shown passing through Lot 4 on SP104647.
6. ~~The lots on the plan are together with an existing right of carriageway created by SP108620 over the Right of Way 5.00 wide shown on Diagram No. 109276.~~

RL Leary
BJ Leary
BS Leary

(USE ANNEXURE PAGES FOR CONTINUATION)

SUBDIVIDER: Gold Coast Holiday Resort Management Russell Leon Leary & Belinda Jayne Leary as trustees of the RL & BJ Leary Pension Fund FOLIO REF: 109276/1 SOLICITOR & REFERENCE: GJ Nevin	PLAN SEALED BY: Devonport City Council DATE: 19 January 2006 20566 REF NO.  Council Delegate
NOTE: The Council Delegate must sign the Certificate for the purposes of identification.	



SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980


**ANNEXURE TO
SCHEDULE OF EASEMENTS**
 PAGE 2 OF 4 PAGES

Registered Number

SP 145993

SUBDIVIDER: Gold Coast Holiday Resort Management
 Russell Leon Leary & Belinda Jayne Leary as trustees of the RL & BJ Leary Pension Fund
 FOLIO REFERENCE: 109276/1

- ☒ Lots 42, 43, 168 and 2000 on the plan are subject to an Electricity Infrastructure easement (as hereinafter defined) over that portion of the land marked "ELECTRICITY INFRASTRUCTURE EASEMENT" as passes through such lots shown on the plan.
- ☒ Lot 20 on the plan is subject to a ~~right of~~ pipeline easement (appurtenant to the Devonport City Council) defined below as "right of pipeline easement" over the strip of land 2.00m wide marked "PIPELINE EASEMENT 2.00 WIDE" shown on the plan.

COVENANTSEASEMENTS CONTINUED ON PAGE 5

The owner of lot 2 on the plan covenants with the Devonport City Council to the intent that the burden of this covenant may run with and bind the covenantor's lot and every part thereof, and that the benefit thereof may be created in favour of the said Devonport City Council to observe the following stipulations:-

1. Not to erect or maintain or permit to be erected or maintained any dwelling upon that part of lot 2 north of the line LMN on the plan.

The owners of lots 2, 3, 62, 63, 64, 65, 66 and 67 on the plan covenant with the Devonport City Council to the intent that the burden of this covenant may run with and bind the covenantor's lot and every part thereof, and that the benefit thereof may be created in favour of the said Devonport City Council to observe the following stipulations: -

1. Not to erect maintain or permit to be erected or maintained on the lot a dwelling with windows in noise sensitive rooms facing ~~the Reserve~~ ^{LOT} 1001 other than with at least 10mm laminated glazing.

The owner of each lot on the plan covenants with GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD and RL & BJ LEARY PENSION FUND ("the Vendor") and the owners for the time being of every other lot shown on the plan to the intent that the burden of this covenant may run with and bind the covenantor's lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every other lot shown on the plan to observe the following stipulations, namely:-

1. ~~That in respect of each lot shown on the plan GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD and RL & BJ LEARY PENSION FUND shall not be required to fence.~~
- ☒ 1. Not to erect maintain or permit to be erected or maintained on the lot any portable or easily removable, or transportable, residential or other buildings.

RL *BJ Leary*
RL *BS Leary*

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.



SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 3 OF 4 PAGES	Registered Number SP T45993
SUBDIVIDER: Gold Coast Holiday Resort Management Russell Leon Leary & Belinda Jayne Leary as trustees of the RL & BJ Leary Pension Fund FOLIO REFERENCE: 109276/1	

2. Other than lots 116, 117, 118, 136, 137 and 2000, not to erect maintain or permit to be erected or maintained on the lot any single dwelling house or residential house unit (other than a Strata Unit if permitted by Devonport City Council) of less than 100 square metres in living area.
3. Not to erect maintain or permit to be erected or maintained upon the said lot or any part thereof any shop building or erection whatsoever for the purpose of selling or offering for sale therein or thereon any articles ware or merchandise whatsoever
4. Not to carry on or permit to be carried on any trade or business upon the lot.
5. Other than lot 2000, not to affix or display on any wall or fence upon such Lot or any part thereof posters, bills, hoardings or advertisements (except any notice of advertisement in the usual form for the sale or letting of such Lot or any building erected thereon).

The owners of lots ~~26, 27~~, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41 and 42 on the plan covenant with GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD and RL & BJ LEARY PENSION FUND ("the Vendor") and the owners for the time being of every other lot shown on the plan to the intent that the burden of this covenant may run with and bind the covenantor's lot and every part thereof and that the benefit shall be annexed to and devolve with each and every part of every other lot shown on the plan to observe the following stipulations, namely: -

1. Not to erect maintain or permit to be erected or maintained on the lot any building (or part thereof) exceeding a height of five (5) metres measured vertically from the middle of the southern boundary line (natural ground level) of the lot.

DEFINITIONS

"ELECTRICITY INFRASTRUCTURE EASEMENT" means the full and free right and liberty for Aurora Energy (or its successors) its employees, agents, and those authorised by it or them to enter upon the strips of land marked "ELECTRICITY INFRASTRUCTURE EASEMENT" on the plan to inspect, maintain, repair, amend and replace the electricity infrastructure (including electrical substation) in on or under the said strips of land provided that the rights granted are exercised in a manner so as to cause, as little inconvenience and damage, as practical to the said strips of land.

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.



SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 4 OF 4 PAGES	Registered Number SP 145993
SUBDIVIDER: Gold Coast Holiday Resort Management Russell Leon Leary & Belinda Jayne Leary as trustees of the RL & BJ Leary Pension Fund FOLIO REFERENCE: 109276/1	

"right of pipeline easement" means a full free unrestricted right and liberty for the Devonport City Council (herein called "the Council") and its servants, agents and workmen from time to time and at all times hereafter to break the surface of dig open and use the strip of land marked "PIPELINE EASEMENT 2.00 WIDE" for the purpose of laying down fixing taking up repairing cleansing amending relaying or examining pipes to carry water stormwater sewage and other surplus water and of using and maintaining such pipes and for such purposes a full and free and unrestricted right and liberty of entry egress and regress from time to time and at all times hereafter for the Council its agents servants and workmen with or without machinery in through over across and along the said strip of land and to remove or cut back all trees stumps and tree roots growing on or projecting into the said strip of land and temporarily to removes any fences on the same provided however that all fences so affected shall be replaced and restored to their former state so soon as it is reasonably possible so to do and without doing unnecessary damage.

EXECUTED by GOLD COAST HOLIDAY)
 RESORT MANAGEMENT PTY LTD)
 ACN 075 054 367 by authority of its)
 Directors in accordance with Section 127)
 of the Corporations Act 2000)

Director

Director

SIGNED SEALED and DELIVERED by)
 RUSSELL LEON LEARY and BELINDA)
 JAYNE LEARY as trustees of the RL & BJ)
 Leary Pension Fund ABN 27 730 720 911)

Russell Leon Leary

Belinda Jayne Leary

Witness Sign: *A. Evans*
 Name: *Andrea Evans*
 Address: *33 Albatross Avenue 4214*
 Occupation: *Naturopath*

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.



SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 5 OF 6 PAGES		Registered Number SP 145993
SUBDIVIDER: - GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD and R L B J LEARY FOLIO REFERENCE: - 109276/1		
EASEMENTS (continued) ✓ All lots on the plan are together with a right of drainage over the Drainage Easements 2.50 wide (SP51070) shown on the plan as created by and more fully set forth in Sealed Plan 51070 and B477458. All lots on the plan are together with a right of drainage over the Drainage Easement 2.50 wide (C627098) shown on the plan as created by and more fully set forth in C627098. ✓ All lots on the plan are together with a pipeline right over the Pipeline Easement 3.00 wide (SP104647) shown on the plan as created by and more fully set forth in Sealed Plan 104647. ✓ All lots on the plan are together with a right of carriageway over the Right of Way (private) 5.00 wide shown on the plan. ✓ Lot 1001 on the plan is subject to a right of drainage (appurtenant to Lot 1 on Sealed Plan 3684) over the Drainage Easement 1.52 wide (SP3684) marked BC shown passing through such lot. ✓ Lot 1001 on the plan is subject to a right of drainage (appurtenant to Lot 1 on Sealed Plan 3684) over the Drainage Easement 1.52 wide (SP3684) marked ED shown passing through such lot. ✓ Lot 1001 on the plan is subject to a right of drainage (appurtenant to Lot 2 on Sealed Plan 3684) over the Drainage Easement 1.52 wide (SP3684) marked AC shown passing through such lot. ✓ Lot 1001 on the plan is subject to a right of drainage (appurtenant to Lot 2 on Sealed Plan 3684) over the Drainage Easement 1.52 wide (SP3684) marked ED shown passing through such lot. ✓ Lot 1001 on the plan is subject to a right of drainage (appurtenant to Lots 4 and 5 on Sealed Plan 104647) over the Drainage Easement 1.50 wide (SP104647) marked PQR shown passing through such lot. FENCING PROVISION In respect of each lot shown on the plan, the vendor, Gold Coast Holiday Resort Management Pty Ltd, Russell Leon Leary and Belinda Jayne Leary shall not be required to fence. Drainage Easements from within Lot 2000 hereon which now fall within Lots 1005 and 1007 on SP153443 are deleted pursuant to Request to Amend C848552 made under Section 103 of the Local Government (Building & Miscellaneous Provisions) Act 1993 <i>Alice Kawa</i> RECORDER OF TITLES 26/5/2008 NOTE: - Every annexed sheet must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.		




SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 6 OF 6 PAGES		Registered Number SP145993
SUBDIVIDER: - GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD and R L & B J LEARY FOLIO REFERENCE: - 109276/1		
<p>COVENANTS CONTINUED</p> <p>The owners of Lots 26 & 27 on the plan covenant with GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD and RL & BJ LEARY (the Vendor) and the owners for the time being of every other lot shown on the plan to the intent that the burden of this covenant may run with and bind the covenantor's lot and every part thereof and that the benefit shall be annexed to and devolve with each and every part of every other lot shown on the plan to observe the following stipulation, namely:</p> <p>Not to erect maintain or permit to be erected or maintained on the lot any building (or part thereof) exceeding a height of five (5) metres measured vertically from the middle of the eastern boundary line (natural ground level) of the lot.</p> <p>Covenants hereon amended by me pursuant to Request to Amend No. C793280 made under Section 103 of the Local Government (Building & Miscellaneous Provisions) Act 1993</p> <p style="text-align: center;">  10 / 8 / 2007 Recorder of Titles </p>		
<p>NOTE: - Every annexed sheet must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.</p>		

TASMANIAN LAND TITLES OFFICE

Notification of Agreement
under theLand Use Planning and Approvals Act 1993
(Section 71)

C687589

DESCRIPTION OF LAND			
Folio of the Register			
Volume	Folio	Volume	Folio
109276	1		

REGISTERED PROPRIETOR:

GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD ACN 075 054 367 and RUSSELL LEON LEARY and BELINDA JAYNE LEARY as trustees of the RL & BJ Leary Pension Fund ABN 27 730 720 911

PLANNING AUTHORITY:

DEVONPORT CITY COUNCIL

Dated this Sixth day of December 2005

We the Devonport City Council

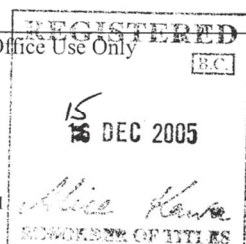
of Best Street, Devonport in Tasmania

the abovenamed Planning Authority, certify that the above particulars are correct and that attached is a certified executed copy of the agreement between the abovenamed parties, notice of which is to be registered against the abovementioned folio of the Register.

The abovenamed Planning Authority holds the original executed Agreement.


Signed
(on behalf of the Planning Authority)

Land Titles Office Use Only



LUA Version 1

Stamp Duty

THE BACK OF THIS FORM MUST NOT BE USED

DEED OF AGREEMENT Pursuant to Part 5 of the Land Use Planning and Approvals Act 1993

DATED this 6th day of December 2005

PARTIES:

DEVONPORT CITY COUNCIL of 44-48 Best Street, Devonport in Tasmania ("the Council")

GOLD COAST HOLIDAY RESORT MANAGEMENT PTY LTD ACN 075 054 367 the registered office of which is situate at 5/492 Christine Avenue, Robina in Queensland and **RUSSELL LEON LEARY** and **BELINDA JAYNE LEARY** as trustees of the RL & BJ Leary Pension Fund ABN 27 730 720 911 ("the Owner")

BACKGROUND:

- A. The Owner is the registered proprietor of property contained in Certificate of Title Volume 109276 Folio 1 ("the Property") at 141-143 Stony Rise Road, Devonport in Tasmania.
- B. The Owner was granted approval to subdivide the Property on the 5th day of October 2004 pursuant to Planning Permit No. SA2003.0036.
- C. Pursuant to the conditions of Planning Permit No. SA2003.0036 the Council and the Owner have agreed to enter this Deed of Agreement to give effect to the terms of the Planning Permit and the parties agreement resulting therefrom, which shall by the making of this Agreement, be registered and remain on the Property and be enforceable according to the provisions of the Land Use Planning and Approvals Act 1993 as amended from time to time.

I David Edwin Sales, General Manager, Devonport City Council certify the within document as a true and correct copy of the original document.

.....
D.E. SALES, GENERAL MANAGER

**OPERATIVE PART:**

1. (a) This Deed of Agreement binds the Owner and any subsequent owner of the Property.

(b) In this Deed a reference to the Owner shall unless the context does not permit include a reference to any subsequent owner of the Property.
2. The Owner agrees to subdivide the Property on the following conditions: -
 - (a) The Owner acknowledges and accepts that for lots containing land above the 70 metre level, 'Good Engineering Hillside Practices/Landslip Risk Management' should be observed when carrying out any development works (including landscaping). The Purchaser of every lot will be informed of the need to observe the recommendations of the geotechnical consultants (Coffey) and provided with a copy of Appendix D of their report (a copy of which is annexed). Development plans must be reviewed and checked by a competent practitioner registered under the Building Act 2000 or its equivalent.
 - (b) Development of Lots 2, 3, 62, 63, 64, 65, 66, 67, 71, 72, 73, 83, 84, 85, 86, 87, 95, 96, 97, 98 and 100 is to incorporate 10mm laminated glazing or equivalent to all windows in noise sensitive rooms facing the northern buffer zone. Where practicable, windows are to be fixed.
 - (c) Building envelopes preventing the erection of dwellings within 50m of the Light Industrial Zone boundary area to be placed on Lots 87, 95 and 96 as shown on the site plan.

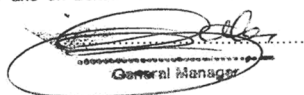


- (d) Any lots containing land within 70 metres of the southern and south-western boundaries of the concrete batching plant adjacent to The Avenue shall be subject to a building line to prevent dwellings being erected closer than 70 metres from those boundaries.
- (e) A \$250,000 works contribution is to be made to assist in the augmentation of sewerage infrastructure in Devonport. The payment of these funds is to be as follows:
 - (i) payment of 20% of the total amount upon submission of engineering drawings for Stage 1 to Council for approval; and
 - (ii) Payment of the balance, on an allotment pro rata basis, to be made upon the stage lodgement of the respective Final Survey Plan for sealing by Council.
- (f) A \$40,000 works contribution is to be made to assist in the upgrading of the Stony Rise Main Road/Tugrah Road junction upon lodgement of engineering plans for Stage 2.
- (g) The Owner acknowledges and accepts that in the event of power failure, a gravity water supply may not be available to lots containing land above the 85 metre DSD level.
- (h) In respect of lots 10 to 25 inclusive and lot 150, the Owner shall provide protection from potential bushfires within each property by providing and maintaining modified fuel loads between buildings and the bushland to the south. Landscaping should include wildfire protection features to prevent or inhibit spread of fire and minimise risk of damage to buildings and property. Buildings on these lots are to be sited to provide adequate separation from the southern boundary and shall incorporate building design and construction features to reduce the risk of buildings catching fire.

EXECUTED as a Deed

THE COMMON SEAL of)
the DEVONPORT CITY)
COUNCIL is affixed hereto)
pursuant to a resolution of)
the Council passed on)
the day of 2005 in)
the presence of:)

Affixed this 6th day of December, 2005
for and on behalf of the Devonport City Council.


General Manager

EXECUTED by GOLD)
COAST HOLIDAY)
RESORT MANAGEMENT)
PTY LTD ACN 075 054)
367 by authority of its)
Directors in accordance)
with Section 127 of the)
Corporations Act 2001)


Director

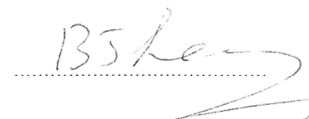

Director

EXECUTED by RUSSELL)
LEON LEARY as trustee)
of the RL & BJ Leary)
Pension Fund in the)
presence of)



Witness sign AK Evans
Witness name Andrea Evans
Witness address 33 Albatross Ave 4218
Witness occupation Naturopath

EXECUTED by BELINDA)
JAYNE LEARY as trustee)
of the RL & BJ Leary)
Pension Fund in the)
presence of)



Witness sign AK Evans
Witness name Andrea Evans
Witness address 33 Albatross Ave 4218
Witness occupation Naturopath

HO 309/1-AD
12 August 2004

APPENDIX D
GOOD PRACTICE FOR HILLSIDE DEVELOPMENT

Coffey 

LANDSLIDE RISK MANAGEMENT

AGS SUB-COMMITTEE

SOME GUIDELINES FOR HILLSIDE CONSTRUCTION

GOOD ENGINEERING PRACTICE

POOR ENGINEERING PRACTICE

ADVICE		
GEOTECHNICAL ASSESSMENT	Obtain advice from a qualified, experienced geotechnical consultant at early stage of planning and before site works.	Prepare detailed plan and start site works before geotechnical advice.
PLANNING		
SITE PLANNING	Having obtained geotechnical advice, plan the development with the risk arising from the identified hazards and consequences in mind.	Plan development without regard for the Risk.
DESIGN AND CONSTRUCTION		
HOUSE DESIGN	Use flexible structures which incorporate properly designed brickwork, timber or steel frames, timber or panel cladding. Consider use of split levels. Use decks for recreational areas where appropriate.	Plot plans which require extensive cutting and filling. Movement intolerant structures.
SITE CLEARING	Retain natural vegetation wherever practicable.	Indiscriminately clear the site.
ACCESS & DRIVEWAYS	Satisfy requirements below for cuts, fills, retaining walls and drainage. Council specifications for grades may need to be modified. Driveways and parking areas may need to be fully supported on piers.	Excavate and fill for site access before geotechnical advice.
EARTHWORKS	Retain natural contours wherever possible.	Indiscriminate bulk earthworks.
CUTS	Minimise depth. Support with engineered retaining walls or batter to appropriate slope. Provide drainage measures and erosion control.	Large scale cuts and benching. Unsupported cuts. Ignore drainage requirements.
FILLS	Minimise height. Strip vegetation and topsoil and key into natural slopes prior to filling. Use clean fill materials and compact to engineering standards. Batter to appropriate slope or support with engineered retaining wall. Provide surface drainage and appropriate subsurface drainage.	Loose or poorly compacted fill, which if it fails, may flow a considerable distance including onto property below. Block natural drainage lines. Fill over existing vegetation and topsoil. Include stumps, trees, vegetation, topsoil, boulders, building rubble etc in fill.
ROCK OUTCROPS & BOULDERS	Remove or stabilise boulders which may have unacceptable risk. Support rock faces where necessary. Engineer design to resist applied soil and water forces.	Disturb or undercut detached blocks or boulders. Construct a structurally inadequate wall such as sandstone flagging, brick or unreinforced blockwork. Lack of subsurface drains and weepholes.
RETAINING WALLS	Found on rock where practicable. Provide subsurface drainage within wall backfill and surface drainage on slope above. Construct wall as soon as possible after cut/fill operation.	
FOOTINGS	Found within rock where practicable. Use rows of piers or strip footings oriented up and down slope. Design for lateral creep pressures if necessary. Backfill footing excavations to exclude ingress of surface water.	Found on topsoil, loose fill, detached boulders or undercut cliffs.
SWIMMING POOLS	Engineer designed. Support on piers to rock where practicable. Provide with under-drainage and gravity drain outlet where practicable. Design for high soil pressures which may develop on uphill side whilst there may be little or no lateral support on downhill side.	
DRAINAGE		
SURFACE	Provide at top of cut and fill slopes. Discharge to street drainage or natural water courses. Provide general falls to prevent blockage by siltation and incorporate silt traps. Line to minimise infiltration and make flexible where possible. Special structures to dissipate energy at changes of slope and/or direction.	Discharge at top of fills and cuts. Allow water to pond on bench areas.
SUBSURFACE	Provide filter around subsurface drain. Provide drain behind retaining walls. Use flexible pipelines with access for maintenance. Prevent inflow of surface water.	Discharge roof runoff into absorption trenches.
SEPTIC & SULLAGE	Usually requires pump-out or mains sewer systems; absorption trenches may be possible in some areas if risk is acceptable. Storage tanks should be water-tight and adequately founded.	Discharge effluent directly onto and into slopes. Use absorption trenches without consideration of landslide risk.
EROSION CONTROL & LANDSCAPING	Control erosion as this may lead to instability. Revegetate cleared area.	Failure to observe earthworks and drainage recommendations when landscaping.
DRAWINGS AND SITE VISITS DURING CONSTRUCTION		
DRAWINGS	Building Application drawings should be viewed by geotechnical consultant.	
SITE VISITS	Site Visits by consultant may be appropriate during construction.	
INSPECTION AND MAINTENANCE BY OWNER		
OWNER'S RESPONSIBILITY	Clean drainage systems; repair broken joints in drains and leaks in supply pipes. Where structural distress is evident seek advice. If seepage observed, determine causes or seek advice on consequences.	

LANDSLIDE RISK MANAGEMENT

AGS SUB-COMMITTEE

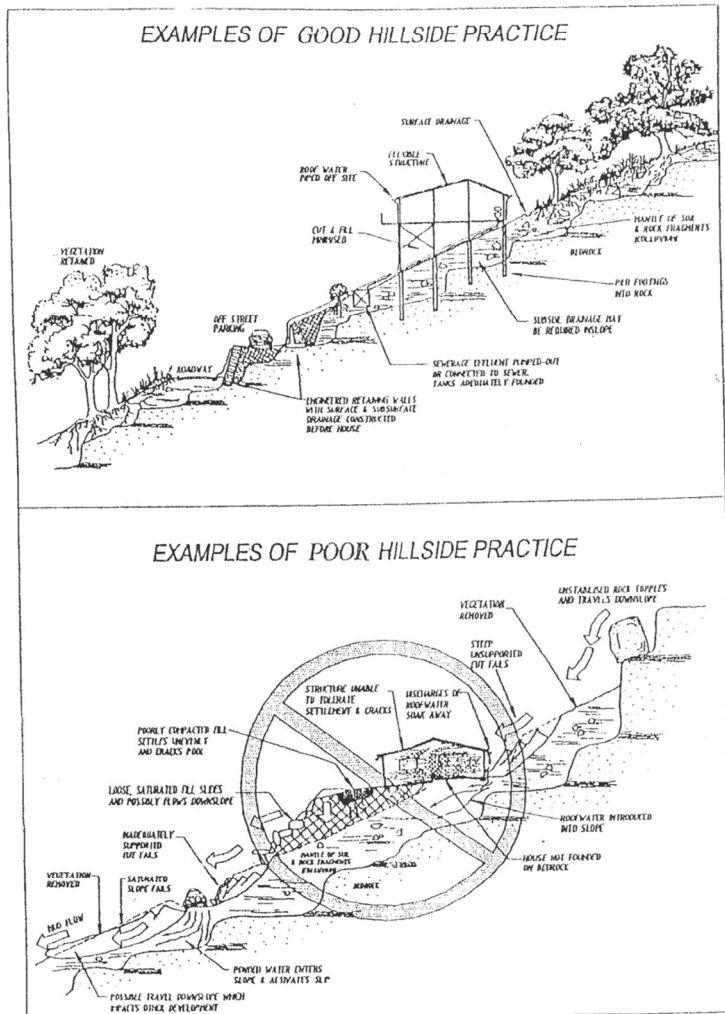


Figure J1 Illustrations of Good and Poor Hillside Practice

Our Ref: 20.027

Measured form and function



13 March 2020

Planning Department
Devonport City Council
By Email: council@devonport.tas.gov.au

6ty Pty Ltd
ABN 27 014 609 900

Postal Address
PO Box 63
Riverside
Tasmania 7250
W 6ty.com.au
E admin@6ty.com.au

Dear Sir/Madam,

Tamar Suite 103
The Charles
287 Charles Street
Launceston 7250
P (03) 6332 3300

**PROPOSED MULTIPLE DWELLINGS, 37 LEARY AVENUE, STONY RISE –
PLANNING SUBMISSION**

57 Best Street
PO Box 1202
Devonport 7310
P (03) 6424 7161

Please find enclosed a planning application to construct two multiple dwellings at 37 Leary Avenue, Stony Rise. In addition to this cover letter, the application comprises the following documents:

1. Completed permit application form.
2. Development plans.
3. Certificate of title for the site.

The cover letter provides details the proposed development and addresses the relevant standards in the *Devonport Interim Planning Scheme 2015* (the "Scheme").

1. Planning overview

Location	37 Leary Drive, Stony Rise
Title Information	Folio of the Register Volume 145993 Folio 38
Land Area	1,068m ²
Use Class	Residential – multiple dwellings
Proposed Development	Construction of two multiple dwellings
Zone	10.0 – General Residential
Overlays	Operational Airspace
Discretions	<ul style="list-style-type: none"> • Clause 10.4.2 'Setbacks and building envelope for all dwellings', Performance Criteria P1 and P3. • Clause 10.4.3 'Site coverage and private open space', Performance Criteria P1 and P2. • Clause 10.4.4 'Privacy for all dwellings', Performance Criteria P1 and P2. • Clause E9.5.1 'Provision for parking', Performance Criteria P1.

Our Ref: 19.241

Measured form and function



2. Subject Site

The site is a rectangular shaped lot that has an area of 1,068m². It was created as part of the 'Tiers' subdivision in the early 2000s. The site is currently undeveloped. It has a fall of approximately 6.5m from the Leary Avenue frontage to the rear (northern) boundary of the lot.



Figure 1 –Subject Site

A Part 5 Agreement applies to this site along with all other lots developed as part of the 'Tiers' subdivision. The agreement has a number of development controls and recommendations. The only such provision that is relevant to the site encourages development to be constructed in accordance with the 'Good Engineering Hillside Practices/Landslip Risk Management'. The design is generally consistent with those guidelines in that it accommodates the fall of the land, involving split levels and excavations that have been minimised. The dwellings will be constructed with lightweight cladding and retaining walls will be engineer designed.

3. Proposed Use and Development

It is proposed to construct two multiple dwellings at the site. Each dwelling will have an identical floor plan including 3 bedrooms and a double garage. It is intended that the development will eventually be strata titled, with each dwelling located on a strata-lot of equal size. The dwellings will have a separate driveway access from the road.

The proposed development will have a maximum building height of 7.275m and an overall height of up to 98.62m AHD. There is a restrictive covenant registered on the title for the site that limits building height to no greater than 5m above natural ground level in the middle of its southern (frontage) boundary. The natural ground level at this point is 95.25m and the height limit is therefore 100.25m. The proposed height will be lower than this limit. It will also not penetrate the Obstacle Limitation Surface indicated on the Operational Airspace overlay, and therefore complies with the Airport Impact Management Code.

Page 2 of 5

Our Ref: 19.241

Measured form and function



4. Planning Assessment

The site is zoned General Residential. The proposal is categorised into the Residential use class under the Scheme, which applies to multiple dwellings. In accordance with the Use Table for the zone in Clause 10.2, the proposed use ordinarily has a Permitted status in the zone. However, the proposed development relies on several Performance Criteria in the Scheme and a Discretionary permit is therefore required. The applicable Performance Criteria are addressed below.

4.1 Clause 10.4.2 'Setbacks and building envelope for all dwellings', Performance Criteria P1

The setback of the proposed dwellings from the Leary Avenue frontage will be between 3.254m and 3.283m, which is compatible with the frontage setback of the existing dwellings in the street. In particular, the multiple dwelling in the southern portion of the adjoining lot to the west is setback 3.5m from the frontage. The proposed frontage setback is also partly in response to the topography of the site in that it minimises the length of driveways that extend down the slope. In this respect, it is noted that the proposed frontage setback of the garages complies with Clause 10.4.2 Acceptable Solution A2(c). This is because the site slopes down at a gradient of 23% for 10m from the frontage, which is steeper than the 20% identified in the Acceptable Solution. The proposal complies with Clause 10.4.2 Performance Criteria P1.

4.2 Clause 10.4.2 'Setbacks and building envelope for all dwellings', Performance Criteria P3

The proposed dwellings will extend outside the building envelope described in Clause 10.4.2 Acceptable Solution A3. Specifically, the northern portion of the lower ground floor level of each dwelling will extend into the rear setback. The outer side walls associated with the ground floor (upper) level of the dwellings will extend outside the 45° sides of the envelope.

The setback of the proposed dwellings from the rear boundary will not cause an unreasonable loss of amenity to the adjacent lots to the rear (north) of the site. Given the orientation, there will be no overshadowing of these lots. Given the dwellings will step down the slope within the site, and the lower ground floor levels will be adjacent to the rear boundary, there will be no unreasonable visual impact caused by the apparent scale, bulk or proportions. The adjacent lots include two sites to the north-west which each contain two multiple dwellings. The rear dwellings within those sites, which are both evident in Figure 1, have a similar setback to the proposed development. The adjoining dwelling immediately to the north is setback approximately 4m from the rear boundary. The proposed development therefore provides separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.

The setback of the proposed dwellings from the side boundaries will not cause an unreasonable loss of amenity to the adjoining lots to each side. These adjoining lots are located to west and east, and will therefore be overshadowed for a portion of the day only (in the morning and afternoon respectively), with the extent of overshadowing increasing towards their southern boundary. The northern sector of the dwellings within the adjoining lots will not be overshadowed by the proposed development. The proposed development will not overshadow the private open space areas in the adjoining lot to the west, which are located to the north and west of the dwellings therein. The private open space in the northern sector of the lot to the east will not be overshadowed.

Page 3 of 5



Our Ref: 19.241

Measured form and function

The adjoining lot to the west includes a driveway along the shared boundary and the dwellings are therefore setback a minimum of 5.5m. The adjoining dwelling to the east is setback approximately 7m from its boundary shared with the site. The stepping of the dwellings down the slope will break-up their building form when viewed from the adjoining lots. The side setback of the existing dwellings will further mitigate the visual impacts when the proposal is viewed from those locations.

There is a range of setbacks in the adjoining area. The setback of the proposed development from the boundaries is therefore compatible with the range of setbacks that exist.

The proposal complies with the performance criteria.

4.3 Clause 10.4.3 'Site coverage and private open space', Performance Criteria P1

The proposed development relies on the Performance Criteria due to the proposed site coverage, which will be 62%. It otherwise complies with the Acceptable Solution requirements. The total area of private open space associated with each dwelling will be 115m². The proportion of the site area that will be free of impervious surfaces is 27%.

The private open space areas, outside the building footprints, be complemented in each dwelling by an undercover 26m² deck at lower ground floor level (adjacent to a family room) and a 52m² deck at ground floor level (adjacent to an open plan living, dining and kitchen space). The private open space areas will be of a size and dimensions that will be appropriate for the size of the dwellings. They will be capable of providing outdoor recreational space and operational needs including clothes drying and storage. The external space surrounding the dwellings will provide reasonable areas for the planting of gardens and landscaping. The proposal complies with the performance criteria.

4.4 Clause 10.4.3 'Site coverage and private open space', Performance Criteria P2

Further to the assessment of Clause 10.4.3 Performance Criteria P1, the private open space areas will be directly adjacent to internal living areas and therefore will be capable of serving as an extension of the dwellings for outdoor relaxation, dining, entertaining and children's play. They will also have northerly orientation and will therefore take advantage of sunlight. The proposal complies with the performance criteria.

4.5 Clause 10.4.4 'Privacy for all dwellings', Performance Criteria P1

Overlooking from the 52m² ground floor level decks will be partly screened from each other and the side boundaries by 1m high solid balustrades around their perimeter. It will be further mitigated by the proposed separation from each other and the existing dwellings on the adjoining lots to the west and east. The proposed 5.4m separation between the decks is considered to be sufficient to minimise overlooking. The decks will be setback 2.65m from the side boundary to the west and 2.75m from the side boundary to the east. The adjoining dwellings to the west are setback a minimum of 5.5m from the relevant shared boundary, and the adjoining dwelling to the east is setback 7m from the relevant shared boundary. The separation between the decks and the adjoining dwellings, including their associated private open space, ensures that overlooking will be minimised. The proposal complies with the performance criteria.

Page 4 of 5

Our Ref: 19.241

Measured form and function

**4.6 Clause 10.4.4 'Privacy for all dwellings', Performance Criteria P2**

The master bedroom and living room windows at ground floor level of the dwelling in the wester portion of the site will be setback 1.2m and 2.04m respectively from the western side boundary. The adjoining lot to the west includes a driveway along the shared boundary and the multiple dwellings therein are setback a minimum of 5.5m from that boundary. Their private open space is located to the north and west of the dwellings. The separation between the relevant windows and the adjoining dwellings to the west, including their associated private open space, ensures that overlooking will be minimised. The proposal complies with the performance criteria.

4.7 Clause E9.5.1 'Provision for parking', Performance Criteria P1

The double garage associated with each dwelling will provide for two carparking spaces (per dwelling) in accordance with Table E9.1 of the Scheme. However, the development will not include a formal visitor parking space as also required by the table. The driveway for each dwelling will have sufficient space to accommodate informal visitor parking. Such parking would extend into the driveway crossover however there is no footpath on the northern side of Leary Avenue. It is considered that the proposed development provides adequate and appropriate provision for vehicle parking. The proposal complies with the performance criteria.

5. Conclusion

The proposed use and development involves the construction of two multiple dwellings at 37 Leary Avenue, Stony Rise.

The proposal complies with the applicable zone and code standards, including the following performance criteria:

- Clause 10.4.2 'Setbacks and building envelope for all dwellings', Performance Criteria P1 and P3.
- Clause 10.4.3 'Site coverage and private open space', Performance Criteria P1 and P2.
- Clause 10.4.4 'Privacy for all dwellings', Performance Criteria P1 and P2.
- Clause E9.5.1 'Provision for parking', Performance Criteria P1.

It is therefore submitted that a Discretionary permit can be issued for the use and proposed development in accordance with Section 57 of the *Land Use Planning and Approvals Act 1993*.

Please do not hesitate to contact me should you have any queries on this application.

Yours faithfully

6ty° Pty Ltd

A handwritten signature in black ink that reads 'Ashley Brook'. The signature is written in a cursive, flowing style.

Ashley Brook
Planning Consultant

Project: MULTI UNIT DEVELOPMENT

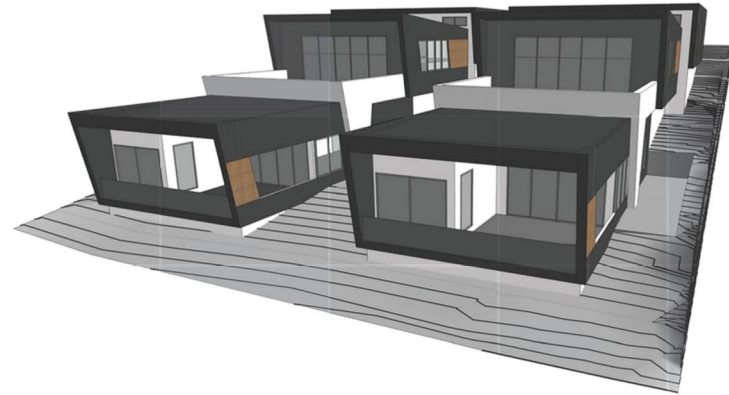
At: 37 LEARY AVENUE
STONY RISE, TAS

For: PALMERS PLUMBING & HARDWARE PTY LTD

Project: 20.027

Drawings:

Ap01 SITE PLAN
Ap02 TYPICAL UNIT FLOOR PLANS
Ap03 TYPICAL UNIT ELEVATIONS
Ap04 TYPICAL UNIT ELEVATIONS



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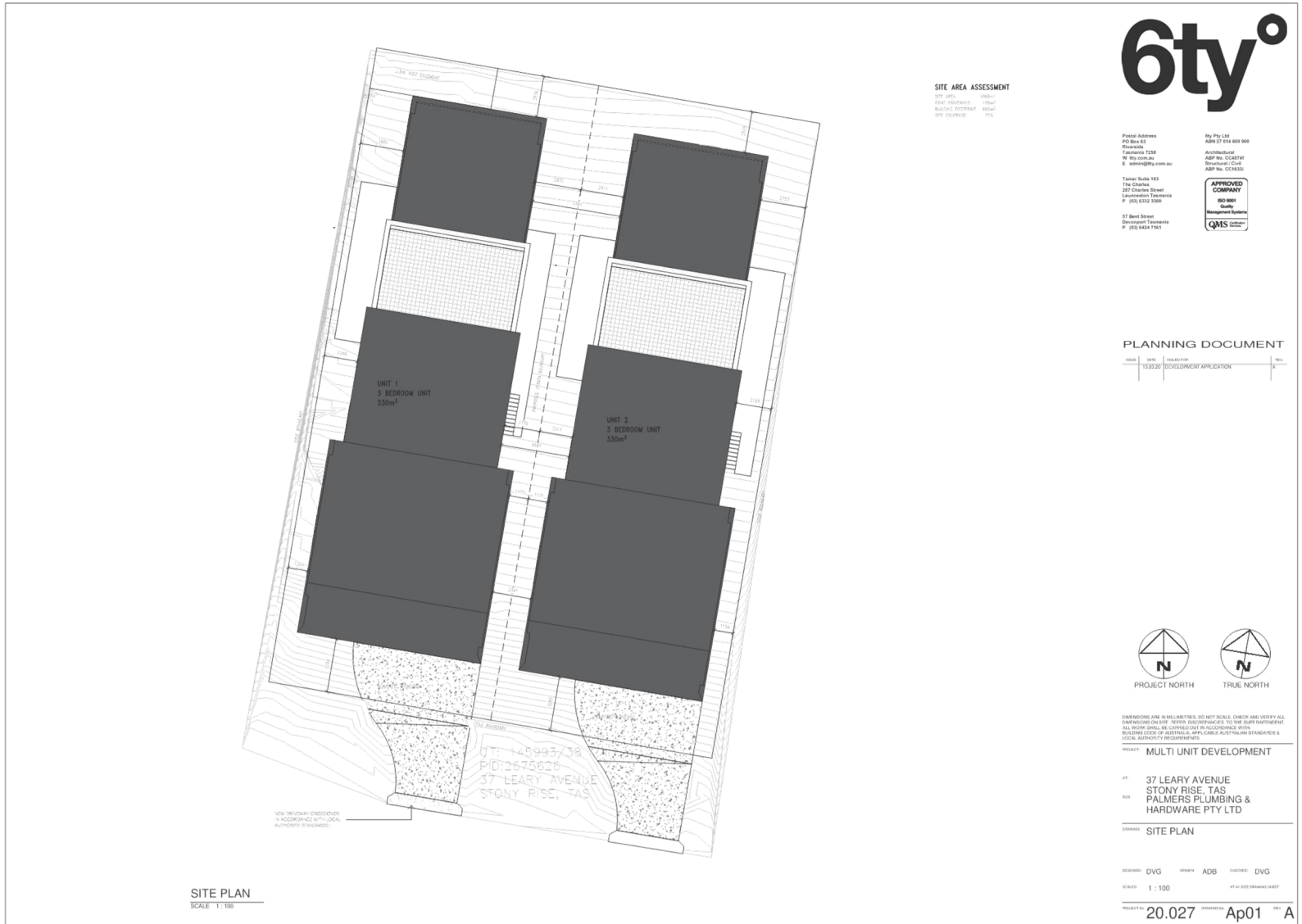
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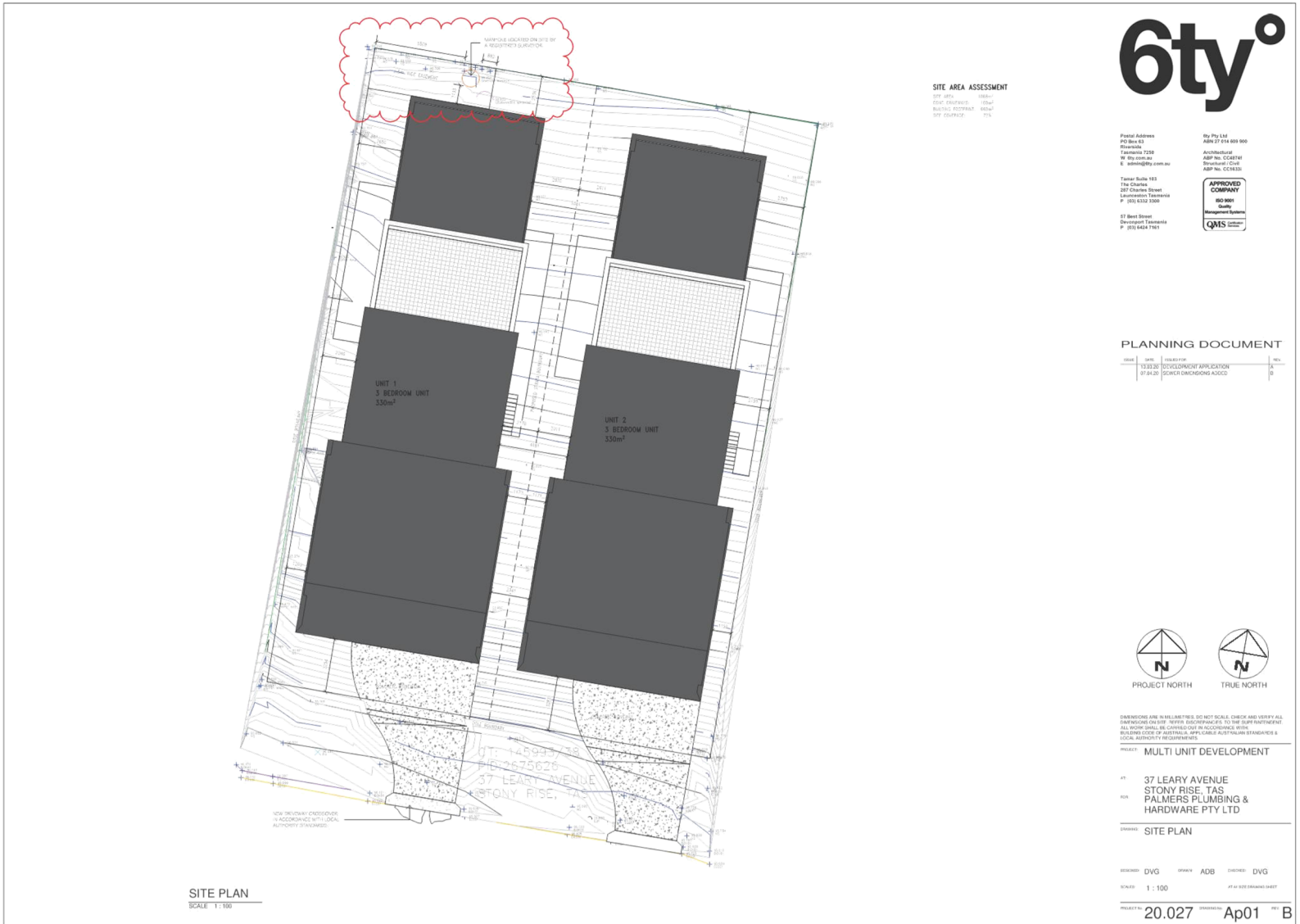
Architectural:
ABP Pty Ltd
Boulder Creek
ABP No. CC1833

APPROVED
COMPANY
ISO 9001
Quality
Management System
QMS

PLANNING DOCUMENT

Issue date: 13.03.2020







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CONTROLLED DOCUMENT



PROJECT NORTH



TRUE NORTH

DIMENSIONS ARE IN MILLIMETRES, DO NOT SCALE. CHECK AND VERIFY ALL DIMENSIONS ON SITE. REFER DISCREPANCIES TO THE SUPERINTENDENT. ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH BUILDING CODE OF AUSTRALIA, APPLICABLE AUSTRALIAN STANDARDS & LOCAL AUTHORITY REQUIREMENTS.

