

COUNCIL MEETING - 24 MAY 2021 ATTACHMENTS

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DEVONPORT CITY COUNCIL

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29 April 2021

Mr Rodney Russell
225 Steele Street
DEVONPORT TAS 7310

Dear Mr Russell

RESPONSE TO QUESTION WITHOUT NOTICE RAISED MONDAY 26 APRIL 2021

I write in response to your question without notice, taken on notice at the Council Meeting on Monday, 26 April 2021, as outlined below.

Q Holyman Street construction – thank you for response to my question. When the original design was done it should have been noticed that the poles would be in the footpath. Why then was it also not noticed by Council supervisors when the works started on the construction of the footpath?

Response

I confirm your question regarding Holyman Street was answered in Council's previous letter dated 29 March 2021.

Yours sincerely

Matthew Atkins
GENERAL MANAGER



The City with Spirit

QsoN RBV for May25 2021- ref DCC Debt -C of C - P P % - Rateable Prop

FROM - ROBERT. B. VELLACOTT
11 COKER PLACE
DEVONPORT 7310

TO- THE MAYOR AND COUNCILLORS
DEVONPORT CITY COUNCIL
PARANAPLE CENTRE
BEST STREET DEVONPORT 7310

QUESTIONS ON NOTICE FOR DCC MEETING 25th MAY 2021

Q1 - a) As of this date what is the total council debt?
b) How much of that debt is attributed to the overall Living City Project?

Q2 - In regard to the councillors' code of conduct issues, what was the total cost billed to council / ratepayers for -

a) Cr Peter Hollister? (Ref Ms. Jennie Claire's Complaint)

and

b) Cr Annette Rockliff - Mayor? (Ref - Mr. Malcolm Gardam's complaint)

Q3 - Further to my Q1 on notice for 26th April 2021 as reproduced below along with your response:

"I note from the March 2021 Agenda and information gleaned from recent newspaper reports that Council has new commercial lease agreements signed and expects to receive income from the majority, if not all, of the tenancies in Providore Place. Please inform as of this date what percentage (%) of the original financial "dash board predictions, i.e. those that were used to justify the construction of the food pavilion will be achieved?"

Response - "Income generated by Providore place will be reported as part of the 21/22 budget process".

NB - I did not ask for how much income was generated **but asked for the % of the original financial "dash board predictions"** I therefore ask the question again and would appreciate receiving a none - evasive answer.

Q5- Will the income generated by Providore Place be separately identified as such as part of the 21/22 budget process and accessible to ratepayers?

Q5 . What is the current number of rateable properties in the Devonport Municipality?

Please include all of the above and the answers to my questions in the Agenda for the DCC meeting 25th May 2021.

R.B. Vellacott - 14th May 2021



DEVONPORT COMMUNITY VOLUNTEER SUSTAINABILITY STRATEGY 2021-2026



Next Date of Review: Insert Date
Document Controller: Community Services Manager
Responsible Manager: Deputy General Manger
Date Adopted by Council: Insert Date
Resolution Number: Insert resolution number

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Part 1: Project Framework

1 Executive Summary

The nature of our communities and the ways in which the people of Devonport, and Tasmania more generally, connect and support each other through volunteering activities are changing. The Devonport Community Volunteer Sustainability Strategy is built by local community members using a co-design method and aims to support Devonport to work to safeguard and embed a sustainable and adaptable culture of volunteering of benefit to the community into the future.

Unlike other states, local government in Tasmania does not deliver a broad range of human services, health or aged care services. It is community sector organisations, and their many volunteers as well as many informal and grassroots volunteers that fill the gaps between State and Commonwealth funded and delivered programs and community need.

All volunteers are a vital part of the Devonport community and are relied on heavily to buttress support services, program delivery and to help out in times of need. In 2019, there were around 8,200 volunteers in the Devonport local government area providing both civic and commercial benefits.¹ Local council areas depend on local people to fill demand for volunteers. Statistics show 80% of Tasmanians volunteer within 50kms of their homes, and 14.3% volunteer directly from their homes.²

However, the nature of volunteering is changing with a decline in volunteer participation experienced throughout Tasmania (an 11% decline in the past five years), and there has been a decrease in volunteer satisfaction rates.³ Like other Tasmanian sectors, there are rapid changes in technology, regulations and societal expectations that impact the volunteering workforce. People are looking for new ways to contribute and both our community and volunteer-involving organisations need to adapt to these changes.

With these shifts already impacting volunteer supply and demand, it is imperative steps are taken now to ensure a robust and adaptable culture of local volunteering remains within Devonport and as part of our community into the next decade and beyond.

Tasmanian volunteer involving organisations, including local councils, and our local people will benefit from a place-based approach that provides the critical infrastructure required for safe, effective and sustainable volunteering. There is an opportunity for volunteers and volunteer-involving organisations to work with local government on actions that promotes, resources and supports volunteering in our communities, and to assist to recruit, retain and manage volunteers into the future.

A strategic intervention now will work to ensure Devonport and Tasmania generally will have enough volunteers to meet estimated demand across the next decade.