PROJECT: MULTI UNIT DEVELOPMENT

AT: 37 LEARY AVENUE
STONY RISE, TAS
FOR: PALMERS PLUMBING &
HARDWARE PTY LTD

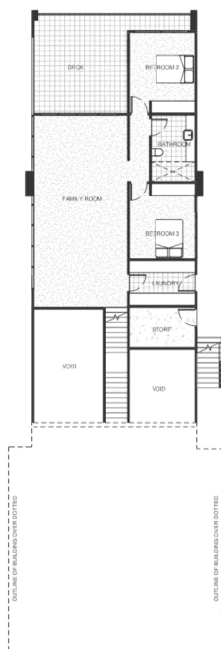
DR-101912 TYPICAL UNIT FLOOR PLANS

DESIGNED: Designer DRAWN: Author CHECKED: Checker

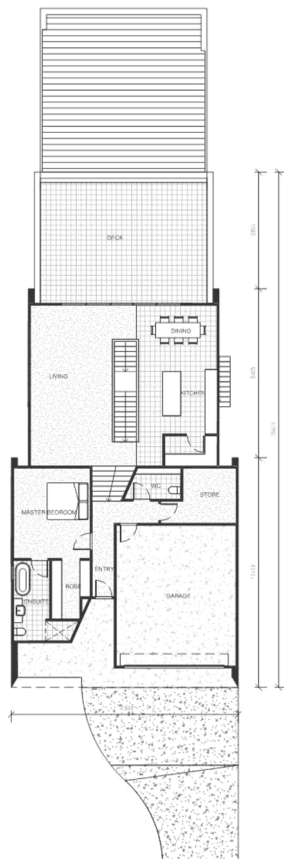
SCALE: 1 : 100 AT A4 SIZE DRAWING SHEET

PROJECT No. 20.037 DRAWING No. Ap03 REV.

PROJECT No. 20.027 DRAWING No. Ap02 REV. A



LOWER GROUND FLOOR PLAN

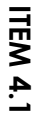


GROUND FLOOR PLAN
SCALE 1 : 100



EAST ELEVATION
SCALE 1:100

ITEM 4.1



5.0 REPORTS

5.1 STORMWATER ASSET MANAGEMENT PLAN

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.1 Develop and maintain long term Strategic Asset Management Plans

SUMMARY

This report is to present the draft Stormwater Asset Management Plan 2020 (SW-AMP) to Council for endorsement for public consultation.

BACKGROUND

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure are provided in a financially sustainable manner.

Council's Stormwater infrastructure assets have a combined replacement value of \$137.7M with an annual depreciation cost of over \$1.3M. Stormwater assets represent the largest asset group by number, and second largest in value.

The SW-AMP has been prepared based on asset and financial data available at December 2019. Therefore, it does not consider any of the current or future impacts of the COVID-19 pandemic and can be considered a 'business as usual' approach. Future reviews of the SW-AMP will respond to the funding changes that are likely to occur due to the impacts of the COVID-19 pandemic.

STATUTORY REQUIREMENTS

Section 70B of the *Local Government Act 1993* relates to Council's requirement to have long term strategic asset management plans for major asset classes.

Local Government (Content of Plans and Strategies) Order 2014 specifies the matters that are required to be included in strategies under the *Local Government Act 1993*.

DISCUSSION

The SW-AMP has been developed utilising a template from the Institute of Public Works Engineering, Australia. The SW-AMP has been prepared as a 'core' asset management plan covering a ten-year forward planning period. Core asset management is a 'top-down' approach where analysis is applied at the system or network level across the asset portfolio.

The plan details seven actions required for the management of Stormwater assets (and services provided from these assets), compliance with regulatory requirements and funding needed to provide the required levels of service over a ten year planning period.

It is intended that the SW-AMP will be reviewed annually during the annual budget planning process and amended to show any material changes in service levels and/or resources available to provide those services as a result of budget decisions. A status update report on the progress of actions from the improvement plan will be reported to Council annually.

COMMUNITY ENGAGEMENT

Consultation has occurred internally with Council staff and representatives from Council's Audit Panel. A thirty day public consultation period will be undertaken to gather community views and feedback in relation to the SW-AMP.

FINANCIAL IMPLICATIONS

The Long Term Financial Plan (LTFP) currently includes the required capital and operational expenditure on Stormwater assets identified in the SW-AMP.

Future revisions of the SW-AMP will incorporate data from improved asset management practices and will provide more accurate expenditure projections to the Long Term Financial Plan. If external impacts on the LTFP reduce available funding as envisaged, the SW-AMP will determine how best to manage the shortfall, although the risk of assets not delivering on their full service potential increases.

RISK IMPLICATIONS

Section six of the SW-AMP details the identified critical risks associated with the Stormwater assets. Future versions of the SW-AMP will consider undertaking risk assessments at an asset class level and measuring infrastructure resilience.

Failure to adequately fund the renewal of existing assets may impact on the level of service delivered to the community into the future.

CONCLUSION

Asset management plans are important strategic planning documents which assist Council to deliver asset-based services and ensure long term sustainability. The Stormwater Asset Management Plan will be reviewed periodically and revised as actions from the Plan are delivered as well as to meet changing circumstances and needs.

ATTACHMENTS

1. AM Plan - Stormwater - 2020-2024 - draft for public consultation

RECOMMENDATION

That the draft Stormwater Asset Management Plan 2020 be received and noted and the release of the plan for a thirty day consultation period be endorsed.

Author:	Michael Williams	Endorsed By:	Matthew Skirving
Position:	Infrastructure & Works Manager	Position:	Executive Manager City Growth



Stormwater Asset Management Plan

April 2020

Next Date of Review:	TBA
Document Controller:	Infrastructure & Works Manager
Document Reviewer:	City Engineer
Date Adopted by Council:	TBA
Resolution Number:	Insert resolution number

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1 EXECUTIVE SUMMARY

This asset management plan (AM Plan) details information about stormwater infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services over a 10-year planning period.

The stormwater network comprises the following assets (as at 17th December 2019):

- Pipes: 249 km
- Manholes and Pits: 7712 items
- Headwalls: 505 items
- Open Drains: 24.7 km
- Subsoil Drains: 62.6 km
- Other Structures: 38 items
- SQIDs: 19 items

These stormwater infrastructure assets have a combined replacement value of \$137,706,000.

The systems Council uses to manage assets include:

- Technology One Finance System
- Technology One Enterprise Suite - Asset
- GIS software (ARCGIS & Geocortex)

We plan to provide stormwater services to mitigate the risk of flooding to people and property. Activities that deliver this outcome include:

- Operation and maintenance of all stormwater assets to meet service levels set in the annual budget.
- Renewal of stormwater assets at end of life, identified in Council's forward capital works program
- Construction of new or upgraded stormwater assets to address a specific issue, identified in Council's forward capital works program
- Acceptance of donated stormwater asset from subdivisions and other developments.

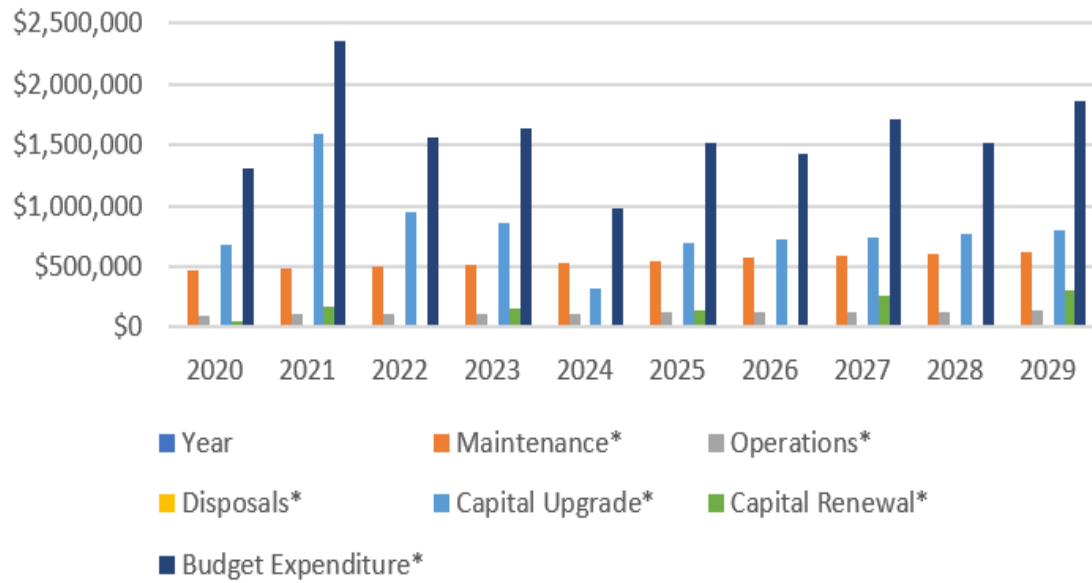
The projected outlay necessary to provide the services covered by this AM Plan includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is \$1,300,000 on average per year. This allocation is nominally available in Council's Long Term Financial Plan (LTFP). However, there is uncertainty on the accuracy of the projected outlay required, and the LTFP is subject to a range of internal and external factors.

Improved asset condition data will improve the accuracy of projected expenditure requirements. Council have recently completed stormwater system management plan which have identified a number of new projects for inclusion in future works programs.

Present funding levels for stormwater assets are enough to continue to provide existing stormwater services, but an increase in service level or provision of new assets to mitigate climate change will require adjustments to Council's LTFP. Council's appetite for risk will determine the extent of any adjustment required.

This is shown in the figure below (the values in the figure are in current, real dollars).

Devonport CC - Projected Capital and Operational Budget



2. INTRODUCTION

2.1 Background

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This AM Plan communicates the actions required for the management of stormwater assets (and services provided from these assets), compliance with regulatory requirements, and funding needed to provide the required levels of service over a 10-year planning period.

The AM Plan is to be read in conjunction with the Devonport City Council's key planning documents:

- Asset Management Policy
- Asset Management Strategy
- Stormwater system management plan
- Stormwater Strategy
- Roads and Stormwater Service Level Document

The infrastructure assets covered by this AM plan are shown in Table 2.1. (as at 17th December 2019)

Table 2.1: Assets covered by this Plan

Asset Category	Dimension	Replacement Value
Pipes	249 km	\$98,674,000
Manholes and Pits	7712 items	\$29,305,000
Headwalls	505 items	\$1,602,000
Open Drains	24.7 km	\$2,956,000
Subsoil Drains	62.6 km	\$4,301,000
Other Structures	38 items	\$562,000
SQIDs	19 items	\$306,000
TOTAL		\$137,706,000

2.2 Goals and Objectives of Asset Ownership

- Council's goal in managing Stormwater assets is to meet the defined level of service (as amended from time to time) in a financially sustainable manner. The key elements of infrastructure asset management are:
 - Defining a level of service
 - Monitoring performance
 - Managing the impact of growth of the asset base and increased demand for services
 - Managing whole of life costs
 - Identifying, assessing and appropriately controlling risks
 - Linking to Council's Long Term Financial Plan

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015
- ISO 55000 Asset Management – Overview, principles and terminology

2.3 Core and Advanced Asset Management

This AM Plan is prepared as a 'core' asset management plan over a 10-year planning period. Core asset management is a 'top down' approach where analysis is applied at the system or network level. An 'advanced' asset management

approach uses a 'bottom up' approach for gathering detailed asset information for individual assets. Council intends to move to an 'advanced' approach in future revisions of this AM Plan.

3. LEVELS OF SERVICE

3.1 Community Research and Expectations

The Local Government Association of Tasmania (LGAT) conduct Community Satisfaction Surveys on a semi-regular basis. The last survey was conducted in 2019. The results compare community satisfaction from each Local Government areas for several services.

To complement the LGAT survey and gain a more detailed understanding of the expectations of the Devonport Community, Council have conducted their own Community Satisfaction Surveys. The last survey was conducted in 2019. One of the key services and facilities with the highest levels of importance were drains, stormwater maintenance.

Prior to the annual budget deliberations, Council seeks input from the community. This gives the community an opportunity to provide feedback regarding where they would like Council to allocate budget funding. This feedback is for both new and renewal projects as well as maintenance funding.

Collection of community expectation and satisfaction levels on a regular basis will improve Council's understanding of the community requirements and expectations of Council's Stormwater assets. Reviewing the questions asked for the budget consultation will give Council an annual indication if the Community's expectation regarding service delivery is being met.

3.2 Strategic and Corporate Goals

- This AM Plan is prepared under the direction of Devonport City Council's vision, mission, goals and objectives.
- Our vision is:
"Devonport will be a thriving and welcoming regional City, living lightly by river and sea."
- Our mission is:
"A commitment to excellence in leadership and service."

Relevant goals and objectives and how these are addressed in this asset management plan are:

Table 3.2: Goals and how these are addressed in this Plan

Goal No.	Goal	Strategy No.	Strategy	AM Plan Context
1	Living lightly on our environment	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.	Natural resource input will be a consideration in selection of asset management decisions related to Stormwater assets including other environmental considerations on erosion and water quality.
2	Building a unique city	2.3.1	Develop and maintain long term Strategic Asset Management Plans	Stormwater assets will be provided and maintained to balance community expectations, technical requirements and long term financial sustainability.
5	Practicing excellence in governance	5.5.2	Ensure comprehensive financial planning to meet sustainability requirements.	This asset management plan will be used to inform Council's long term financial plan.

3.3 Legislative Requirements

There are many legislative requirements relating to the management of Stormwater assets. These include:

Table 3.3: Legislative Requirements

Legislation	Requirement
<i>Local Government Act, 1993, Section 70B</i>	<p>Long-term strategic asset management plans</p> <p>(1) A council is to prepare a long-term strategic asset management plan for the municipal area.</p> <p>(2) A long-term strategic asset management plan is to relate to all assets that are within a class of assets specified in an order under section 70F(3) to be major assets.</p> <p>(3) A long-term strategic asset management plan is to be in respect of at least a 10 year period.</p> <p>(4) A long-term strategic asset management plan for a municipal area is to –</p> <p>(a) be consistent with the strategic plan for the municipal area; and</p> <p>(b) refer to the long-term financial management plan for the municipal area; and</p> <p>(c) contain at least the matters that are specified in an order made under section 70F as required to be included in a long-term strategic asset management plan.</p>
<i>Local Government Act, 1993, Section 70F</i>	<p>Orders determining minimum contents of plans, &c., and classes of assets</p> <p>(1) The Minister, by order, may specify the matters that are required to be included in –</p> <p>(a) a long-term financial management plan; or</p> <p>(b) a long-term strategic asset management plan; or</p> <p>(c) a financial management strategy; or</p> <p>(d) an asset management strategy; or</p> <p>(e) an asset management policy.</p> <p>(2) A matter may be included in a plan, policy or strategy referred to in subsection (1), even though the matter is not specified in an order under subsection (1) as required to be included in such a plan, policy or strategy.</p> <p>(3) The Minister, by order, may specify the classes of assets that are to be taken to be major assets for the purposes of section 70B.</p> <p>(4) The Minister is to consult with councils as to the matters to be included in an order under this section.</p>
<i>Urban Drainage Act 2013, Section 5</i>	<p>Council to provide adequate public stormwater systems</p> <p>(1) A council must, in accordance with the objects of this Act, provide for such public stormwater systems as may be necessary to effectively drain the urban area of the council's municipal area.</p> <p>(2) If a complaint is made to the Minister that a council has failed or neglected to make provision in accordance with subsection (1), the Minister may investigate the complaint.</p> <p>(3) If, after investigating a complaint, the Minister is satisfied that the council has failed or neglected to perform its duty, he or she may make an order declaring the council to be in default and directing it to make provision in accordance with subsection (1) within such period as may be specified in the order.</p> <p>(4) A council may appeal to the Appeal Tribunal against an order under subsection (3) within the period specified in the order.</p>

	<p>(5) The Appeal Tribunal is to hear and determine an appeal in accordance with the Resource Management and Planning Appeal Tribunal Act 1993 .</p> <p>(6) A council must –</p> <p>(a) comply with an order under subsection (3) within the period specified; or</p> <p>(b) lodge an appeal in accordance with subsection (4) .</p> <p>Penalty: Fine not exceeding 1 000 penalty units.</p> <p>(7) If a council fails to comply with any requirement of an order within the period specified, the Minister may take whatever action he or she considers necessary to rectify the council's default, and all the costs and expenses of and incidental to the Minister's action must be paid by the council to the Crown.</p>
Legislation	Requirement
<i>Local Government Act 1993, Section 20</i>	<p>Functions and powers</p> <p>(1) In addition to any functions of a council in this or any other Act, a council has the following functions:</p> <p>(a) to provide for the health, safety and welfare of the community;</p> <p>(b) to represent and promote the interests of the community;</p> <p>(c) to provide for the peace, order and good government of the municipal area.</p> <p>(2) In performing its functions, a council is to consult, involve and be accountable to the community.</p> <p>(3) A council may do anything necessary or convenient to perform its functions either within or outside its municipal area.</p> <p>(4) A council may transfer to a single authority or a joint authority –</p> <p>(a) any of its assets and liabilities on any condition it determines; or</p> <p>(b) any of its employees.</p> <p>(5) A council may –</p> <p>(a) acquire, hold, dispose of and otherwise deal with property; and</p> <p>(b) sue and be sued in its corporate name</p>

3.4 Customer Levels of Service

Customer Levels of Service measure how the customer receives the service and whether value to the customer is provided. Council has defined some customer levels of service in the following documents:

- Stormwater Strategy
- Roads and Stormwater Service Level Document

However, the customer levels of service are not fully defined and have not been matched with community expectations in a formal way.

The levels of service measures in these documents include:

Quality	How good is the service ... what is the condition or quality of the service? e.g. drains works
Function	Is it suitable for its intended purpose Is it the right service? e.g reduce the flooding
Capacity/Use	Is the service over or under used ... do we need more or less of these assets? e.g. pipe size is adequate to carry stormwater

Formalisation of Customer Levels of Service and assessment of the assets against these levels of service to identify over or under servicing will better align the services provided by Stormwater assets with community expectation and needs and assist in prioritizing provision of new and upgraded assets.

3.5 Technical Levels of Service

Technical Levels of Service are the technical measurements and specifications relating to allocation of resources and physical work to best achieve the desired customer outcomes and demonstrate effective performance.

Council often refers to these as 'Service Levels' or 'Maintenance Service Levels'

Technical levels of service are achieved through work under Council's capital and operational budgets, including:

- Operations – the regular activities to provide services (e.g. inspections, clear outfalls, clean open drains),
- Maintenance – activities that enable an asset to provide service for its planned life and may be proactive (e.g. minor concrete repairs) or reactive (e.g. pipe patching),
- Renewal – activities that return the service capability of an asset up to that which it had originally (e.g. replacing a collapsed pipe), and
- New – the activities to provide a higher level of service (e.g. construct new detention basins) or a new service that did not exist previously (e.g. an extension of the pipe network).

Operations and Maintenance are carried out under Council's operational budget. Renewal and new project work is carried out under Council's capital works program.

Council's technical levels of service for operations and maintenance are defined in the Roads and Stormwater Service Level Document and are reviewed annually.

4. FUTURE DEMAND

4.1 Demand Drivers

Demand drivers that may impact future service delivery and use of assets were identified and are documented as:

- Total population
- Public Stormwater availability and utilisation
- Change of land use
- Climate change

4.2 Demand Forecasts

Stormwater assets are impacted by changes in demand in that they have finite capacity so additional flow from either human or environmental factors will increase demand and at some point, exceed capacity. These are shown in table 4.2 below.

Table 4.2: Demand Forecasts on Stormwater Assets

Asset Category	Impacted by changes in demand
Pipes	Yes
Manholes and Pits	Yes
Headwalls	Yes
Open Drains	Yes
Subsoil Drains	Yes
Other Structures	Yes
SQIDs	Yes

Council undertakes hydraulic modelling of all stormwater catchments to determine the current performance of the stormwater network and to identify locations at risk of flooding. This data is included in Council's Stormwater System Management Plan (SSMP).

4.3 Demand Management Plan

The SSMP analyses the performance of existing infrastructure and includes a risk assessment for each catchment. AS at December 2019, 79% of the catchments have been assessed. The table 4.3 shows summary of the risk ratings for Devonport city council 75 urban catchments.

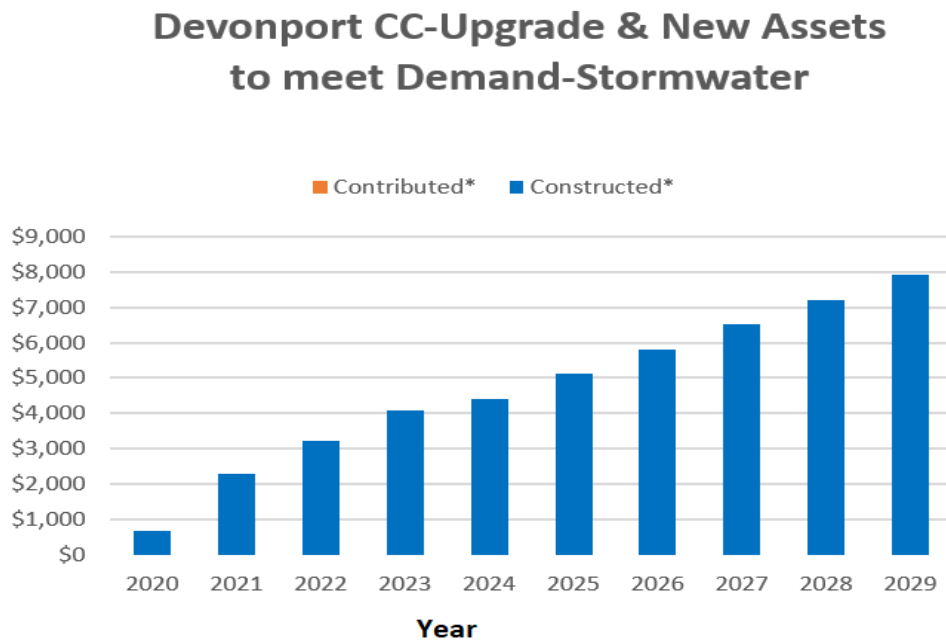
Table 4.3: Summary of the risk ratings

Risk Rating	Total Catchments	% Total
High	4	5%
High-Medium	0	0%
Medium-High	1	1%
Medium	9	12%
Low-Medium	45	60%
Low	0	0%
Not Classified (TBC)	16	21%
TOTAL	75	

4.4 Asset Programs to meet Demand

- The new assets required to meet demand can be constructed as part of Council's capital works program or may be donated or acquired from private developers.
- The projection of the cumulative value of additional asset is shown in Figure 1. This projection is based on:
 - Contributed assets - as an average of past subdivisional assets donated to Council.
 - Constructed assets - the projected capital upgrades and new assets detailed in the forward capital works program.

Figure 1: Upgrade and New Assets to meet Demand – (Cumulative)



- Figure 1 represents the expected value on a cumulative basis of new assets that will be contributed and constructed and upgraded. The contributed asset forecast is assumed to be negligible due to low forecast population growth and the relatively low value of stormwater assets in subdivisions if they do occur. (Values are in current (real) dollars)
- The construction of new assets is driven from the SSMP and is reflected in the Forward Capital Works Program. However, the rate at which this investment is made must align with the LTFP. Council is required to balance the affordability of new assets with the risk of not constructing them.
- Acquiring these new assets will commit ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long term financial plan further in Section 5.
-

5. LIFECYCLE MANAGEMENT PLAN

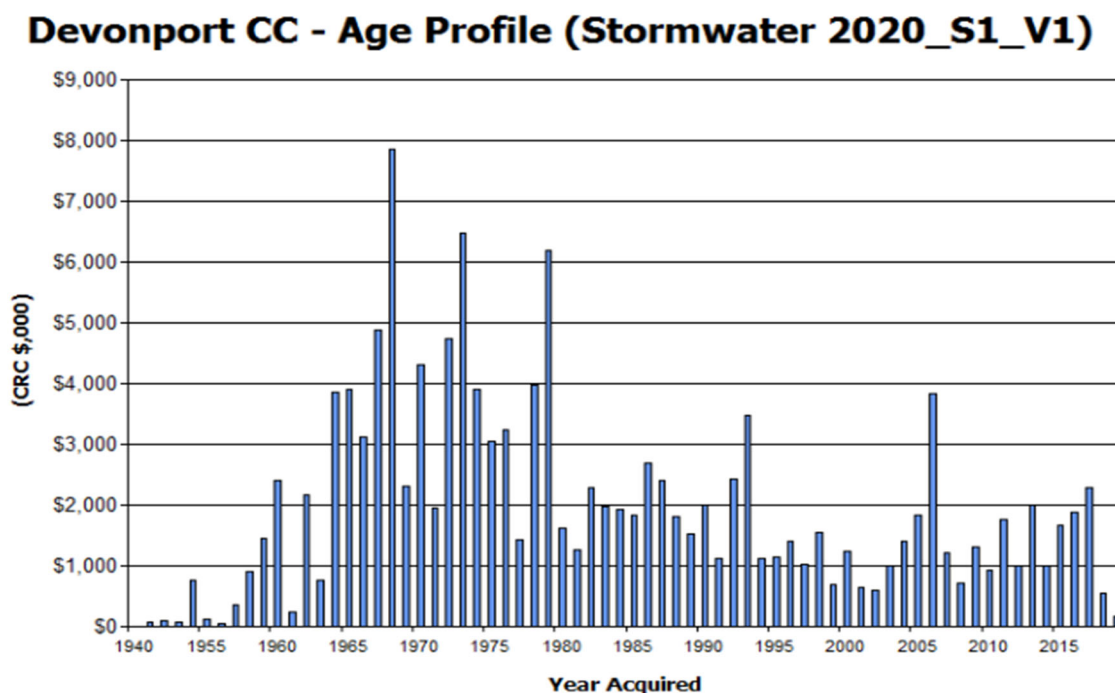
The lifecycle management plan details how Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while managing life cycle costs.

5.1 Background Data

5.1.1 Physical parameters

Council's Stormwater assets include a mixture of medium and long-life assets. The age profile of the assets included in this AM Plan are shown in Figure 2 (values are in current dollars).

Figure 2: Asset Age Profile



The peak between 1960 and 1980 is reflective of a period of population growth for Devonport. Most of the pipe network in the urban area was constructed during this period.

5.1.2 Asset capacity and performance

Council has adopted some key performance criteria for Stormwater assets in strategic documents, which are reflective of Customer Levels of Service including;

- Stormwater Strategy
- Stormwater system management plan
- Roads and Stormwater Service Level Document

Catchments identified as priority for upgrade in the SSMP now need a more detailed analysis to plan specific upgrade projects so that the customer levels of service can be met. This would allow the creation of a more comprehensive capital works program and prioritisation of high-risk areas.

An asset management system is required to effectively manage data related to Customer Levels of Service.

5.1.3 Asset condition

Asset condition data is collected as part of various programs on certain asset types (stormwater pits, pipes, major CCTV camerawork, stormwater outfall program). Condition data is managed effectively to inform asset renewal programs.

Implementation of an asset management system will allow storage, interrogation and management of key asset data, including condition.

Development of a full program of asset condition assessments will result in major improvements in the reliability of asset data, notably projected renewal dates. Therefore, the projected asset renewal funding requirements in the forward capital works program will be more accurate. This then improves the reliability of Council's Long-Term Financial Plan.

Asset condition assessment processes should be developed using IPWEA practice notes where available.

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services such as safety and amenity (e.g. inspections clear outfalls, clean open drains).

Maintenance includes activities that enable an asset to provide service for its planned life and may be proactive (e.g. CCTV camera work) or reactive (e.g. patching).

Operations and maintenance expenditure is shown in Table 5.2.1.

Table 5.2.1: Operations and Maintenance Expenditure Trends

Year	Operations and Maintenance Budget \$
2017-18	\$379,622
2018-19	\$417,832
2019-20	\$572,500

Operational and maintenance expenditure levels appear to be sufficient to meet projected service levels. However, no objective assessment of funding levels has been undertaken. To confirm required projected operational and maintenance expenditure the following activities need to be completed over a 2 - 3 year period;

- Completion of maintenance inspections in accordance with Council's Service Level Documents
- Generation of work requests resultant from maintenance inspections
- Performance reporting on completion of work requests in timeframes specified by Council's Service Level Document
- Implementation of program of asset condition assessments to determine overall condition of asset class

Inadequate funding of operations and maintenance, inefficient use of resources, or incorrect prioritisation of work can result in asset condition deteriorating beyond a level where it can be addressed through maintenance. Beyond this point, more expensive capital renewal is required. This creates an overall reduction in asset condition or requires increased expenditure, neither of which is a desired outcome.

Until these processes are embedded, and reporting can be provided consistently, there is uncertainty around the adequacy of current funding of operations and maintenance levels and future projection of required funding.

5.2.2 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is shown in Figure 4. This graph shows an increase as it assumes that the asset base will increase (as shown in Figure 1).

Figure 4: Projected Operations and Maintenance Expenditure

Devonport CC-Projected Operational and Maintenance Budget-Stormwater

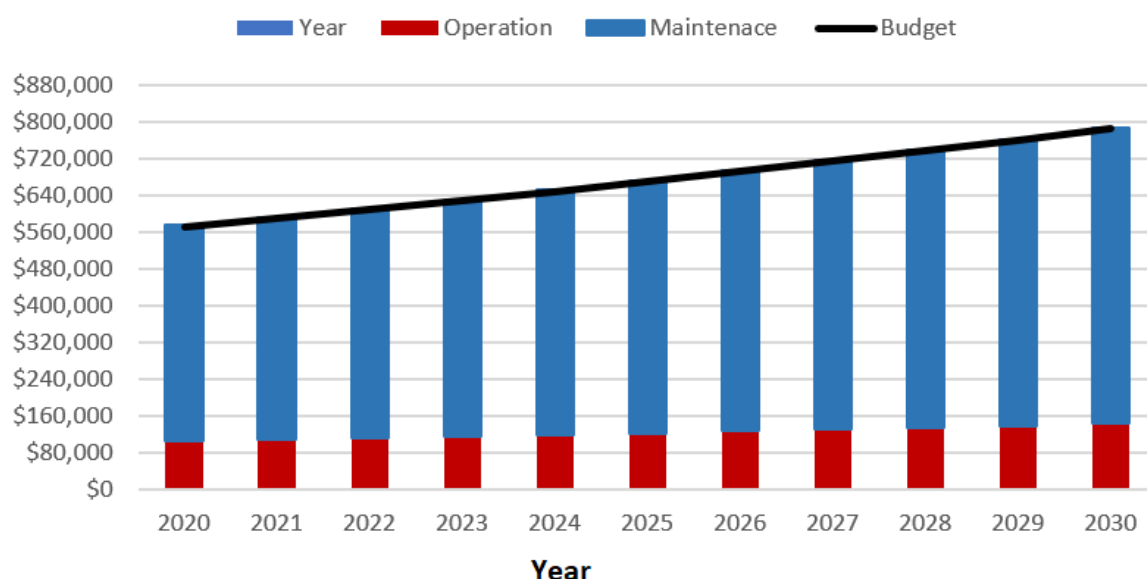


Figure Values are in current (real) dollars.

- Maintenance and operational cost as a percentage of total asset value; current replacement cost and written down value is show in the following graphs. The shows funding trends in context of a growing asset base.

5.2.3 Deferred Maintenance

- Deferred maintenance is work that is required to meet Council's technical levels of service but is unable to be completed within the required timeframe due to budget constraints.
- Council does not defer maintenance in normal circumstances. However, it may be required following natural disasters (flood, fire etc) or following periods of accelerated deterioration (e.g. an extended wet period which facilitates blockage of outfalls).

Council has a number of options in these situations including:

- Deferring the identified maintenance, temporarily lowering the level of service
- Reprioritising maintenance work, resulting in different maintenance work being deferred
- Increasing the maintenance budget
- Funding the work from the capital budget, if the required thresholds can be met

The most appropriate option depends on the type of work and the risks of each option should be assessed.

5.3 'Renewal' Projects

Renewal expenditure is major work which restores, rehabilitates, replaces or renews an existing asset to its original condition.

Council's renewal projects have three main drivers:

- Asset renewal – based on condition (but may include 'new' elements to increase capacity)
- Safety and Risk – assets are renewed to address a specific risk (these projects may also have 'new' elements)
- Prioritisation – high profile projects that may have local or regional significance (these projects may also have 'new' elements)

Renewal projects in Council's forward capital works program are identified by the main project driver.

Currently, Council uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year. Assets are inspected and expiry date adjusted once they are within 5 years of their nominal expiry date.

In future, moving to a system that uses capital renewal expenditure projections from external condition modelling systems (like an asset management system), will streamline the identification and prioritisation of renewal projects.

Council's current renewal plan – the forward capital works program – is only a five-year program. Extending this program to 10 years will provide more reliable data to Council's Long Term Financial Plan, as long as it is based on accurate asset condition and age data.

5.3.1 Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate (e.g. replacing a pipes to avoid flooding properties and business), or
- To ensure the infrastructure is of sufficient quality to meet the service requirements (e.g. upgrade pits and pipes to increase the capacity of the stormwater intake).

Council does not use 'Renewal Priority Ranking Criteria' to prioritise renewal and replacement proposals. Instead, the following factors are considered, and engineering judgement applied:

- Asset condition
- Position in relevant asset hierarchy
- Risk to public safety
- Forecast future maintenance

Development of 'Renewal and Replacement Priority Ranking Criteria' that can compare and prioritise Stormwater renewal projects of different types will improve the consistency and transparency of the forward capital works program.

5.3.2 Summary of future renewal expenditure

The projected expenditure on renewal projects is shown in Figure 5. This data reflects the value of assets requiring renewal over the next 10 years, as listed in the asset register. In the long term, renewal expenditures are forecast to increase over time when the asset stock increases.

Variances will occur from year to year depending on the specific assets requiring renewal each year. It may also be preferable to 'smooth expenditure' to reduce large variances and ensure consistent and manageable workloads. The projected capital renewal program is shown in Appendix A.

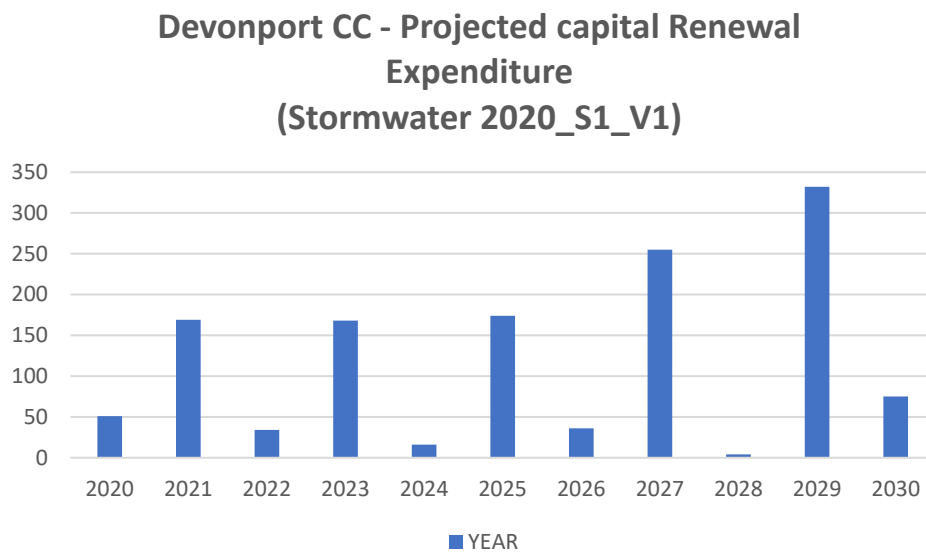


Figure 5: Projected Capital Renewal and Replacement Expenditure

- Figure 5 shows the projected capital renewal expenditure based on current replacement cost and on the data from Councils' asset register of useful life and resultant expiry date. All figures are shown in real values.

The remaining assets are still in service and therefore have a remaining useful life. Work to assess the condition of these assets and input this condition data into an asset management system will allow the expiry dates of these assets to be recalculated, vastly improving the accuracy of the projected capital renewal expenditure.

5.3.3 Deferred Renewal Projects

- Deferred renewal projects are projects that are required to meet Council's technical levels of service but are unable to be completed within the required timeframe due to budget constraints.
- Council does not defer renewal projects in normal circumstances; however it may be required following natural disasters (flood, fire etc).

Council has a number of options in these situations including;

- Deferring the identified project, temporarily lowering the level of service.
- Reprioritising renewal work, resulting in different renewal work being deferred
- Increasing the capital budget

The most appropriate option depends on the type of work and the risks of each option should be assessed.

Renewals and replacement expenditure in the capital works program will be accommodated in the long term financial plan. This is further discussed in Section 7.

5.4 'New' Projects

'New' projects are those that create a new asset that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity.

Council's 'New' projects have three main drivers:

- Asset renewal – based on condition (but may include 'new' elements to increase capacity)
- Safety and Risk – new assets are created to address a specific risk (these projects may also have 'renewal' elements)
- Prioritisation – high profile projects that may have local or regional significance (these projects may also have 'renewal' elements)

'New' projects in Council's forward capital works program are identified by the main project driver.

5.4.1 Selection criteria

'New' projects are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others. Candidate proposals are inspected to verify need and to develop a preliminary renewal estimate:

- Position in relevant asset hierarchy
- Value for money for Council (benefit cost ratio or similar)
- Projected utilisation

Development of 'New Project Priority Ranking Criteria' that can compare and prioritise 'new' Stormwater projects of different types will improve the consistency and transparency of the forward capital works program.

5.4.2 Summary of future 'new' project expenditure

Projected 'new' project expenditures are summarised in Figure 6. The projected upgrade/new capital works program is shown in Appendix A.

Figure 6: Projected Capital Upgrade/New Asset Expenditure

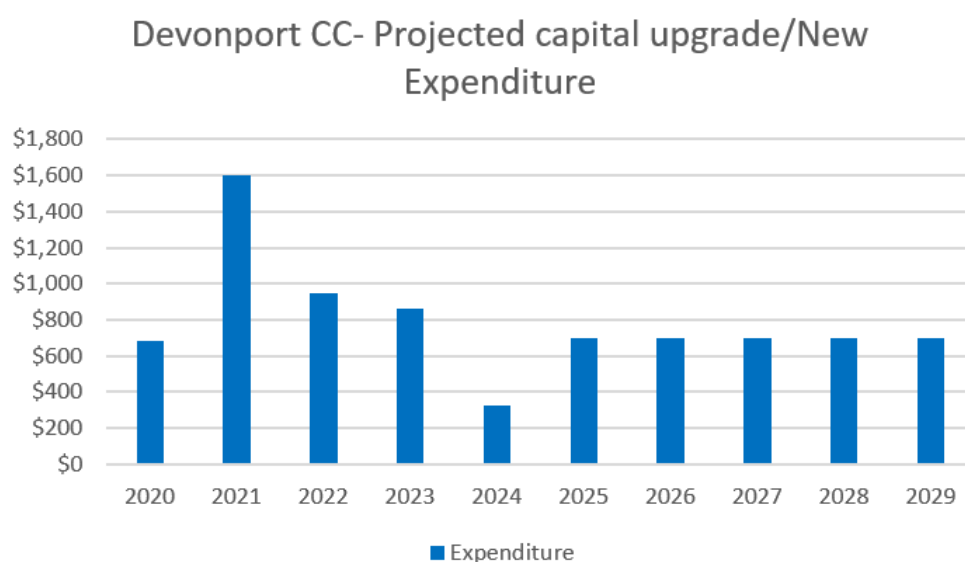


Figure 6 shows the projected capital upgrade/new asset expenditure detailed in the Forward Capital Works Program. All amounts are shown in real values (net of inflation). Values are in current (real) dollars.

The projected 'spike' in 2020 to 23 is largely due upgrade catchments as part of stormwater system management plan. The programming of this type of project is driven by risk of flooding to public.

Projects can be added, deleted, deferred and brought forward during annual budget deliberations, sometimes without consideration for the long term financial plan. Therefore Figure 6 may not be a reliable projection.

- Construction of new assets will commit the funding of ongoing operations, maintenance and renewal costs.

Council's current 'new' project plan – the forward capital works program – is only a 5-year program. Extending this program to 10 years will provide more reliable data to Council's Long Term Financial Plan.

-

5.5 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

5.6 Combined Projected Expenditure

Projected operating and capital expenditures are summarised in Figure 7.

Figure 7: Projected Operating and Capital Expenditure

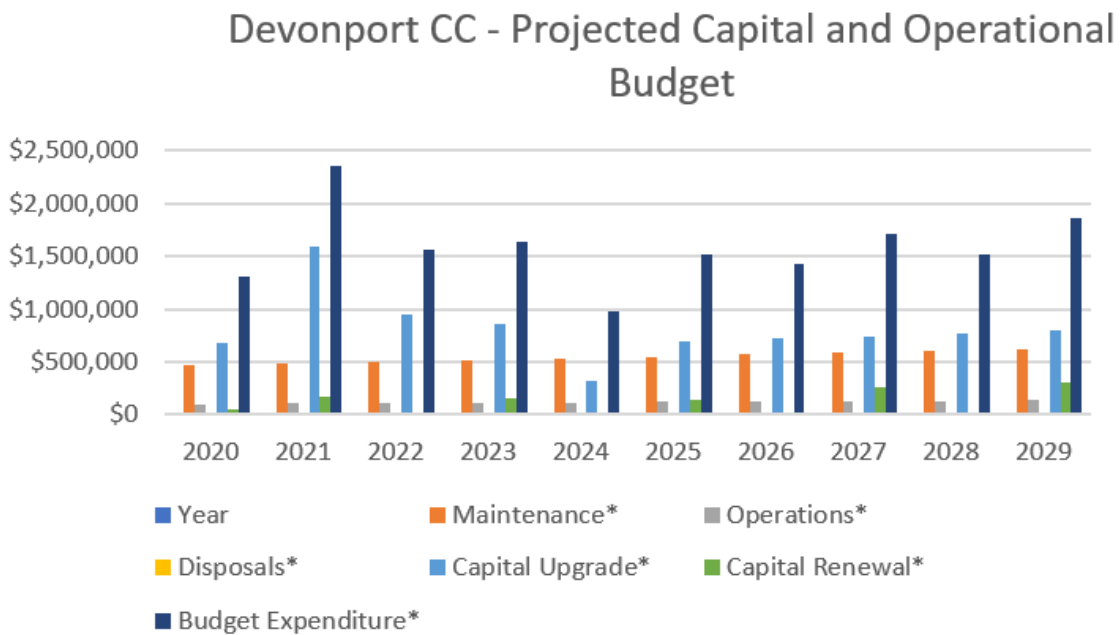


Figure 7 shows the total of projected operating (maintenance and operating) and capital (upgrade/new and renewal) expenditure. The year to year variance is a result of the yearly movements in the projected renewal value, whereas the maintenance and operating expenditure increases marginally each year allowing for contributed and new assets. Figure Values are in current (real) dollars.

6. RISK MANAGEMENT PLAN

The purpose of infrastructure risk management is to document the results and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2009 Risk Management – Principles and guidelines.

Risk Management is defined in ISO 31000:2009 as: ‘coordinated activities to direct and control regarding risk’¹.

An assessment of risks associated with service delivery from infrastructure assets can identify critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Similarly, critical failure modes are those which have the highest consequences.

Critical assets have been identified as;

Critical Asset(s)	Failure Mode	Impact
High capacity pipes	Blockage, crack and collapse	Flooding and financial loss
Stormwater pits	Blockage	Minor flooding, public confidence loss
outflows	Blockage	Upstream flooding and financial loss
pipes under major road assets and buildings	Blockage, crack and collapse	Flooding and financial loss

By identifying critical assets and failure modes, investigative activities, condition inspection programs, maintenance and capital expenditure plans can be targeted at the critical areas.

6.2 Risk Assessment

Council does not undertake risk assessments at an asset class level. Future revisions of this AM Plan will consider undertaking risk assessments at an asset class level.

6.3 Infrastructure Resilience Approach

Council does not measure infrastructure resilience. Future revisions of this AM Plan may consider measuring infrastructure resilience.

6.4 Service and Risk Trade-Offs

Council does not analyse service and risk trade-offs. This AM Plan is based on balancing service performance, cost and risk to provide an agreed level of service from available resources in the long-term financial plan.

¹ ISO 31000:2009, p 2

7. FINANCIAL SUMMARY

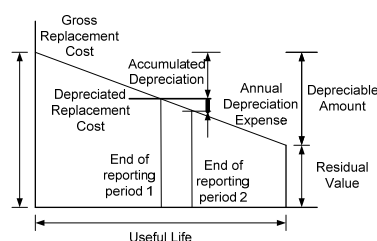
This section contains the financial requirements resulting from all the information presented in the previous sections of this AM Plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

7.1 Financial Statements and Projections

7.1.1 Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below. Stormwater assets are valued at fair value.

Gross Replacement Cost	\$136,943,000
Depreciable Amount	\$136,943,000
Depreciated Replacement Cost ²	\$76,676,000
Annual Average Asset Consumption	\$1,383,000



7.1.2 Sustainability of service delivery

Two key indicators for service delivery sustainability that have been considered in the analysis of the services provided by Council's Stormwater assets, these being the:

- asset renewal funding ratio, and
- medium term budgeted expenditures/projected expenditure (over 10 years of the planning period).

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio³ 29%

The Asset Renewal Funding Ratio is an important indicator and compares the forecasted renewal funding requirements identified in the AM Plan, to the funds included in the Long Term Financial Plan over the next 10 year period. The benchmark established by the Tasmanian Audit Office for the ratio is in a range between 90% and 100%.

The result above indicates Council is forecasting to provide for 29% of asset renewal requirements based on the current asset data. For assets with long lives, like stormwater pipes, in a stormwater network with a low consumption ratio, a low asset renewal funding ratio is acceptable. There is not the number of assets at end-of-life that warrant larger expenditure on renewal projects. Some assets require renewal due to an increase in demand (refer section 4), but often the approach is to construct duplicate assets and retain the existing asset in service.

The renewal funding provided for in the 5-year capital program often reflects funding at a summary level, rather than at a detailed listing. Further refinement of the asset management process will allow Council to identify individual capital works in future years.

Medium term – 10-year financial planning period

This AM Plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10-year financial and funding plans aimed at providing the required services in a sustainable manner.

² Also reported as Written Down Value, Carrying or Net Book Value.

³ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

These projected expenditures may be compared to budgeted expenditures in the 10-year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$1,300,000 on average per year. This allocation is nominally available in Council's Long Term Financial Plan (LTFP). However, there is uncertainty on the accuracy of the projected outlay required, and the LTFP is subject to a range of internal and external factors.

There accuracy of the projected outlay required is currently limited by:

- Asset condition data not currently included in the asset register
- Some capital works projections including operational work or work on other asset classes

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the AM Plan and ideally over the 10-year life of the Long Term Financial Plan.

7.1.3 Projected expenditures for long term financial plan

Table 7.1.2 shows the projected expenditures for the 10 year Long Term Financial Plan.

Year	Maintenance*	Operations*	Disposals*	Capital Upgrade*	Capital Renewal*	Total Budget Expenditure*
2020	\$470,000	\$102,500	\$0	\$680,000	\$51,000	\$1,303,500
2021	\$485,040	\$105,780	\$0	\$1,598,000	\$164,000	\$2,352,820
2022	\$500,561	\$109,165	\$0	\$950,000	\$8,000	\$1,567,726
2023	\$516,579	\$112,658	\$0	\$859,000	\$155,000	\$1,643,237
2024	\$533,110	\$116,263	\$0	\$326,000	\$9,000	\$984,373
2025	\$550,169	\$119,984	\$0	\$700,000	\$140,000	\$1,510,153
2026	\$567,775	\$123,823	\$0	\$722,400	\$11,000	\$1,424,998
2027	\$585,943	\$127,786	\$0	\$745,517	\$255,000	\$1,714,246
2028	\$604,694	\$131,875	\$0	\$769,373	\$15,000	\$1,520,942
2029	\$624,044	\$136,095	\$0	\$793,993	\$310,000	\$1,864,132

Table 7.1.2: Projected Expenditures for Long Term Financial Plan (\$000)

7.2 Funding Strategy

Funding for assets is provided from Council's operational budget and Long Term Financial Plan. Council's financial strategy determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of differing options.

7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added.

Additional assets will generally add to the operations and maintenance needs in the longer term, as well as the need for future renewal. Additional assets will also add to future depreciation forecasts.

7.4 Key Assumptions Made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this AM Plan. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

- Asset age is inversely proportional to asset condition. That is, condition deteriorates linearly over from 'new' to 'failure' over the designated standard asset life.

- Standard assets lives applied to Stormwater assets are a reasonable approximation of the average life of the assets.
- The inventory of assets in the asset register is a reasonable approximation of the asset stock (i.e. there are not a significant number of assets missing from the register)

7.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this AM Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale⁴ below.

Table 7.5: Data Confidence Grading System

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.

The estimated confidence level for reliability of data used in this AM Plan is considered to be **C – uncertain**. Asset data held in the asset register including financial and attribute data is very reliable, however limited condition assessment data has been collected, analysed and documented, therefore uncertain or unknown. Improved confidence will be delivered through the establishment and delivery of an asset condition assessment program and management of condition data in an asset management system.

⁴ IPWEA, 2015, IIMM, Table 2.4.6, p 2 | 71.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices⁵

8.1.1 Accounting and financial data sources

The asset data sources used for the development of this AM Plan included Council's finance system, forward works program and budgets.

8.1.2 Asset management data sources

The asset data sources used for the development of this AM Plan included Council's finance system and asset management register Technology One.

8.2 Improvement Plan

The asset management improvement plan generated from AM Plan is shown in Table 8.1.

Table 8.1: Improvement Plan

Action No	Action	Responsibility	Resources Required	Estimated Timeline	Current Status
1	Implement an asset management system	Infrastructure & Works	Opex	Year 1-2	AM system and AM information system both are currently in the process of an upgrade
2	Inspect 'expired' assets still in service	Infrastructure & Works	Opex	Year 1-2	Condition and performance data collection process will start during the current financial year
3	Establish an asset condition assessment program	Infrastructure & Works	Opex	Year 1-4	Underway
4	Develop forward capital works program in line with Stormwater system management plan findings	Infrastructure & Works	Management	Year 2-4	Already in place, will be matured further after condition data collection process is completed
5	Review LTFP and updated to align with forward works program	Infrastructure & Works	Management	Year 2-4	Dependent on condition data, next financial year budget and LTFP will be based on system backed data
6	review Customer Levels of Service across Stormwater assets	Infrastructure & Works	Opex	Year 3-4	Level of service will be updated once condition data is collected and the condition of assets are identified, LOS will then be re-developed based on the number of assets below the desired level of service
7	Objectively assess operations and maintenance funding levels	Infrastructure & Works	Opex	Year 3-4	
8	Extend forward capital works program from 5 years to 10 years	Infrastructure & Works	Opex	Year 3-4	This will be based on the condition data collected in the field, the data collection process will start this financial year

⁵ ISO 55000 Refers to this the Asset Management System

8.3 Monitoring and Review Procedures

This AM Plan will be reviewed during annual budget planning processes and amended to show any material changes in service levels and/or resources available to provide those services as a result of budget decisions. A status update report on the progress of the actions from section 8.2 Improvement plan will be reported to Council annually.

The AM Plan will be updated annually to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the long term financial plan.

The AM Plan has a life of 4-years.

8.4 Performance Measures

The effectiveness of the AM Plan can be measured in the following ways:

- The degree to which the required projected expenditures identified in this AM Plan is incorporated into the Long Term Financial Plan,
- The degree to which 1-4 year detailed works programs, budgets, business plans and corporate structures take into account the 'global' works program trends provided by the AM Plan,
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Strategic Plan and associated plans,
- The Asset Renewal Funding Ratio achieving the target of 1.0.

9. REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2012 LTFP Practice Note 6 PN Long Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney
- DCC Strategic Plan 2009 – 2030 (2014 review)
- DCC Asset Management Policy
- DCC Asset Management Strategy
- DCC Stormwater system management plan
- DCC Stormwater Strategy
- DCC Roads and Stormwater Service Level Document

10. APPENDICES

Appendix A Forward Works Program

Appendix B Budgeted Expenditures Accommodated in Long Term Finance Plan

Appendix A - Forward Capital Works Program

https://www.devonport.tas.gov.au/wpfd_file/forward-capital-works-program-2019-2024-2/

Appendix B - Budgeted Expenditures Accommodated in Long Term Finance Plan

NAMS.PLUS3 Asset Management		Devonport CC								
© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia										
Stormwater 2020_S1_V1		Asset Management Plan								
First year of expenditure projections		2020	(financial yr ending)							
Stormwater 2020										
Asset values at start of planning period		Calc CRC from Asset Register								
Current replacement cost	\$136,943 (000)	\$136,944 (000)								
Depreciable amount	\$136,943 (000)	This is a check for you.								
Depreciated replacement cost	\$76,676 (000)									
Annual depreciation expense	\$1,383 (000)									
Planned Expenditures from LTFP		Operations and Maintenance Costs for New Assets								
		% of asset value								
		Additional operations costs 0.08%								
		Additional maintenance 0.34%								
		Additional depreciation 1.01%								
		Planned renewal budget (information only)								
		You may use these values calculated from your data or overwrite the links.								
20 Year Expenditure Projections		Note: Enter all values in current 2020 values								
Financial year ending	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenditure Outlays included in Long Term Financial Plan (in current \$ values)										
Operations										
Operations budget	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77
Management budget	\$26	\$26	\$26	\$26	\$26	\$26	\$26	\$26	\$26	\$26
AM systems budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total operations	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103
Maintenance										
Reactive maintenance budget	\$308	\$308	\$308	\$308	\$308	\$308	\$308	\$308	\$308	\$308
Planned maintenance budget	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120
Specific maintenance items budget	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42
Total maintenance	\$470	\$470	\$470	\$470	\$470	\$470	\$470	\$470	\$470	\$470
Capital										
Planned renewal budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned upgrade/new budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-growth contributed asset value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asset Disposals										
Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)										
Additional Expenditure Outlays required and not included above	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Renewal	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
Capital Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
User Comments #2										
Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)										
Forecast Capital Renewal from Forms 2A & 2B	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
	\$732	\$282	\$167	\$620	\$470	\$464	\$464	\$464	\$464	\$464
Forecast Capital Upgrade from Form 2C	\$680	\$1,598	\$950	\$859	\$326	\$700	\$700	\$700	\$700	\$700

5.2 BIKE RIDING STRATEGY 2015-2020 - YEAR 4 STATUS UPDATE

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards

SUMMARY

To report to Council on the progress of the actions outlined in Council's Bike Riding Strategy 2015-2020 (the Strategy).

BACKGROUND

Council first developed and adopted a Cycling Network Strategy in 2010. This Strategy was revised to become the Bike Riding Strategy 2015-2020 and was adopted by Council at its meeting in September 2015 (Min IWC 28/15 refers).

A copy of the Strategy can be found on Council's website at:

<http://www.devonport.tas.gov.au/Council/Publications-Plans-Reports/Council-Plans-Strategies>.

The objective of the Strategy is to make bike riding more accessible and safer for everyone through promotion, community education and by providing a well-maintained network of bike lanes and paths.

The Strategy action plan identifies the activities to be undertaken to meet the objective. This report provides an update on the progress on those activities.

STATUTORY REQUIREMENTS

There are no statutory requirements relating to this report.

DISCUSSION

Achievements and progress against the Strategy Action Plan are outlined in the table attached to this report.

The Strategy contains 26 actions. Four actions have been completed and another five are underway. Ten are ongoing throughout the life of the Strategy. Three are yet to commence, while the remaining four are 'future' actions to be considered in the next strategy review in 2020.

Highlights of the progress made in the last year are:

- Action 1.1: A link from Thomas Street to the East Devonport foreshore path was completed, which also involved improvements to the Eastern ferry pontoon.



Before

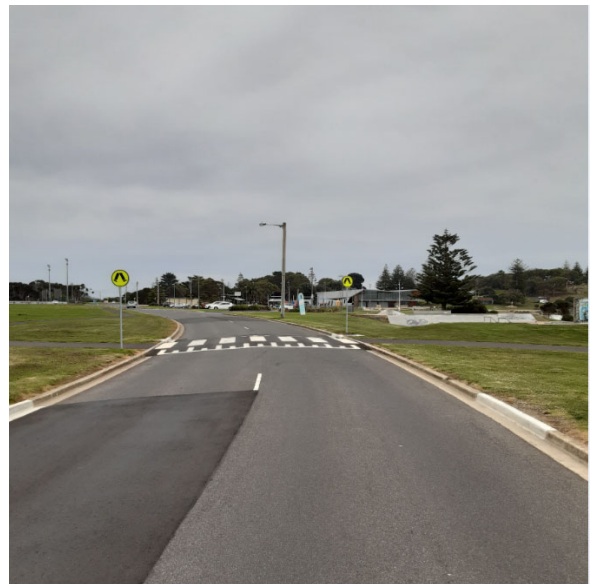


After

- Action 1.3: A link between Clements Street and the Coastal Pathway was significantly improved as part of the Mersey Bluff traffic, parking and pedestrian improvement project.



Before



After

- Action 1.4: Construction of a new link between Gloucester Avenue and the Coastal Pathway is under construction, which improves access to the Bass Strait Maritime Centre.

- | | |
|---|--|
| ① Path to signal station | ④ Path aligns with walkway to viewing platform |
| ② Road crossing in high visibility location | ⑤ Existing seat repositioned clear of path |
| ③ Future path connection | |



DEVONPORT CITY COUNCIL PROJECT Maritime Centre Path Link

- Action 3.2: Construction of the River Road link to from Ambleside to Latrobe is underway, with sections of the concrete path being poured progressively from April. Completion of this section is expected in late 2020.





- Action 7: Lighting has been installed on the Coastal Pathway between Aikenhead Point and the Bluff Skate Park, which now completes lighting of the path between the CBD and Mersey Bluff.





- Action 8: Design and planning work is progressing on the Don to Leith section of the Coastal Pathway, which is funded by three levels of Government.
- Action 16: \$15,670 has been secured from the State Government's Healthy Tasmania Fund for a program to promote commuter riding. A program of events is being developed to commence in late 2020.

Many of the actions that are either yet to commence or underway will not be completed during the five year life of the Strategy, which is nominally September 2020. The action plan was ambitious and heavily reliant on external funding. The opportunity to progress construction of the Coastal pathway to both Latrobe and Leith required a \$1.6M commitment from Council to secure equivalent funding commitments from other levels of government. The commitment to these projects will bring great benefits to Devonport and the region, but has meant many other more modest actions have not progressed at this time.

Furthermore, some projects being considered for construction in the 2020-21 Capital Works program will not progress due to budget constraints Council is facing as a result of the COVID-19 pandemic.

A review of the Strategy is scheduled in 2020-21. Actions that are yet to commence, ongoing or incomplete will be considered for inclusion in the updated strategy. The review provides an opportunity to reprioritise the action plan to deliver on the objective of the updated strategy.

COMMUNITY ENGAGEMENT

Community engagement was not undertaken for the development of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report. Actions requiring capital or operational expenditure are to be considered as part of annual budget deliberations.

RISK IMPLICATIONS

- Political/Governance
Delivering the Strategy Action Plan demonstrates good governance.

Report to Council meeting on 25 May 2020

- Assets, Property and Infrastructure
A key part of the Strategy Action Plan is to maintain the existing paths to the required standard. This will ensure they are fit for use but also that the life cycle cost of the assets is minimised. The construction of new assets will need to be planned and completed in accordance with good asset management practices.
- Communication/Reputation
Delivering the Strategy Action Plan, especially the upgrade of existing paths and construction of new paths, will be well received by the community, enhancing Council's reputation.

CONCLUSION

Progress has commenced on implementation of the actions listed in the Bike Riding Strategy 2015-2020, since it was adopted in September 2015. A review of the Strategy is proposed during 2020-21.

ATTACHMENTS

1. Bike Riding Strategy 2015-2020 - Year 4 Status - action list

RECOMMENDATION

That the report of the Infrastructure and Works Manager be received and Council note the status of actions listed in the Bike Riding Strategy 2015-2020.

Author:	Michael Williams	Endorsed By:	Matthew Skirving
Position:	Infrastructure & Works Manager	Position:	Executive Manager City Growth

Action Plan

Bike Riding Strategy 2015 – 2020 - Year 3 Status Update

No	Action:	Year Planned					Priority: H, M, L	Status	Outputs	Responsible Department
		2017/18	2018/19	2019/20	2020/21	2021/22				
	Objective 1: Improved Linkage to Coastal Pathway									
1.1	High Priority - Nicholls Street, North Fenton Street, Thomas Street						High	Underway	Thomas Street link completed. Remainder will be considered in the 2020-21 Strategy update.	Infrastructure & Works
1.2	Medium Priority - James Street, Mungala Crescent, Pardoe Street, Drew Street						Medium	Yet to commence	To be considered in the 2020-21 Strategy update.	Infrastructure & Works
1.3	Low Priority - Beaumont Drive, Forth Road near Richardson Drive, Riverview Avenue, Ronald Street/Eugene Street, Anchor Drive, Church Street, Clements Street, Oldaker Street						Low	Underway	Clements Street link completed. Remainder will be considered in the 2020-21 Strategy update.	Infrastructure & Works
1.4	Future Priority - Miandetta: Miandetta Park, Devonport (Elizabeth Street, Lower Madden Street, George Street, Gloucester Avenue, West, Eugene Street, Best Street, Don: Jiloa Way, Howell Lane)						Low	Future	Gloucester Avenue link (via BSMC) under construction. Remainder will be considered in the 2020-21 Strategy update.	Infrastructure & Works
	Objective 2: Road Crossing Priority									
2.1	High Priority - Victoria Parade Boat Ramp						High	Complete	Crossings were upgraded as part of the Victoria Parade Boat Ramp project completed as part of 2017/18 capital works program.	Infrastructure & Works
2.2	Medium Priority - Finlaysons Way, Coles Beach Road						Medium	Complete	Road crossing facilities on Coles Beach Road were constructed in 2018. A priority crossing was not required. A review of Finlaysons Way was completed, and minor works undertaken, but a priority crossing was not required.	Infrastructure & Works
2.3	Low Priority – Westport Road						Low	Future	The need for this project will be considered in the 2020-21 strategy update.	Infrastructure & Works

	Objective 3: New Connection Link									
3.1	High Priority – extension to Spreyton						High	Yet to commence	Will only progress if external funding is available.	Infrastructure & Works
3.2	Medium Priority – River Road link to Latrobe						Medium	Underway	Construction is underway, with completion anticipated in late 2020.	Infrastructure & Works
3.3	Low Priority – Tea Tree Lane Link						Low	Future	The need for this project will be considered in the 2020-21 strategy update	Infrastructure & Works
3.4	Future Priority - Stony Rise Road: Leary Avenue to Tugrah Road, Lawrence Drive to Don Road, Don Road to Don Reserve, Middle Road to Quoiba, Oldaker Street Bike Lanes, Miandetta Primary to Middle Road, Forbes Street Bike Lanes, Lyons Avenue Link, Lawrence Drive Bike Lanes, Tugrah Road to Kelcey Tier						Low	Future	Small path extensions on Stony Rise Road constructed through the 2019-20 bus stop project, while further extensions anticipated through private developments that front the road. Remainder will be considered in the 2020-21 Strategy update.	Infrastructure & Works
4	Network Hierarchy (develop a hierarchy of paths and lanes)						High	Complete	A bike route hierarchy was adopted in February 2019 (Min IWC 04/19 refers)	Infrastructure & Works
5	Safety Assessment (undertake safety assessments of paths and lanes)						High	Underway	A safety assessment has commenced.	Infrastructure & Works
6	Remove Hazards (remove bike riding hazards from network)						High	Ongoing	Hazards are being removed or managed as they are identified.	Infrastructure & Works
7	Lighting (Victoria Parade: Cenotaph to North Fenton Street)						Low	Complete	The final stage of this project was completed in 2019, providing lighting between the CBD and Mersey Bluff.	Infrastructure & Works
8	Coastal Pathways (west to Leith, east to Port Sorell)						Future (unless funding available)	Underway	Federal, State and Local Government funding commitments have enabled design work to start on this Don to Leith project with construction likely to start in 2020-21. The link to Port Sorell is unlikely to progress in the short to medium term.	Infrastructure & Works
9	Path and Lane Maintenance (Provide adequate and regular maintenance)						High	Ongoing	Maintenance undertaken in accordance with Service Level Documents.	Infrastructure & Works

Bike Riding Strategy 2015-2020 - Year 4 Status - action list

ATTACHMENT [1]

	Objective 3: New Connection Link									
10	Infrastructure Upgrades Coastal Pathway (widen and improve sections)						Low	Ongoing	This action will be progressed when the condition of the existing path assets warrant replacement. No works are scheduled prior to 2020.	Infrastructure & Works
11	Infrastructure Upgrades Other (included in new subdivisions, road and footpath works)						Low	Ongoing		Infrastructure & Works
12	Provide Signage (provide trackmarker Signage)						Medium	Ongoing	Signage has been installed on designated bike tracks.	Infrastructure & Works
13	Provide Bike Parking (provide Bike Parking)						Medium	Ongoing	Bike racks installed in market square in 2018.	Infrastructure & Works
14	Bike Counts (collect Bike Path Usage Data and undertake counts)						Medium	Ongoing	Bike counts collected annually with the assistance of volunteers	Infrastructure & Works
15	Promotion (Promote the Coastal Pathway as one of Devonport's attractions)						Medium	Ongoing	There is opportunity to progress this action on a regional basis as the Coastal Pathway project progresses.	Infrastructure & Works
16	Promotion and support (bike education, Ride to Work day, bike week, encourage corporate support, implement bike track courtesy measures)						Medium	Ongoing	Bike safety park constructed at Pioneer Park, bike education program implemented as part of the project. Funding secured for commuter riding promotion program in 2020-21.	Infrastructure & Works
17	Lobbying for Funding (seek funding and lobby Government to extend the network)						High	Ongoing	Grant funding was obtained to assist with construction of bike safety park at Pioneer Park. Grant funding has been secured for the Don-Leith and Latrobe-Ambleside links.	Infrastructure & Works
18	New Connection Link - Nixon Street bike lanes, John Street bikes lanes, Charles Street bike Lanes						Low	Yet to commence	A review of the demand for on-road bike lanes is required prior to progressing with these projects. The bike route hierarchy provide guidance on the suitability of lanes vs dedicated paths	Infrastructure & Works

5.3 WASTE STRATEGY 2018-2023 - YEAR TWO STATUS UPDATE

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities

SUMMARY

This report will provide an update to Council on the progress of the actions outlined in Council's Waste Strategy 2018-2023 (the Strategy).

BACKGROUND

Devonport City Council's 2018-2023 Waste Strategy (the Strategy) provides a framework to guide efficient and cost-effective decisions for the delivery of Council managed waste services. The purpose of the Strategy is to reduce the financial and environmental impacts of waste generation whilst placing Devonport City Council in the best place possible to optimise opportunities such as grants and contract alignment to improve waste outcomes. The Strategy outlines Council's activities over a five-year period, focusing on reaching three key outcomes:

1. Reducing the average amount of waste generated;
2. Reducing the amount of waste sent to landfill by increasing the recovery and recycling of resources across all waste streams; and
3. Protecting our natural environment by reducing the total amount of litter and illegal dumping.

The Strategy was adopted by Council at its meeting in February 2018 (Min IWC 55/18 refers).

A copy of the Strategy can be found on Council's website at:

<http://www.devonport.tas.gov.au/Council/Publications-Plans-Reports/Council-Plans-Strategies>.

The Strategy action plan identifies the actions to be undertaken to deliver the outcomes described above. This report provides an update on the progress on those actions.

STATUTORY REQUIREMENTS

There are no statutory requirements relating to this report.

DISCUSSION

The Strategy describes the success measures of the three outcomes. Performance against the measures is outlined below.

Objective 1: Reducing the average amount of waste generated

Success Measures	Performance
The total amount of waste generated remains below 2015/2016 levels and decreases over time.	Total waste to landfill in 2018-19 was less than 2015-16 total and reduced year-on-year for the second time. Refer to Figure 1.
A range of education programs are promoted and/or delivered.	In 2018-19, CCWMG developed resources to assist people in improving resource recovery including fact sheets, videos and

Report to Council meeting on 25 May 2020

Success Measures	Performance
	case studies and held a stall at Ecofest in Ulverstone.
There is an increase in the number of new Council online services provided, including the number of forms converted to electronic formats from 1 July 2018.	Council's website was relaunched in 2019 with a renewed focus on customer service. Over 65 online forms are now available to the community.
There is an increase in the number of community events with active waste management plans from 1 July 2018.	Opportunities to include recycling and composting at community events will increase in future.
The quality and accuracy of waste data is improved and changes in waste data communicated to the community.	Waste data is reported publicly bi-monthly and through the annual Strategy status update

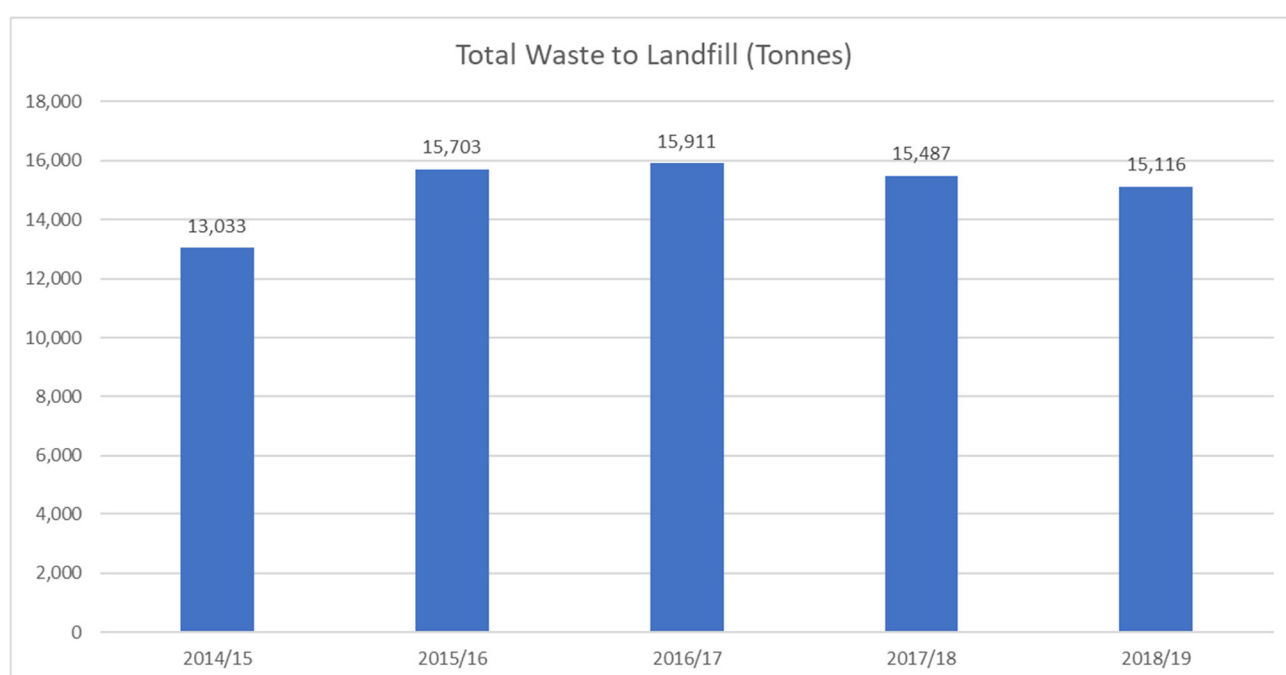


Figure 1 – Total waste to landfill

Objective 1 Summary:

The modest reduction in total waste to landfill is a positive outcome. However, there are still large reductions possible through additional services and opportunities to divert material from landfill. Community awareness and education to gain buy-in are vital to meeting this objective. Council's operations may need a renewed focus on this, supporting the work of the Cradle Coast Waste Management Group and the Rethink Waste initiative.

Objective 2: Reducing the amount of waste to landfill by increasing the recovery and recycling of resources across all waste streams

Success Measures	Performance
Aim to keep the resource recovery diversion rate for domestic waste above 20%.	2018-19 recovery rate was 18.0%. Refer to Figure 2
Increase resource recovery options of business and personal items across Council facilities and operations.	No new services commenced in 2018-19 but Council accepts e-waste, paint, household batteries, mobile phones,

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Success Measures	Performance
	chemical drums, fluorescent tubes and tyres for recycling with assistance from DWM
Range of community awareness and education programs delivered to encourage recycling	DWM and CCA contributed to the 'Rethink Waste' campaign.

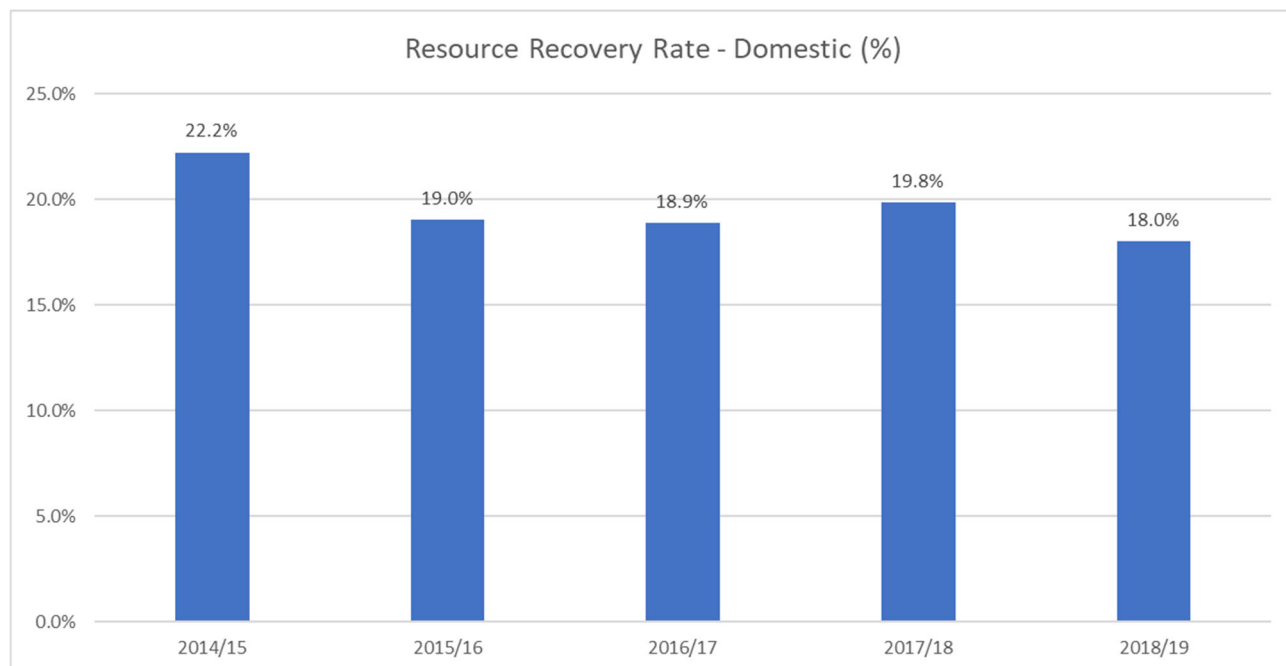


Figure 2 – Domestic resource recovery rate

Objective 2 Summary:

The reduction in the domestic resource recovery rate is due to an increase in waste collected from domestic properties (total and per property) and a reduction in the volume of recyclable material collected (total and per property). The required 20% rate is a modest target compared with strategies released by other authorities since 2018. Improvement in this rate requires similar actions to objective 1:

- Services and infrastructure to divert material from landfill. FOGO is the prime example of this as DWM audits continually identify this is the most common recoverable material in landfill deposits.
- Activities to increase awareness and education, which can drive behavioural change of individuals and groups. The promotion of the waste hierarchy (refer figure 3) is an example.



Figure 3 – Waste Hierarchy (rethinkwaste.com.au)

Objective 3: Protecting our natural environment by reducing the total amount of litter and illegal dumping

Success Measures	Performance
Reduction in incidences of illegal dumping of waste	Reports of illegal dumping decreased in 2018-19. Refer to Figure 4.
Involvement by community in action-based programs	<p>The Devonport community are involved in groups and events aimed at cleaning up litter including:</p> <ul style="list-style-type: none"> • Clean Up Australia Day • Operation Marine Debris (Sea Shepherd) • Various "Friends of" groups • Don College

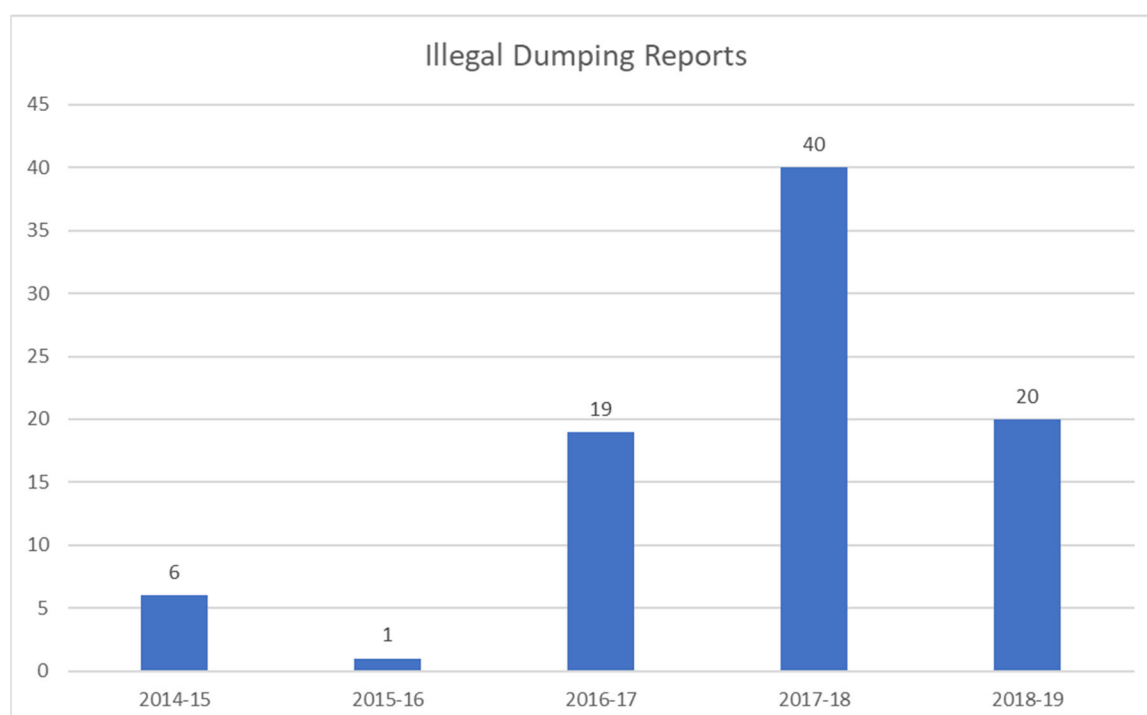


Figure 4 – Illegal dumping reports

Objective 3 Summary:

Reports of illegal dumping decreased in 2018-19, which is a good outcome as efforts to monitor 'hot-spots' appear to be having an impact.

The program of community events targeting clean-up and environmental restoration is encouraging, but there is opportunity to grow participation.

Action Plan:

The action plan identifies the seventeen actions required to deliver the three objectives of the Strategy.

Eleven of the actions are ongoing throughout the term of the Strategy. A further four are underway, while two actions are yet to commence. Highlights of the progress made are described against the performance measures above.

Progress in the 2019-20 reporting period will be somewhat impacted by the COVID-19 pandemic and will be further constrained in 2020-21 due to the ongoing impacts. Council's ability to make progress in achieving the objectives of the Strategy may be impacted, particularly those that require specific funding allocations. However, action and progress during this period can still deliver long term benefits for Council and the community.

COMMUNITY ENGAGEMENT

There was no community engagement undertaken in the preparation of this report. However, community engagement is a key part of achieving the strategic outcomes and is undertaken as part of each project or activity.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report. Actions requiring capital or operational expenditure are to be considered as part of annual budget deliberations.

RISK IMPLICATIONS

- Political/Governance
Delivering the Strategy action plan demonstrates good governance.
- Environmental Sustainability
Achieving the strategic objectives will see Council and the community improve its environmental sustainability.
- Consultation and/or Communication
The strategic objectives require active participation and buy in from the community. Ongoing engagement on waste management issues will help to generate enduring support for the strategic objectives.

CONCLUSION

Progress has commenced on implementation of the actions listed in the Waste Strategy 2018-2023, since it was adopted in February 2018.

Council is performing adequately against the modest targets in the Strategy, but there are opportunities for improvement in most 'Success Measures'. Improvement in subsequent periods may be restricted by impacts of the COVID-19 pandemic, but action should remain a priority for Council.

ATTACHMENTS

1. Waste Strategy 2018-2023 - Year 2 Status - Action List

RECOMMENDATION

That the report of the Infrastructure and Works Manager be received, and Council note the status of actions listed in the Waste Strategy 2018-2023.

Author:	Michael Williams	Endorsed By:	Matthew Skirving
Position:	Infrastructure & Works Manager	Position:	Executive Manager City Growth

Action Plan

Waste Strategy 2018 – 2023 – Year Two Status

No	Action:	Year Planned					Priority: H, M, L	Status	Outputs	Responsible Department
		2018/19	2019/20	2020/21	2021/22	2023/23				
Objective 1: Reduce the average amount of waste generated										
1.1	Promote and/or deliver programs to increase community and business awareness, education and action to avoid and minimise waste						High	Ongoing	Council works in partnership with Dulverton Waste Management (DWM) and Cradle Coast Waste Management Group (CCWMG) to deliver a suite of programs. The CCWMG will deliver programs valued at \$245,000 by 30 June 2020.	Infrastructure & Works Community Services Communications
1.2	Encourage reuse of construction and demolition waste						High	Ongoing	Council have been using crushed (recycled) concrete on small construction projects and are considering options to increase sales into residential and commercial construction projects. The feasibility of a large fill site at the Works Depot is being investigated which could make use of clean fill and rubble generated from Council projects.	All departments
1.3	Explore alternative mechanisms to encourage residents to reduce waste						High	Yet to commence		All departments
1.4	Progressively transition to more on-line platforms for delivery of Council services						High	Underway	Council has delivered a modern website with more than 65 online forms available to the community. Additional forms are being added each month making it easier for the community to access Council services.	All departments
1.5	Work with event organisers to improve waste management at public events						Medium	Ongoing	CCWMG has made bin toppers available for Council and community events to enable diversion of recyclables. This action is currently on hold due to pandemic restrictions.	Community Services

Waste Strategy 2018-2023 - Year 2 Status - Action List

ATTACHMENT [1]

No	Action:	Year Planned					Priority: H, M, L	Status	Outputs	Responsible Department
		2018/19	2019/20	2020/21	2021/22	2023/23				
1.6	Support for community gardens and home composting to reduce overall food waste, including waste generated through commercial food production and generation						Medium	Ongoing	Council delivers programs on living lightly, which include content on composting minimising food waste.	Community Services
1.7	Improve the quality and accuracy of waste data collected to understand opportunities for improvement						Medium	Ongoing	Waste data reported publicly bi-monthly and reported to DWM for regional analysis	Infrastructure & Works
Objective 2: Reduce the amount of waste to landfill by increasing the recovery and recycling of resources across all waste streams										
2.1	Investigate opportunities to segregate green waste from landfill						High	Underway	Introduction of FOGO collection is the long-term answer to this issue. Other options include using price signalling, but changes to fees and charges and allocation of education and enforcement resources cannot progress in 2020-21.	Infrastructure & Works
2.2	Participate in bulk collection or free drop-off schemes for recyclables not collected through the domestic collection service (e.g. e-waste)						High	Ongoing	Council accepts e-waste paint, household batteries, mobile phones, chemical drums, fluorescent tubes and tyres for recycling with assistance from DWM	Infrastructure & Works
2.3	Identify opportunities to increase resource recovery and recycling through Council facilities and operations						High	Underway	A 'Towards Zero Waste' project is underway to identify and reduce waste from activities within the paraple centre. FOGO is being diverted from landfill and other initiatives are planned.	Continuous Improvement
2.4	Deliver and/or support public education campaigns to encourage appropriate recycling.						Medium	Ongoing	Council supports the public education campaigns of DWM and CCWMG, creating regional consistency.	Community Services Communications
2.5	Promote reuse through local businesses and charities						Medium	Ongoing	Council supports the Troll Shop at the Spreyton WTS and provides locations for charity donation bins on Council land.	Community Services Communications

Waste Strategy 2018-2023 - Year 2 Status - Action List

ATTACHMENT [1]

No	Action:	Year Planned					Priority: H, M, L	Status	Outputs	Responsible Department
		2018/19	2019/20	2020/21	2021/22	2023/23				
2.6	Actively implement Council's business processes and policies to reflect sustainability outcomes						Medium	Ongoing	Council's purchasing policy requires a consideration of sustainability.	Organisational Performance
2.7	Explore and trial recycling bins in public places						Low	Underway	The Waterfront Park design includes public recycling bins	Infrastructure & Works
Objective 3: Protect our natural environment by reducing the total amount of litter and illegal dumping										
3.1	Reduce litter and illegal dumping of waste through compliance and awareness raising activities						High	Ongoing	Surveillance programs are established (grant funding has been obtained to facilitate) and resources are allocated to compliance	Risk Management
3.2	Participate in community action programs to improve awareness of litter and its impact (e.g. Clean Up Australia Day, Beachwatch)						Medium	Ongoing	Council supports groups and events aimed at cleaning up litter including: <ul style="list-style-type: none"> Clean Up Australia Day Operation Marine Debris (Sea Shepherd) Various "Friends of" groups 	Community Services
3.3	Investigate smart options to optimise management of public waste infrastructure to minimise litter						Low	Yet to commence	Collections are scheduled based on patterns of use and adjusted for seasonal and one-off changes.	Infrastructure & Works

5.4 TENDER REPORT - CP0150 MAIDSTONE PARK - REPLACE GROUND LIGHTING

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.1.2 Increase the utilisation of sport and recreation facilities and multi-use open spaces

SUMMARY

This report seeks Council approval to allocate additional funds from the 2019/20 Public Open Space Capital Works Programme and to award Contract CP0150 'Maidstone Park Replace Ground Lighting' to Devonport Electrical Services for a total sum of \$182,175.

BACKGROUND

A project was proposed by the Spreyton Football Club and the Maidstone Park Management Controlling Authority (MPMCA) to renew the lighting on Maidstone Park Ground number 1. The existing lighting does not meet the current standards for training and creates issues for stakeholders:

- Increased risk to users due to substandard light levels
- Underutilisation of the ground due to substandard facilities
- Excessive wear on the small well-lit areas of the field
- One existing pole is at the end of its life and requires immediate replacement.

Council supported the proposal and made a grant application to the State Government's Sport and Recreation Major Grants Program in November 2017 for 50% of the estimated cost of the project (\$62,295). The application was successful and Council made a matching allocation in its 2018-19 Capital Works program to establish a total project budget of \$124,590. As part of the program update and reconciliation of the 18/19 carry forward projects the budget was updated to \$164,590.

As more detailed planning and investigation on the project commenced, it was identified that additional funds may be required to address poor ground conditions in the proposed pole locations. Other project design works were delayed while a geotechnical investigation and design of the footing details to suit the former landfill site were undertaken. Throughout the financial year, sufficient savings from the Capital Works Program were realised to enable project procurement processes to commence.

The project was advertised for tender in July 2019 and tenders closed in August 2019.

STATUTORY REQUIREMENTS

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

DISCUSSION

In accordance with Council's Code for Tenders and Contracts, a Tender Planning and Evaluation Committee was formed to evaluate the tenders received.

Tenders were received from five companies with all submissions being conforming tenders. The four lowest value submissions progressed to full assessed, the fifth submission being set aside due to the high tender sum.