1.1 A time of change

Devonport City Council and Volunteering Tasmania began work on this strategy in July 2020. At that time, it was already clear volunteering rates in Tasmania were declining and the nature of volunteer roles were changing. Tasmania's COVID-19 lockdown period (April to June 2020) hit the State's volunteer numbers hard with an estimated 140,000 volunteers lost to communities, many of whom have not re-engaged.

It is known from population and demographic trends that the sectors where volunteers will be needed in Devonport during the next decade are shifting significantly away from sports and physical activities to support and caring roles in aged care and disability.⁴

¹ Volunteering Tasmania. Volunteering Profile 2029: Devonport LGA. 2029.

² https://www.volunteeringtas.org.au/wp-content/uploads/2019/09/State-of_Volunteering_Summary_Report-Summary_2019.pdf

³ Ibid.

⁴ Volunteering Tasmania. Volunteering Profile 2029: Devonport LGA. 2029.

Projections that take these trends into account estimate the number of volunteers needed in Devonport (demand) will exceed the number of people willing to be volunteers (supply) by 2029, putting the sustainability of support and services for people in our communities into question.⁵

Due to these trends and potential future threats, Devonport City Council has worked with Volunteering Tasmania and members of the Devonport community to prepare a Volunteer Sustainability Strategy and Action Plan.

1.2 A community-led strategy

The parties used a co-design process to develop the strategy, of which the principles and stages of the co-design process used are outlined in this document. Of paramount importance to the success of the strategy's implementation was involvement of community members throughout the strategy development process and the co-design method of testing of assumptions and core themes with local people throughout.

It is local knowledge and local insights, values, vision and care that have resulted in a strategy for Devonport that is informed by local expertise and experience. Further, it is the passion of the people of Devonport, for each other and for their place, that give the strategy its strength and clarity.

1.3 How to read the strategy

The Devonport Community Volunteer Sustainability Strategy is presented in three documents:

- Part 1: Project Framework (this document)
- Part 2: Focus Areas, Actions and Timeline
- Part 3: Local Government Area Profile

This document, Part 1, provides an overview of the evidence and thinking behind the strategy, the reasons why it is needed and the way it was developed.

⁵ Ibid.

2 What is meant by ‘volunteering’?

The Devonport Community Volunteering Sustainability Strategy uses Volunteering Australia’s definition of volunteering as:

*‘time willingly given for the common good and without financial gain’.*⁶

The definition aligns with the United Nations view that volunteering should ‘directly or indirectly benefit people outside the family or household or else benefit a cause, even though the person volunteering normally benefits as well.’⁷

The Volunteering Australia definition includes:

- *formal volunteering* which takes place in a structured way within organisations, and
- *informal volunteering* that includes activities that take place outside organisations, such as taking care of someone else in the community (outside of family), mentoring or teaching, informally helping sports clubs or teams, and providing welcoming and settlement support to new members of communities.⁸

2.1 The value of volunteering

The value of volunteering to the community, organisations and governments can be calculated in many different ways—both tangible (for example, the equivalent dollar value of volunteers’ contributed time and skills) and intangible (benefits to people’s mental health, social connection and overall wellbeing).

Volunteering is vital for the success of many organisations and entire communities.

Much of our society is dependent on volunteering activities and programs in areas such as the arts, education, emergency services, sport, environment, health, aged care, disability support, tourism, and community welfare. According to Volunteering Australia, volunteers make an estimated annual economic and social contribution of \$290 billion.⁹

Volunteering also contributes to social outcomes that align with the priorities of Australian governments. These include encouraging economic participation, building strong and resilient communities, mitigating isolation and loneliness, and increasing social cohesion and inclusion.

Governments increasingly acknowledge that volunteering is becoming progressively important as a response to the growing problem of social isolation.

As a state, Tasmania’s population is older, less healthy and experiences more disadvantage than other jurisdictions. Tasmania relies on the contribution of volunteers to provide many key services and programs and Tasmania’s volunteering sector plays a significant role as a key driver of economic, social and cultural growth in our State.

The economic value of volunteering to Tasmania equates to \$4 billion annually, including the \$2.9 billion it would cost to replace the labour contributed by volunteers and the estimated \$1 billion in commercial and civic benefits to communities resulting from roles undertaken by volunteers.¹⁰

Volunteering underpins communities and volunteers provide vital support across all aspects of our community.

⁶ Volunteering Australia (2015), *Volunteering Australia Project: The Review of the Definition of Volunteering*, P2

⁷ United Nations (2011), *State of the World’s Volunteerism Report, 2011: Universal Values for Global Wellbeing*, United Nations Volunteers, P4

⁸ Volunteering Australia (2016), *Volunteering in Australia: Help Create Happiness*, Executive Summary, Pviii

⁹ Ibid.