All tenders submitted are set out in Table 1:

TABLE 1

No.	Tender	Status	Tender Price (ex GST)
1	Devonport Electrical Services	Conforming	\$209,393
2	Degree C Pty Ltd	Conforming	\$232,647
3	TasSpan Pty Ltd	Conforming	\$292,151
4	Contact Electrical Pty Ltd	Conforming	\$315,691
5	Ozlite	Conforming	\$437,192

The Tender Planning and Evaluation Committee considered the tenders against the selection criteria, being:

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

The evaluation by the Committee indicates that Devonport Electrical Services scored highest overall against the selection criteria and therefore offers Council the best value for money.

The Tender Planning and Evaluation Committee minutes are available for Councillors to view, upon request.

COMMUNITY ENGAGEMENT

Engagement with user groups at Maidstone Park has occurred. These stakeholders are fully supportive of the project.

Consultation is yet to occur with surrounding residents. There is potential for some concern over light spill from the proposed installation. It is a requirement of the successful tenderer to progress a Development Application, which allows this issue to be properly considered, and relevant conditions will be imposed by the Planning Authority if required.

FINANCIAL IMPLICATIONS

As forecast by earlier investigations, the tender price from Devonport Electrical Services is in excess of the current budget allocation. A review of the scope was undertaken and savings of \$27,218 were identified, although this will require the lights to have two control points rather than a single control point. However, this was considered an acceptable amendment in the circumstances, in order to realise a material cost saving. This change reduces the contract value to \$182,175.

\$19,977 has been spent on the project to date. The forecast total expenditure is shown in Table 2 below.

TABLE 2

No.	Activity	Cost (ex GST)
1	Site investigation, geotechnical design report and footing design	\$ 14,083
2	Administration and design cost to date	\$ 5,894
3	Contract Devonport Electrical Services (revised tender price)	\$182,175

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No.	Activity	Cost (ex GST)
4	Project contingency - 15% of contract	\$ 27,326
5	Development and planning (Estimated)	\$ 3,000
6	Project Administration	\$ 1,800
	Total proposed budget including cost to date (\$19,977)	\$265,579

The forecast expenditure (\$265,579) exceeds the available budget (\$164,590) by \$100,989.

Consideration was given to a reduced scope of work, namely lighting half the ground. However, this option does not provide an equivalent total cost saving and will not meet the expectation of the user groups or the requirements of the grant funding arrangements. This may also lead to uneven use, wear and damage to the illuminated portion of the ground.

Consideration was also given to not proceeding with the project. This would require a small allocation to replace one existing timber pole and accommodation of existing project expenditures. It is anticipated that user groups would be disappointed by this outcome and likely continue to lobby until the project did occur, which could result in Council having to proceed without the benefit any external grant funding.

Analysis of expenditure on other Public Open Space projects has been completed, identifying a likely saving of \$360,000 across the 2019-20 program.

As the grant funding may not be available in future to support this project and the additional funding is available from savings on other projects, proceeding with the revised tender price from Devonport Electrical Services is considered to be the best option.

RISK IMPLICATIONS

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

The contingency allowance for this project is 15% of the contract price. The risk of contract variations is moderate due to the ground conditions that may be encountered during piling and trenching works however, additional geotechnical investigation have already been undertaken to minimise this risk.

CONCLUSION

Considering the selection criteria assessment, the Tender Planning and Evaluation Committee determined that Devonport Electrical Services meets Council's requirements and is therefore most likely to offer 'best value' in relation to Contract CP0150 'Maidstone Park Replace Ground Lighting'.

The total forecast cost of the project is \$100,989 over the current budget allocation for the project. This can be accommodated by the forecast \$360,000 savings on other Public Open Space projects in the 2019-20 Capital Works program, and on this basis the project is recommended to proceed to secure the available grant funding contribution.

ATTACHMENTS

Nil

RECOMMENDATION

That Council in relation to Contract CP0150 'Maidstone Park Replace Ground Lighting':

- a. award the contract to Devonport Electrical Services for the sum of \$182,175;
- b. note that the forecast total expenditure for the project is \$265,579; and
- c. note that the forecast over expenditure of \$100,989 can be offset by savings on other Public Open Space projects in the 2019-20 Capital Works program.

Author:	Michael Mouat	Endorsed By:	Matthew Skirving
Position:	Technical Support Supervisor	Position:	Executive Manager City Growth

5.5 TENDER REPORT - CP0099 EAST DEVONPORT FOOTBALL CLUB - DESIGN & CONSTRUCT NEW CHANGE ROOMS

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.4 Provide and maintain Council buildings, facilities and amenities to appropriate standards

SUMMARY

This report seeks Council's approval to award construction contract CB0099 East Devonport Football Club – Design & Construct New Change Rooms to AJM Construction Pty Ltd for the sum of \$414,651.

BACKGROUND

This report considers tenders received for the project “CB0099 East Devonport Football Club – Design & Construct New Change Rooms” listed in the Buildings 2019/20 capital expenditure budget as “Council contribution to Sports Club Grants (Level the Playing Field)”.

The Level the Playing Field (LTPF) grant program was designed to support clubs by providing funds to build female friendly facilities. AFL TAS commissioned Inside-Edge to provide an audit on all football grounds/facilities in the State. The findings of the audit report were a key foundation of the successful grant funding application associated with this project.

The project was initiated by the East Devonport Football Club (EDFC) in April 2019. An Expression of Interest was released by the State Government to shortlist potential projects that were eligible for funding through the LTPF Grant Program 2019-2020. The EDFC applied with the support of AFL TAS. The EOI was successful, and the club was invited to submit a grant application however, the State Government recommended that Council submit the application on behalf of the EDFC and if successful, manage the grant funding and project delivery.

With the assistance of the EDFC, Council officers submitted an application on 25 July 2019, and were advised in October that the application was successful. The Grant Deed was executed on 26th November 2019.

STATUTORY REQUIREMENTS

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

DISCUSSION

In accordance with Council's Code for Tenders and Contracts, a Tender Planning and Evaluation Committee was formed to evaluate the tenders received.

Tenders were received from four companies, and all submissions were conforming tenders. The two higher priced submission did not progress to full tender assessment based on the submitted tender price, with the two lower priced submissions assessed in full.

All tenders received are summarised in Table 1.

TABLE 1

No.	Tender	Status	Tender Price (ex GST)
1	AJM Construction Pty Ltd	Conforming	\$454,561
2	Ausco Modula	Conforming	\$551,557
3	Mead Con	Conforming	\$498,769
4	Vos Construction & Joinery	Conforming	\$548,352

The Tender Planning and Evaluation Committee have considered the two lowest priced submissions against the selection criteria, being:

- Product durability lifecycle cost and experience
- Quality, safety, and environmental management
- Resource base
- Price

The evaluation by the Committee determined that AJM Construction scored highest overall against the selection criteria however, as all the tender submissions received were over the budget allowance, clarifications were sought from the top two scoring contractors, AJM Construction and Mead Con.

Upon receipt of the clarifications savings were achieved by both contractors and AJM Construction maintained their assessment as preferred contractor, confirming their revised tender lump sum of \$414,561 excluding GST.

This project will run approximately from July 2020 to February 2021 and will consist of:

- 6 weeks of site survey, design development and permits applications
- 28 weeks on site construction program

The Tender Planning and Evaluation Committee minutes are available for Councillors to view, upon request.

COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in The Advocate Newspaper on 22 February 2020 and tenders were also advertised on Council's website.

Engagement with the East Devonport Football Club has and will continue to occur. These stakeholders are fully supportive of the project.

FINANCIAL IMPLICATIONS

This project will utilise \$75k from the \$150k allocation "Council contribution to Sports Club Grants (Level the Playing Field)" listed in the Buildings 2019/20 capital expenditure budget.

The balance of the project will be funded by grant funding and contributions as listed in Table 2.

TABLE 2

Funding Source	Value
East Devonport Football Club	\$ 1,000
AFL Tasmania	\$ 30,000
State Government - Level the Playing Field (LTPF)	\$342,129
Council contribution to Sports Club Grants (LTPF)	\$ 75,000
TOTAL	\$448,129

The breakdown of the forecast expenditure for this project is shown below in table 3.

TABLE 3

No.	Tender	Budget (ex GST)
1	Contract CB0099 – design & construct	\$405,761
2	Provisional sum – carpet	\$ 8,800
3	Project management/administration	\$ 20,000
4	Construction contingency 2.5% of construction contract	\$ 10,000
	TOTAL	\$444,561

RISK IMPLICATIONS

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

The contingency allowance for this project is 2.5% of the contract price. The risk of unforeseen variations is low however, latent ground conditions is the main risk to the project budget.

Due to the COVID-19 pandemic the State Government has set up a temporary testing facility in the Girdlestone Park car park which connects to the East Devonport Recreation Centre. This may constrain contractor access into the construction site in turn impacting on the construction program.

CONCLUSION

Taking into account the selection criteria assessment, the Tender Planning and Evaluation Committee has determined that AJM Construction meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract CB0099 East Devonport Football Club – Design & Construct New Change Rooms.

ATTACHMENTS

Nil

RECOMMENDATION

That in relation to contract CB0099 East Devonport Football Club – Design & Construct New Change Rooms, Council:

- award the contract to AJM Construction Pty Ltd for the tendered sum of \$414,651 (ex GST);
- note project management costs for the project are estimated at \$20,000 (ex GST); and
- note a provisional sum and contingency allowance are included in the report.

Author:	Jamie Goodwin	Endorsed By:	Matthew Skirling
Position:	Project Manager	Position:	Executive Manager City Growth

5.6 COVID-19 SAFETY PLAN AND RECOVERY PLAN

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards

SUMMARY

To provide Council with an overview on the development and implementation of a COVID-19 Safety and Recovery Plan.

BACKGROUND

The Tasmanian Government has launched a COVID-19 Safe Workplaces Framework to support businesses and workplaces to continue to operate, or reopen, while protecting Tasmania's health and safety.

Minimum standards have been developed in consultation with Public Health. These minimum standards will be established in new regulations under the *Work Health and Safety Act 2012*.

In conjunction with the development of the COVID-19 Safety Plan, Council Officers are collating a Recovery Plan that will include timeframes for return to business as usual following the State Government Guidelines.

STATUTORY REQUIREMENTS

Under the *Work Health and Safety Act 2012* businesses are required to develop and implement a COVID-19 Safety Plan. Workplaces or industries that do not demonstrate compliance with the new regulations may be subject to enforcement actions.

Council is required to comply with the *Work Health and Safety Act 2012*, *Work Health and Safety Regulations 2012*, and the Code of Practice – How to Manage Work Health & Safety Risks.

Council is also obligated to comply with timelines to return to business as usual as set down in the guidelines "Tasmania's approach to lifting restrictions".

DISCUSSION

The current COVID-19 coronavirus pandemic is resulting in considerable social disruption within the community and to workplaces. Potential for infection at work and changed workplace arrangements are presenting work health and safety (WHS) risks for employers and workers. An employer's duty of care under the WHS laws is to actively identify these risks and be prepared to implement control measures to remove or reduce them.

Under WHS legislation Council is required to develop and implement a COVID-19 Safety Plan.

Worksafe Tasmania has developed Pandemic Plan Guidelines and a COVID-19 Safe Workplaces Framework, setting out minimum standards that are required to be adhered to.

The minimum standards a workplace will be required to meet are:

- manage the risks of a person contracting or spreading COVID-19 in the workplace;
- implement and maintain a cleaning schedule across the workplace;

Report to Council meeting on 25 May 2020

- have good hygiene procedures and practices (such as washing and/or sanitising of hands);
- ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace;
- make sure physical distancing requirements are met by workers, contractors and others entering, leaving or moving around the workplace;
- provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by the workers;
- provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them.

Business Continuity COVID-19 restrictions have required the closure of all Council facilities to the public except for the Waste Transfer Station and the Mersey Vale Cemetery. Council has been well positioned to continue to provide services to the community.

Council continues to deliver all services, as per normal.

In developing the COVID -19 Safety Plan, consideration will be given to the continuation of the way services have been delivered and continue to be delivered into the future.

The State Government has released a guideline document outlining Tasmania's approach to lifting restrictions (refer attachment 1 for full details). These guidelines will be used to develop a Recovery Plan that will include timelines for resumption of Council activities to business as usual.

At the time of writing the report there remains some confusion in regard to the application of the guidelines in some situations. It is envisaged that further clarity will occur in coming weeks.

The Safety Plan will ensure that Council has control measures in place to minimise or eliminate the risk of spread of the virus, ensure that Council is following legislative requirements and guidelines that dictate when our facilities can reopen.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

There is no direct financial impact in relation to this report.

RISK IMPLICATIONS

- Workplace Health and Safety
The risk is that Council may not be compliant with Work Health and Safety Legislation and that staff and the public may be at risk of exposure to the virus.

CONCLUSION

This report provides an overview of the requirements for Council to develop and implement a COVID-19 Safety Plan and Recovery Plan.

ATTACHMENTS

1. Framework for adjusting COVID-19 restrictions

RECOMMENDATION

That Council receive and note the report outlining the requirements for the development and implementation of a COVID-19 Safety Plan and Recovery Plan.

Author:	Karen Stone	Endorsed By:	Jeffrey Griffith
Position:	Risk & Compliance Coordinator	Position:	Deputy General Manager

TASMANIA'S APPROACH TO LIFTING RESTRICTIONS – LIFT, MONITOR AND REVIEW			
<i>All businesses/organisations must have developed a COVID-19 Safety Plan and continue to implement social distancing, hygiene practices, following the rules – 1.5 metres physical distancing and 4 square metres per person. Rapid response capability, intensive testing and enhanced tracing capability. Tasmania will continue to be guided by Public Health advice on appropriate risk management.</i>			
Pre-AHPPC	AHPPC – Stages 1– 3 (Four weeks minimum is recommended between stages)		
Initial Tasmanian Measures 11 May	First Stage (18 May)	Second Stage (15 June)	Third Stage (13 July)
Organisations to begin developing their COVID-19 Safety Work Plan.	Gatherings: 10 indoor/outdoor. 5 visitors to a house.	Gatherings: 20 indoor/outdoor. Review visitor numbers to homes.	Gatherings: 50 -100 indoor/outdoor, with the maximum allowable number to be determined by Public Health.
	Domestic - 14 days quarantine in primary residence (unless exempt) or in a designated facility if not a Tasmanian resident. Overseas – 14 days supervised quarantine in a government accommodation facility (unless exempt). Restrictions to King/Flinders Islands.	Domestic - 14 days quarantine in primary residence (unless exempt) or in a designated facility if not a Tasmanian resident. Overseas – 14 days supervised quarantine in a government facility (unless exempt). Restrictions to King/Flinders Islands.	Review domestic quarantine requirements. Overseas – 14 days supervised quarantine in a government facility (unless exempt). Restrictions to King/Flinders Islands.
	Work from home if possible for employee/employer.	Work from home if possible for employee/employer.	Staged return to work, depending on public health advice.
	Staged opening of schools with Years 11 and 12 students and Primary School students (Kinder to Year 6) to return to learning at school from 25 May. From 9 June all students to return to learning at school. Increased mix of face to face learning in other education settings, with a focus on practical components of coursework.	All students learning from school (limit big gatherings). Increased mix of face to face learning in other education settings, with a focus on practical components of coursework.	All students learning from school (limit big gatherings). Increased mix of face to face learning in other education settings.
Funerals: 20 attendees.	Wedding: 10 guests; Funerals: 20 attendees indoor and 30 outdoor.	Weddings: 20 guests; Funerals: 50 attendees indoor/outdoor.	Review maximum number of attendees.
	Small religious gatherings may recommence with a maximum of 10 attendees, not including organised services.	Small religious gatherings - maximum of 20 attendees and services can resume.	Review maximum number of attendees at religious gatherings and services.

Pre-AHPPC	AHPPC – Stages 1– 3 (Four weeks minimum is recommended between stages)		
Initial Tasmanian Measures 11 May	First Stage (18 May)	Second Stage (15 June)	Third Stage (13 July)
Two visitors (max.) at one time, every 6 days, visits confined to resident's room or designated area within aged care facility.	Two visitors once a day, visits confined to resident's room or designated area within aged care facility. No changes to restrictions on hospital visits.	Maintain aged care restrictions. No changes to restrictions on hospital visits.	Review restrictions to aged care and hospital visits.
	Vulnerable people encouraged to stay at home to protect their health.	Vulnerable people encouraged to stay at home to protect their health.	Vulnerable people encouraged to stay at home to protect their health.
	Allow restaurants and cafes in all settings (eg hotels) to open and seat patrons, up to 10 people, takeaway allowed.	Allow to open and seat patrons, up to 20 people. Food courts to remain closed.	Review maximum allowable number of patrons. Food courts may open.
	Maintain current restrictions for pubs, clubs, casinos, night clubs or similar venues or services, but allow venue restaurants to open with a maximum number of 10 attendees.	Maintain these restrictions but allow venue restaurants to open with a maximum of 20 attendees.	Review restrictions.
	Maintain current restrictions for accommodation and overnight stays (eg allowed in some circumstances such as permanent residents).	No restrictions on accommodation, camping, boating, and attending shacks. Gatherings at these premises are restricted to 20 people.	Review maximum numbers at gatherings.
Reopen national parks and reserves (excluding playgrounds and outdoor gym equipment). Limited to travel within 30km by road from primary residence.	Day trips to national parks and reserves, 30km from your primary residence (max group 10), no camping.	Day trips and camping (max 20), camping grounds open to small groups of friends/families, but not school groups.	Day trips and camping, including for school groups. Review maximum group numbers.
	No change to restrictions on museums, galleries and historic sites.	Museums, galleries and historic sites can reopen with a maximum of 20 per venue.	Review maximum number of attendees to museums, galleries and historic sites.
	No change to restrictions on cinemas.	Cinemas - maximum of 20 per cinema, and no more than 20 in lobby at any one time.	Review maximum number of attendees per cinema.
	Maintain current restrictions for racing	Public Health to review and conduct a risk assessment on resuming racing on 13 June, with some conditions in place.	Review racing arrangements.
	Open homes and auctions can recommence with a maximum of 10 attendees.	Open homes and auctions - maximum of 20 attendees.	Review maximum number of attendees to open homes and auctions.

Pre-AHPPC	AHPPC – Stages 1– 3 (Four weeks minimum is recommended between stages)		
Initial Tasmanian Measures 11 May	First Stage (18 May)	Second Stage (15 June)	Third Stage (13 July)
	Beauty and relaxation – maintain current restrictions.	Allow up to 20 in beauty service premises (including tattoo, nails, waxing, and tanning); maintain restrictions for spas.	Allow spas and beauty service facilities to open, review maximum attendee numbers.
	Maintain current restrictions for strip clubs and sex workers.	Maintain current restrictions for strip clubs and sex workers.	Maintain current restrictions for strip clubs and sex workers.
	Community facilities, (e.g. halls, PCYCs, youth centres), libraries and local government facilities allowed to open for gatherings of 10.	Community facilities (e.g. halls, PCYCs, youth centres), libraries and local government facilities allowed to open for gatherings of 20.	Review maximum allowable numbers at gatherings.
	Staged reopening of parks, gym and play equipment, public gatherings of 10 allowed at outdoor public areas.	Staged reopening of parks, gym and play equipment, public gatherings of 20 allowed at outdoor public areas.	Review public gatherings.
	Indoor sport and rec facilities – no change. Pools – 10 max, one person per lane, no spectators. Outdoor community sport – up to 10 athletes/personnel (consistent with Australian Institute of Sport framework level B).	Indoor sport and rec small groups (20), minimise shared facilities/equipment, no spectators. Pools - 20 max. Outdoor community sport – up to 20 athletes/personnel (consistent with Australian Institute of Sport framework level B)	Risk assessment for increasing sizes and relaxing measures.
	Maintain current restrictions on gyms and fitness classes. Outdoor Boot camps permitted to operate with 10 attendees.	Allow 20 attendees in gyms and in classes, using own equipment. Outdoor Boot camps permitted to operate with 20 attendees.	Review maximum allowable attendees.

5.7 DRAFT DEVONPORT GENERAL CEMETERY MASTER PLAN 2021-31

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.5 Provide and maintain sustainable parks, gardens and open spaces to appropriate standards

SUMMARY

To present the draft Devonport General Cemetery Master Plan 2021-2031 to Council for endorsement for public consultation.

BACKGROUND

The Devonport General Cemetery is 2.8 hectares of public open space in ownership of Devonport City Council, located on the northern corner of Stony Rise Road and Lawrence Drive. The entrance is located off Lawrence Drive, adjacent to Council's Works Depot. It is the second largest of the four cemeteries along this road and is within a few hundred metres of St. Olave's and the Congregational Cemetery.

The Devonport General Cemetery Master Plan 2021-2031 is a guiding document for the development and management of the Devonport General Cemetery over a ten-year period commencing July 2020. The development of master plans for all Devonport cemeteries is an action of the *Cemetery Strategy 2011-2030*.

The central aim of the Master Plan is:

To preserve the individual and shared heritage value of the Cemetery, while sustainably adapting the site for the current and future needs of the community.

The objectives of the Master Plan are to:

- Identify relevant landscape, heritage and operational constraints and opportunities.
- Understand and respect social and historical values in Cemetery management.
- Provide a strategic approach towards cemetery enhancement that is realistic, achievable and within reasonable resources available to the Council and community.

STATUTORY REQUIREMENTS

There are no specific statutory requirements relating to this report.

DISCUSSION

Development of the Master Plan has involved:

1. Consultation with the general community in the form of a survey (refer below for more detail).
2. Onsite meetings with Devonport City Council officers to review consultation outcomes and identify further issues and opportunities.
3. Drafting of guiding principles and actions in line with the purpose of the Cemetery, local site characteristics, community input, and resourcing options.

Consultation Outcomes

The Devonport General Cemetery Plan draws on community input gathered through an online survey conducted in March 2020, focused on understanding community visitation, priorities for management and improvement opportunities. A summary is provided below, refer to the attachment for the complete survey results.

The survey attracted 73 responses, with 68.5% or 50 respondents living in the Devonport municipality, 27.4% or 20 respondents living in other parts of Tasmania, 4.1% or 3 respondents from Victoria. The response rate was higher than expected demonstrating the level of community interest in the site.

Visitation

In terms of visitation, respondents were asked how often they visited the cemetery and the main reason(s).

- 60% of respondents visit the cemetery for special occasions, 16.9% visited monthly and 8.4% respondents visit weekly.
- 81.7% respondents visit to pay their respects, 40.8% visit to conduct research such as genealogy, 16.9% visit as interested in the design and architecture of headstones and plots, 14.8% visit to take some time out and enjoy the peaceful, park like experience.

Other reasons to visit included maintaining family graves, attending burial services, and using the cemetery as a walking thoroughfare.

Priorities for management

Respondents were asked to rank the importance of a range of aspects for managing the cemetery. Responses that ranked the following aspects as *high* or *very high* include:

- | | |
|---------------------------------------|--------|
| • Heritage value | 84.93% |
| • Walkways | 76.06% |
| • Appearance/look/feel | 74.65% |
| • Landscaping/gardens/trees | 70.83% |
| • Interpretive/historical signage | 59.15% |
| • Directional signage in the cemetery | 58.33% |
| • Roads to access plots | 47.06% |
| • Parking | 43.66% |
| • Seating | 40.84% |
| • Shelter | 25.35% |

Additional issues identified through staff consultation:

- Lack of safe pedestrian route along Stony Rise Road.
- Lack of community awareness about responsibilities for restoration and management of graves, headstones and monuments.
- Improvements required to online cemetery search portal - ie, difficult to determine which cemetery a deceased person is located; no online site map of Devonport General Cemetery available.

Improvements

Respondents were asked for their suggestions to improve the Cemetery. The open-ended question attracted a variety of responses with similar themes. The top three improvements include:

- General maintenance (weed control, tree pruning, litter).
- Plot maintenance/restoration.

- Road/walkway accessibility.

Master Plan Principles and Actions

The key principles and actions outlined in the Master Plan include:

1. Conserving the Heritage Values
 - Develop and promote information regarding plot restoration and maintenance.
 - Encourage the community to be involved in the park's maintenance and development.
 - Promote historical significance and improve interpretive elements of the cemetery.
 - Improve digital access to cemetery records.
2. Improving Access In and Around the Cemetery
 - Update wayfinding signage within the cemetery in accordance with the Signage Strategy.
 - Review maintenance service levels and asset renewal program (landscaping, road/path maintenance etc).
 - Improve main entry, and review access points to improve pedestrian and visitor safety.
 - Construct a path through the site for cemetery visitors and pedestrians in the area.
3. Enhancing the Cemetery Experience
 - Install seating in priority locations.
 - Progressively expand the vegetative landscape on all boundaries.
 - Review public lighting in conjunction with path and signage improvements.

A plan showing the possible future layout of the site is shown below. Refer to the attached draft Master Plan for further details.



COMMUNITY ENGAGEMENT

The Devonport General Cemetery Plan draws on community comments raised through an online survey as outlined above.

It is proposed that a further 30-day public consultation period is undertaken to gather additional community views and concerns in relation to the draft Master Plan.

FINANCIAL IMPLICATIONS

The delivery of the eleven actions are anticipated to require a variety of delivery methods and funding sources. Community involvement is a key resource, which based on the level of engagement to date, shows potential. Council will be required to contribute funding allocations of around \$300,000 over the ten year period, although some is already nominally committed in asset renewal programs. External funding through relevant grant programs is also required. Consideration of funding to progress the action plan will be required on an annual basis as part of Council's budgetary process.

RISK IMPLICATIONS

- **Asset & Property Infrastructure**
Under the Tasmanian *Burial and Cremation Amendment Act 2019*, Council, as the Cemetery manager, is responsible for providing public access to cemeteries, and undertaking general maintenance and upkeep of cemeteries. As per the Act (section 34.3), maintenance of vaults, graves or monuments are generally not the responsibility of cemetery managers. However, with the passing of time Council may be obligated to repair vaults, graves or monuments that present a risk to public health or safety. The Master Plan will assist Council to meet its legal duties and obligations under the Act whilst also preserving shared historical cemetery assets and infrastructure.
- **Consultation and/or Communication**
Given the local community interest in improving the General Cemetery, the community would likely have an expectation that Council delivers a plan reflective of shared concerns and ideas for improvement. There is a low reputational risk that not having a Master Plan may signal to interested community members that investment in historical cemeteries is a low priority of Council.

CONCLUSION

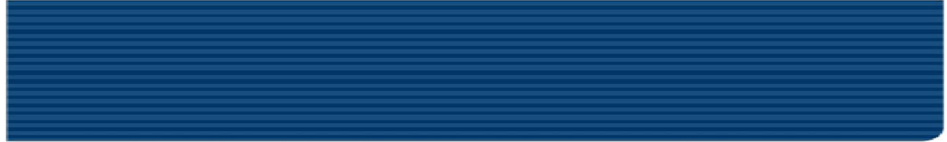
ATTACHMENTS

1. General Cemetery Master Plan 2021-31 DRAFT

RECOMMENDATION

That the report relating to the draft Devonport General Cemetery Master Plan 2021-2031 be received and noted and the release of the Master Plan for a 30-day public consultation period be endorsed.

Author:	Carol Bryant	Endorsed By:	Matthew Skirving
Position:	Executive Officer Community Services	Position:	Executive Manager City Growth



DEVONPORT GENERAL CEMETERY MASTER PLAN 2021-31

DRAFT FOR COMMENT

MAY 2020





Next Date of Review: July 2031
Document Controller: City Growth Executive Manager
Document Reviewer: Infrastructure and Works Manager
Date Adopted by Council:
Resolution Number:



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1 Introduction

1.1 Purpose

The Devonport General Cemetery Master Plan 2021-31 is a guiding document for the development and management of the Devonport General Cemetery over a ten-year period commencing July 2020. The development of master plans for all Devonport cemeteries is an action of the *Cemetery Strategy 2011-2030*.

The central aim of the Master Plan is:

To preserve the individual and shared heritage value of the Cemetery, while sustainability adapting the site for the current and future needs of the community.

The objectives of the Master Plan are to:

- Identify relevant landscape, heritage and operational constraints and opportunities.
- Understand and respect social and historical values in Cemetery management.
- Provide a strategic approach towards cemetery enhancement that is realistic, achievable and within reasonable resources available to the Council and community.

1.2 Methodology

Development of this Master Plan has involved:

1. Consultation with the general community in the form of a survey (73 respondents).
2. Onsite meetings with Devonport City Council officers to review consultation outcomes and identify further issues and opportunities.
3. Drafting of guiding principles and actions in line with the purpose of the Cemetery, local site characteristics, community input, and resourcing options.

1.3 Implementation and Review

Devonport City Council will be responsible for coordinating the implementation of the Plan. Review of actions will occur on an annual basis and align with Council's Annual Plan and Estimates process.

1.4 Related Plans and Strategies

The following Council documents inform the development and implementation of the Master Plan.

- *Devonport City Council Strategic Plan 2009-2030*
- *Cemetery Strategy 2011-2030*
- *Signage Strategy 2017-2020*
- *Pedestrian Strategy 2016-2021*
- *Public Open Space Strategy*
- *Disability Inclusion Plan 2020-2025*



1.5 Legislation

Council is required to comply with the following Tasmanian legislation related to cemetery management.

- *Burial and Cremation Act 2019*
- *Burial and Cremation Regulations 2015*
- *Local Government Act 1993*

Devonport City Council, being the cemetery manager, has a range of important legal obligations and duties as listed in the *Burial and Cremation Amendment Act 2019*. For example, cemetery managers are responsible for:

- the correct handling and interment (burial) of human remains;
- providing public access to cemeteries;
- administration and record-keeping; and
- general maintenance and upkeep of cemeteries.

As per the Act (section 34.3) maintenance of vaults, graves or monuments are generally not the responsibility of cemetery managers. However, with the passing of time Council may be obligated to repair vaults, graves or monuments that present a risk to public health or safety.

2 Context

2.1 Description

The Devonport General Cemetery is 2.8 hectares of public open space in ownership of Devonport City Council, located on the northern corner of Stony Rise Road and Lawrence Drive. The entrance is located off Lawrence Drive, adjacent to Council's Works Depot.

It is the second largest of the four cemeteries along this road and is within a few hundred metres of St. Olave's and the Congregational Cemetery.

The north and east boundaries are adjacent to a mix of bushland reserve and industrial properties with no foliage on the fence lines to the industrial blocks, including Council's Works Depot. The site is on an east facing incline with the entry at the elevated eastern boundary off Lawrence Drive.

The site is treed, outside the cemetery fenceline, with few trees in the cemetery itself. The front fence, facing Lawrence Drive, is a timber picket fence with a brick entry gate structure. There is a network of defined roads in variable condition, with no dedicated constructed paths.





Location Context – Devonport General Cemetery



Location – Devonport General Cemetery

2.2 History

The town of Devonport, the result of the amalgamation of the twin towns of Formby and Torquay in 1890 did not have a major cemetery until the opening of the "New General Cemetery" late in the year 1922. Prior to this, the dead were interred in one of the three small Torquay burial grounds, the Bluff Cemetery at the Mersey Bluff, or at either of the two small cemeteries at the Don. Burials commenced at the Cemetery, which was on the outskirts of the town, late in 1922, the first being Lizzie Taylor. (Publication T. F.-D., 2001).

There are 1,743 known recorded burials and several unmarked sites. The historical burial records are incomplete. The cemetery is closed to new burials, with only reserved plots and re-openings available.



Unmarked child's grave

2.3 Previously Identified Issues

Identified issues acknowledged in 2009 as outlined in the Cemetery Strategy include:

- Early deterioration of some headstones.
- No interpretive, directional signage or burial information on site.
- Site lacks privacy from adjacent industrial and Council properties.
- Entrance of site requires enhancement.
- Accessibility of site restricted largely due to topographical constraints.

Other than the installation of a sign displaying burial records and locations and some basic signage for each section, the issues identified in 2009 remain largely unaddressed.



Improvements since 2009



3 Consultation Findings

The Devonport General Cemetery Plan draws on community comments raised through an online survey conducted in March 2020. The main findings are summarised below.

The survey attracted 73 responses, with 68.5% or 50 respondents living in the Devonport municipality, 27.4% or 20 respondents living in other parts of Tasmania, 4.1% or 3 respondents from Victoria. The response rate was higher than expected demonstrating the level of community interest in the site.

3.1 Visitation

In terms of visitation, respondents were asked how often they visited the cemetery and the main reason(s).

- 60% of respondents visit the cemetery for special occasions, 16.9% visited monthly and 8.4% respondents visit weekly.
- 81.7% respondents visit to pay their respects, 40.8% visit to conduct research such as genealogy, 16.9% visit as interested in the design and architecture of headstones and plots, 14.8% visit to take some time out and enjoy the peaceful, park like experience.

Other reasons to visit included maintaining family graves, attending burial services and using the cemetery as a walking thoroughfare.

Reason to Visit	Responses	
To pay respects	81.69%	58
Conduct historical research, e.g., researching family tree	40.85%	29
To attend a burial service	1.41%	1
To take some time out, enjoy the peaceful, park like experience	14.08%	10
Interested in the art / design / architecture of headstones and plots	16.90%	12
Other (please specify)	15.49%	11
Answered		71
Skipped		2

3.2 Priorities for Management

Respondents were asked to rank the importance of a range of aspects for managing the cemetery. The number and percentage of responses that ranked each aspect as high or very high are outlined in the following table.

Aspect Ranked as High or Very High	Responses	
Heritage value	84.93%	62
Walkways	76.06%	54
Appearance / look / feel	74.65%	53
Landscaping / gardens / trees	70.83%	51
Interpretive / historical signage	59.15%	42
Directional signage in the cemetery	58.33%	42
Roads to access plots	47.06%	32
Parking	43.66%	31
Seating	40.84%	29
Shelter	25.35%	18

Additional issues identified through staff consultation:

- Lack of safe pedestrian route along Stony Rise Road.
- Lack of community awareness about responsibilities for restoration and management of graves, headstones and monuments.
- Improvements required to online cemetery search portal - i.e., difficult to determine which cemetery deceased person is located; no online site map available.

3.3 Improvements

Respondents were asked for their suggestions to improve the Cemetery. The open-ended question attracted a variety of responses with similar themes. The top three improvements suggested include:

- General maintenance (weed control, tree pruning, litter).
- Plot maintenance/ restoration.
- Road/walkway accessibility.

Improvement	Responses
General maintenance (weed control, tree pruning, litter)	10
Plot maintenance/ restoration	7
Road/walkway accessibility	7
Approach service clubs/volunteers/historical society to assist with hands-on maintenance and raising funds	4
Improve drainage / erosion control	4
Respect history, historical interpretation / memorial area	4
Additional landscaping	3
Signage – directional within cemetery	3
Repair fence – concrete	2
Construct boundary fence	1
Improve entry/exit point	1
Install playground outside cemetery	1
More seating	1
Greater security	1

4 Principles and Actions

Three key principles that underpin the development of the Master Plan have been drawn from community and staff consultation. The principles and recommended actions are summarised below, with a detailed action plan provided on page 11.

4.1 Conserving Heritage Values

Cemeteries may be the only place where a person's life is recorded. Unusual examples of art and craft may also be found in the design of monuments which portray views of death often quite different from current customs. Recent burials in the cemetery may also provide valuable social insights over time of history and changes in taste, custom and design. The cemetery is culturally significant to many visitors as a source of genealogy and the resting place of many prominent individuals in Devonport's history.

ACTIONS:

- Develop and promote information regarding plot restoration and maintenance.
- Encourage the community to be involved in the park's maintenance and development.
- Promote historical significance and improve interpretive elements of the cemetery.
- Improve digital access to Cemetery records.



4.2 Improving Access In and Around the Cemetery

This principle focuses on assisting visitors and pedestrians find their way around and through the cemetery. Pedestrian and vehicle movement should be simple, convenient and a positive experience for all visitors. Topographical constraints will restrict Council's ability to provide inclusive access to all parts of the cemetery.

An opportunity exists to utilise and upgrade parts of the existing path network as a pedestrian access through the site, in lieu of a footpath on the adjacent Stony Rise Road, legitimising a use of the site which is known to occur now. 'Walkways' were one of the most prominent topics raised by respondents. This formally diversifies the use of the site and potentially increases visitation to the site, which can assist in delivering on other actions.

ACTIONS:

- Update wayfinding signage within the cemetery in accordance with the Signage Strategy



- Review maintenance service levels and asset renewal program (landscaping, road/path maintenance etc)
- Improve main entry, and review access points to improve pedestrian / user safety
- Construct path through the site for use by cemetery visitors and pedestrians in the area



Cemetery main entrance and rotunda

4.3 Enhancing the Cemetery Experience

The cemetery is visited foremostly by people coming to the burial grounds of the deceased. However, this group is expected to decline long term. Other visitors also visit the site to see, understand and research heritage and historical elements and to enjoy the peaceful, park like experience. These are the groups that the site must cater for in the future. As part of the master plan, the following actions are proposed for enhancing amenity with areas for seating, pausing and reflection. This further includes landscaping opportunities.

ACTIONS:

- Install seating in priority locations
- Progressively expand the vegetative landscape on all boundaries
- Review public lighting in conjunction with path and signage improvements



Landscaping along cemetery boundaries will improve amenity

4.4 Delivery of Actions

The delivery of the 11 actions are anticipated to require a variety of delivery methods and funding sources. Community involvement is a key resource, which based on the level of engagement to date, shows potential. Council will be required to contribute funding allocations of around \$300,000 over the 10 year period, although some is already nominally committed in asset renewal programs. External funding through relevant grant programs is also required.

The infrastructure improvements proposed in the action plan are shown in the plan below. The locations and details, where provided, are conceptual and should be confirmed during the design phase of each project.



Action Plan – Concept Layout

Action Plan

Devonport General Cemetery Master Plan

No	Action:	Year Planned							Priority: H,M,L	Resources: A-OPEX F-OPEX F-CAPEX	Cost Estimate (\$)	Responsible Department
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026+				
Principle 1: Conserving Heritage Values												
1.1	Develop and promote information regarding plot restoration and maintenance								H	A-OPEX	2,000	Infrastructure & Works
1.2	Encourage the community to be involved in the park's maintenance and development								M	A-OPEX	TBC	Community Services
1.3	Promote historical significance and Improve interpretive elements of the cemetery								M	External funds	TBC	Community Services
1.4	Improve digital access to cemetery records								M	F-OPEX	TBC	Infrastructure & Works
Principle 2: Improving Access In and Around the Cemetery												
2.1	Update wayfinding signage within the cemetery in accordance with the Signage Strategy								H	F-CAPEX	10-20,000	Infrastructure & Works
2.2	Review maintenance service levels and asset renewal program								H	A-OPEX	5,000	Infrastructure & Works
2.3	Improve main entry, and review access points to improve pedestrian / user safety								M	F-CAPEX	30,000	Infrastructure & Works
2.4	Construct path for cemetery visitors and pedestrians								M	F-CAPEX	150,000	Infrastructure & Works
Principle 3: Enhancing the Cemetery Experience												
3.1	Install seating in priority locations								H	F-CAPEX	15-30,000	Infrastructure & Works
3.2	Progressively expand the vegetative landscape on all boundaries								M	F-OPEX	10-20,000	Infrastructure & Works
3.3	Review public lighting in conjunction with path and signage improvements								M	F-CAPEX	TBC	Infrastructure & Works

5.8 BELGRAVIA MANAGEMENT OF SPLASH AQUATIC DURING COVID-19 RESTRICTIONS

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.1.2 Increase the utilisation of sport and recreation facilities and multi-use open spaces

SUMMARY

This report will provide an update on Belgravia's management of Splash Aquatic during the restrictions that have been imposed on pool and gym facilities during the COVID-19 pandemic.

BACKGROUND

The COVID-19 pandemic began to have an impact on the delivery of Council services and facilities including Splash Aquatic as the government gradually imposed restrictions, during mid-March, on the number of people that could gather indoors. On 18 March, the government announced a ban on indoor gatherings of more than 100 people. Less than a week later, on 22 March, the government announced the implementation of restrictions that mandated the closure of many businesses to include pool and gym facilities.

Belgravia confirmed, with Council, the closure of Splash Aquatic on 23 March and commenced discussions on how they would manage the facility during this period of restriction and the costs that Council could expect to incur.

STATUTORY REQUIREMENTS

On 22 March, the National Cabinet agreed to move to more widespread restrictions on social gatherings. Premiers and Chief Ministers agreed to implement, through State and Territory laws, new Stage 1 restrictions on social gatherings, to be reviewed on a monthly basis.

Australians were advised to expect these measures to be in place for at least six months.

The following facilities were restricted from opening from midday local time 23 March 2020:

- Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation)
- **Gyms and indoor sporting venues**
- Cinemas, entertainment venues, casinos, and night clubs
- Restaurants and cafes will be restricted to takeaway and/or home delivery
- Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the one person per four square metre rule applies).

DISCUSSION

Splash Aquatic was closed on 23 March 2020 under the direction of the Federal Government in response to the escalating impact of the COVID-19 pandemic.

On 23 March, the CEO of Belgravia, Nick Cox, wrote to Council to discuss the impact on the facility and options for ongoing management. Following are the options that were presented:

"We would like to discuss or seek direction, as a matter of priority the following Council options for the closure period;"

1	During the closure period, Council to reimburse Belgravia Leisure for the payments of permanent staff in order to minimise the impact of this to local employees during the closure. This could be at full pay or part pay (i.e ½). Note, Belgravia Leisure will not be in a position to contribute to this payment.
2	During the closure period, Council to reimburse for the wages of 'essential staff operations'. This could include the Centre Manager, an Operations Manager who can maintain the plant and equipment and a Customer Service Officer to serve the community and member base as well as respond in-bound phone calls and enquiries. This will help to ensure key personnel don't look for other employment whilst being stood down.
3	During the closure period, Council make no contribution of on-site wages. If this is the case, we will be unable to have a staff presence on site during the closure, nor maintain the facility in readiness for re-opening.

"With all three options, there are a range of ongoing expenses for which we must ask Council to take responsibility for. These include phone, internet, software and other licenses, chemicals and consumables. We are also seeking a contribution from Council to cover basic corporate and head office associated services for Belgravia Leisure such as payroll functions.

Whilst we are prepared to bear our share of the pain, we are obliged to seek your support to ensure that we will be no worse off (e.g. ongoing operational costs are covered), other than by reduced management fees (which will also allow us to continue to operate) during the closure and reopening process. We are seeking Council's understanding that we not be required to subsidise the businesses during this period of shut down and reopen."

On 24 March, Belgravia's Regional Manager wrote to Council outlining their proposal for a "Caretaker Cost for Splash" during the term of the closure of the facility. The Caretaker proposal submitted is outlined below:

"Thank you for Council's support and understanding as we work through this unprecedented period. We recently emailed some options for Council to consider during the period of closure. We are asking, as a matter of priority, Council's position on their preferred option based on the following estimated costs;"

	Option 2A (per wk)	Option 2B (per wk)
Personnel Costs	\$ 2,172	\$ 3,310
Caretaker Costs	\$ 5,270	\$ 5,270
Operating Costs	\$ 18,361	\$ 18,361
TOTAL	\$ 25,803	\$ 26,961

The options are based on the commitments to staff and onsite presence.

Personnel Costs

As per our conversation, this includes wages for the following:

- Option 2A includes only the Centre Manager and Assistant Manager are engaged during the closure.

- Option 2B includes the Centre Manager, Assistant Manager, Membership and Customer Service Manager.

Caretaker Costs

The caretaker costs cover regional/executive support, payroll, accounts payable/receivable, people and culture, industrial relations support, procurement and WHS. In addition, we have also invested into the Home Fitness Network which will be made available for all members.

Operating Costs

Ongoing operational costs include, but are not limited to; utilities, insurance, pool consumables, phone, internet, on costs, licensing (music, software etc), plant maintenance and equipment financing. We will aim to minimise costs associated with closing the facilities and have the most basic of operation whilst closed.

The above operating costs excludes a budget for repairs and maintenance. We are suggesting we (Council and Belgravia) agree on these on an as-needs basis during the closure and either Council engage a contractor, or we pass on the invoice for costs as needed. This gives Council flexibility on decisions during the closure.

Negotiations with Belgravia commenced from late March on terms that would be more acceptable to Council. The Caretaker Costs that Belgravia submitted for the ongoing management of Splash Aquatic was excessive and unsustainable in the short term and much more so should the closure extend for up to six months as noted by the Federal Government.

Council and Belgravia agree that the facility entered a period of "hibernation" from 24 March and continues until both parties agree on a return to business as usual.

Negotiations continued into May and a set of terms have been drafted and are attached for review. (ref Attachment 1)

Following is an extract from the variation of agreement:

Rationale

This variation of the agreement acknowledges the high value of the long-standing relationship between Council and Belgravia Leisure and appreciates this is a difficult time for both parties.

The revised agreement is based on the following:

- *there must be a clear focus on the management of expenditure whilst ensuring we engage the community as we rebuild Splash!*
- *an ongoing commitment to achieving the highest levels of service delivery, driving participation and program growth in an efficient and effective way; and*
- *allowing both parties to participate in operational decisions that can expedite the rate of financial recovery and delivers mutually beneficial outcomes to both organisations.*

Both parties agree a business-as-usual approach to problem solving will not be sufficient to solve the current challenges posed by the COVID-19 pandemic and recovery and so, this variation is now essential. Given current circumstances, what is needed is flexibility, transparency of financial reporting and a stable work environment for staff. This agreement will provide these important elements.

Variation

This letter seeks your acceptance of the variation of the Facility Management Service Agreement on the terms set out below:

Hibernation Period

For the period from 24 March until National and/or State Governments allow leisure facilities to re-open:

- *Belgravia Leisure will cease invoicing Council for Head Office/Regional Support and Contract Management & Admin costs, as well as the Council subsidy.*
- *Belgravia Leisure will invoice Council at a rate of \$2,162 per week +GST to contribute to the ongoing site costs incurred during closure.*
- *Council will cease on-charging monthly utilities costs to Belgravia Leisure.*
- *Council will bear the costs of reactive and preventative maintenance during the closure. (Note: Belgravia have agreed to submit all reactive and preventative maintenance costs to Council for approval prior to progressing)*
- *Excluding the Council borne costs mentioned above, Belgravia Leisure will absorb additional losses incurred during the closure.*
- *Belgravia Leisure will continue to provide membership liaison, onsite pool maintenance and provide programs such as Telehealth Exercise Physiology and community programming, as restrictions permit.*

Variation to Profit Share Arrangement

The parties agree to now vary the current profit share arrangement outlined in the Schedule of Payments such that any future surplus that would otherwise be payable as profit share at the end of each financial year will be retained by Belgravia Leisure (100%). This will continue until the accumulated losses have been recovered and income is restored to the pre-pandemic operational level. (Note: Belgravia have agreed that this variation will conclude at the end of the current contract period in June 2023) At this point, the profit share arrangement would revert to 50% Council and 50% Belgravia Leisure.

Term of Contract

To assist in recovering losses during the hibernation period, the contract is varied to include all options for further terms exercised, plus there will be one extra year added so that the contract would end on 30 June 2029.

Belgravia have delivered a consistent level of quality service managing the facility to during the term of the contract and continue to meet the expectations of Council. Provided the current level of service continues there appears no reason not to exercise the contract option.

Regarding the profit share arrangement, at the onset of COVID-19, the forecast return to Council was estimated to be \$20,000 for the 19/20 financial year.

COMMUNITY ENGAGEMENT

Community engagement was not required in the development of this report.

FINANCIAL IMPLICATIONS

Council has contained the costs during the period where the Splash Aquatic facility is in hibernation. Belgravia will seek to recover the accumulated expenditure over a period of time by undertaking the following actions:

Report to Council meeting on 25 May 2020

1. Maintain all profit until accumulated losses are recovered; and
2. Reduce expenditure by adjusting services and facility availability in alignment with the easing of restrictions and the gradual return to business as usual; and
3. Seek agreement from Council to exercise the 5 year agreement extension from June 2023 and agree a 1 year extension at the end of the agreement from June 2028 to June 2029.

RISK IMPLICATIONS

There are a number of risk factors to consider.

1. Recovery to business as usual and Belgravia profitability may not eventuate for a number of years once the facility comes out of hibernation.
2. A second wave of the pandemic could result in an extended period of closure further prolonging Belgravia's ability to return to profitability leading to increased accumulated expenditure.

CONCLUSION

Council has negotiated the most favourable position possible during the hibernation period striking a balance between containing the ongoing management costs and an acceptable level of maintenance of the pool facility. Maintenance during this period of restriction is vital to ensuring a faster opening post hibernation and the reduced risk of extreme maintenance costs due to facility plant and equipment failure.

ATTACHMENTS

1. Belgravia Letter of Variation of Agreement

RECOMMENDATION

That Council in relation to Belgravia's Variation of Agreement to the existing contract:

1. note the terms of the Variation of Agreement;
2. approve an extension of the current contract, by exercising the 5-year option contained within the contract through to June 2028; and
3. agree an additional 1-year extension of the contract through to June 2029.

Author:	Jeffrey Griffith	Endorsed By:	Matthew Atkins
Position:	Deputy General Manager	Position:	General Manager



13 May 2020

Jeffrey Griffith
Deputy General Manager
Devonport City Council

Via email – jgriffith@devonport.tas.gov.au

Dear Jeffrey,

Variation of Agreement between Devonport City Council and Belgravia Leisure for the Management and Operation of Splash Aquatic and Leisure Centre (SALC) in response to the COVID-19 pandemic

Background

The COVID-19 pandemic is an unprecedented event beyond the control of both Belgravia Leisure and Council. The outbreak and the related government mandated closures have had a significant impact on community health, the economy and business. One of the biggest unknowns is the term of the COVID-19 restrictions and the amount of time required to return the business to pre-closure levels.

Joint discussions have occurred between Council and Belgravia Leisure to address these overwhelming issues and agree on a new operating model to respond, manage and recover during the closure of Splash! as well as the re-establishment and rebuild of the business.

Rationale

This variation of the agreement acknowledges the high value of the long-standing relationship between Council and Belgravia Leisure and appreciates this is a difficult time for both parties.

The revised agreement is based on the following:

- there must be a clear focus on the management of expenditure whilst ensuring we engage the community as we rebuild Splash!
- an ongoing commitment to achieving the highest levels of service delivery, driving participation and program growth in an efficient and effective way; and
- allowing both parties to participate in operational decisions that can expedite the rate of financial recovery and delivers mutually beneficial outcomes to both organisations.

Both parties agree a business-as-usual approach to problem solving will not be sufficient to solve the current challenges posed by the COVID-19 pandemic and recovery and so, this variation is now essential. Given current circumstances, what is needed is flexibility, transparency of financial reporting and a stable work environment for staff. This agreement will provide these important elements.

Variation

This letter seeks your acceptance of the variation of the Facility Management Service Agreement on the terms set out below:

Hibernation Period

For the period from 24 March until National and/or State Governments allow leisure facilities to re-open:

- Belgravia Leisure will cease invoicing Council for Head Office/Regional Support and Contract Management & Admin costs, as well as the Council subsidy.



- Belgravia Leisure will invoice Council at a rate of \$2,162 per week +GST to contribute to the ongoing site costs incurred during closure.
- Council will cease on-charging monthly utilities costs to Belgravia Leisure.
- Council will bear the costs of reactive and preventative maintenance during the closure.
- Excluding the Council borne costs mentioned above, Belgravia Leisure will absorb additional losses incurred during the closure.
- Belgravia Leisure will continue to provide membership liaison, onsite pool maintenance and provide programs such as Telehealth Exercise Physiology and community programming, as restrictions permit.

Transition Period

For the period from the end of the 'Hibernation Period' until the facility is operating at pre-pandemic levels (including Government imposed restrictions such as capped attendances) costs likely to be incurred directly from site and support costs will increase. In dealing with this situation prior to any change Belgravia Leisure and Council will agree on any operational measure to vary any service provision/operating hours. Whilst the Federal Government JobKeeper program is available, Belgravia Leisure will maximise the service provision as much as possible. Also, the subsidy currently specified in the contract will be restored and Belgravia will commence paying for utilities.

Variation to Profit Share Arrangement

The parties agree to now vary the current profit share arrangement outlined in the Schedule of Payments such that any future surplus that would otherwise be payable as profit share at the end of each financial year will be retained by Belgravia Leisure (100%). This will continue until the accumulated losses have been recovered and income is restored to the pre-pandemic operational level. At this point, the profit share arrangement would revert to 50% Council and 50% Belgravia Leisure.

Term of Contract

To assist in recovering losses during the hibernation period, the contract is varied to include all options for further terms exercised, plus there will be one extra year added so that the contract would end on 30 June 2029.

We would like to take this opportunity to thank you for your understanding during this unprecedented COVID-19 crisis and appreciate Councils support around how both Belgravia Leisure and Devonport City Council can move forward together, in partnership, through this challenging time to respond, rebuild and recover.

Kind regards,

Kara Monaghan
Regional Manager
Belgravia Leisure

5.9 DEVONPORT SOCIAL RECOVERY ACTION PLAN - COVID-19

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.4.1 Support the community in emergency management response and recovery

SUMMARY

This report will present the draft *Devonport Social Recovery Action Plan – COVID-19* to Council for adoption.

BACKGROUND

The Premier of Tasmania declared a State of Emergency on 19 March 2020 in response to the outbreak of COVID-19. Devonport Council's responsibilities in responding to COVID-19 are in line with the *Emergency Management Act* and the Mersey-Leven Municipal Emergency Management Plan.

Council is represented on the North West Regional Recovery Committee (NWRRC) by its Community Services Manager. The Committee, with membership from Tasmania Police, SES, Department of Health, Cradle Coast Councils and Service Providers, has commenced meeting on a weekly basis since the outbreak of the pandemic and has formalised a North West Social Recovery Action Plan to assist the Committee from a North West perspective.

Individual Councils can determine whether they wish to adopt a Social Recovery Action Plan that is consistent with the North West Plan but localised for their own communities. Council's Community Services Manager has developed a local Plan (attached) for consideration by Council.

STATUTORY REQUIREMENTS

Council is adhering to all requirements as legislated by State and Federal Government as a direct result of the COVID-19 pandemic. Legislation is being passed as and when required to assist in managing the pandemic and its implications on Federal, State and Local Governments.

The adoption of a Devonport specific Social Recovery Action Plan is not compulsory nor mandated but is consistent with the North West Social Recovery Action Plan which has been adopted by the NWRRC. The Plan was prepared in accordance with the requirements of the *Tasmanian Emergency Management Arrangements* and the *State Special Emergency Management Plan, Recovery*.

DISCUSSION

A Devonport Social Recovery Action Plan has been prepared that seeks to respond to the social recovery needs of the Devonport community throughout and after the COVID-19 outbreak. The Plan is a localised and specific purpose plan and it will cease upon all impacts of COVID no longer existing.

The Plan has five major objectives:

1. To ensure information relevant to the COVID-19 situation is shared effectively and in a timely manner between members of the Devonport Social Recovery Committee and the North West Regional Recovery Committee

Report to Council meeting on 25 May 2020

2. To develop and support local opportunities and programs that improve recovery outcomes for communities, including participation of groups with social disadvantage
3. To ensure consistent and co-ordinated messaging to local communities, including vulnerable community members and those who do not have access to the internet
4. To ensure localised health and wellbeing services are identified that can be appropriately utilised to assist with recovery needs
5. Development of long-term responses to recovery from the COVID-19 situation, including actively contributing to the Regional and State responses

The plan sets out actions and responsibilities against the objectives and is aimed at localised community recovery into the immediate future. Many of the actions have commenced since the outbreak of the pandemic however with the adoption of the Plan, this will now formalise those actions.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report. Any actions arising from the Plan will be undertaken by Council officers and therefore covered by Council's operational budget. Any assistance from the Council's COVID-19 Working Group towards the Plan would be allocated from the Group's financial assistance package.

RISK IMPLICATIONS

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

CONCLUSION

The draft Devonport Social Recovery Action Plan – COVID-19 seeks to respond to the social recovery needs of the Devonport community throughout and after the COVID-19 outbreak and is presented to Council for adoption.

ATTACHMENTS

1. Devonport Social Recovery Action Plan - COVID-19

RECOMMENDATION

That Council adopt the draft Devonport Social Recovery Action Plan – COVID-19.

Author:	Karen Hampton	Endorsed By:	Jeffrey Griffith
Position:	Community Services Manager	Position:	Deputy General Manager





Devonport Social Recovery Action Plan – COVID-19

Situation Summary – May 2020

The current outbreak of Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) was first reported from Wuhan, China, in December 2019. On 11 March 2020, following alarming levels of spread and severity, the World Health Organisation made the assessment that COVID-19 is a pandemic. Due to the rapidly evolving nature, detailed situational awareness information should be sought from www.health.gov.au/health-topics/novel-coronavirus-2019-ncov. Information specific to Tasmania should be sought from <https://www.coronavirus.tas.gov.au/>.

On 19 March, 2020 the Tasmanian Premier declared a State of Emergency. To date, a majority of cases were within the North West of Tasmania following an outbreak at the North West Regional Hospital, which later impacted the North West Private Hospital and Mersey Community Hospital. Positive cases to date have been hospital staff, patients and their respective close contacts.

Tragically, there have been multiple deaths of patients with COVID-19. At this point, the spread of the virus in NW Tasmania has been primarily contained to the health care sector. Legal restrictions have been imposed Nationwide to limit the spread of the virus, including limitations on social movements and temporary closure or adaptation of businesses and services to reduce social contact.

Additional restrictions have been imposed in the NW of Tasmania as a result of the higher percentage of cases within the State. These restrictions are having far reaching consequences for how communities interact and will have widespread social and economic impacts for Tasmanians, particularly in the North West.

Devonport Social Recovery Committee

Name	Role
Karen Hampton	Social Recovery Coordinator
Charmane Hardy	Deputy Social Recovery Coordinator
Jeffrey Griffiths	Deputy General Manager
Karen Stone	Risk Management Coordinator

Version Control: 1

Prepared By:	Community Services Manager	Date: 08/05/2020
Reviewed By:	ELT	Date: 18/05/2020
Approved By:	Devonport City Council	Date:



Intent of Document

To guide the work of the Devonport Social Recovery Coordinator and/or the Devonport Social Recovery Committee in response to the social recovery needs of the community throughout and after the COVID-19 situation. This is undertaken with recognition that local residents are the Council's strongest asset against the spread of the virus and it is vital that recovery is informed and designed in partnership with communities.

The Plan will be flexibly adapted, regularly reconsidered, and aligned with Regional and State-wide recovery planning and community needs.

The NW Regional Recovery Committee is a subcommittee of the Regional Emergency Management Committee and has responsibility for coordinating relief and recovery assistance which crosses municipal borders. Each municipal area in the North West has representation on this committee. Each local government area has responsibilities for their local area recovery planning and execution in accordance with their local Plan.

Mission

To co-ordinate and manage the human and social recovery of communities in the Devonport local government area during and after the COVID-19 situation.

Objectives

The objectives of the Devonport Social Recovery Action Plan COVID-19 are:

1. To ensure information relevant to the COVID-19 situation is shared effectively and in a timely manner between members of the Devonport Social Recovery Committee and the North West Regional Recovery Committee
2. To develop and support local opportunities and programs that improve recovery outcomes for communities, including participation of groups with social disadvantage
3. To ensure consistent and co-ordinated messaging to local communities, including vulnerable community members and those who do not have access to the internet
4. To ensure localised health and wellbeing services are identified that can be appropriately utilised to assist with recovery needs
5. Development of long-term responses to recovery from the COVID-19 situation, including actively contributing to the Regional and State responses



Objective One

To ensure information relevant to the COVID-19 situation is shared effectively and in a timely manner between members of the Devonport Social Recovery Committee and the North West Regional Recovery Committee

#	Action	Action By	Timing (Identify if complete)	Activities & Progress Use appendix documents where needed
1	Members to advise of local activities and emerging issues which should be consolidated within a weekly Activities Summary.	Devonport Social Recovery Committee	Ongoing	Activities Summary document to be updated on a weekly basis to ensure consistency of response and reporting
1.1.	Convene fortnightly meetings of the Devonport Social Recovery Committee to provide updates on tasks, share information and identify emerging issues and responses.	Social Recovery Co-ordinator	Commence 1 June	Meetings to commence 1 June
1.2	Identify critical needs including resources and equipment to support Devonport and stakeholders to undertake recovery actions.	Devonport Social Recovery Committee	1 June 2020	Standing Agenda item for fortnightly meetings



Objective Two

To develop and support local opportunities and programs that improve recovery outcomes for communities, including participation of groups with social disadvantage

#	Action	Action By	Timing (Identify if complete)	Activities & Progress
2	Encourage the local community to continue to support and use local small businesses to assist with employment opportunities and economic recovery	Devonport Social Recovery Committee	Ongoing	Continue to monitor and update COVID-19 page on Devonport Council website Shop Local campaign
2.1	Encourage and support local businesses with resources and skills that can be utilised and adapted for use in community recovery actions	Devonport Social Recovery Committee	Ongoing	Continue to monitor and promote business mentoring programs Identify partners that provide relevant skills and resources
2.2	Collate and share information with the local community and groups about where they can find support for essential provisions and services (ie; businesses that are operating,	Devonport Social Recovery Committee	Ongoing	Continue to monitor and update COVID-19 page on Devonport Council website Promotion of services on social media



	community services)			
2.3	Acknowledge, support and assist to facilitate projects that encourage connection, wellbeing, participation & resilience which include disadvantaged groups such as youth, aged, rural, minorities, homeless, persons without internet access.	Devonport Social Recovery Committee		<p>Continue to monitor and update COVID-19 page on Devonport Council website</p> <p>Identify other forms of promotion</p> <p>Identify partners who work with disadvantaged groups and facilitate promotion and support</p>
2.4	Consider the development or adaptations of grant programs that support recovery and resilience	Council	Ongoing	Council's COVID-19 Working Group to consider grant programs as part of its community relief package
2.5	Coordinate a response to support community members who are in voluntary isolation, often for extended periods, due to risk factors such as age or health.	Council	Ongoing	Liaison with State Government departments



Objective Three

To ensure consistent and co-ordinated messaging to local communities, including vulnerable community members and those who do not have access to the internet

#	Action	Action By	Timing (Identify if complete)	Activities & Progress
3	Ensure generic information and key messages disseminated are sanctioned by State Public Information Unit (PIU), which is the single source of truth	Council	Ongoing	Continue to monitor information from the State's Public Information Unit and promote as required Continue to monitor and update COVID-19 page on Devonport Council website
3.1	Regularly update online and community information spaces regarding; <ul style="list-style-type: none"> • Current service delivery • Hotlines for support services • Link to Tasmanian Government information website; https://coronavirus.tas.gov.au/ 	Council	Ongoing	Continue to monitor and update COVID-19 page on Devonport Council website as the source of information Continue to promote via Council's social media channels
3.2	Report to Mayor and other relevant council members regarding recovery activities and future directions through internal reporting mechanisms	Social Recovery Co-ordinator	Ongoing	Standing item in reports to Council – monthly



3.3	<p>Identify local means to disseminate information alternate to internet to ensure all members of the community are kept informed and connected</p> <ul style="list-style-type: none"> • Local Radio • Local Newspapers • Essential service providers (EG; Pharmacies, District Nurses, GP Surgeries, Welfare Clinics) • Community Information Boards • Council mailing lists • Using NGO's for calling services • Telco's • Municipal Newsletters 	Social Recovery Co-ordinator	Ongoing	<p>Identified means for dissemination including but not limited to:</p> <ul style="list-style-type: none"> • Council reports • Mayor's Message • Posters • Distribution of information throughout networks/partners (existing service providers)
3.4	<p>Ensure all public information disseminated is appropriately pitched, inclusive and accessible for all community members (ie; consider resources for non-English speaking, hearing and sight impaired, elderly etc.)</p>	Devonport Social Recovery Committee	Ongoing	<p>Continue to monitor and update COVID-19 page on Devonport Council website (translation services available)</p> <p>Provide information to International Café for distribution to their networks</p> <p>Provide information in various forms to ensure inclusiveness and accessibility</p>



Objective Four

To ensure localised health and wellbeing services are identified that can be appropriately utilised to assist with recovery needs

#	Action	Action By	Timing (Identify if complete)	Activities & Progress
4	Work with NGO's and charity organisations to identify vulnerable community groups and individuals who are at risk currently, or likely to be in the event of an escalation. Develop mitigation strategies to assist these community groups and members.	Devonport Social Recovery Committee	Ongoing	Register of organisations developed Attendance at North West Service Provider's meeting
4.1	Develop a register of key community contacts and organisations that can support recovery actions and information dissemination	Devonport Social Recovery Committee	Ongoing	Register of key community contacts and organisations developed
4.2	Develop of list of local health and well-being services (other than organisations with a National or State presence) that can be called on in recovery actions	Devonport Social Recovery Committee	Ongoing	Register of local health and wellbeing services developed



4.3	Identify local groups and individuals who are offering unsanctioned support services and seek their involvement and inclusion in a coordinated approach	Devonport Social Recovery Committee	Ongoing	Partners
4.4	All enquiries regarding volunteering opportunities to be referred to Volunteering Tasmania where a local need for that person or service is not required	Devonport Social Recovery Committee	Ongoing	Council a member of Volunteering Tasmania's Co-Design Project Liaising with Volunteering Tasmania on their EV (Emergency Volunteering) CREW program



Objective Five

Development of long-term responses to recovery from the COVID-19 situation, including actively contributing to State response

#	Action	Action By	Timing (Identify if complete)	Activities & Progress
5	Establish and maintain a Municipal Recovery Co-ordinator and, if practical, a Municipal Recovery Committee to implement and monitor recovery actions, inform and participate in NW Regional Social Recovery Committee	Council	Complete	Municipal Social Recovery Coordinator participates in NW Regional Social Recovery Committee meetings on a weekly basis
5.1	Actively support, and participate when requested, in the State recovery response	Devonport Social Recovery Committee	Ongoing	
5.2	Give consideration to the restoration of local services and how they can be adapted for resilience during similar future incidents (ie; second / third waves of COVID-19)	Devonport Social Recovery Committee	Ongoing	Reactivation/Recovery Plans being prepared by Council with a focus on safe reactivation



5.4	<p>Ensure recovery staff and volunteers are provided with;</p> <ul style="list-style-type: none"> • Welfare support • Sufficient rest periods • Planning for absences 	<p>Councils</p> <p>Social Recovery Co-ordinator</p>	Ongoing	<p>Develop a list of human resources and support services to assist Council's Social Recovery Committee to deliver any required services</p>
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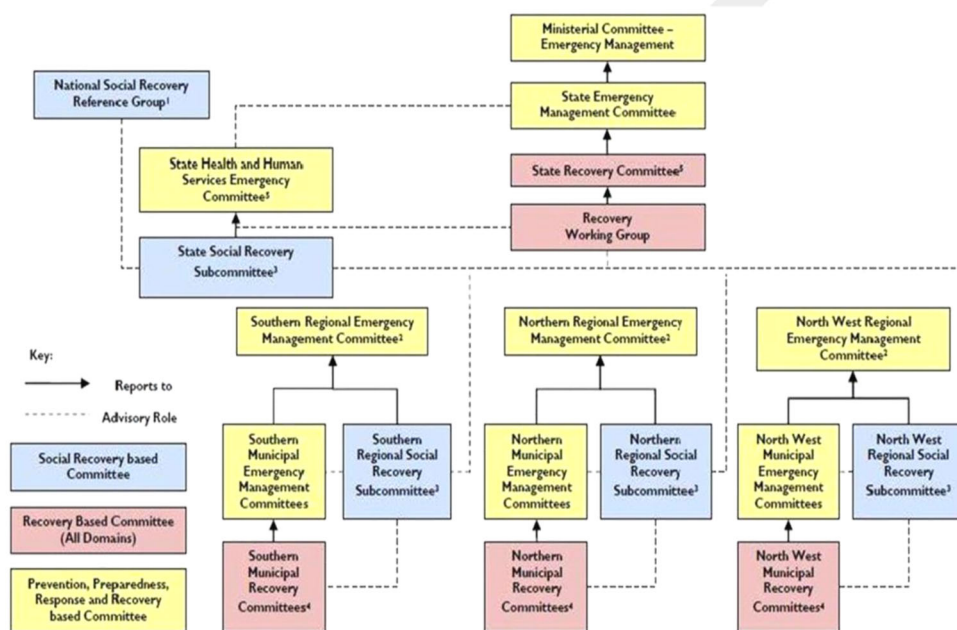


Relevant Plans and Documents

- *Emergency Management Act 2006* provides the legislative basis for emergency management actions within Tasmania.
- *Tasmanian Emergency Management Arrangements (TEMA)*
DoH (PHS) is the Response Management Authority for pandemic influenza and public health emergencies.
- *State Special Emergency Management Plan (SSEMP): Pandemic Influenza* Issue 4, 18 November 2019
Although the plan is influenza specific, this SSEMP is a guide to facilitate the response and outlines health and whole of government arrangements including escalation.
- *State Special Emergency Management Plan (SSEMP): State Recovery Plan* Issue 3, December 2018
This Plan aims to ensure the State's recovery arrangements are clearly described and is intended to provide a broad scalable framework which is tailored to the requirements of the situation.
- *Tasmanian Health Action Plan for Pandemic Influenza (THAPPI)*
This Plan will inform COVID-19 health sector preparedness and response where applicable.
- *COVID-19 Interim Community and Economic Recovery Strategy (DPaC)*
- *NW Regional Emergency Coordination Centre Concept of Operations*
- *DCC Social Recovery Manual*



TASMANIAN RECOVERY GOVERNANCE FRAMEWORK



Notes:

1. The Social Recovery Reference Group is a sub-group of the Community Outcomes and Recovery Subcommittee of the Australia-New Zealand Emergency Management Committee. Tasmanian representation is by the Department of Health Emergency Preparedness and Response Unit.
2. The Chair of each Regional Emergency Management Committee is a member of the State Emergency Management Committee.
3. The Chair of each Regional Social Recovery Subcommittee is a member of the Social Recovery Subcommittee of the State Health and Human Services Emergency Committee.
4. The Chair of each Municipal Recovery Committee is a member of the relevant Regional Social Recovery Subcommittee.
5. The Department of Health Chief Medical Officer is the Chair of the State Health and Human Services Emergency Committee and a member of the State Recovery Committee.



DRAFT

6.0 INFORMATION**6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING**

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

Date	Description	Purpose
18/05/2020	Workshop Session – 2020-21 Budget Deliberations	To consider the 2020-21 budget.

RECOMMENDATION

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

Author: Position:	Robyn Woolsey Executive Assistant General Management	Endorsed By: Position:	Matthew Atkins General Manager
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6.2 MAYOR'S MONTHLY REPORT

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

Summary

This report details meetings and functions attended by the Mayor.

BACKGROUND

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

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

In her capacity as Mayor, Councillor Annette Rockliff attended the following meetings and functions between 23 April and 20 May 2020:

- Council Meeting
- COVID-19 Response Committee
- Regular meetings with General Manager
- Catchups with staff members and Councillors as required
- Media as requested: ABC Radio x 3, 7AD x 4, SeaFM x 2, The Advocate Newspaper
- TasWater Owners' Representative's meeting
- LGAT General Management Committee COVID-19 workshop
- Minister for Local Government meeting with Mayors and General Managers
- Arboretum Committee meeting
- LGAT General Management Committee meeting
- Cradle Coast Authority Representative's meeting
- Tasmanian Women's Council Strategic Planning meeting

All meetings and media were done either by telephone or online.

ATTACHMENTS

Nil

RECOMMENDATION

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

6.3 GENERAL MANAGER'S REPORT - MAY 2020

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands

SUMMARY

This report provides a summary of the activities undertaken by the General Manager, between 23 April and 20 May 2020. It also provides information on matters that may be of interest to Councillors and the community.

BACKGROUND

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

STATUTORY REQUIREMENTS

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

DISCUSSION

1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops, Section 23 Committee and Council Meetings as required.
- 1.3. Attended a number of meetings with Belgravia Leisure in regard to COVID-19 restrictions and the implications for Splash Aquatic Centre.
- 1.4. Meeting with the developer of the Devonport Showgrounds, regarding an update on planning matters relating to the site.
- 1.5. Assisted in the preparation and presentation to Councillors of the 2020/21 Draft budget and annual plan.

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 2.1. Met with a concerned resident regarding a building permit matter.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. Attended the Cradle Coast General Managers meeting with agenda items including Dulverton Waste Management update, CCA Director appointment, COVID-19 responses and State-wide planning scheme.
- 3.2. With the Mayor attended a Taswater Owners Representatives meeting. The Board Chairman outlined a decision to not pay the final dividend for the 19/20 financial year and advised that a dividend was unlikely during 20/21.
- 3.3. Attended the May national board meeting of Local Government Professionals Australia.

Report to Council meeting on 25 May 2020

- 3.4. With the Mayor and Deputy Mayor attended the CCA Representatives meeting, decisions at the meeting included the adoption of the 20/21 Annual Plan and Budget and the new Strategic Plan.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. With the Mayor attended the COVID-19 Local Government planning group meeting with the Local Government Minister, Hon. Mark Shelton and Director, Craig Limpkin.

5. OTHER

- 5.1. As Council continues to operate under COVID-19 restrictions, additional effort has been made to keep staff and Councillors informed of the changing environment.

The organisation has adapted well to risk control actions including working from home arrangements and separation measures across the outdoor workforce.

The pandemic has resulted in change, innovation and improvements in many areas which will have ongoing benefit for the organisation.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

There is not expected to be any impact on the Councils' operating budget as a result of this recommendation.

RISK IMPLICATIONS

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

CONCLUSION

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

ATTACHMENTS

1. Current and Previous Minute Resolutions Update - May 2020
2. CONFIDENTIAL - Current and Previous Minute Resolutions Update - Confidential May 2020

RECOMMENDATION

That the report of the General Manager be received and noted.

Author:	Matthew Atkins
Position:	General Manager

Current and Previous Minute Resolutions Update

OPEN SESSION Current Resolutions	
Resolution Title:	Cradle Country Marketing Group Dissolvement
Date:	27 April 2020
Minute No.:	67/20
Status:	Completed
Responsible Officer:	Convention & Art Centre Director
Officers Comments:	The Group has ceased. Reallocation of funding being considered as part of the budget process 20/21
Resolution Title:	Tender Report Contract CP0186 Girdlestone Park Ground Lighting
Date:	27 April 2020
Minute No.:	69/20
Status:	Completed
Responsible Officer:	Technical Support Supervisor
Officers Comments:	Contract awarded.
Resolution Title:	Street Trading By-Law
Date:	27 April 2020
Minute No.:	71/20
Status:	In progress
Responsible Officer:	Executive Officer People & Finance
Officers Comments:	RIS has been sent to the Director.
Resolution Title:	Adoption of Financial Hardship Assistance Policy
Date:	27 April 2020
Minute No.:	72/20
Status:	Completed
Responsible Officer:	Executive Officer People & Finance
Officers Comments:	Policy is in place.
Resolution Title:	Impacts of COVID-19
Date:	27 April 2020
Minute No.:	73/20
Status:	Completed
Responsible Officer:	General Manager
Officers Comments:	Principles being incorporated into budget preparation

Resolution Title:	Expression of Interest to sell or gift the Julie Burgess to a Suitable Operator, or to enter into a Partnership Agreement with a Suitable Operator
Date:	27 April 2020
Minute No.:	74/20
Status:	Completed
Responsible Officer:	Convention & Art Centre Director
Officers Comments:	Preferred proponent has been advised and negotiations commenced.

Previous Resolutions Still Being Actioned	
Resolution Title:	Banning of Single Use Plastics – Devonport Region – Notice of Motion – Cr A Jarman
Date:	23 March 2020
Minute No.:	40/20
Status:	On going
Responsible Officer:	General Manager
Officers Comments:	
Resolution Title:	Debt Facility Review (GFC 14/20 – Governance Finance & Community Services Committee – 16 March 2020)
Date:	23 March 2020
Minute No.:	49/20
Status:	On going
Responsible Officer:	Executive Manager People and Finance
Officers Comments:	Awaiting formal letter of offer
Resolution Title:	Rotunda and Interpretive Sign – Joshua Slocum Park – Notice of Motion – Cr Lynn Laycock
Date:	28 January 2020
Minute No.:	05/20
Status:	In progress
Responsible Officer:	Executive Manager City Growth
Officers Comments:	Workshop to be scheduled.
Resolution Title:	Unconfirmed Minutes – Annual General Meeting – 9 December 2019
Date:	16 December 2019
Minute No.:	259/19
Status:	Ongoing
Responsible Officer:	General Manager
Officers Comments:	Workshop scheduled

6.4 GOVERNANCE AND FINANCE REPORT - MARCH AND APRIL 2020

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

SUMMARY

This report provides a summary of the activities undertaken during the months March and April 2020 in the following areas of Council:

- Corporate Services

BACKGROUND

This report has previously been provided to the Governance, Finance and Community Services Committee and aims to update the Councillors and the community on matters of interest.

Changes to scheduled Section 23 committee meetings, due to the Covid-19 pandemic, has meant this report has been provided to the Ordinary Council Meeting, 25 May 2020.

The functional areas of Council covered by this report include:

- | | |
|-----------------------------------|-------------------------------------|
| • Governance | • Property Management |
| • Financial Reporting | • Legal Issues |
| • Strategic and Operational Plans | • Customer Service |
| • Corporate Communication | • Financial Strategy and Management |
| • Human Resources | - Revenue and Rating |
| • Partnerships | - Grants |
| • Information Technology | - Loan Borrowings |
| • Budget Management | - Compliance |
| • Car Parking | - Related Policies |
| | - Financial Reporting |

STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation.

DISCUSSION

1. GOVERNANCE

1.1. Common Seal Register

The following documents have been signed under Council's seal for the period March and April 2020:

Report to Council meeting on 25 May 2020

REG/566	Amendment to Sealed Plan No 148288	12/03/2020
REG/567	Plan of Survey - Folio Reference 165533/1 & 134424/1 - PA2019.0198	16/03/2020
REG/568	Adhesion Order Volume 14749 Folio 1, Volume 14749 Folio 2, Volume 14749 Folio 3, Volume 14749 Folio 4 - 20 Girdlestone Reservoir Road	19/03/2020
REG/569	Plan of Survey - Folio 170317/2 - PA2018.0180	19/03/2020
REG/570	Variation of Lease of Crown Land at Quoiba	23/03/2020
REG/571	Deed of Variation of Lease - Crown Land - Farmby Road - PID 3418330	24/03/2020
REG/572	Surrender of Land to the Crown - 193 Melrose Road Aberdeen	25/03/2020
REG/573	Plan of Survey - Folio 17793/4 - PA2017.0124	26/03/2020
REG/574	Part Five Agreement - 17 Devonport Road - Rynmarc Pty Ltd - PA2014.0173	31/03/2020
REG/575	Memorandum of Lease - DCC & PSEA Dept Stores	6/04/2020
REG/576	Deed of Settlement & Release - Providore Place Devonport Pty Ltd	9/04/2020
REG/577	Transfer of Title - 39A Canning Drive East Devonport	17/04/2020
REG/578	Adhesion Order - 215-221 Tarleton Street East Devonport	17/04/2020
REG/579	Stage 2 Strata - Vol 177903 Fol 5 - PA2018.0038	17/04/2020
REG/580	Variation to Existing Agreement - Department of Health and Devonport City Council - installation of light towers and minor works for existing change rooms - Girdlestone Park	7/05/2020

1.2. Property Management Update

Council Officers worked on a number of property matters during March and April including the following:

- Finalise settlement of 39A Canning Drive (settled 1/5/20);
- Liaison with commercial tenants in response to requests for assistance due to COVID-19 operating restrictions;
- Liaison with Council owned caravan parks regarding restrictions due to COVID-19;
- Progress title and adhesion order and TasWater easement creation for 108 Tarleton Street;
- Liaison with new owners of Harris Scarfe on lease; registration of lease with Land Titles Office;
- Discussions with Claude Neon & TasWater re-billboards at Horsehead Creek. Negotiations on agreement renewal for Claude Neon at Devonport Road, Quoiba;
- Assist Club tenants with grant applications as property owner;
- Liaise with Crown Land Services on a range of matters including: application for lease and works applications for coastal pathway project; e-Waste Shelter at WTS; demountable easy access toilet block and upgraded camp kitchen at Mersey Bluff Caravan Park; received lease variation for Pony Club (extended lease area); finalised land transfer back to Crown – 193 Melrose Road Aberdeen; and
- Reviewing lease agreements for Community, Childcare and Sport & Rec – current agreements expire on 30 June 2020.

1.3. Councillor's Attendance

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

	Council	Planning Authority		Governance, Finance & Community Services		Infrastructure, Works & Development		Workshops
No. of Meetings	13	6		5		4		15
Attendance		Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Cr A Rockliff	13	6	0	4	0	0	3	15
Cr J Alexiou	13	6	0	4	0	0	3	15
Cr G Enniss	11	0	4	4	0	3	0	14
Cr P Hollister	12	6	0	0	4	3	0	15
Cr A Jarman	13	0	6	3	0	2	0	13
Cr L Laycock	12	0	5	3	0	3	0	13
Cr S Milbourne	13	6	0	4	0	0	3	14
Cr L Murphy	13	5	0	0	2	3	0	15
Cr L Perry	13	5	0	0	3	3	0	14

1.4. Human Resources**1.4.1. Recruitment****Staff positions advertised March and April 2020**

Position	Department	Work Location
Technician (Casual) *	Convention and Arts	paranaple arts centre and paranaple convention
Human Resources Officer (Maternity Relief) *	People and Finance	paranaple centre

* Recruitment since postponed due to COVID-19

Staff Appointments March and April 2020

Position	Name	Department	Work Location
Executive Manager City Growth	Matthew Skirling	City Growth	paranaple centre

Staff Departures March and April 2020

Position	Name	Department	Work Location	Date Effective
Attendant	Joshua Bell	Convention and Arts	paranaple arts centre	23/03/2020
Engineering Development Officer	Phillip Bowen	City Growth	paranaple centre	17/04/2020

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)
30/6/2020 *	5 claims	2	\$ 48,560.76
30/6/2019 *	12 claims	1	\$395,539.39
30/6/2018 *	6 claims	1	\$ 87,767.98
30/6/2017	7 claims	0	\$ 27,839.69
30/6/2016	20 claims	0	\$128,445.62
30/6/2015	12 claims	0	\$201,329.20

Commentary:

* Claim/s remaining open in this year ending.

New Workers Compensation claims for the period

No claims lodged in March and April 2020.

1.4.2. Work Experience

Date	Work Experience Program	Student	Location of placement
N/A			

1.4.3. Staff Training

Issued Date	Training Description	No of employees	Department	Location
03/03/2020	Advanced Diploma of I.T. Business Analysis	1	Corporate Services	paranaple centre
10/03/2020	Safety Committee Training	11	Various	paranaple centre
03/03/2020	Digital Security Online course	1	Corporate Services	paranaple centre
04/03/2020	Via AvePoint – Cloud Records – Autoclassification and mixed functions	1	Corporate Services	paranaple centre
12/03/2020	Local Government HR Forum	2	People and Finance	paranaple centre
16/03/2020	AvePoint - Clouds Records physical storage	1	Corporate Services	paranaple centre
18 to 20 March 2020	Ungerboeck Software training	1	Convention & Arts	paranaple convention centre
19/03/2020	Procure to Pay	12	Various	paranaple centre
19/03/2020 & 20/03/2020	Compliance Officer Essentials Workshop	3	Development Services	paranaple centre
27/03/2020	CIAnywhere training	1	Convention & Arts	BSMC
30/03/2020	St Johns First Aid Training	2	Corporate Services	paranaple centre
08/04/2020	Museums at Home – engaging audiences online	3	Convention & Arts	paranaple arts centre
20/04/2020	Excel for beginners	1	Corporate Services	paranaple centre
24/04/2020	Compliance Officer Essentials Workshop	1	Development Services	paranaple centre
March & April	Project Transform basic Internal Training	20	Infrastructure & Works	Works Depot
April, various dates	Safe Guarding Volunteering co-design	1	Corporate Services	paranaple centre

Issued Date	Training Description	No of employees	Department	Location
28/4/2020	Tech1 Rates training online	1	Corporate Services	paranaple centre

1.4.4. Health & Wellbeing

The 2019/20 Health and Wellbeing program was actively promoted to staff referring to the activities and initiatives undertaken within the workplace that are designed to impact positively on the general health and wellbeing of employees and their families. Due to COVID-19 a number of activities were either cancelled or postponed:

- Promotion of Relay for Life (March - cancelled)
- Promotion of Run Devonport
- Promotion of workplace counselling
- Hearing awareness (free hearing checks to be re-scheduled)
- Promotion of Bowel Scan kits
- Promotion of Blood Services – Red Cross

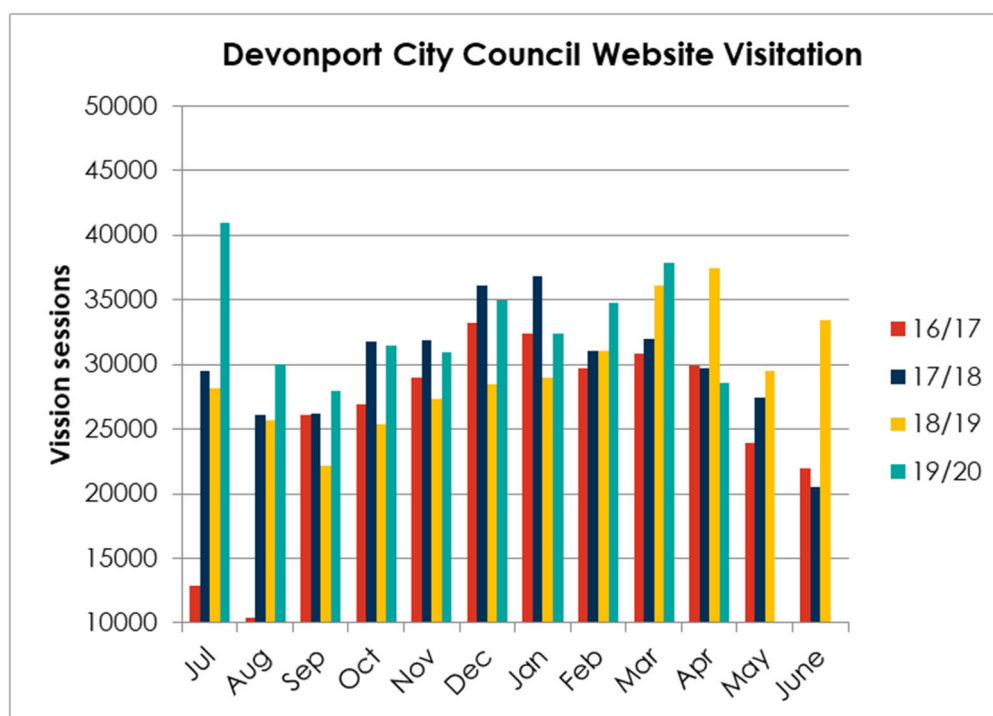
1.5. Corporate Communication – March and April 2020

1.5.1. Devonport City Council Website

Visitation to Council's website remains steady with a reasonable increase in March compared to the same month last year.

Site content is refreshed on an on-going basis, through the addition of new public notices, planning applications, news stories and events.

Desktop and mobile access remain fairly consistent with mobile devices representing more than 56% of users across March and April.



Information relating to COVID-19 has been frequently accessed by the community over the past two months. How to contact Council, forms and payments, cemetery search and planning permit applications continue to rank highly in terms of pages visited during the reporting period. The use of online

forms and payments has increased substantially during COVID-19 and it is expected that the community will continue to find engaging with Council online more convenient post COVID-19.

Devonport City Council Website Statistics	March 2020	April 2020
Total visitor sessions	35,319	28,540
Total page views	19,560	23,861
Average daily sessions	630.90	769.70
Average session duration (minutes)	1:14	1:34
Average page views per visit	1.81	2.00
Device Category <ul style="list-style-type: none"> Desktop Mobile 	39.03% 60.97%	46.15% 53.85%
Top 10 Pages	<ol style="list-style-type: none"> 1. Contact us/how to contact us 2. Covid-19 update 3. Council suspends parking fees 4. contact us/ 5. events/Devonport regatta 6. Building-development/planning/a dvertised planning permit applications 7. Council/get involved/employment opportunities 8. Live/residents/rubbish waste recycling/waste transfer station 9. Council/forms and payments 10. Live/your community/ cemeteries/cemetery search 	<ol style="list-style-type: none"> 1. Live/residents/rubbish-waste-recycling/waste transfer station 2. Contact us 3. Meeting the challenge of COVID-19 4. Council/forms-and-payments 5. Live/your community/ cemeteries/cemetery search 6. Building-development/ planning/advertised planning permit applications 7. Live/residents/rubbish waste recycling/weekly rubbish collection 8. Contact us/how to contact us 9. COVID-19 Update/ Supporting local retail businesses 10. COVID-19 Update/food services

1.5.2. Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council's community consultations. During the reporting period there were no community consultations undertaken through the SpeakUp online form.

However, the draft Devonport Local Provisions Schedule (LPS) was on public exhibition for comment (due to run from Monday 23 March 2020 until Monday 25 May 2020.)

1.5.3. Social Media

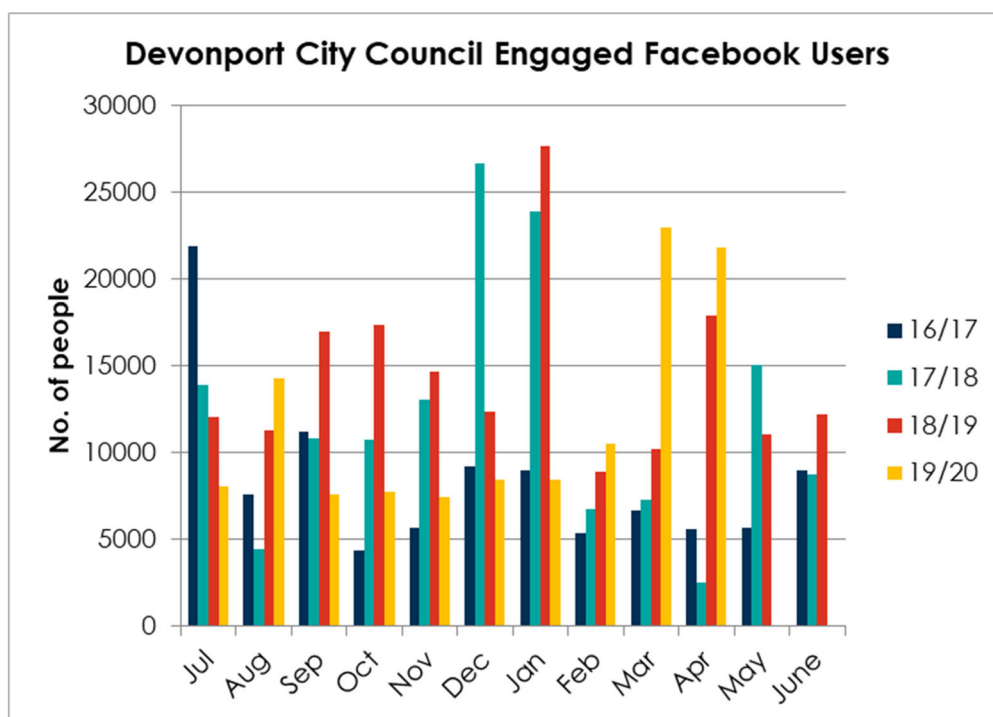
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

Council's corporate Twitter account (@devonportcity) was launched in December 2014. As at the end of April there were 614 followers. It is actively used to 'break' news to the media.

Council currently operates ten (10) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, paranple arts centre (available via Devonport Entertainment & Convention Centre), Living+Learning Devonport, Devonport Regional Gallery, Devonport Recreation and Diamonds of Devonport. Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, events, weather events, Council decisions, community initiatives and road works. The community can use the page to ask questions of Council and find out what is happening in Devonport. Key questions or matters raised by the public are generally around Council's services, opening times and reports of community infrastructure needing repairs. Activity remains at its highest between 6:00pm and 9:00pm.

DCC Facebook Page Statistics	March 2020	April 2020
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	8565 TY (7666 LY) +11.7%	8741 TY (7764 LY) +12.6%
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).	142,574 TY (85,613 LY) +66.5%	198,848 TY (143,461 LY) +38.7%
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.	22,978 TY (10,231 LY) +124.6%	21,787 TY (17,913 LY) +21.6%



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

March 2020	April 2020
1. Important advice from the Mercury newspaper, 29/3/2020, 37.1K	1. Moon over the Devonport Lighthouse this week, 9/4/2020, 47.8K
2. Support your local, 25/3/2020, 17.9K	2. Service Tasmania closed – 15/4/2020 – 13.6K
3. Work begins on Miandetta Park toilets, 5/3/2020, 10.1K	3. COVID-19 Testing criteria for NW residents, 17/4/2020, 10.2K
4. Work on elevated walkway underway, 20/3/2020, 8.6K	4. State Government announces more COVID-19 restrictions, 12/4/2020, 7.8K
5. Council suspends parking fees, 25/3/2020, 6.4K	5. Temporary closure of Public Street - 13/4/2020 – 7.2K
6. Change of venue for Council meeting, 20/3/2020, 5.5K	6. Mersey Community Hospital Update, 10/4/2020, 7.2K
7. Service Tasmania continues to operate, 24/3/2020, 5K	7. Gatherings – Get The Facts, 3/4/2020, 6K
8. 2020 Diamonds of Devonport announced, 12/3/2020, 4.8K	8. Additional Easter restrictions, 7/4/2020, 5.5K
9. Kelcey Tiers tracks closed, 20/3/2020, 4.5K	9. Waterfront pathway to close, 16/4/2020, 5.2K
10. Position Vacant-HR Officer, 11/3/2020, 4K	10. Waste Transfer Station to close on Anzac Day, 22/4/2020, 4.8K

1.5.4. Publications & Media

During the month of March, Council issued fifteen media releases, alerts, comment statements and invitations:

- Media Release Diamonds of Devonport announced
- Media Release Council welcomes start of work on Waterfront Hotel
- Media Release Harmony Day celebrations cancelled
- Media Release Flinders set to sail with Trim at BSMC
- Media Release Devonport Jazz cancelled
- Media Release Council suspends parking fees
- Media Release Draft local planning scheme open for public comment
- Media Release Council announces a broad range of COVID-19 measures
- Media Release NWAC exhibition 2020
- Media Release This is Us exhibition
- Media Comment Old Motors' site
- Media Comment Impact of Coronavirus on local businesses and how Council can help (x2)
- Media Comment Rates and rent relief because of COVID-19
- Media Comment Changes to Council meeting arrangements

During the month of April Council issued nine media releases, alerts, comment statements and invitations:

- Media Release Penalty charges for late payment of April rates waived
- Media Release Council helps the community stay connected during COVID-19
- Media Release Sporting clubs welcome Council's waiving of ground fees
- Media Release Council waives licence fees for food businesses
- Media Release Council endorses Hardship Policy

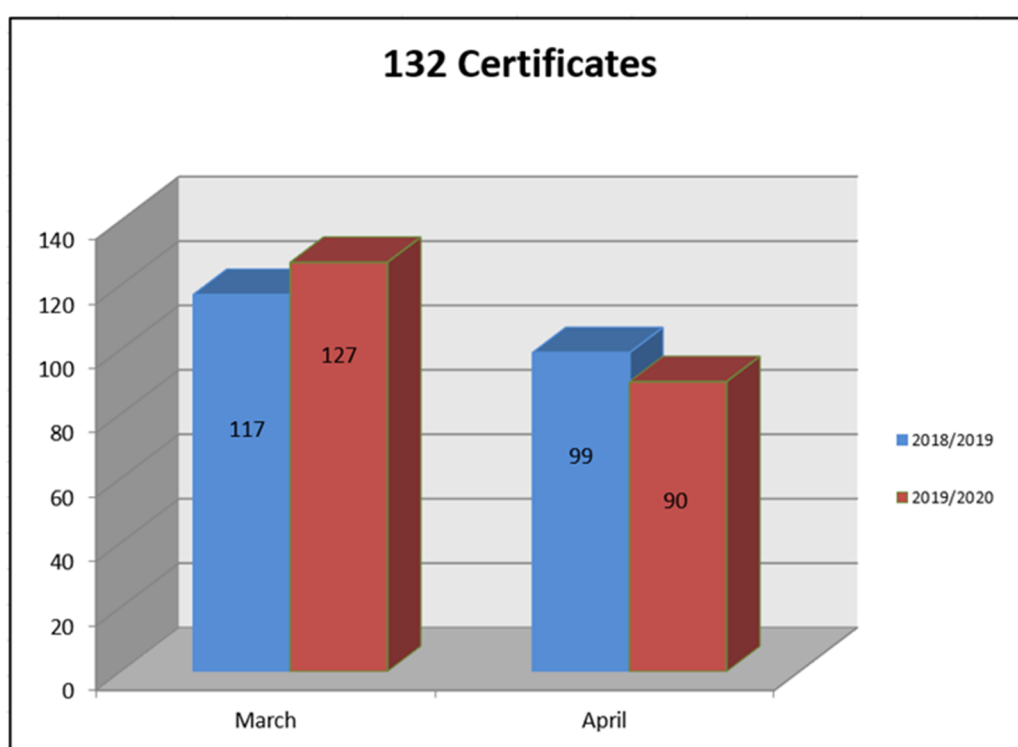
- Media Release Current committee preferred proponent to operate Julie Burgess
- Media Comment Staff plans in wake of COVID-19
- Media Comment Gas leak and social distancing at DCC
- Media Comment Impact of COVID-19 on Council operations

2. CORPORATE SERVICES

2.1. Finance

2.1.1. Certificates

During the months of March and April 2020, the Finance Team issued 217 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.



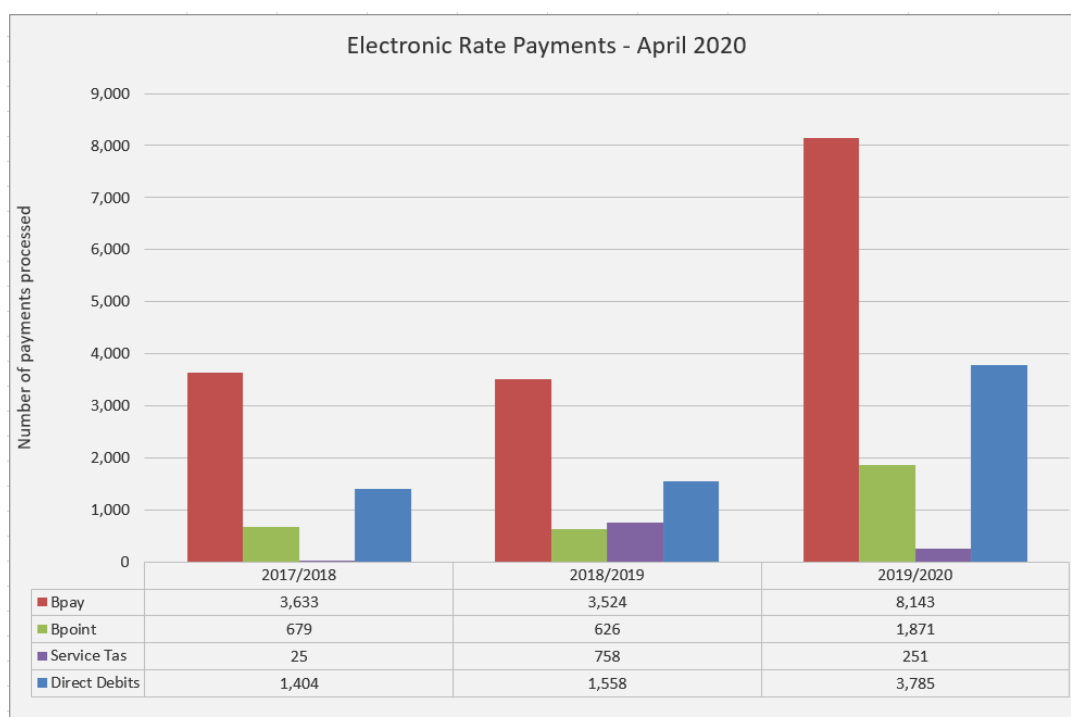
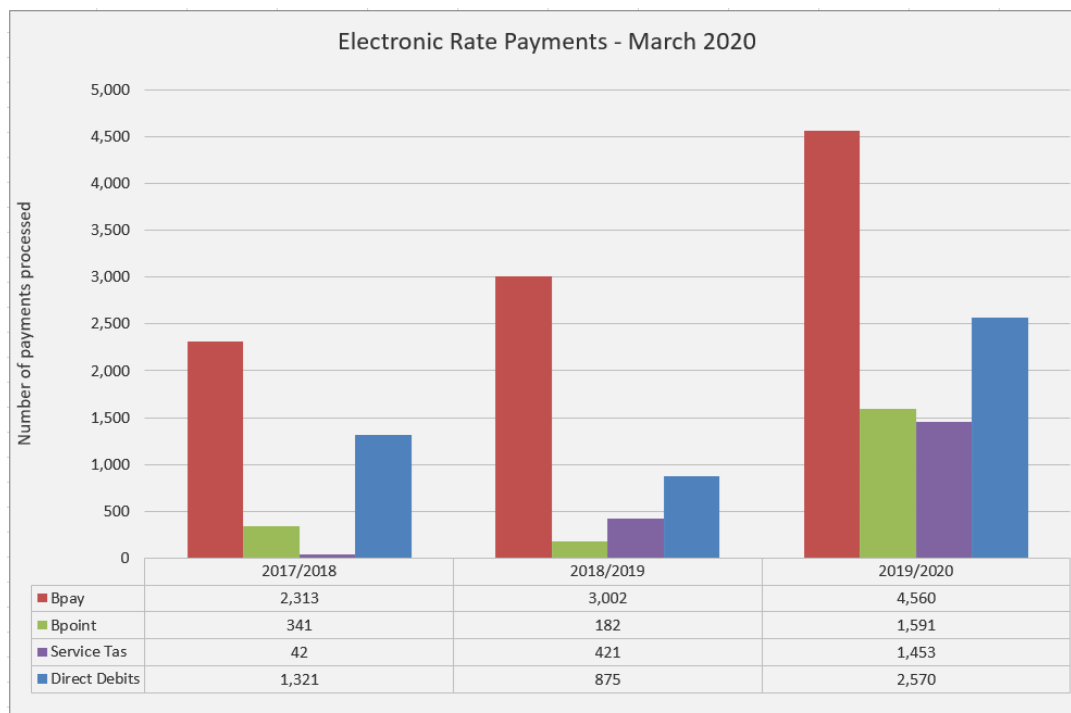
2.1.2. Rate Statistics

Percentage of Rates Paid*

	2017/2018	2018/2019	2019/2020
March	82.21%	83.80%	84.21%
April	92.60%	92.48%	91.36%

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

Number of Electronic Rate Payments Processed



* Please note that Service Tasmania closed their counter due to COVID-19 for several weeks in April. This along with additional COVID-19 restrictions led to an increase in Direct Debits and other forms of online payments.

2.1.3. 2020/21 Budget

Preparation of the 2020/21 budget is well underway. Given the impact of COVID-19, Council staff have prepared three versions of the operational budget for review prior to adoption at the June Council meeting, along with a capital budget and draft Long Term Financial Plan. Given the restrictions on gatherings and meetings, staff have prepared five videos for Councillors to review prior to a live workshop conducted in May.

2.2. Parking**2.2.1. Parking Statistics****March**

Income – Car Parks (Total)	18/19	19/20	Commentary
March	\$84,238	\$88,649	

Income from Meters	18/19	19/20	Commentary
March	\$47,699	\$67,753	Usage similar with only a slight increase in 19/20. Cash collection timing can lead to the slight variation in revenue.

Infringements Issued	18/19	19/20	Commentary
March	1,318	1,021	

Income – Multi-level Car Park	18/19	19/20	Commentary
March	\$21,183	\$14,492	Free parking from 26 March 2020.

Total Parking Income	18/19	19/20	Commentary
March	\$211,603	\$195,729	Overall occupancy counts show increase in usage of parking spaces. Free parking from 26 March 2020.

April

Income – Car Parks (Total)	18/19	19/20	Commentary
April	\$80,554	\$0	Free parking all April.

Income from Meters	18/19	19/20	Commentary
April	\$47,867	\$0	

Infringements Issued	18/19	19/20	Commentary
April	973	175	

Income – Multi-level Car Park	18/19	19/20	Commentary
April	\$18,951	\$0	

Total Parking Income	18/19	19/20	Commentary
April	\$197,591	\$32,584	Income received from infringements issued, MPES recovery and income reimbursement from TasRail incident.

Total parking income YTD	18/19	19/20	Commentary
April	\$2,211,823	\$1,881,065	Total parking income YTD largely impacted by free parking from late March through April

2.2.2. DCC Website Project

Stage 2 of Council's website development commenced in July 2019 with the following websites under development:

WEBSITE	TARGET RELEASE
Devonport Food & Wine	Complete
Visit Devonport	Complete
paranple convention centre	Complete
Bass Strait Maritime Centre	Complete
paranple arts centre	June 2020

Council's forms continue conversion from PDF to electronic forms. More than 65 forms have been converted to electronic forms to date. Most recently, a Financial Hardship (Rate Relief) form was released to the community on the website.

Council is realising substantial ongoing savings by working with a local Northwest Tasmanian web development firm and is delivering on the goal of consistent branding across all online presence.

It is worth noting that other Councils are learning of Devonport's success and have engaged the same development firm to deliver their new websites. Most recently, Waratah-Wynyard Council went live at warwyn.tas.gov.au with a site that is similar to Devonport City Council.

2.2.3. Asset Management System Implementation

The full implementation of the Asset Management system includes, Dynamic Work Orders, Scheduled Maintenance, Inspections, Embedded Mapping and Test Points Configuration. The project has a life span of 15 to 18 months, from commencement and is expected to deliver significant operational and financial benefits.

The project is known as Project Transform. The project commenced on 11 November 2019. Implementation Team Training was completed in the month of February and system configuration has nearly completed. User acceptance testing will commence in May with end user training running scheduled for June and July. The project has experienced minor delays due to COVID-19 with Go Live having been reset to 3 August from the previously scheduled 6 July.

Project Transform required a transition of Procure to Pay to TechnologyOne's Ci Anywhere and this is currently underway with new Procure to Pay processes and the supporting system targeting to Go Live at the same time the Asset Management System goes live. All employees have transitioned to electronic timesheet as a requirement of the Asset Management implementation.

2.2.4. Council Report, Agenda and Minute Solution

Council has employed a Council report and agenda creation solution called InfoCouncil for more than a decade. The solution has served Council well, however with the advent of Cloud hosted Document Management systems such as Office 365 and SharePoint it has necessitated the need to review and consider alternative solutions.

Council has selected Harbour Software's Doc Assembler and Docs on Tap, which works in conjunction with Microsoft SharePoint. The transition from InfoCouncil to Doc Assembler commenced in April 2020 and will be completed by June 2020. Administration and end user training is scheduled for May.

The solution will substantially reduce the agenda creation time for Council officers, permit the development of reports in SharePoint and remove the complexity of having to manage a locally hosted, complex platform such as InfoCouncil.

2.2.5. Remote Site Networks and Telecoms

Council transitioned to Telstra's LAN as a Service at parnaple centre and parnaple arts centre in 2018 when employees moved into the new offices providing a more reliable network that is provided and managed as a service by Telstra.

The parnaple centre and arts centre also transitioned from a self-hosted telecommunications system to a cloud hosted solution provided by Telstra called TIPT.

Stage 2 of this project includes the deployment of LAN as a Service and TIPT at all of Council's remaining sites to include:

- Depot
- Waste Transfer Station
- Bass Strait Maritime Centre
- Devonport Recreation Centre
- Mersey Vale Cemetery

All sites were successfully transitioned to LANaaS in December 2019 and TIPT telecommunications in April 2020.

This project has delivered a common platform across Council locations, simplifying the network and telecommunications infrastructure while delivering greater reliability, ease of use and substantial added value.

2.2.6. Parking Infringement Software Solution

Council Officers will commence a review of alternative parking infringement solutions to address a long-standing issue with TechnologyOne's Parking Infringement software. There have been ongoing reliability issues impacting the Parking Officers' ability to generate infringements. TechnologyOne have been unable to resolve the issue and only have one other Council in Australia using the solution.

The review and subsequent selection will occur over the next six to eight months and updates will be provided as this project progresses.

2.2.7. Printer Replacements

Council has realised cost savings for printers used across the organisation. As Council has transitioned to a more capable digital technology platform, the volume of printing has reduced substantially. An assessment of print requirements was conducted to identify suitable replacements that were sized appropriately to meet Council's changing requirements.

The new printers that were installed in April will generate more than \$20k per annum in usage savings.

2.2.8. Digital Security Training

A capable Digital Security Plan is important for all organisations. Council has implemented a Digital Security Plan with a comprehensive set of actions designed to minimise Council's risk from cybersecurity events.

An important part of the plan is to ensure employees are well trained to identify threats and take appropriate action. Extensive training has been provided to all employees and will be provided as new employees join Council.

2.2.9. Disaster Recovery Plan

Council has implemented a comprehensive Disaster Recovery Plan designed to minimise the risk of incidents impacting Council operations.

COVID-19 has triggered the Disaster Recovery Plan, as of late March, permitting Council to initiate actions designed to ensure business continuity.

The recovery and continuity of Council's operations has proven to be successful. In particular, Customer Service has continued to function and serve the community with no interruption.

COMMUNITY ENGAGEMENT

The information provided above provides details relating to community engagement.

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

Any specific risk implications have been outlined in the commentary above. Any specific risk that becomes an issue for Council may become the subject of a separate report to Council.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That the Governance and Finance report be received and noted.

Author:	Robyn Woolsey	Endorsed By:	Kym Peebles
Position:	Executive Assistant General Management	Position:	Executive Manager People & Finance

6.5 ARTS AND CONVENTION REPORT - MARCH AND APRIL 2020

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs

SUMMARY

This report provides a summary of the activities undertaken in the Convention and Arts department during the period from 1 March 2020 to 30 April 2020.

BACKGROUND

This report has previously been provided to the Governance, Finance and Community Services Committee and aims to update the Councillors and community on matters of interest.

Changes to scheduled Section 23 committee meetings, due to the Covid-19 pandemic, has meant this report has been provided to the Ordinary Council Meeting, 25 May 2020.

STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

Convention and Arts Development

- paranaple convention centre
- paranaple arts centre
- Devonport Regional Gallery
- Town Hall Theatre
- Bass Strait Maritime Museum
- Visitor Information Centre and Tourism

DISCUSSION

1. ARTS AND CULTURAL DEVELOPMENT

1.1 Convention & Arts Centre Director update

- Participation in Local Government Management Challenge;
- Attended a TAS Pac (Tasmanian Performing Arts Centres) meeting to discuss future programming;
- Undertook the staged, temporary closure of public facilities within the department due to the Covid-19 pandemic.

1.2 Devonport Regional Gallery

- 1.2.1** The Devonport Regional Gallery was temporarily closed to the public on Tuesday 24 March, because of the Covid-19 pandemic. Since that time, Gallery staff have been working on collection management and auditing, digitising the collections, and social media activities to maintain audience engagement with the Gallery. Creative Learning packs have also been made available to the public, as well as online activities.

1.2.2 Gallery Exhibitions

FEM – aFFINITY A NETS Victoria and Arts Project Australia touring exhibition

Main Gallery: 25 January – 15 March 2020

FEM-aFFINITY brought together female artists from Arts Project Australia and across the country whose work shares an affinity of subject and process. This exhibition uncovered shared perspectives on female identity by drawing upon interdisciplinary and collaborative approaches.

Beyond Sight - Katrin Terton

Little Gallery: 15 February – 15 March 2020

Beyond Sight is a multi-sensory exhibition in which visitors can explore the artworks through touch, sound, smell, sight and imagination. Katrin Terton's evocative, interactive and immersive experience contemplates inclusion of the broadest audience by making her works meaningfully accessible to people of all ages and abilities with particular regard to people with low or no vision.

Portrait of a Place Tasmanian Photography from the DCC Permanent Collection

Upper Gallery: 29 February – 24 March 2020

This exhibition features works by Tasmanian photographers, including portraiture, landscape photography and photographs of urban spaces. These works explore the natural Tasmanian environment, the urban spaces built within this environment, and how we create our own places within it.

Artists: Julia Davis, Peter Dombrovskis, Lisa Garland, David Martin, Ricky Maynard, Geoffrey Parr, Troy Ruffels, Ilona Schneider and Brian Sollors. Curator: Erin Wilson.

North West Art Circle - Annual Community Art Exhibition & Awards 2020

Main Gallery: 21 March – 24 March 2020

The NWAC is a group made up of about 60 members from the North West Coast of Tasmania. They share a passion for art and their goal to promote and further develop their arts practice. The planned workshops to be presented alongside the exhibition, as well as the popular closing event, Artists in Action, were cancelled due to the pandemic. All works can be viewed on the Gallery's blog.



North West Art Circle - Annual Community Art Exhibition & Awards 2020.
Image: Kelly Slater.

This is Us

Little Gallery: 20 March – 24 March 2020

Local young people from Devonport High School, Space for Learning, Reece High School and Don College Devonport have explored Australian cultural identity using imagery and text. The resulting artworks were made in a range of media, and investigated personal symbolism and language to communicate self-identity, cultural concerns, attitudes, values and beliefs. The exhibition can be viewed on the Gallery's blog. Curator: Debbie Qadri.



This is Us. Image: Kelly Slater.

Tender Tasmania COMMUNITY COFFIN CLUB 2020 Calendar Exhibit

Foyer Space: 10 March – 24 March

An exhibition of photographs from Tender Tasmania's 2020 Calendar. This calendar has a dual purpose. One of death literacy and the sharing of stories, the other, a fundraiser to establish Tasmania's only non-profit community led funeral home - Tender Funerals Tasmania. Photography by Bernadette Camus.

1.2.3 DRG Committee Update**Friends of the Gallery**

The Friends cancelled their committee meetings in March and April due to the Covid-19 pandemic.

The Droogs

The Gallery's youth committee, The Droogs, held one meeting in March in preparation for the Youth Week Tasmania expo event, which was later cancelled.

1.3 Bass Strait Maritime Centre**1.3.1 Bass Strait Maritime Centre Update**

The Centre was open to the public until 25 March 2020, before temporarily closing due to the Covid-19 pandemic. In the 24 days of operation for this period, there were 882 admissions. Of those, 208 were school visits and 205 were cruise ship passengers. There were 41 passengers on board the Julie Burgess.

Since temporary closure, staff have been working on collection management and auditing, digitising the historical archives, and social media activities to maintain audience engagement with the museum.

Collection Management and Auditing

Staff have continued to work on auditing the Lawrence Drive storage facility to ensure that location data on the collection is correct and to collate archival needs for these materials. There is also an audit underway on paper and electronic records for input into the PastPerfect database.

Digitising Historical Archives

There are extensive files within the archives on maritime and local history. These files have previously been copied on an ad-hoc basis when there have been research requests. This is a source of revenue. Staff have begun a systematic digitisation process that will save a great deal of time in the future and will make information easily deliverable.

Social Media

A series exploring objects on display using Macro photography and videos edited together is underway. When this series is completed, staff will move on to objects in the collection. Regular guest posts from volunteers are also being posted to spark interest in volunteering at the museum when it reopens.

Travelling Exhibition Workshops

The development of this multi-museum travelling exhibition is spearheaded by staff at the Bass Strait Maritime Centre. While the project has slowed down over this period, staff have applied for a Maritime Museums of Australia Support Scheme grant to continue the project over the next financial year.

1.3.2 Current and Upcoming Exhibitions Calendar

The exhibition calendar for the remainder of 2020 and into 2021 has been reworked to account for the COVID-19 shutdown period. Staff have sought and received permission to extend the Cats and Dogs All at Sea exhibition from the Australian National Maritime Museum. The following calendar is speculative only until restrictions are formally reduced.

Cats and Dogs, All at Sea (Travelling exhibition from Australian National Maritime Museum)

February – July 2020

Devonport Embroiderer's Guild Annual Display

October 2020

Strata: Metals, Minerals, and Mining along the Strait

November 2020 – June 2021

1.3.3 Education and Public Programming

The March and April Public Programming schedule included ten events scheduled with three events taking place at the start of March. Educational programming included two Curious Creatures Workshops held for a visiting Victorian primary school. A Maritime & History Talk by Russell Kenery also took place, with great interest being taken in his little boat 'Trim' that he brought along for the event. Events like Trim Toddler Tale Time were cancelled but will be reworked into a video and video series to be posted on social media. The next Vino & the Visual was indefinitely postponed and the book launch to be held in April has also been postponed. The two school holiday workshops that would have been held were cancelled as were school visits.

1.3.4 Julie Burgess

The Julie Burgess has been laid-up alongside due to the Covid-19 pandemic.

Discussions have commenced with the preferred proponent following the expression of interest process.

1.4 Town Hall Theatre**1.4.1 Theatre Performances and Events**

The Town Hall Theatre was hired for a total of four days during March and April 2020, and one additional performance in the paranapple convention centre.

Ross Noble – 'Humournoid'

Presented by A-List Entertainment

Wednesday, 4 March 2020

Ross Noble has toured the world with his stand-up routines and is currently touring Australia in his latest show, Humournoid.

Bjorn Again

Presented by The Music Group Pty Ltd

Saturday, 7 March 2020

Bjorn Again is widely regarded as the most successful tribute band of all time.

Melinda Schneider – A Farewell to Doris

Presented by AAA Entertainment

Thursday, 12 March

Popular country music artist Melinda Schneider returned to the stage with a national tour to pay tribute to screen superstar Doris Day.

Billy Ward – The Iraq Adventure

Friday, 13 March 2020

This event was the first event in the paranapple art centre's 2020 Presenter Season. It was held in the paranapple convention centre and was well attended.

50 Shades! The Musical Parody

Tuesday, 17 March 2020

50 Shades! The Musical is the original Fifty Shades of Grey Parody. Based on the greatest novel of all time, 50 Shades! The Musical featured lots of laughs, hot dancing and loads of music.

1.4.2 paranapple arts centre Audience and Ticketing

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	Ross Noble	A-List Entertainment	296
	Bjorn Again	The Music Group Pty Ltd	353
	Melinda Schneider – A Farewell to Doris	AAA Entertainment Pty Ltd	204
	Billy Ward	Devonport City Council	215
	50 Shades! The Musical Parody	Devonport City Council	189
Totals			1,257

The following table shows the Theatre hire for the March and April period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	3	3	853
Community Hire	-	-	-
Presenter Season	2	2	404
Totals	5	5	1,257

A summary is provided for all performances and events sold through the paranapple arts centre Box Office for the March and April period.

Box Office/Agency Sales	Number of Tickets Sold
paranapple arts centre performances (March only)	434
External Ticketed Events	-
Ticketmaster Events	62
Ticketek Events	134
Totals	630

1.4.3 Cancelled or Postponed Events due to Covid-19 pandemic

The following table provides information on performance events previously booked for April which were either cancelled or postponed as a result of Covid-19.

Show Name	Status	Original Date(s)	New Date(s)
The Greatest Show	Postponed	1/4/20 – 06/04/20	17/02/21 – 21/04/21
Melbourne International Comedy Festival Roadshow	Cancelled	22/04/20	-
Razzamatazz	Cancelled	28/04/20	-
Sleeping Beauty	Cancelled	30/04/20	-

1.5 Participation Across Arts and Cultural Development Facilities

Levels of participation are a determinant of an inclusive, strong and robust community. Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following table shows the customers across Council Cultural facilities over the March and April period.

Facility	Customers through the Door March 2020	Customers through the Door April 2020
paranaple art centre	3,624	0
Devonport Regional Gallery (Main Gallery Entrance)	374 ¹	0
Town Hall - Audience	1257 ¹	0
Bass Strait Maritime Centre	882	0
Julie Burgess	41	0
Totals	4,547	0

¹ Included in paranaple arts centre total

1.5.1 Education and Public Programs – March and April

Devonport Regional Gallery Program	Attendance	Date
Devonfield Workshop Community Access in Creative Space	23	3-Mar
Create and Make	17	3-Mar
Create and Make	10	4-Mar
Floor Talk: FEM-aFFINITY Artists Eden Menta & Sim Luttin	5	7-Mar
Devonfield Workshop Community Access in Creative Space	24	10-Mar
Create and Make	14	10-Mar
Create and Make	10	11-Mar
Droogs Planning meeting/ screen printing workshop	2	12-Mar
Youth Arts	0	16-Mar
Books + Art	5	16-Mar
Devonfield Workshop Community Access in Creative Space	21	17-Mar
Create and Make	10	17-Mar
Create and Make	Cancelled	18-Mar
Exhibition Opening: This Is Us	Cancelled	19-Mar
Exhibition Opening: North West Art Circle Annual Group Exhibition	Cancelled	20-Mar
Youth Arts	cancelled	23-Jan
Munnew Outreach art workshop	Cancelled	24-Mar
Create and Make	Cancelled	24-Mar
Create and Make	Cancelled	25-Mar
Leven Regional Arts Printmaking Group paper making workshop	Cancelled	25-Mar
Toddler Pop-Ups	Cancelled	26-Mar
Droogs Meeting	Cancelled	26-Mar
Friends of the Gallery: The Director's Trivia Night	Cancelled	31-Mar
On-line workshop 1 Home Sweet Home and provided project packages	14	6-Apr
On-line workshop 2 Silhouette Selfies and provided project packages	14	28-Apr
On-line workshop 3 Clay Carving and provided project packages	14	30-Apr
Bass Strait Maritime Centre Program		
Curious Creatures Workshop: Exford Primary (Vic)	47	3-Mar

Report to Council meeting on 25 May 2020

Devonport Regional Gallery Program	Attendance	Date
Torquay Tales #3	18	3-Mar
Travelling Exhibition Workshop: Burnie	8	4-Mar
Curious Creatures Workshop: Exford Primary (Vic)	46	5-Mar
Bluff Blitz Take Two	16	8-Mar
Maritime & History Talk with Russell Kenery	30	10-Mar
Education and Public Programs Total	348	

1.6 paranple convention centre

1.6.1 Meetings at paranple convention centre

The paranple convention centre and DCC meeting rooms temporarily closed to the public on 16 March, due to the Covid-19 pandemic. Up to 16 March, the DCC meeting rooms held 38 events along with 5 events in the convention centre. Total attendance of 884 patrons.

Events held in the paranple convention centre:

Facility	Event	Presented by	Audience Attendance
paranple convention centre	Professional Learning Day	Professional Learning Institute (Department of Education)	160
	International Women's Day Event	Devonport City Council	42
	Dairy Farm Managers 2IC Programs Awards Presentation	Dairy Tasmania	85
	Diamonds of Devonport	Devonport City Council	109
	Federal Education Minister Dan Tehan Roundtable	Gavin Pearce MP	40

1.7 Tourism

1.7.1 Tourism Development Strategy

Staff from the paranple arts centre continue their involvement with the TVIN (Tasmanian Visitor Information Network) participating in fortnightly video conferences to discuss the future operations for centres and create action plans to assist with the unknown upcoming tourist season.

1.7.2 Cradle Country Marketing Group (CCMG)

The CCMG did not meet during March and April. In April Council resolved to cease participation with the Committee from the new financial year, as partnering Councils, Latrobe and Kentish, also expressed their intention to leave the Group.

1.7.3 Regional Tourism Organisation (RTO)

The paranple arts centre continue to work closely with the RTO, West x North West. Receiving updates and joining in with online seminars regarding the region and current situations.

COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

FINANCIAL IMPLICATIONS

Any financial or budgetary implication related to matters discussed in this report will be separately reported to Council. There is not expected to be any impact on the Council's operating budget as a result of this recommendation.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That the Arts and Convention report be received and noted.

Author:	Geoff Dobson	Endorsed By:	Kym Peebles
Position:	Convention and Arts Centre Director	Position:	Executive Manager People & Finance

6.6 COMMUNITY SERVICES REPORT - MARCH AND APRIL 2020

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs

SUMMARY

This report provides a summary of the activities undertaken in the Community Services Department for the period 1 March 2020 to 30 April 2020.

BACKGROUND

This report has previously been provided to the Governance, Finance and Community Services Committee and aims to update the Councillors and community on matters of interest.

Changes to scheduled Section 23 committee meetings, due to the Covid-19 pandemic, has meant this report has been provided to the Ordinary Council Meeting, 25 May 2020.

STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

- Community Services and Engagement
- Recreation and Sports Development
- Events and Marketing
- Environmental Sustainability

DISCUSSION

1. COMMUNITY SERVICES

1.1 Community Services Manager's update

- Meetings with Council's Management Challenge team;
- Live and Learn Steering Group meetings;
- Devonport Jazz Working Group meetings;
- Attended Council's International Women's Day events;
- Member of Council's Financial Assistance Working Group – assessment of Round 2;
- Meeting with representatives of Vietnam Veteran Association;
- Attended internal COVID-19 Working Group meetings;
- Preparation of Community Services budget;
- Meetings with staff regarding cancellation of events and commencement of online projects
- Meeting on site at Covid testing clinic with Department of State Health
- Meetings with Belgravia Leisure regarding closure of Splash due to COVID-19
- Weekly attendance at North West Regional Social Recovery Committee meetings

1.2 Events/Programs/Activities

1.2.1 COVID-19 Meeting the Challenges of COVID-19

The Community Services department has contributed information pertaining to COVID-19 for inclusion on the Devonport Council Website. The COVID-19 web page includes a substantial volume of information that has been sourced from government departments, details on cancelled events and useful content to support local business. Website statistics for March and April indicate that this information has been beneficial for keeping the community well informed.

COVID-19 details found on [Council's Website at the following address:](https://www.devonport.tas.gov.au/building-development/business/doing-business-in-devonport/environmental-health/meeting-the-challenge-of-covid-19/)

<https://www.devonport.tas.gov.au/building-development/business/doing-business-in-devonport/environmental-health/meeting-the-challenge-of-covid-19/>

The information provided includes:

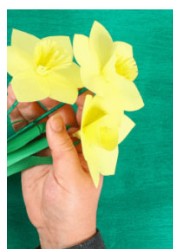
- COVID-19 information translated into twenty languages
- Events, activities, and services
- Supporting local businesses – food businesses
- Supporting local businesses – retail
- Food support services
- Helplines
- Grant Opportunities
- Wellness Wednesday
- Keeping Club members engaged
- Out of Home Care in Tasmania
- Fit Fridays

What's On in Devonport

'What's on in Devonport' is a resource on the Council Website advertising events occurring in Devonport and surrounds. The content has evolved given COVID-19 social distancing requirements and now includes:

- A-Z of things to do at home
- Bass Strait Maritime Centre – Macro Mondays
- Bass Strait Maritime Centre – Virtual Exhibition walk through
- Devonport Regional Gallery – Virtual Exhibition walk throughs
- Devonport Regional Gallery – Online art resources
- Devonport Sport and Recreation – Fit Fridays
- International Museum and Gallery tours
- Virtual Learning Opportunities, and more

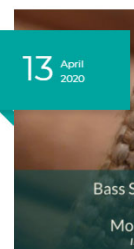
What's on in Devonport



way



A- Z of things to do at home



Macro Mon

What's on in Devonport – from the Devonport Council Website

1.2.2 'Square Peg' Project

The Square Peg program was successfully relocated to the East Devonport Recreation Centre for 2020 due to lack of availability at Devonport. Council runs the program in partnership with the Education Department ('Space Program') with up to six young students attending on a part time basis. The program was cancelled due to Covid-19 restrictions and will recommence once students return to class.

1.2.3 School Holiday Program

Easter school holiday program in conjunction with Youth, Family, Community Connections had been planned and put in place but was cancelled due to Covid-19 restrictions.

1.2.4 Dementia Café

Since opening on 14 August, the 'Reflections Café' has been attended by approximately 40 plus dementia patients and their carers/support person. The café has been organised and supported by Munnew Day Care, Devonport Council and the Devonport Lions Club. The café is currently closed due to Covid-19 restrictions and will recommence when it is safe to do so.

1.2.5 Harmony Day

Council's Harmony Day event, which included a street eats and cultural celebrations, together with a Citizenship ceremony, was planned for 21 March but had to be cancelled due to Covid-19 restrictions.

1.2.6 Know Your Odds Skate, Scoot and BMX Competition

Know Your Odds Skate, Scoot and BMX Competition held in conjunction with Anglicare and Youth, Family Community Connections was planned and funding sourced for the event but due to Covid-19 restrictions, was cancelled.

1.2.7 Youth Week 2020

Youth Week celebrations to hold a youth expo in the paranapple convention centre, in partnership with Youth, Family Community Connections, was cancelled due to Covid-19 restrictions.

1.2.8 International Women's Week

Council once again, together with community partners, created a weeklong calendar to celebrate International Women's Week. This year's theme was 'Each for Equal'.

The week long celebrations included meals, film, speaking events and concluded with Council's Diamonds of Devonport Cocktail party. The Cocktail party was one of two events held by Council, the other being the 'Each for Equal Speakers Forum'.

Each for Equal Speakers Forum was a free event which consisted of four local women as panel members; Margaret Fay (Diamonds of Devonport Patron 2020), Tara Felts, Claire Fielding and Jan Robertson. They were also joined with MC for the night Minka Woolley. The panel were each asked questions which related to this year's theme 'Each for Equal'. The event was free for attendees, but they were asked to provide sanitary items to donate to Share the Dignity charity.



Each for Equal 2020 Speakers

Diamonds of Devonport, in its 9th year, celebrated another 27 local women by adding them to the honour roll. Diamonds were recognised in the categories of Personal Achievement, Community Achievement, Business Achievement and Young Achiever, for those under 30. The recipients join 204 other women who have been recognised by the program since it was first initiated in 2012.



Diamonds of Devonport recipients

1.2.9 Wellness Wednesdays

As a result of the Covid-19 restrictions, Community Services introduced a new concept to the community 'Wellness Wednesday'. The series of blog posts are released every Wednesday with tips and tricks to help keep the community well during this time. Each week, different topics are covered to provide information to the community to assist in knowing what is available to them during this time or positive steps people can put in place through these difficult times.



Wellness Wednesdays

1.2.10 Volunteer Week

Due to be celebrated 18-24 May, Volunteer Week acknowledges the contributions that volunteers make within local organisations and the broader Devonport community. This year's theme is: *Changing Communities. Changing Lives.*

Council offers "Certificates of Recognition" for organisations to request and present to their Volunteers during National Volunteer Week. Given social distancing requirements this year, Council has extended the submission date till Wednesday, 1 July 2020. Council officers have also planned a social media celebration via Devonport Council's Facebook page, 'Three cheers for Volunteers'. Each day during Volunteer Week, a different type of volunteer will be celebrated, from Council volunteers, to volunteers in large organisations to those who quietly assist neighbours with shopping or gardening.

1.2.11 Seasonal Guides

The 2020 Autumn Guide was released at the end of February 2020 and updated in March/April as the Council and community events were cancelled or put on hold.

The online Seasonal guides commenced for Summer 2016/2017. The guides advertise not for profit/fundraising community events occurring in the Devonport municipality for the upcoming season. Information is sourced directly from the organisers, or via online information and the booklet is advertised via:

- Devonport Council Website;
- Devonport Council and Devonport Events Social Media sites;

Report to Council meeting on 25 May 2020

- Market Square and paraple centre screens; and
- Posters (emailed to stakeholders).

A small number of printed guides are available throughout the paraple centre, from Council Customer Service or via the Devonport Visitors Information Centre.



Devonport Seasonal Guides

1.2.12 Devonport celebrates Japanese Children's Day

Community Services and Devonport Regional Gallery had organised to celebrate Japanese Children's Day on 5 May, with a display of over 200 Koinobori gifted to Devonport from Minamata over 2018-2019.

Due to COVID-19 social distancing requirements, they instead developed a series of crafts to do at home to honour and celebrate the sister city relationship.

<https://www.devonport.tas.gov.au/visit-devonport/arts-culture-heritage/the-sister-city-lighthouse-project/?occurrence=2020-05-05>

- Make a Paper Mache Lighthouse
- Origami Lighthouse
- Koinobori – Recycled Craft
- The Koinobori Project – decorate a Koinobori



Lighthouse and Koinobori craft to celebrate Japanese Children's Day

Devonport has a sister city relationship with Minamata City in Japan, which was formalised in 1996. The relationship is dedicated to encouraging friendship, co-operation and understanding with the aim to improve peaceful co-existence worldwide.

Kodomo no Hi (こどもの日) is a national holiday in Japan that occurs annually on 5 May. *Kodomo no Hi* means 'Children's Day' and is a celebration of children and their happiness.

1.2.13 Devonport ANZAC Day

ANZAC Day in April was impacted by COVID-19 social distancing requirements leading the RSL Tasmania to cancel public services. The community were encouraged to stand, as one, from 6:00am, Saturday 25 April at the end of their driveways, balcony porches and front yards for a minute's silence to honour veterans and active service people.

City of Devonport Brass Band posted a live video on Facebook, with the Last Post and The Rouse played live. The ABC, TV, radio and social media broadcasted a National Ceremony from 5.55am and ABC Facebook and local radio broadcast an RSL Tasmania Commemorative Service at 11am.

1.2.14 Devonport Jazz

At the beginning of March, planning was well underway for Devonport Jazz 2020. The Taskforce had met, and ideas had been developed to increase community involvement along with styling, activation of public spaces, and information dissemination and collection. Positive responses had been received from schools invited to participate in youth activities like Jazz M.A.D., the New Talent Showcase and a schools' tour. Most of the Devonport Jazz program had been finalised. Unfortunately, due to Covid-19, this year's festival was officially cancelled on 17 March. Artists, venues, Councillors, and taskforce members were notified before the public communication had been released.

Most artists, who had been engaged for this year, are keen to be part of the festival in 2021. While all Taskforce meetings have also been cancelled, volunteers are contacted regularly to keep them engaged and give them an opportunity to contribute ideas. Some options for promoting the festival in general, particularly throughout July, include doing a Jazz Retrospective using footage from previous years. Additional ideas include presenting a digital version of the Hall of Fame and encouraging people to share their memories of the Jazz festival using quiz questions and inviting Tasmanian Jazz musicians and students to record or live stream performances with a Devonport Jazz hashtag for social media.

1.2.15 Devonport Food and Wine

The Devonport Food and Wine Working Group had started to meet regularly. Meetings are currently on hold until there is more information regarding public gatherings going forward. Discussions are presently underway as to what opportunities there might be for DFW on digital platforms.



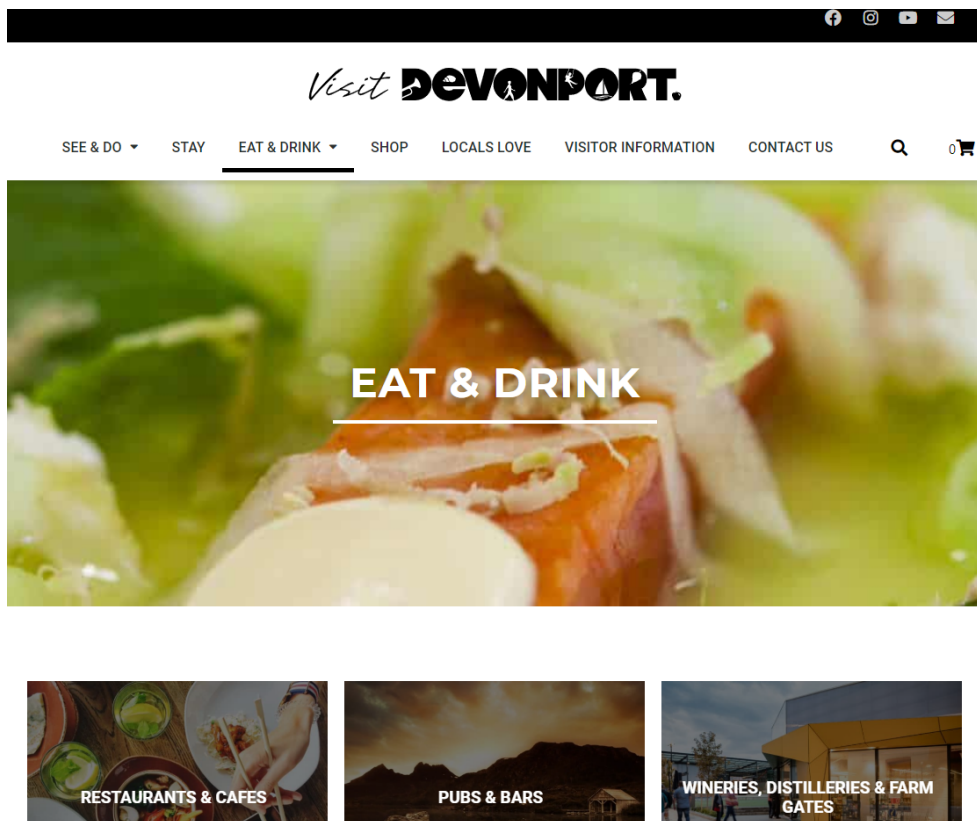
Devonport Food and Wine Logo 2020

1.2.16 Cradle Coast Authority Events Working Group

Council is represented on the Cradle Coast Authority Events Working Group. The current focus of the group is on social recovery for events. The group would like to create an online activity for the whole region and are seeking ideas.

1.2.17 Visit Devonport Website

The events team focused on the Visit Devonport website retail database delivering more content for the 'Shopping' and 'Eat & Drink' pages.



Visit Devonport Website

1.2.18 Devonport New Year's Eve

Preparation is underway for activities at Devonport's New Year's Eve celebrations.

1.2.19 Devonport Events Strategy

A review is currently underway of Council's Events Strategy 2016-2020, Event Application process, Event Management Guide and associated documents.

1.2.20 Devonport Events Team

Due to the cancellation of events, staff have assisted other Council departments with their projects, which have included:

- Building & Plumbing with a website update;
- Creating and updating the A-Z Boredom Busters for the Living + Learning website;
- DCC Annual Plan 2020/21 cover;
- Assisted the Health and Safety Department in creating a PowerPoint presentation on being a responsible dog owner;
- Designing a template for Infrastructure and Works Capital Works Project.

1.2.21 Environmental Sustainability

Council's NRM Officer has been:

- Mapping weeds in the municipality, and managing them if possible, engaging a contractor or sending letters to residents about their requirements under the Weed Management Act (1999).
- Pre-planning and preparing to plant 1,900 plants throughout Devonport at 14 different sites over winter.
- Investigating, and where possible reinstatement of damage created by illegal mountain bike tracks and tree house built in Don Reserve.

Due to Covid-19 social distancing requirements, Friends of Don Reserve was put on hold.

1.3 Community Partnerships**1.3.1 Council and Community Partnerships**

Council partners with a diverse range of community-based organisations to achieve shared objectives.

Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Lions Club (Taste the Harvest)	2 year Agreement 29 November 2021	\$ 5,000 P/A
Devonport Brass Band	3 year Agreement 30 June 2021	\$10,000 P/A
Devonport Community House	3 year Agreement 30 June 2022	\$18,000 P/A
Devonport - Cradle Country Marketing Group	Extended to June 2020	\$17,500 P/A
Devonport Men's Shed	3 year agreement June 2022	\$ 8,000 P/A
Devonport Motor Show	5 year Agreement 29 January 2024	\$ 2,500 P/A
Devonport Surf Club	3 year Agreement 1 July 2020	\$ 2,000 P/A
Tasmanian Arboretum	2 year Agreement	\$22,000 P/A

Details	End date and length of agreement	Amount – If Applicable
	1 July 2020	
National Trust of Australia – Home Hill operations	3 year Agreement October 2022	\$28,000 P/A
City of Devonport Eisteddfod	3 year Agreement – 2019 - 2021	\$10,000 P/A
Youth and Family & Community Connections	5 year Agreement 29 Jan 2024	Rental agreement/Youth services - in kind funding

1.4 Recreation, Health and Wellbeing

1.4.1 COVID-19 Testing Clinic – Girdlestone Park and East Devonport Recreation and Function Centre

Given the declared State of Emergency, Council was required to take direction and provide resources as directed by the Regional Controller. The Regional Emergency Management Committee has been meeting regularly to provide advice and feedback on a regional level to State authorities. Council staff worked with the State to establish a COVID-19 testing clinic at the East Devonport Recreation Centre. The facility opened just after Easter and is expected to be in operation until spring. The clinic is being managed by the State; however, one Council employee has been seconded to work at the facility whilst it remains operational.



Construction of the COVID-19 testing clinic

1.4.2 Financial Assistance for Sporting Clubs during COVID-19

The advent of Covid-19 has significantly impacted on the finances of sporting clubs. To assist clubs during these difficult times, Council recently resolved to waive clubs' Annual Ground Charge for the 2020 winter season, regardless of whether the season recommences or not. Council has also waived commercial lease charges until 30 June 2020 that apply to sporting clubs.

As part of the 2020-2021 budget, Council is considering other options that will provide further financial relief for Devonport's sporting clubs during this difficult period.

1.4.3 Grants Update

Meercroft Park Facilities Upgrade

The tender for this project was advertised Saturday 25 April and closes Tuesday 26 May at 2.00pm. Council staff will then evaluate the tenders and the successful contractor will be confirmed at Council's June meeting. Council is hopeful that work could commence by July or August 2020.

Girdlestone Park, East Devonport Football Club Female Changerooms

Tenders have closed and have been evaluated. Council will award the tender at its 25 May meeting. Council is hopeful that the project can be completed by October or November 2020.

Devonport Oval, Devonport Football Club Changerooms Redevelopment

An architect has been engaged to prepare final plans for Development Approvals and the tendering process. Tendering Period is planned for August, construction to commence October with expected completion April 2021.

1.4.4 Major Sporting events held in March and April 2020

Event	Location	Date
Basketball Tasmania Pre Season Classic	Stadium and Youth Centre	1 March
North West Table Tennis Open	Stadium	14 March

1.4.5 Upcoming Major Sporting events in May and June 2020

At the time of writing this report, all major sporting events for May and June have either been postponed or cancelled. The most significant cancellation is Devonport Junior Soccer's Devonport Cup. This event is held annually during the long weekend in June and attracts more than 50 junior soccer teams from around the state.

1.4.6 Health and Wellbeing Programs

Fit Friday

All regular programs have been cancelled or postponed until further notice due to COVID - 19, however the Sport and Recreation team that are usually hosting Ageing Stronger, Active Longer and Tai Chi for Health programs from the Devonport Recreation Centre and the East Devonport Recreation Centre, recognise the importance of keeping participants engaged and moving whilst in isolation and have filmed sessions for participants to do at home.

Every week a new **Fit Friday** video will be posted on Council's website:

<https://www.devonport.tas.gov.au/live/your-community/community-services/fit-fridays/>

1.4.6 Participation Across Community Services Facilities and Events

The following tables shows the activities delivered across Council's recreation and sport facilities during March and April 2020 (facilities closed March 2020 due to COVID-19)

Facility	Customers through the Door	Customers through the Door
	March 2020	April 2020
Devonport Recreation Centre	7,549	0
East Devonport Recreation Centre	2,635	0
TOTAL	10,184	0

1.4.7 Recreation Facilities Usage

Usage for facilities for March and April are listed in the table below:

Facility	Room/Ground	Number of Bookings March	Number of Bookings April
Devonport Recreation Centre	Judo Room	4	0
	Meeting Room	3	0
	Sauna	17	0
	Squash	17	0
	Stadium	34	0
	Table Tennis Building	31	0
	Youth Centre	44	0
East Devonport Recreation and Function Centre (EDRFC)	Community Room	29	0
	Stadium	30	0

Special recreational events held at the DRC and EDR&FC for March and April are as listed in the table below:

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	Basketball Tasmania Pre-season classic	1 March
	NWBU Warriors Home Games	3 March
	Table Tennis – North West Open in main stadium	14 March
East Devonport Recreation and Function Centre	International Women's Day Luncheon	5 March
	Chain Reaction Challenge	13 March

COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

FINANCIAL IMPLICATIONS

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

No impact on Council's operating budget is expected as a result of this recommendation.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That the Community Services report be received and noted.

Author:	Karen Hampton	Endorsed By:	Jeffrey Griffith
Position:	Community Services Manager	Position:	Deputy General Manager

6.7 ANNUAL PLAN PROGRESS REPORT TO 30 APRIL 2020

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

SUMMARY

To provide an update on the progress of the 2019/20 Annual Plan as at 30 April 2020.

BACKGROUND

Council adopted its 2019/20 Annual Plan on 24 June 2019. 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 each financial year.

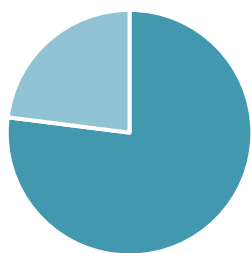
DISCUSSION

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

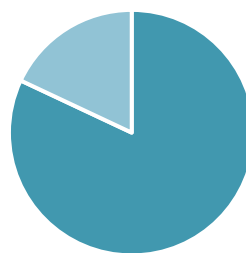
Key activities noted in the attached Progress Report include:

- A program of events and activities has been developed to increase commuter bike riding – funding received will allow this to be delivered in 20/21.
- COVID-19 has meant the yearly morning tea to recognise volunteers has been cancelled, however appreciation certificates are being distributed as and when safe to do so, plus recognition will be celebrated via social media.
- Early construction works for the new hotel development have commenced on site.
- The State Vehicle Entry Point Project, a joint project between the State and Federal Governments is progressing, with GHD Woodhead appointed as design consultants, and commencing discussions re initial concepts with Council, TasPorts and TT Line.
- Working group meetings have commenced for planning Devonport Food and Wine Festival.
- Planning is underway for the Festival of Learning and other literacy/numeracy initiatives due to be held in September.
- The draft Local Planning Schedules (LPS) for Devonport has been endorsed by the Tasmanian Planning Commission and is currently on exhibition.
- Creative learning and public programs of the paranapple art centre have moved online, with resources and images of finished works being presented on the Gallery's blog.

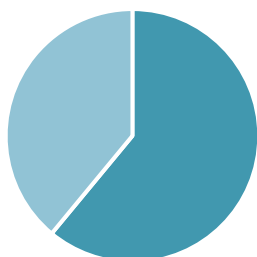
Progress comments are provided for each action in the Progress Report. Following are graphical snapshots of Council's performance against each Strategic Goal and against actions overall across the organisation.

2019/20 AP Actions - Organisation

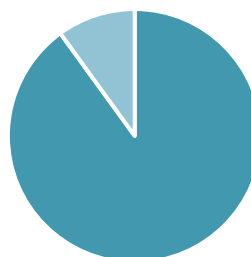
■ On Track - 77% ■ Off Track - 23%

Goal 1 - Living Lightly on our Environment

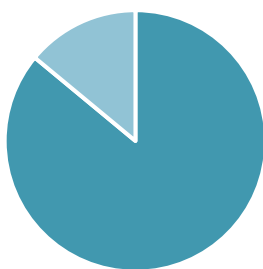
■ On Track - 82% ■ Off Track - 18%

Goal 2 - Building a Unique City

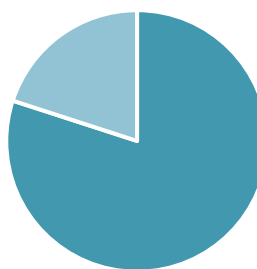
■ On Track - 61% ■ Off Track - 39%

Goal 3 - Growing a Vibrant Economy

■ On Track - 90% ■ Off Track - 10%

Goal 4 - Building Quality of Life

■ On Track - 86% ■ Off Track - 14%

Goal 5 - Practicing Excellence in Governance

■ On Track - 80% ■ Off Track - 20%

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There is always a risk that actions will not be achieved on time, however, no issues have been identified based on the current status of actions at this time.

CONCLUSION

The 2019/20 Annual Plan Progress Report as at 30 April 2020 is provided for the information of the Councillors and the community.

ATTACHMENTS

1. Annual Plan Progress Report to 30 April 2020

RECOMMENDATION

That Council receive and note the 2019/20 Annual Plan Progress Report for the period ended 30 April 2020.

Author:	Jacqui Surtees	Endorsed By:	Matthew Atkins
Position:	Executive Officer	Position:	General Manager



Devonport City Council

Strategic Plan Progress Report

Period: 19/20



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.2 Sustainability is promoted and integrated across all sectors

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preservation areas of remnant vegetation					
1.2.1.1 Undertake works to repair and prevent further coastal erosion along the Victoria Parade parkland	In Progress	83%	Work is underway on the \$75,000 project funded in Council's capital works program.	Infrastructure & Works Manager	30/06/2020
1.2.1.1 Deliver a Bioblitz event that focuses on finding as many species as possible in a specific area over a short period of time	Completed	100%	Bioblitz event held in November with 250 people participating.	Community Services Manager	30/11/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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 Advocate to the Cradle Coast Authority for a regional approach toward managing climate change impacts and improving adaption	Deferred	50%	Initial discussions held with Cradle Coast Authority staff to discuss process for working together. Deferred due to COVID-19.	Executive Officer	30/06/2020
1.2.2.1 Support LGAT to consider a climate emergency with State Govt support	Completed	100%	Council supported a motion at LGAT's July General Meeting, acknowledging a climate emergency and calling on all levels of government to act.	General Manager	30/06/2020
1.2.2.2 Develop and publish a statement of recognised climate related risks for the municipal area	In Progress	83%	Research in progress to assess risks given most recent climate change data.	Executive Officer	30/06/2020

Outcome: 1.3 "Living Lightly" is promoted and encouraged

Actions	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 Investigate opportunities to increase commuter bike riding	Completed	100%	A program of events and activities has been developed and funding is being sought	City Engineer	30/06/2020

Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.3 "Living Lightly" is promoted and encouraged

Actions	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"					
			through the Healthy Tasmania Fund. Funding has been received and program of events will be developed in 20/21.		
1.3.1.1 Implement community based educational initiatives in accordance with the Environment Strategy	In Progress	83%	Educational programs underway with Friends of Don, Bioblitz and Don College	Community Services Manager	30/06/2020

Outcome: 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.1 Promote reduction, re-use and recycling options to minimise waste materials within Council, the community and businesses					
1.4.1.1 Support initiatives for waste minimisation through Dulverton and the Cradle Coast Waste Management Group	In Progress	83%	Council continue to participate in the CCWMG, and relevant waste minimisation initiatives are being explored and implemented as resources permit. The rollout of Recycling Bins in priority locations through the CBD has been included in the draft 2020/21 Capital Works program.	Executive Manager City Growth	30/06/2020
1.4.1.1 Distribute recycling educational material with the rates notices	Completed	100%	Information to educate the community on recycling was distributed as part of Council's 2019/20 rates notice.	General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities					
1.4.2.1 Explore and trial recycling bins in public places, including events	In Progress	50%	Public recycling bins are included in the design of the Waterfront Park, and plans for bins at other high use areas have been proposed for inclusion in the 2022-21 capital works program. Grant funding is being pursued for this project.	Infrastructure & Works Manager	30/06/2020

Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.3 Lead and actively promote emissions minimisation					
1.4.3.1 Consider the options for the future provision of electric vehicle charging stations in Devonport	In Progress	90%	Two sites have been confirmed to have suitable electricity supply. Each site has different challenges which are being considered prior to confirming the exact site.	Project Manager	30/06/2020
1.4.3.1 Implement Council's Electric Vehicle Integration Plan	In Progress	83%	Fleet purchases are being made using the principles of the Electric Vehicle Integration Plan. Two hybrid petrol-electric fleet vehicles have been ordered. Electric options for a garbage truck were considered, but were not suitable at the time of purchase.	Infrastructure & Works Manager	30/06/2020

Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.1 Council's Planning Scheme facilitates appropriate property use and development

Actions	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 Finalise Local Planning Provisions through the Tasmanian Planning Commission	In Progress	85%	The draft Local Planning Schedules (LPS) for Devonport has been endorsed by the Tasmanian Planning Commission and is currently on public exhibition.	Development Services Manager	30/06/2020
2.1.1.2 Undertake actions required for finalising the new Statewide Planning Scheme	In Progress	85%	The draft Local Planning Schedules (LPS) for Devonport has been endorsed by the Tasmanian Planning Commission and is currently on public exhibition.	Development Services Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.2 Provide consistent and responsive development assessment and compliance processes					
2.1.2.1 Develop a Residential Strategy for Devonport	Deferred	66%	Work has commenced to draft a Residential Strategy by collecting the statistical data and preparing a draft document for review. Action will be rescheduled for next financial year.	Development Services Manager	30/06/2020
2.1.2.2 Review Council's Retail Strategy from a planning prospective	Deferred	1%	Action will be rescheduled for next financial year.	Development Services Manager	30/06/2020
2.1.2.3 Adopt a Retaining Wall Policy	In Progress	86%	A Retaining Wall Policy has been drafted by staff and internally reviewed. The draft Policy will be presented to Council for adoption in June 2020.	Development Services Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues					
2.1.3.1 Maintain membership of Cradle Coast Regional Planning Group and contribute to regional forums.	In Progress	85%	Participation in regional forums has not been required as Councils finalise their LPS.	Planning Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.2 The Devonport brand supports our marketing and promotion

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.2.2 Develop an integrated approach to local branding in partnership with business and community groups					
2.2.2.1 Implement actions from Council's Retail Strategy	In Progress	83%	Project Officer has commenced detailing actions from Retail Strategy - 'Visit Devonport' destination website has been live since November. Brian Walker, Retail Doctor Group, engaged to undertake research and a series of retailer based workshops. A presentation to Council will be held in June	Community Services Manager	30/06/2020

Outcome: 2.3 Infrastructure priorities support well planned, managed and appropriately funded development within our unique City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.1 Develop and maintain long term Strategic Asset Management Plans					
2.3.1.1 Review Council's Asset Management Strategy	Deferred	50%	Development of a draft strategy is underway - Deferred to 20/21	Infrastructure & Works Manager	30/06/2020
2.3.1.2 Develop an Asset Management Plan for Council's stormwater assets	In Progress	90%	Draft plan is being prepared for Public feedback.	City Engineer	30/06/2020
2.3.1.3 Develop an Asset Management Plan for Council's plant and fleet assets	In Progress	50%	A draft plan is being developed, incorporating recently updated asset data.	Works Supervisor	30/06/2020
2.3.1.4 Undertake a safety assessment of bike paths	Completed	100%	Bike path safety assessment check-list is completed. inspections are underway.	City Engineer	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards					
2.3.2.1 Review Public Lighting Strategy	Deferred	1%	Likely to commence in December 2020	City Engineer	30/06/2020

Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.3 Infrastructure priorities support well planned, managed and appropriately funded development within our unique City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards					
2.3.2.2 Undertake a review of the provision of footpaths, public open space, etc in the Woodrising area	Completed	100%	Report prepared and considered by Council in February 2020.	Infrastructure & Works Manager	30/06/2020
2.3.2.3 Continue to review and update Council's Stormwater Strategy	In Progress	90%	Consultation has been undertaken with both internal and external stakeholders on the current Strategy and work has commenced on a draft of the updated Strategy. Draft plan is being prepared for Public feedback.	City Engineer	30/06/2020
2.3.2.4 Audit all 'Guide Signs' from the airport, Spirit of Tasmania Terminal and the Bass Highway into the City	Completed	100%	Audit completed and recommendations made.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.3 Provide and maintain stormwater infrastructure to appropriate standards					
2.3.3.1 Progress implementation and improvements for the Oldaker (East) catchment in conjunction with Waterfront Park works	Completed	100%	Stormwater works have been completed as part of the early phases of the Waterfront Park construction.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.4 Provide and maintain Council buildings, facilities and amenities to appropriate standards					
2.3.4.1 Install an information kiosk at the Mersey Vale Memorial Park office	In Progress	66%	Information kiosk (sign based) to be included with 2.3.4.2.	Technical Support Supervisor	30/06/2020
2.3.4.2 Improve access throughout Mersey Vale Memorial Park by way of directional signage	In Progress	66%	Quotations are being sought for the required scope of work.	Infrastructure & Works Manager	30/06/2020
2.3.4.3 Develop and implement a program for installation of Destination	In Progress	83%	Destination signage for Mersey Vale Memorial Park is included in the signage upgrade	Technical Support Supervisor	30/06/2020

Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.3 Infrastructure priorities support well planned, managed and appropriately funded development within our unique City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.4 Provide and maintain Council buildings, facilities and amenities to appropriate standards					
Signage at all Cemeteries in Devonport			project for that site. This work has determined the format for other signage at other cemeteries. The planned installation is intended to be funded from Council's capital work budget for Signage Strategy implementation in 2019-20 and 2020-21.		
2.3.4.4 Investigate methods to improve pedestrian safety and restrict vehicular access at Pioneer Park	In Progress	10%	Some preliminary work has been undertaken to understand the issue in more detail. Work has been on hold while conceptual planning has been undertaken for a garden of reflection on the site.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.5 Provide and maintain sustainable parks, gardens and open spaces to appropriate standards					
2.3.5.1 Review Council's Open Space Strategy	In Progress	10%	Internal stakeholder consultation has commenced.	Technical Support Supervisor	30/06/2020
2.3.5.2 Consider natural or built shelter options for shade/wind/rain at Pioneer Park	In Progress	40%	Options being developed for stakeholder consultation.	Infrastructure & Works Manager	30/06/2020
2.3.5.3 Develop a plan and implementation program for improvements to the garden/former burial area in the south east corner of Pioneer Park	In Progress	66%	A grant submission was unsuccessful, but concept and preliminary design have commenced on lower cost options.	Technical Support Supervisor	30/06/2020
2.3.5.4 Construct a walking path through Highfield Park from west to east	Completed	100%	Construction of the path is complete.	Technical Support Supervisor	30/06/2020
2.3.5.5 Develop a plan for the grounds surrounding the Don Hall	In Progress	30%	A concept plan has been developed. Further action will be deferred until Council's updated	Infrastructure & Works Manager	30/06/2020

Strategic Plan Progress Report

Goal: 2 Building a unique city

Outcome: 2.3 Infrastructure priorities support well planned, managed and appropriately funded development within our unique City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.5 Provide and maintain sustainable parks, gardens and open spaces to appropriate standards					
			Public Open Space Strategy is developed.		

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.1 Implement initiatives from the LIVING CITY Master Plan					
2.4.1.1 Complete design of the Waterfront Parkland and commence construction	In Progress	90%	Design completed and construction tender awarded has been awarded to Vos Construction & Joinery Pty Ltd, with construction works now progressing on site. Work on some small elements in the parkland will continue, particularly related to the engineering design for crossings over the rail corridor, and related infrastructure.	Executive Manager City Growth	30/06/2021
2.4.1.2 Relocate remaining commercial tenants within the Waterfront Precinct and demolish redundant buildings	Completed	100%	Relocation of tenants is complete. Demolition is being undertaken by Vos as part of their contract.	Executive Manager City Growth	31/12/2019
Actions	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 Develop concept for lightshow within LIVING CITY Waterfront Park and seek necessary government funding to implement	In Progress	75%	The Council appointed design consultant is developing an initial concept for consideration. Input has been sought from Council's public art subcommittee and an initial workshop held with Council. Production of final detailed design proposals and project costings is forecast to be completed by the end of this financial year.	Executive Manager City Growth	30/06/2020

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	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.3 <i>Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plan</i>					
2.4.3.1 Continue to work with the LIVING CITY Waterfront Hotel developer to establish a privately funded hotel within the LIVING CITY Waterfront Precinct	In Progress	90%	Early construction works for the new hotel development have commenced on site, and the contractor is providing regular updates to Council on their progress. The contract for sale of the associated land to the hotel operator is expected to reach completion as planned in the near future.	Executive Manager City Growth	30/06/2020

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.1.1 Market and promote the City as a regional business, service and retail hub					
3.1.1.1 Develop an intrastate and interstate marketing campaign for the paranple convention centre	In Progress	85%	Advertised in Qantaslink September to October edition of Spirit. Advertised in the Business Events Tasmania Planners Guide 20/21. Developing a venue prospectus to circulate to potential event planners.	Function and Events Coordinator	30/06/2020
3.1.1.2 Maintain membership with Business Events Tasmania to secure events for the paranple convention centre	Completed	100%	Membership renewed until September 2020.	Function and Events Coordinator	31/08/2019

Outcome: 3.2 Devonport's visitor industry is developed around its natural assets, history and location

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.1 Support tourism through the provision of well designed and managed nfastructure and facilities					
3.2.1.1 Develop a tourism website to engage visitors and provides an online booking platform for accommodation and attractions	Completed	100%	The Visit Devonport site was launched in November 2019.	Visitor Services Coordinator	31/12/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government					
3.2.2.1 Maintain relationships with the Tasmanian Visitor Centre network and regional tourism networks	In Progress	83%	From March, staff from Devonport have attended fortnightly Statewide videoconferencing with TVIN. This has given us a chance to discuss thoughts and plans on moving forward and preparing for the future and providing the opportunity to support and learn from other centres from across the state.	Visitor Services Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.2 Devonport's visitor industry is developed around its natural assets, history and location

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government					
3.2.2.2 Undertake actions that support regional tourism initiatives	In Progress	83%	The paranple arts centre continues to work closely with the RTO, West x North West, attending webinars and video conferences relating to reigniting tourism on the NW Coast. A decision to cease the Cradle Country Marketing Group has been announced and is in the process of finalising all outstanding arrangements.	Visitor Services Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities					
3.2.3.1 Facilitate a familiarisation tour for local and regional tourism operators and provide operators with the opportunity to engage in professional development exercises.	In Progress	83%	The team stay in contact with centre volunteers, offering updates and maintaining the existing relationships as well as continuing to monitor existing business connections.	Visitor Services Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.4 Promote our natural environment and assets to underpin tourism opportunities					
3.2.4.1 Develop a localised marketing strategy, promoting the story of the Julie Burgess as linked to Devonport's maritime history.	In Progress	83%	Ongoing photographic and social media campaign about the historical significance of the Julie Burgess and its maritime history. The new website has a section on the restoration and history of the vessel.	Bass Strait Maritime Centre Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy					
3.2.5.1 Offer the following Council initiated events: • Devonport Jazz • Food & Wine • New Years Eve	In Progress	83%	Devonport Jazz successfully held in July 2019. New Year's Eve successfully held at new location of Aikenhead Point. Harmony Day cancelled as a result of COVID-19 Working Group meetings have commenced	Community Services Manager	30/06/2020

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.2 Devonport's visitor industry is developed around its natural assets, history and location

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy					
<ul style="list-style-type: none"> Harmony Day Christmas Parade 			for planning of Devonport Food and Wine Festival.		
3.2.5.2 Promote an Events Assistance Program	Not Started	0%	Deferred to 20/21.	Community Services Manager	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.1 Improve the City's physical access and connectivity focusing on linkages to and from key access points					
3.3.1.1 Work with the State and Federal Governments to implement the State Vehicle Entry Point project	In Progress	70%	GHD Woodhead have been appointed as project design consultants and are commencing work on initial concepts in consultation with Council, TT Line and TasPorts.	Executive Manager City Growth	30/06/2022
3.3.1.2 Consider the installation of City entrance markers on the Port Sorell Overpass on the Bass Highway and the railway overpass on the Don Hill	In Progress	20%	Initial signage audit has been undertaken to determine existing signage stock. Elements of this proposal may also have synergies with the proposed State Vehicle Entry Point project with regard to branding and graphic design elements, and both projects will be progressed in unison.	Executive Manager City Growth	30/06/2022

Outcome: 3.4 Our economic progress continuously improves

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.4.1 Work in partnership with industry and government to identify needs of business and industry to pursue opportunities, which fosters economic development in the area					
3.4.1.1 Participate in the implementation of the Cradle Coast Future's Plan,	In Progress	83%	Staff resources have been dedicated to the project and are working closely with	General Manager	30/06/2020

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.4 Our economic progress continuously improves

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.4.1 Work in partnership with industry and government to identify needs of business and industry to pursue opportunitites, which fosters economic development in the area					
including the provision of agreed staff resources			representatives of the Cradle Coast Authority to undertake selected projects as per signed Memorandum of Understanding.		



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.1 Sport and recreation facilities and programs are well planned to meet community needs

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.1 Provide and manage accessible sport, recreation and leisure facilities and programs					
4.1.1.1 Run a number of programs through the Devonport Recreation Centre	In Progress	83%	Ageing Stronger Active Longer, Tai Chi and Tai Chi for beginners held on a weekly basis at the Devonport Recreation Centre as well as school holiday programs. Programs in partnership with the East Devonport Child and Family Centre are ongoing.	Sport & Recreation Development Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.2 Increase the utilisation of sport and recreation facilities and multi-use open spaces					
4.1.2.1 Develop a calendar of events that support repeat visitations to Council owned sport and recreation facilities	In Progress	76%	Commenced in November 2019.	Sport & Recreation Development Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces					
4.1.3.1 Support the Coastal Pathway project and ensure Council's project objectives are met	In Progress	83%	Construction of the Ambleside-Latrobe section is underway. Design and stakeholder consultation is progressing on the Don-Leith section.	Infrastructure & Works Manager	30/06/2020

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

Actions	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 Master Plan for Devonport General Cemetery	In Progress	50%	Public consultation has been completed and a draft plan is being prepared	Technical Support Supervisor	30/06/2020
4.2.1.1 Maintain and promote the Council's permanent collection, and continue to acquire work by significant Tasmanian artists	Completed	100%	Prior to closure due to COVID-19, The Devonport Regional Gallery was able to present four permanent collection exhibitions	Convention and Arts Centre Director	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
			throughout 2019/20; Uncanny, Here at the Earth's end, Modern Sublime and Portrait of a Place. The Gallery has continued to collect work by Tasmanian artists, with the permanent collection expanding in 2019/20 with the acquisition of work by Kelly Austin and Lisa Garland.		
4.2.1.2 Produce an annual program of exhibitions and programs that acknowledges Devonport's maritime history	In Progress	85%	The current exhibition is 'Cats and Dogs: All at Sea', a travelling exhibition from the Australian National Maritime Museum. Digital walk throughs and highlights of the collection are being promoted via social media during shutdown.	Bass Strait Maritime Centre Coordinator	30/06/2020
Actions	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					
4.2.2.1 Maintain an exhibition program that aligns with the Devonport Regional Gallery's strategic plan	In Progress	83%	The 2019/20 exhibition program aligns with the Gallery's strategic plan. The program includes: four touring exhibition; four exhibitions featuring works from the Devonport City Council's permanent collection; exhibitions by mid-career Tasmanian Artists, including the 2019 Solo Commission by Tricky Walsh; The Little Gallery Emerging Artist Program; group shows by Tasmanian artist; and one exhibition by local youth. In addition, the paranaple arts centre foyer space is also used for community exhibitions and displays.	Visual Arts Coordinator	30/06/2020
4.2.2.2 Maintain a performing arts presenter season that enhances the	Completed	100%	The 2020 Presenter Season was launched on 11th December 2019.	DECC Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	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					
cultural experiences of the community					
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.3 Develop and implement an integrated approach to public art					
4.2.3.1 Develop a public art strategy for the panoramic art centre and precinct highlighting the cultural heritage of the region	Deferred	66%	With COVID-19 impacting on the Public Art Sub-Committee ability to meet, this action is to be deferred to 2020/21.	Convention and Arts Centre Director	30/06/2020

Outcome: 4.4 Our community and visitors are safe and secure

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.1 Support the community in emergency management response and recovery					
4.4.1.1 Provide information to residents to inform their preparedness for an emergency	In Progress	90%	Actions reviewed. Further updates once the Asset Management Software has been implemented.	Risk & Compliance Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.2 Coordinate and promote effective management of animals					
4.4.2.1 Deliver an education program for responsible dog ownership	In Progress	88%	Program has been developed. Delivery style for the program being reviewed due to COVID-19.	Risk & Compliance Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.3 Encourage safe and responsible community behaviour					
4.4.3.1 Review Community Safety Strategy	Deferred	10%	Will commence review in 2020/21.	Community Services Manager	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.5 Education and learning is accessible and responsive

Actions	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 Continue to support the Live and Learn Steering Group to implement the actions from the Live and Learn Strategy	In Progress	83%	26Ten Project Officer commenced - Live and Learn Steering Group meet on a monthly basis. Planning underway for an online Festival of Learning and other literacy/numeracy initiatives.	Community Services Manager	30/06/2020
4.5.1.1 Provide creative learning programs for young people and adults at the paranapple arts centre	In Progress	83%	The creative learning and public programs of the paranapple arts centre are reported bi-monthly in Council's Section 23, Governance, Finance and Community Services agenda. The programs include activities for young people, toddlers, adults and established artists. Programs since COVID-19 have moved online, with resources and images of finished works being presented on the Gallery's blog.	Visual Arts Coordinator	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.1 Facilitate and advocate for child and family support services					
4.6.1.1 Continue the "Square Peg" project working with 'at risk' young people	In Progress	83%	Square Peg project re-commenced in February at the new location of East Devonport Recreation Centre, however now on hold until COVID-19 restrictions have been lifted.	Community Services Manager	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.2 Facilitate and advocate for services for seniors in the community					
4.6.2.1 Offer a number of programs aimed at Seniors	In Progress	90%	Tai Chi for seniors and people with parkinsons, MS and arthritis, and the seniors program, 'Ageing Stronger, Active Longer' continued to be delivered by Council staff up until COVID-19 restrictions. Reflections cafe was also delivered fortnightly until COVID-19 restrictions required this program to cease. "Reflections Cafe" a safe place for People diagnosed with Dementia and their carers to come and enjoy companionship, a cuppa and some fun. this program is also supported with morning tea by Don College, Devonport High School and or Square Peg program, will continue once safe to do so.	Community Development & Volunteer Coordinator	30/06/2020
4.6.2.2 Develop events and activities as part of Seniors Week	Completed	100%	50 plus community activities and events were delivered in Seniors Week - September 2019. Planning for 2020 is ongoing.	Community Development & Volunteer Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.3 Provide quality public and environmental health services					
4.6.3.1 Implement an inspection schedule that complies with the Tasmanian Food Business Risk Classification System	Completed	100%	Inspections are being carried out by handheld devices in accordance with the new classification system.	Development Services Manager	31/12/2019

Outcome: 4.7 An engaged community promotes and values diversity and equity

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.3 Promote the equitable distribution and sharing of resources throughout the community that supports the delivery of quality outcomes					
4.7.3.1 Undertake two rounds of Financial Assistance Grants Program	Completed	100%	Round two closed 28 February 2020 and were assessed by the Working Group in March 2020.	Community Services Manager	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.7 An engaged community promotes and values diversity and equity

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.3 Promote the equitable distribution and sharing of resources throughout the community that supports the delivery of quality outcomes during the financial year					
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that celebrate and promote diversity and harmony which supports engagement, participation and inclusivity					
4.7.4.1 Promote Harmony Day to ensure active participation by all sectors of the community	In Progress	66%	Harmony Day and citizenship ceremony cancelled as a result of COVID-19.	Community Services Manager	31/03/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership					
4.8.1.1 Run a youth event which coincides with Youth Week in conjunction with Youth Family and Community Connec	Completed	100%	Cancelled due to COVID-19 restrictions, along with School Holiday programs and Square Peg program and Know Your Odds Skate competition.	Community Development & Volunteer Coordinator	30/06/2020
4.8.1.1 Maintain a Devonport Regional Gallery Young Members Committee that engages with, and develops its own, creative programs and events	In Progress	83%	The Devonport Regional Gallery Young Members Committee, The Droogs, will resume their monthly skill-based workshops and committee meetings when it is safe to do so.	Visual Arts Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.2 Provide, promote and advocate for appropriate and accessible services, information, facilities, activities and spaces for young people					
4.8.2.1 Implement initiatives from the adopted Youth Strategy	In Progress	90%	Develop and make available opportunities to work together with Don College, Devonport High and Square Peg/Space program to be involved in and support community programs for example the Reflections Cafe and 'Ageing Stronger - Active Longer' program. Further	Community Development & Volunteer Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.2 Provide, promote and advocate for appropriate and accessible services, information, facilities, activities and spaces for young people					
			Art projects planned with Tas Water and DMRoads for 2020. Continue to deliver the Square Peg program to youth at risk year 7-10 with the Space program. We have changed venue to East Devonport Recreation Centre for term 2. These are all still current programs that have had to be put on hold due to COVID-19. We will recommence when safe to do so.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.3 Assist in the development, promotion and celebration of young people					
4.8.3.1 Promote youth engagement through the delivery of creative programs and event, such as Youth Week Tasmania	Completed	100%	This is Us, opened mid March 2020 in the Little Gallery. Youth Week Tasmania was cancelled due to COVID-19.	Visual Arts Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.1 Regional co-operation is achieved through purposeful participation

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.1 Promote open communication and cooperation whilst representing Council at regional, state and national level					
5.1.1.1 Actively participate in activities at the National, State & Regional Level	In Progress	84%	Council's elected members and officers continue to participate in LGAT, PLGC, LG Professionals, ALGA and other similar State and National activities. Council has a team competing in the 2020 LG Professional Management Challenge.	General Manager	30/06/2020

Outcome: 5.2 Promote active and purposeful community engagement and participation

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.1 Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement					
5.2.1.1 Undertake community consultation throughout the year to provide input into council decision making.	In Progress	83%	Community consultation undertaken as required.	Executive Manager People and Finance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.2 Develop an integrated approach to "volunteerism" in our community					
5.2.2.1 Review Volunteer Strategy	Deferred	10%	Have commenced working with Volunteering Tas - action deferred to 20/21	Community Development & Volunteer Coordinator	30/06/2020
5.2.2.2 Provide volunteer recognition opportunities	In Progress	90%	Due to COVID-19 restrictions we will not be holding our yearly morning tea but will celebrate by recognition via social media, mayors message and community volunteer certificates to be distributed when safe to do so.	Community Development & Volunteer Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.3 Council looks to employ best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.1 Review and amend structures, policies and procedures to adapt to changing circumstances					
5.3.1.1 Review all Council Policies when required	Completed	100%	Policy review completed and adopted by Council.	Executive Manager People and Finance	31/12/2019
5.3.1.2 Transition Council Delegations from paper based to electronic version	In Progress	65%	Paper based delegations are currently being transitioned to new software platform. Work will carry over into the first half of 2020.	Executive Manager People and Finance	31/12/2019
5.3.1.3 Review all Community and Sporting Group leases	In Progress	66%	Initial review commenced and Leases are being updated.	Executive Manager People and Finance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions					
5.3.2.1 Develop a formal Councillor training program	Deferred	5%	Deferred to 20/21	Executive Manager People and Finance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.5 Maintain and monitor a fully integrated strategic and business planning process					
5.3.5.1 Review corporate systems used to monitor strategic plan actions, staff performance reviews and incorporate other functions such as risk reporting if possible	Completed	100%	Corporate systems have been reviewed and recommendation implemented.	Executive Manager People and Finance	30/06/2020

Outcome: 5.4 Council is recognised for its customer service delivery

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs					
5.4.1.1 Continue the integration of Council services with Service Tasmania	Not Started	100%	Completed transition of DCC Customer Service from ground floor to Level 2. Service	Deputy General Manager	30/06/2020

Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.4 Council is recognised for its customer service delivery

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs					
			Tasmania support a majority of Council customers with a few escalations to Level 2.		
5.4.1.2 Delivery of electronic services through Council's online presence	In Progress	85%	Additional electronic forms have been made available on Council's website with the list growing to more than 65 forms. The Mobile Vending Permit and online Booking system were March.	Deputy General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.2 Monitor and evaluate Council's service standards					
5.4.2.1 Action service delivery improvements where monitoring indicates there are gaps in service delivery	In Progress	85%	Continuing to review services that Service Tasmania can deliver, increasing convenience to the community. Improving online service access making it easier for the community to engage with Council.	Deputy General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.3 Manage customer requests and complaints with a view to continual improvement of service delivery					
5.4.3.1 Monitor customer feedback and drive improvements in service delivery to meet community expectations.	In Progress	83%	Ongoing action to improve service based on community feedback.	Deputy General Manager	30/06/2020

Outcome: 5.5 Council's services are financially sustainable

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.2 Ensure comprehensive financial planning and reporting to guarantee sustainability and meet or exceed financial targets					
5.5.2.1 Review and update Council's Financial Management Strategy	In Progress	50%	Review commenced and will be presented as part of the 2020/21 budget deliberations.	Executive Manager People and Finance	30/06/2020

Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.6 Risk management is a core organisational focus

Actions	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 Audit compliance of Council's processes against the WHS codes of Practice	In Progress	85%	Code of Practice review continues to be assessed against current Safe Operating Procedures and the requirement for new SOPs to be developed.	Risk & Compliance Coordinator	31/03/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.2 Comply with Council's Risk Management Framework					
5.6.2.1 Deliver Risk Management Training to all staff	Deferred	40%	External provider to deliver Risk Management refresher training to all staff next financial year due to the COVID-19 pandemic.	Risk & Compliance Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.3 Provide internal and external audit functions to review Council's performance					
5.6.3.1 Assess and implement, where appropriate, recommendations from the Annual Risk Audit	In Progress	83%	This action is being reviewed in conjunction with the implementation of the new Asset Management Software.	Risk & Compliance Coordinator	30/06/2020
5.6.3.1 Support the activities of the Audit Panel	In Progress	83%	Provided support for Audit Panel meetings held in August, November and March. New Independent Audit Panel Member appointed in March.	Executive Manager People and Finance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.5 Ensure compliance with all relevant legislative requirements, standards, policies and procedures					
5.6.5.1 Implement internal audits of Council's WHS Systems	In Progress	91%	Audit program continuing as per the Audit Schedule. Management Team have been provided with an overview of the outcomes and trends from these audits. Actions have been allocated to relevant Manager.	Risk & Compliance Coordinator	30/06/2020

Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.7.1 Provide opportunities for the development of Council employees					
5.7.1.1 Support the roll out of Competitive Systems training across the organisation	In Progress	83%	Currently a number of employees are undertaking LEAN training and members of the Management Team participated in training during November.	Executive Manager People and Finance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery					
5.7.3.1 Prepare and negotiate terms and conditions for a new Enterprise Agreement.	Deferred	48%	Negotiations have been deferred and will recommence in January 2021.	Executive Manager People and Finance	30/06/2020

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

Actions	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 Increase the utilisation of Council's business system, TechnologyOne, to support the most effective and efficient processes	In Progress	83%	This is a multi-year initiative with the current focus on implementing the full capability of Asset Management. The implementation commenced in November and is progressing according to plan. The Procure to Pay implementation has also commenced. Electronic timesheets have been implemented for 100% of employees.	Deputy General Manager	30/06/2020
5.8.1.1 Develop a standard communication plan for capital works projects	In Progress	66%	A draft external stakeholder matrix has been developed, while options are being considered for internal consultation using the tools available in Office 365.	Infrastructure & Works Manager	30/06/2020
5.8.1.2 Implement a records management system that delivers efficient and effective protection and	In Progress	98%	Council has implemented a modern Records Management platform. The migration from the previous platform concluded in late	Deputy General Manager	30/06/2020

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	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					
security, capture and retention of Council information assets			December. Additional configuration will continue over the next few months to ensure the highest level of records compliance is being achieved.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.2 Ensure access to Council information that meets user demands					
5.8.2.1 Further develop and enhance the delivery of online services to the community	In Progress	85%	Progressing the inclusion of services on Council's website, making it easier for the community to secure services from Council.	Deputy General Manager	30/06/2020
5.8.2.2 Continue to develop and enhance Council's online presence and branding to support the delivery of quality services to the community and to capture a greater share of the tourism market.	In Progress	85%	The Bass Strait Maritime Centre site was released in February. The paranapple arts centre site is targeted for release in May.	Deputy General Manager	30/06/2020
5.8.2.3 Implement quality asset management processes and systems to ensure a well maintained asset base and to delivery assets that return the greatest value to the community	In Progress	83%	The implementation of the TechnologyOne Asset Management system has commenced. The full implementation of TechnologyOne Asset Management is targeted for early July 2020.	Deputy General Manager	30/06/2020

6.8 ELECTED MEMBERS EXPENDITURE REPORT - MARCH AND APRIL 2020

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 the Mayor and Councillors.

BACKGROUND

This report is a regular bi-monthly update on the costs associated with the payment of allowances and expenses for Councillors.

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 Councillors in its Annual Report, however there is no obligation to do so at any other time.

DISCUSSION

Expenditure processed for the months of March and April 2020, is detailed below:

Mayor, Cr Annette Rockliff

\$113 – Telephone

Cr Alexiou

\$156 – Accommodation – Professional Development

\$430 – LGAT Professional Development Weekend

Cr Ennis

\$156 – Accommodation – Professional Development

\$136 – Travel – Professional Development

\$430 – LGAT Professional Development Weekend

Cr Hollister

\$430 – LGAT Professional Development Weekend

Councillors

\$736 - iPads

The attached table sets out the cumulative expenditure for the 2019/20 financial year. 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 Councillor expenses are costed to the general ledger account for Councillor Support.

RISK IMPLICATIONS

There are no identified risks in relation to this report.

CONCLUSION

Expenses are reported in accordance with Council's direction.

ATTACHMENTS

1. Councillor Expenses - YTD April 2020

RECOMMENDATION

That Council receive and note the bi-monthly report advising of Councillor allowances and expenses.

Author:	Jacqui Surtees	Endorsed By:	Matthew Atkins
Position:	Executive Officer	Position:	General Manager

Councillor Expenses

Cumulative figures year to date: March - April 2020

Councillor Expenses	Mayoral Allowance	Deputy Mayoral Allowance	Councillor's Allowance	Mileage R'ments	IPads	Conference/ Professional Development Attendance	Travel, Accommodation & Meal expenses	Meeting expenses	Mobile Phone	Total
Mayor Cr Rockliff	66,865			8,750	409	1,697	2,474	95	568	\$ 80,858
Deputy Mayor Cr Jarman		34,036			409		306			\$ 34,750
Cr Alexiou			19,104		409	520	156			\$ 20,189
Cr Enniss			19,104		409	520	292			\$ 20,325
Cr Hollister			19,104		409	520	298			\$ 20,331
Cr Laycock			19,104		409	90				\$ 19,603
Cr Milbourne			19,104		409					\$ 19,513
Cr Murphy			19,104		409					\$ 19,513
Cr Perry			19,104		409					\$ 19,513
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 66,865	\$ 34,036	\$ 133,727	\$ 8,750	\$ 3,680	\$ 3,347	\$ 3,526	\$ 95	\$ 568	\$ 254,594
Budget	83,218	40,713	155,169	10,500	4,418	15,000	9,200	1,500	655	320,373
BALANCE UNSPENT	\$ 16,353	\$ 6,677	\$ 21,442	\$ 1,750	\$ 738	\$ 11,653	\$ 5,674	\$ 1,405	\$ 87	\$ 65,779
% Spent Year to Date	80%	84%	86%	83%	83%	22%	38%	6%	87%	79%

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

6.9 FINANCE REPORT TO 30 APRIL 2020

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

Monthly financial reports are provided to Council for information.

STATUTORY REQUIREMENTS

Council needs to comply with the *Local Government Act 1993* in relation to its financial management activities.

DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 30 April 2020.

Included in the report are the following:

Financial Summary – This report provides an overview of Council's Operational and Capital Income and Expenditure, along with details on cash position and Debtors information for the reporting period.

Summarised Operating Report – This report provides a summary of operational income and expenditure for the period to date compared to both the YTD Budget and Annual Budget.

Financial Charts – These charts provide a visual representation of year to date Income and Expenditure compared to budget and prior year, plus a Capital Expenditure chart which demonstrates the progress of the current year capital plan against budget and prior year capital plan information for reference.

Balance Sheet Report – This report provides a snapshot of Council's financial position at the end of the reporting period.

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, year to date 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.

ATTACHMENTS

1. Capital Expenditure Report - April 2020
2. Finance Report - April 2020

RECOMMENDATION

That Council receive and note the Finance Report as at 30 April 2020.

Author:	Joshua Jackson	Endorsed By:	Kym Peebles
Position:	Finance Manager	Position:	Executive Manager People & Finance

Capital Works Income & Expenditure Report April 2020												
	Funding 2019/20				Expenditure 2019/20			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	Month	Month	Spent	
Summary												
Open Space & Recreation	1,322,000	1,978,701	3,300,701	424,160	1,955,189	295,193	2,250,381	1,050,319				
Buildings & Facilities	342,000	2,677,814	3,019,814	2,659,789	212,235	90,638	302,874	2,716,942				
Transport	6,297,000	1,372,197	7,669,197	1,947,404	4,405,281	970,414	5,375,694	2,293,503				
Stormwater	1,292,000	283,994	1,575,994	-	312,768	12,503	325,272	1,250,722				
Living City	6,000,000	3,590,200	9,590,200	2,500,000	1,072,582	-	1,072,582	8,517,618				
Plant & Fleet	874,600	754,673	1,631,273	-	494,810	-	494,810	936,595				
Other Equipment	646,500	918,095	1,064,595	22,000	474,761	40,904	515,667	548,928				
Total Capital Works	16,794,100	11,057,676	27,851,776	7,553,555	9,127,625	1,409,854	10,537,479	17,314,429				
Open Space & Recreation												
CP0129 Don River Rail Trail - land purchase		30,000	30,000		2,966	-	2,966	27,034	Oct-19	TBA	9.9%	Contracts for sale in place. Development application being assessed
CP0143 Mersey Vale cemetery - Children's Area	100,000	84,783	184,783		195,827	-	195,827	(11,044)	Complete	Complete	106.0%	Pending opening. Additional \$5,000 donation pending.
CP0145 Victoria Parade Lighting Stage 2					1,751	-	1,751	(1,751)	Complete	Complete		
CP0146 Mersey Vale Cemetery - Lighting Renewal		70,000	70,000		66,983	-	66,983	3,017	Complete	Complete	95.7%	
CP0147 East Devonport Foreshore - Playground Equipment					704	-	704	(704)	Complete	Complete		Expense to Parks Operational OP1935
CP0150 Maidstone Park - Replace Ground Lighting		150,945	150,945		5,921	-	5,921	145,024	Oct-20	Dec-20	3.9%	Tenders being assessed
CP0151 Maidstone Park - Gymnastics Club Car Park		240,000	240,000		240,000	-	240,000	-	Complete	Complete	100.0%	
CP0152 Bluff Plaza - Replace Electrical Cabinet					(830)	-	(830)	830	Complete	Complete		
CP0154 Dog Exercise Park - Dog Agility Equipment & Drink Fountain		3,124	3,124		151	-	151	2,973	Jun-20	Jun-20	4.8%	
CP0158 Mersey Vale Cemetery - Modern Burial Stage 2		1,038,536	1,038,536		890,427	-	890,427	148,305	Complete	Complete	85.7%	
CP0160 Horsehead Creek - Bank Stabilisation between Horsehead Creek & Waterfront Complex		61,312	61,312		63,502	-	63,502	(2,189)	Complete	Complete	103.6%	
CP0161 Mandetta Park - New Playground Equipment		-	-		-	-	-	-				
CP0164 Back Beach - path from base of stairs	18,000	-	18,000		2,038	136	2,174	15,826	Complete	Complete	12.1%	
CP0165 Victoria Parade foreshore - erosion repairs and mowing strip - stage 2	75,000	-	75,000		1,251	-	1,251	73,749	Apr-20	May-20	1.7%	Construction underway
CP0166 Coastal Pathway - lighting - Aikenhead Point to skate park	150,000	-	150,000		106,046	-	106,046	43,954	Complete	Complete	70.7%	
CP0167 Hiller Rara Reserve - park furniture renewal	15,000	-	15,000		9,797	-	9,797	5,203	Apr-20	May-20	65.3%	Installation pending
CP0168 Victoria Parade and Mersey Bluff - park furniture renewal	25,000	-	25,000		20,048	78	20,126	4,874	Apr-20	May-20	80.5%	Installation pending
CP0169 Mersey Bluff - Barbecue renewal	20,000	-	20,000		18,915	-	18,915	1,085	Complete	Complete	94.6%	Installation pending
CP0170 Signage Strategy Actions	25,000	-	25,000		2,115	-	2,115	22,885	TBA	TBA	8.5%	
CP0171 Don Reserve path renewal - aquatic centre to Best Street	120,000	-	120,000		47,836	-	47,836	72,164	Complete	Complete	39.9%	
CP0172 Victoria Parade - Cenotaph - base surface renewal	10,000	-	10,000		6,523	-	6,523	3,477	Complete	Complete	65.2%	Invoices pending
CP0173 Mary Binks wetlands - path upgrade - stage 1	35,000	-	35,000		31,781	-	31,781	3,219	Complete	Complete	90.8%	
CP0174 Highfield Park - new path - East to West	40,000	-	40,000		26,908	-	26,908	13,092	Complete	Complete	67.3%	
CP0175 Mersey Bluff - inclusive playground	96,000	-	96,000	54,160	6,814	-	6,814	89,186	Jul-20	Sep-20	7.1%	Quotations being assessed
CP0176 Mersey Bluff - bin compound	5,000	-	5,000		109	-	109	4,891	TBA	TBA	2.2%	To be included with adjacent roadworks
CP0177 Devonport Recreation Centre - Laundry	15,000	-	15,000		5,488	-	5,488	9,512	Mar-20	May-20	36.6%	
CP0178 Lovell Street Soccer Ground - Ground renovation	182,000	-	182,000		184,540	-	184,540	(2,540)	Complete	Complete	101.4%	
CP0179 Reg Hope Park - slab and services for shopfront at Julie Burgess	11,000	-	11,000		-	-	-	11,000	TBA	TBA	0.0%	
CP0180 Bluff Beach - accessible ramp	100,000	-	100,000		710	4,800	5,510	94,490	TBA	TBA	5.5%	Design underway
CP0181 Mersey Bluff Caravan Park - accessible amenities	75,000	-	75,000		415	32,000	32,415	42,585	Mar-20	Jun-20	43.2%	Construction underway off-site
CP0182 Mersey Vale Memorial Park - signage upgrade	30,000	-	30,000		9,719	-	9,719	20,281	Apr-20	Jun-20	32.4%	Quotations being assessed
CP0183 Mersey Vale Memorial Garden - ash interment columns	35,000	-	35,000		5,219	11,091	16,310	18,690	Mar-20	Apr-20	46.6%	Manufacturing underway off site
CP0184 Don River Rail Trail - construction	140,000	-	140,000	70,000	650	-	650	139,350	TBA	TBA	0.5%	Partial grant funding secured, design underway
CP0186 Grdstone Park - ground lighting		300,000	300,000	300,000	1,140	247,088	248,228	51,772	Sep-20	Nov-20	82.7%	Contract awarded, DA pending
Total Open Space & Recreation	1,322,000	1,978,701	3,300,701	424,160	1,955,189	295,193	2,250,381	1,050,319			68.2%	
Buildings & Facilities												
CB0091 East Devonport Foreshore Toilet Replace		-	-		1,120	-	1,120	(1,120)				Journal to Buildings OP.1921
CB0085 Devonport Dog's Home - 2 x Caution pens		-	-		(93)	-	(93)	93				
CB0092 Don Memorial Hall - Install Public Toilet		34,250	34,250		34,249	-	34,249	2	Complete	Complete	100.0%	
CB0093 Devonport Oval - Football Club grease trap installation	10,000	(100,000)	10,000		2,975	12,712	15,687	(5,687)	Feb-20	May-20	156.9%	Construction underway
CB0094 Council contribution to Sports Club Grants (Level the Playing Field)	150,000		50,000		-	-	-	50,000	N/A	N/A	0.0%	\$50,000 allocated to each of CB0098 and CB0099
CB0095 Works Depot - Covered plant storage shed	32,000	-	32,000		13,427	9,091	22,518	9,482	Apr-20	Jun-20	70.4%	Construction pending
CB0096 Mandetta Park - New Toilet block	150,000	-	150,000		84,532	-	84,532	65,468	Mar-20	May-20	56.4%	Construction underway
CB0097 Meeracraft Park - facilities upgrade		1,502,437	1,502,437	1,502,437	75,427	2,795	78,222	1,424,215	Jul-20	Feb-21	5.2%	Tender advertised
CB0098 Devonport Football Club - new change rooms		818,000	818,000	768,000	199	66,040	66,239	751,761	Nov-20	May-21	8.1%	Design underway
CB0099 East Devonport Football Club - new change rooms		423,129	423,129	373,129	400	-	400	422,729	Sep-20	Mar-21	0.1%	Tenders being assessed
CB0100 Waste Transfer Station - E-waste shelter		-	-	16,223	455	-	455	(455)	May-20	Jun-20	#DIV/0!	Design underway
Total Facilities	342,000	2,677,814	3,019,814	2,659,789	212,235	90,638	302,874	2,716,942			10.0%	
Transport												
CT0189 Farmby Road & Best Street intersection safety improvements		69,000	69,000		(22,351)	36,364	14,013	54,987	Complete	Complete	20.3%	
CT0198 Mersey Bluff Pedestrian Link		218,228	218,228		206,057	-	206,057	12,171	Complete	Complete	94.4%	
CT0208 Bishops Road renewal					(960)	-	(960)	960				
CT0220 Southern Rooke Street Renewal		40,000	40,000		8,004	-	8,004	31,996	Complete	Complete	20.0%	
CT0221 Triton Road Safety Improvements					1,330	-	1,330	(1,330)	Complete	Complete		Prior year invoice.
CT0222 Coles Beach/Back Beach Pedestrian Links	33,631		33,631		30,213	-	30,213	3,418	Complete	Complete	89.8%	
CT0225 New Street Light - Wright Street and Tartleton Street		-	-		(8,821)	-	(8,821)	8,821	Complete	Complete		Credited for non-council asset constructed in prior year now transferred to Tasnetworks.
CT0226 Intersection Safety Improvements - Parker Street and Ronald Street		273,757	273,757		262,482	-	262,482	11,275	Complete	Complete	95.9%	
CT0230 Transport Minor Works			20,000		-	-	-	20,000	TBA	TBA	0.0%	
CT0231 Works Depot Carpark - Retaining Wall Renewal		-	-		30	-	30	(30)			#DIV/0!	Journal to OP.1937
CT0232 Parking Infrastructure Renewal 2018-19	33,566		33,566		14,667	-	14,667	-	TBA	TBA	43.7%	Budget transferred to current year project CT0259.
CT0233 Adelaide Street Kerb Renewal		193,850	193,850		153,624	-	153,624	40,226	Complete	Complete	79.2%	
CT0244 Steele St Pedestrian Facilities		3,559	3,559		17	-	17	3,542	Complete	Complete	0.5%	

Capital Works Income & Expenditure Report April 2020													
		Funding 2019/20			Expenditure 2019/20			Balance	Performance Measures				Comments
		Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	
										Month	Month	Spent	
		\$	\$	\$	\$	\$	\$	\$	\$				
CT0245	New bus stop infrastructure		486,606	486,606	486,606	244,693	92,773	337,465	149,141	Jan-20	TBA	69.4%	Part of scope deferred to 2021 to suit route change deferral
CT0246	Reseal Program 2019-2020	700,000	-	700,000		725,603	4,606	730,209	(30,209)	Complete	Complete	104.3%	
CT0247	Street light provision	25,000	-	25,000		2,043	-	2,043	22,957	Complete	Complete	8.2%	Design underway
CT0248	Tugrah Road bus turn facility	40,000	-	40,000		27,965	-	27,965	12,035	Complete	Complete	69.9%	
CT0249	Parker Street footpath - North Fenton to Victoria Parade	18,000	-	18,000		19,219	-	19,219	(1,219)	Complete	Complete	106.8%	
CT0250	Forbes Street overpass - west side guard rail works	11,000	-	11,000		11,141	-	11,141	(141)	Complete	Complete	101.3%	
CT0251	Forbes Street renewal - bridge to Burrows Crescent	75,000	-	75,000		61,474	-	61,474	13,526	Complete	Complete	82.0%	
CT0252	Benigan Road and Lyons Avenue - Intersection safety improvements	400,000	-	400,000	400,000	353,634	570	354,204	45,796	Complete	Complete	88.6%	
CT0253	Curr Street new footpath and ramp renewal	28,000	-	28,000		30,573	-	30,573	(2,573)	Complete	Complete	109.2%	
CT0254	Middle Road pedestrian crossing - Gatenby Drive	60,000	-	60,000	30,000	52,019	-	52,019	7,981	Complete	Complete	86.7%	
CT0255	Lovell St pedestrian facilities - Tasman to Lawrence	120,000	-	120,000	60,000	108,094	-	108,094	11,906	Complete	Complete	90.1%	
CT0256	Roberts Court renewal	250,000	-	250,000		192,166	-	192,166	57,834	Complete	Complete	76.9%	Construction underway
CT0257	Road traffic device renewal	25,000	-	25,000		50	-	50	24,950	Complete	TBA	0.2%	
CT0258	Transport minor works	25,000	-	25,000		13,108	-	13,108	11,892	Aug-19	TBA	52.4%	Footpath in Parker St completed
CT0259	Parking infrastructure renewal	25,000	-	25,000		50	45,000	45,050	(1,151)	Apr-20	Jun-20	180.2%	Purchases made
CT0260	Victory Avenue kerb renewal	210,000	-	210,000		24,362	121,680	146,042	63,958	Mar-20	May-20	69.5%	Construction underway
CT0261	Stewart Street kerb renewal - William to Gunn	405,000	-	405,000		317,432	-	317,432	87,568	Complete	Complete	78.4%	Street trees to be planted in April/May
CT0262	Lower Madden Street renewal - Montague to North Fenton	200,000	-	200,000		205,828	-	205,828	(5,828)	Complete	Complete	102.9%	
CT0263	Oldaker Street footpath renewal - west of Rooke, south side	160,000	-	160,000		9,044	-	9,044	150,956	May-20	Jul-20	5.7%	Construction pending
CT0264	Victoria Street Renewal - Northern End	370,000	-	370,000	250,000	231,178	20,962	252,140	117,860	Feb-20	May-20	68.1%	Construction underway
CT0265	Holman Street renewal	400,000	-	400,000	256,000	243,894	147,116	391,010	8,990	Nov-20	May-20	97.8%	Construction underway
CT0266	Holman Street footpath renewal	90,000	-	90,000		8,801	-	8,801	81,199	Nov-20	May-20	9.8%	Construction underway
CT0267	Fenton St & Stewart St - Intersection	415,000	-	415,000	415,000	406,589	2,345	408,934	6,066	Complete	Complete	98.5%	
CT0268	Devonport Oval - Clements St entry renewal	80,000	-	80,000		51,924	1,930	53,853	26,147	Feb-20	May-20	67.3%	Construction underway
CT0269	Winspurs Road renewal - Stage 2	250,000	-	250,000		301,941	-	301,941	(51,941)	Complete	Complete	120.8%	
CT0270	Northern Rooke Street renewal	1,000,000	-	1,000,000		2,000	-	2,000	998,000	Jan-20	Apr-20	0.2%	Construction underway
CT0271	Mersey Bluff Precinct - traffic, pedestrian, and parking improvements - stage 2	265,000	-	265,000		5,582	100	5,682	259,318	TBA	TBA	2.1%	Design underway
CT0272	Coastal Pathway contribution - part 1	600,000	-	600,000		105,714	497,168	602,882	(2,882)	Jan-20	TBA	100.5%	Construction underway for Latrobe-Ambleside
CT0273	Southern Rooke Street - street scape enhancement	50,000	-	50,000		100	-	100	49,900	TBA	TBA	0.2%	
CT0274	Electric Vehicle Charging Station	-	-	-	50,000	4,769	-	4,769	(4,769)	TBA	TBA	#DIV/0!	External funding secured
Total Transport		6,297,000	1,372,197	7,669,197	1,947,606	4,405,281	970,614	5,375,894	2,293,303			70.1%	
Stormwater													
C50055	Scrubbs Road drainage improvements		83,994	83,994		106,756	8,968	115,723	(31,729)	Feb-20	Apr-20	137.8%	Construction underway
C50063	William SW Catchment upgrade - St					72	-	72	(72)	TBA	TBA	#DIV/0!	
C50081	John Stormwater Catchment Stage 1	200,000	-	200,000		3,904	-	3,904	196,096	TBA	TBA	2.0%	Design underway
C50082	Minor Stormwater Works	60,000	-	60,000		59,079	2,685	61,764	(1,764)	Sep-19	Jun-20	102.9%	Minor works completed on Steele St fire trail & Georgiana St
C50083	Stormwater outfall risk management	20,000	-	20,000		11,099	-	11,099	8,901	Apr-20	Jun-20	55.5%	Works completed near Skate Park
C50084	Tugrah Road drainage	40,000	-	40,000		38,633	851	39,504	496	Complete	Complete	98.8%	
C50086	Colles Beach Road - new pit	10,000	-	10,000		7,368	-	7,368	2,632	Complete	Complete	73.7%	
C50085	Oldaker (East) stormwater catchment upgrade - stage 1	1,000,000	-	1,000,000		2,000	-	2,000	998,000	Dec-19	Sep-20	0.2%	Construction underway
C50087	William Street stormwater improvements - Fourways east side	50,000	-	50,000		49,699	-	49,699	301	Complete	Complete	99.4%	
C50088	Kelcey Tier Road - pipe extension and headwall	20,000	-	20,000		11,926	-	11,926	8,074	Complete	Complete	59.6%	
C50089	Pit replacements	50,000	-	50,000		21,824	-	21,824	28,176	TBA	TBA	43.6%	
C50090	Watkinson St - north of George St - stormwater renewal	42,000	-	42,000		84	-	84	41,916	N/A	N/A	0.2%	project will not proceed
C50073	Minor Stormwater Works	-	-	-		303	-	303	(303)				
Total Stormwater		1,292,000	283,994	1,575,994	-	312,768	12,503	325,272	1,250,722			20.6%	
Plant & Fleet													
CF0022	Fleet Replacement Plan 18/19 (including disposal proceeds)		37,241	37,241		37,241	-	37,241	-			100.0%	
CF0023	Hire Plant Replacement Plan 18/19 (including disposal proceeds)		542,557	542,557		542,689	-	542,689	-			100.0%	
CF0025	Fleet replacement program 19/20	167,000	118,446	285,446		30,958	-	30,958	254,488	Jan-20	Jun-20	10.8%	
CF0026	Hire Plant Replacement Plan 19/20 (including disposal proceeds)	671,600	-	671,600		35,407	-	35,407	636,193	Jul-19	Jun-20	5.3%	Purchases being made progressively
CF0027	Non-Hire Plant Replacement Plan 19/20 (including disposal proceeds)	36,000	58,429	94,429		48,515	-	48,515	45,914	Jul-19	Jun-20	51.4%	Purchases being made progressively
Total Plant & Fleet		874,600	756,673	1,631,273	-	694,810	-	694,810	936,595			42.6%	
Other Equipment													
CE0010	Office & Equipment 2019-20	256,500	111,736	368,236	22,000	130,591	4,818	135,409	232,827	Jul-19	Jun-20	36.8%	Purchases being made progressively
	IT Renewals & upgrades	410,000	284,359	694,359		344,170	34,088	380,258	316,101	Jul-19	Jun-20	54.6%	
Total Other Equipment		666,500	396,095	1,062,595	22,000	474,761	40,906	515,667	548,928			48.4%	
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY		10,794,100	7,467,476	18,261,576	5,053,555	8,055,043	1,409,854	9,464,897	8,796,811			51.8%	
Living City													
Total Living City		6,000,000	3,590,200	9,590,200	2,500,000	1,072,582	-	1,072,582	8,517,618			11.2%	
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY		16,794,100	11,057,676	27,851,776	7,553,555	9,127,625	1,409,854	10,537,479	17,314,429			37.8%	



Devonport City Council

FINANCE REPORT

YTD for the month ended April 2020

The operating result for the year to the end of April is higher than the budget surplus by \$215K, which represents a 5.9% gain on budget. The full impact of decisions taken recently in response to COVID-19 are not yet reflected in the actual financial position, however the forecast takes these decisions into account.

At this stage, the forecast operating result for the financial year ending June 2020 is a deficit of \$1.2M.

Rates & Service Charges - \$232K Favourable

The favourable budget variance relates to supplementary rates issued and higher than budget Waste Management charges. A forecast adjustment of \$180K has been made.

Fees and User Charges - \$186K Favourable

The favourable budget variance of \$186K includes higher than expected revenue from the paraple Convention Centre and paraple Arts Centre for facility hire and sale of goods including catering, which is offset in part by higher catering costs. These facilities closed prior to the end of March and no further revenue is expected for the remainder of the financial year.

Council has determined to suspend parking fees in the short term, which will result in overall revenue being below budget for the year. A forecast adjustment of (\$579K) has been made in relation to parking fees and fines.

Grants - Operating - \$44K Unfavourable

The unfavourable budget variance of \$44K is due to lower than estimated quarterly financial assistance grant payments. This has been offset in part by a favourable increase in the heavy vehicle motor tax rebate of \$24K and additional grants received. A forecast adjustment of \$142K has been made.

Contributions - Operating - \$11K Unfavourable

The unfavourable budget variance is due to cancelled events.

Dividend Income - \$76K Unfavourable

The unfavourable budget variance is due to timing of payments received from Dulverton Waste Management. Taswater has announced that they do not intend to pay a final dividend. This will have a significant unfavourable financial impact on Council. A forecast adjustment of \$543K has been made.

Interest Income - \$55K Unfavourable

The unfavourable variance is due to lower interest rates received on deposits, following RBA decisions to lower cash rates. A forecast adjustment of \$100K has been made for the year.

Other Revenue - \$1K Unfavourable

Minor unfavourable variance. Favourable forecast adjustments for the year relating to insurance recoveries and receipts towards the Devonport Sound and Light show are offset in part by unfavourable adjustments to MPES recoveries.

Employee Benefits - \$17K Unfavourable

Minor favourable YTD variance (0.3%).

Materials and Services - \$89K Favourable

Over budget expenditure on catering contractors and legal services is offset by timing of payments for utilities, subscriptions and savings in consultants.

Depreciation - \$93K Favourable variance

The favourable variance relates to roads, parking and hire plant cost centres.

Financial Costs - \$21K Unfavourable variance

The final variance will be impacted by the movement in the fair value of swaps recognised at year end. As interest rates are trending downwards, an unfavourable variance is expected.

Levies & Taxes - \$114K Unfavourable variance

The unfavourable variance includes supplementary rates received for the multi storey car park and timing variances in relation to recoveries of land tax. Land tax increased as a result of adjustment factors being applied by the Valuation Department. A \$98K forecast adjustment has been made.

Other Expenses - \$80K Favourable variance

The variance includes grants and benefits and writing off infringements referred to MPES. A favourable forecast adjustment of \$114K has been made.

Internal Charges and Recoveries - \$126K Unfavourable

The variance relates to timing differences between the estimated and actual labour hours that have been capitalised. A forecast adjustment of \$120K has been made.

Balance Sheet

The balance of Capital Work in Progress at the end of April is \$9.18M, including \$2.2M which relates to the LIVING CITY project.

FINANCIAL SUMMARY					YTD to April 2020	
Operating Summary		YTD		Annual	Current	
		Budget	Actual	Budget	Forecast	
Revenue		37,914,411	38,145,357	41,600,863		40,479,802
Expenditure		34,243,836	34,259,852	41,499,616		41,681,415
Operating Position		3,670,575	3,885,506	101,247		(1,201,613)
Capital Expenditure Summary		Annual	Actual	Annual		
		Budget		Forecast		
		\$'000	\$'000	\$'000		
Capital Expenditure		28,152	9,128	17,057		
Cash Information					April 2020	June 2019
Operating Account (Reconciled balance)					2,245,507	1,439,517
Interest-Earning Deposits					16,290,206	14,400,632
					18,535,713	15,840,149
Debtor Information		April 2020	June 2019	Rates Debtors Ageing	April 2020	% of Annual Rates
Rates Debtors	2,412,059	93,438		2019/2020 - Current	2,263,945	7.8%
Infringement Debtors	115,306	69,429		2018/2019 - 1 Year	59,801	
Sundry Debtors	549,522	6,795,630		2017/2018 - 2 Years	31,567	
Planning & Health Debtors	9,242	18,221		2016/2017 - 3 Years	6,655	
				Over 3 years	50,090	
	3,086,128	6,976,718			2,412,059	
Cash Investment Information					Actual Rate	April 2020
ANZ Cash Deposits - At Call		0.65%				1,263,348
CBA Cash Deposits - At Call		0.65%				4,026,858
AMP Term Deposit		1.90%	6 months maturing 26/05/2020			2,000,000
MyState Term Deposit		1.70%	3 months maturing 28/05/2020			3,000,000
MACQ Term Deposit		1.70%	3 months maturing 02/06/2020			6,000,000
						16,290,206

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

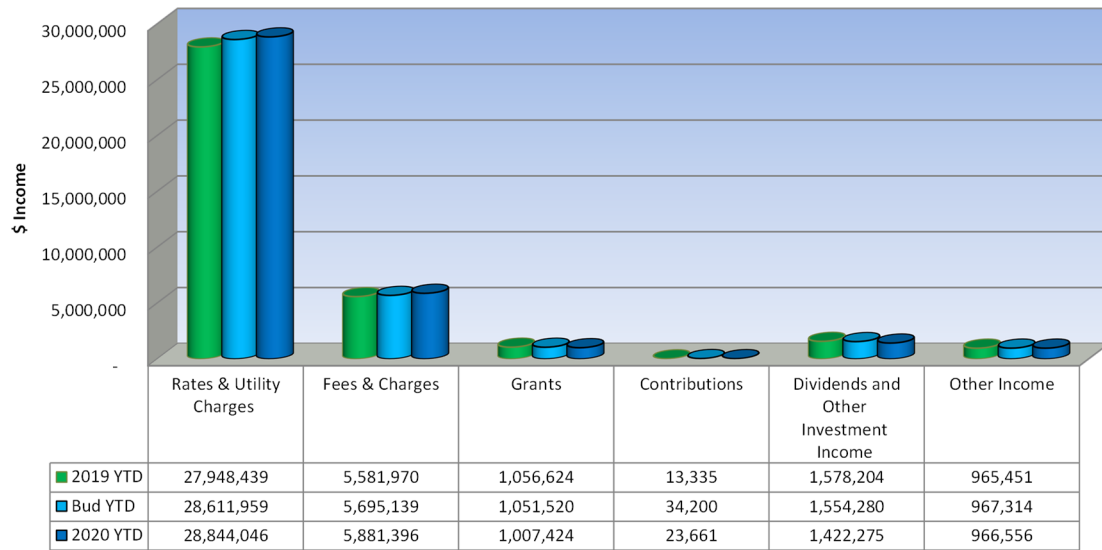
Benchmarks: BBSW90 Day Index 0.10%
RBA Cash Rate 0.25%

Commentary

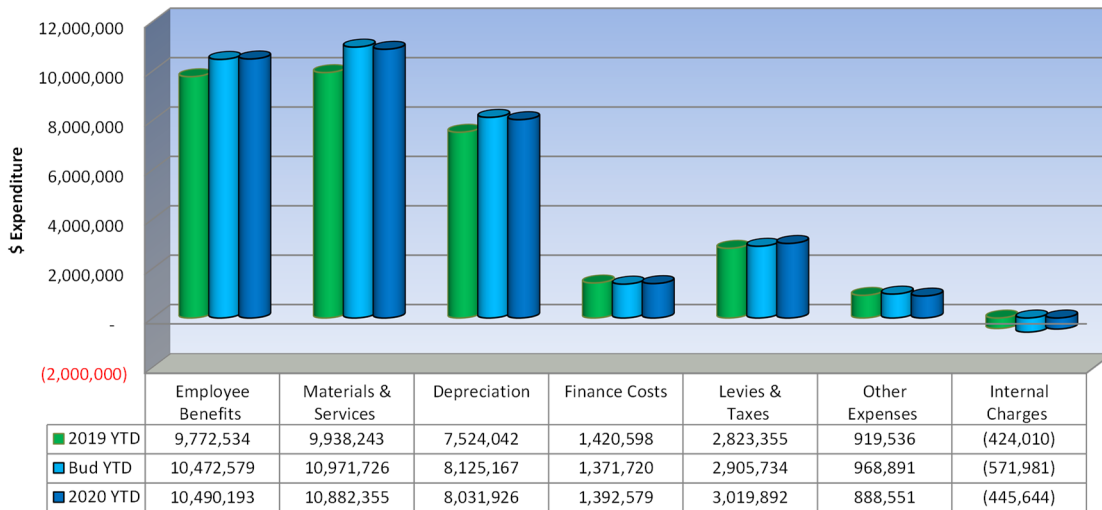
This report provides a high level summary of operational income and expenditure, capital expenditure and the cash and receivables position as at the date of the report.

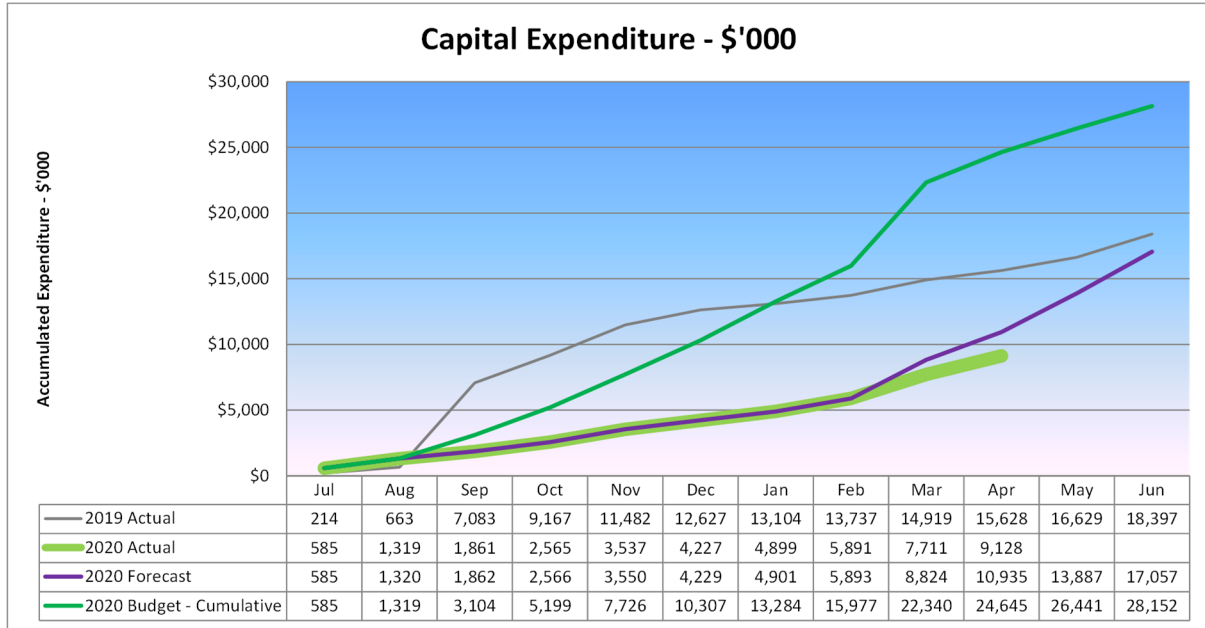
SUMMARISED OPERATING REPORT						
YTD to April 2020						
	YTD		YTD Variance		Full Budget	Forecast
	Budget	Actual	\$	%	2020	2020
INCOME						
Rates and Service Charges	28,611,959	28,844,046	232,087	0.8%	28,642,209	28,822,209
Fees and User Charges	5,695,139	5,881,396	186,258	3.3%	6,831,093	6,395,593
Grants - Operating	1,051,520	1,007,424	(44,096)	-4.2%	2,643,991	2,502,090
Contributions - Operating	34,200	23,661	(10,539)	-30.8%	35,700	35,700
Dividend Income	1,204,280	1,127,359	(76,921)	-6.4%	1,868,560	1,326,000
Interest Income	350,000	294,916	(55,084)	-15.7%	420,000	320,000
Other Revenue	967,314	966,556	(758)	-0.1%	1,159,310	1,078,210
TOTAL INCOME	37,914,411	38,145,357	230,946	0.6%	41,600,863	40,479,802
EXPENSES						
Employee Benefits	10,472,579	10,490,193	17,613	0.2%	12,331,844	12,309,843
Materials and Services	10,971,726	10,882,355	(89,371)	-0.8%	13,658,203	13,838,503
Depreciation	8,125,167	8,031,926	(93,240)	-1.1%	9,750,200	9,750,200
Financial Costs	1,371,720	1,392,579	20,859	1.5%	1,646,064	1,731,064
Levies & Taxes	2,905,734	3,019,892	114,158	3.9%	3,639,222	3,737,222
Other Expenses	968,891	888,551	(80,340)	-8.3%	1,160,458	880,958
Internal Charges and Recoveries	(571,981)	(445,644)	126,337	-22.1%	(686,375)	(566,375)
TOTAL EXPENSES	34,243,836	34,259,852	16,016	0.0%	41,499,616	41,681,415
NET OPERATING SURPLUS / (DEFICIT)	3,670,575	3,885,506	214,930	5.9%	101,247	(1,201,613)
CAPITAL ITEMS						
Grants - Capital	2,500,000	3,249,586	749,586	30.0%	3,945,893	
Contributions - Capital	-	7,516	7,516	#DIV/0!	-	
Gain / Loss on Disposal of Assets	-	(1,058,825)	(1,058,825)	#DIV/0!	(403,853)	
Share of profit of associates	-	-	-	0.0%	372,000	
TOTAL CAPITAL ITEMS	2,500,000	2,198,277	(301,723)	-12.1%	3,914,040	
NET SURPLUS / (DEFICIT)	6,170,575	6,083,783	(86,793)	-1.4%	4,015,287	
Own Source Revenue:	97.1%	97.3%			93.6%	

Income Analysis



Expenditure Analysis





BALANCE SHEET REPORT

As at April 2020

	30 Apr 2020	30 Jun 2019
Current Assets		
Cash at Bank and On Hand	2,245,507	1,439,517
Trust Deposits	137,142	125,343
Cash Investments	16,290,206	14,400,632
Receivables - Rates and Utility Charges	2,412,059	93,438
Receivables - Infringements	115,306	69,429
Receivables - Sundry	549,522	6,795,630
Receivables - Planning & Health	9,242	18,221
Loans Receivable - Current	3,700	3,700
Accrued Revenue	37,528	442,532
Prepayments	225,880	225,880
Net GST Receivable	182,706	155,524
Other Asset	281,076	347,505
	22,489,874	24,117,350
Non Current Assets		
Loans Receivable - Non-Current	385,200	23,900
Dulverton Regional Waste Management Authority	7,234,104	7,234,104
TasWater	100,027,973	100,027,973
Property, Plant & Equipment	778,479,168	772,299,223
Accumulated Depreciation - PP&E	(297,675,150)	(293,019,815)
Capital Work in Progress	9,179,180	4,311,648
	597,630,475	590,877,033
Total Assets	620,120,349	614,994,383
Current Liabilities		
Trade Creditors	1,117,704	430,975
Accrued Expenses	1,581,233	1,621,860
Trust Liability	149,709	140,792
Income In Advance - Current	183,820	184,325
Loans - Current	1,804,000	1,804,000
Annual Leave	968,757	998,416
Other Leave - RDO	67,277	57,236
Other Leave - TOIL	22,411	16,474
Long Service Leave - Current	1,141,315	1,236,635
	7,036,225	6,490,712
Non Current Liabilities		
Derivative Financial Instruments	2,499,054	2,499,054
Loans - Non-Current	48,513,338	50,016,668
Long Service Leave - Non-Current	350,416	350,416
	51,362,808	52,866,138
Total Liabilities	58,399,033	59,356,850
Net Assets	561,721,315	555,637,533
Equity		
Asset Revaluation Reserve	318,857,846	318,857,846
Asset Revaluation Reserve - Associates	1,589,126	1,589,126
Other Reserves	23,631,069	23,631,069
Accumulated Surplus	211,559,492	214,308,092
Operating Surplus / (Deficit)	3,885,506	(1,789,760)
Capital Surplus / (Deficit)	2,198,277	(958,841)
Total Equity	561,721,315	555,637,533
Current Ratio:	3.20	3.72

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.

8.0 CLOSED SESSION

RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
8.1	Confirmation of Closed Minutes – Council Meeting – 27 April 2020	15(2)(g)
8.2	Application for Leave of Absence	15(2)(h)
8.3	Unconfirmed Minutes – Joint Authorities	15(2)(g)

OUT OF CLOSED SESSION

RECOMMENDATION

That Council:

- (a) having met and dealt with its business formally move out of Closed Session; and
- (b) resolves to report that it has determined the following:

Item No	Matter	Outcome
8.1	Confirmation of Closed Minutes - Council Meeting - 27 April 2020	
8.2	Application for Leave of Absence	
8.3	Unconfirmed Minutes - Joint Authorities	

9.0 CLOSURE

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