¹⁰ https://www.volunteeringtas.org.au/wp-content/uploads/2019/09/State-of_Volunteering_Summary_Report-Summary_2019.pdf

Devonport has an estimated 8,200 volunteers involved in both formal and informal activities throughout the local government area.¹¹ If current trends continue, it is estimated that by 2029 Devonport will have 6,842 people willing to volunteer but a community need for 11,899 volunteers, resulting in a shortfall of nearly 5,060 people.¹²

In addition to this quantifiable shortfall, decline of volunteering would also be expected to impact on the quality of life for the local community. Members of the Devonport Local Volunteer Network Group (LVNG), convened through this strategy's development, identified the following qualitative benefits of volunteering on their local community:

- Volunteering builds a strong, resilient, vibrant community that gives everyone an opportunity to contribute and receive.
- Volunteering enables you to be involved in your community by supporting people through opportunity and empowerment.
- Volunteering allows people to contribute to their community while learning and growing in their personal development.
- Volunteering creates opportunity to keep the world turning through social engagement.

¹¹ Volunteering Tasmania. Volunteering Profile 2029: Devonport LGA. 2029.

¹² Ibid.

3 Why Devonport needs a Volunteering Sustainability Strategy

In Tasmania the volunteering sector is the largest 'workforce' in the state and is 2.5 times the size of the Tasmanian Government workforce.¹³ In 2019, 297,000 (68.6%) Tasmanians undertook volunteering activities.¹⁴

There are warning signs for those who rely on Tasmania's volunteering sector.

While data projections show that demand for volunteers and reliance on volunteer contributions is likely to increase during the next eight years to 2029, during the past five years volunteer levels in Tasmania have declined by 11%.¹⁵ If this decline in supply continues, and the projected increase in demand occurs, by 2029 our state will need 42% more volunteers than will be available.¹⁶

If Devonport follows the current State trends, it will experience a shortfall of 5,058 volunteers by 2029.¹⁷

There are a range of reasons for the decline in volunteering in Australia and Tasmania during the past five years including changes to motivation for volunteering, decreasing willingness to make long-term commitments to volunteer roles, and barriers to volunteering including a lack of organisational, human and financial resources, lack of organisational flexibility and the slowness of processes to recruit and train volunteers.

In addition, the COVID-19 pandemic impacted volunteering dramatically during 2020. During the February – April 2020 period in Tasmania, an average of 250,000 hours of volunteering were lost weekly and have still not been fully recovered.¹⁸

All of this information contributes to local understanding of the need to plan ahead to ensure volunteering within Devonport remains supported, relevant and attractive to potential volunteers into the future.

Starting with this understanding of future volunteering needs compared to changes in levels volunteering, Devonport City Council determined a long-term strategy was needed to ensure the people of Devonport continued to benefit from a vibrant and relevant volunteer population.

4 How the Volunteering Sustainability Strategy was developed

The project is a result of Volunteering Tasmania's successful 2018-19 Budget Priority Submission 'Safeguarding Volunteering -Securing Tasmania's Future', which outlined a collaborative, multi-phase community development project designed to safeguard volunteering across the state by leveraging local government's proximity to on-the-ground, local volunteering activities, organisations and volunteers.¹⁹

The project was funded by the Tasmanian Government and developed in partnership with Volunteering Tasmania.

¹³ https://www.volunteeringtas.org.au/wp-content/uploads/2019/09/State-of_Volunteering_Summary_Report-Summary_2019.pdf

¹⁴ Ibid.

¹⁵ https://www.volunteeringtas.org.au/wp-content/uploads/2019/09/State-of_Volunteering_Summary_Report-Summary_2019.pdf

¹⁶ Volunteering Tasmania. Volunteering Profile 2029: Devonport LGA. 2029.

¹⁷ Ibid.

¹⁸ <https://www.volunteeringtas.org.au/wp-content/uploads/2020/08/Re-engaging-volunteers.pdf>

¹⁹ https://www.volunteeringtas.org.au/wp-content/uploads/2017/12/Volunteering-Tasmania_2018-19BPS_Safeguarding-Volunteering-Securing-Tasmanias-Future.pdf

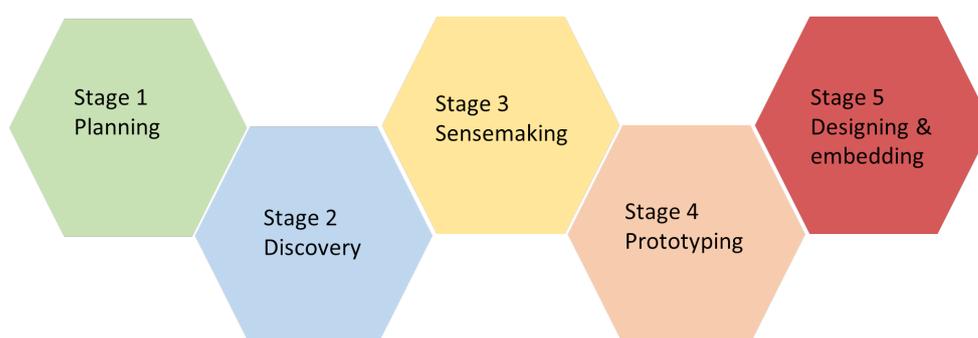
To support Devonport to remain a community enjoying all the benefits volunteering brings, Devonport City Council and Volunteering Tasmania worked with community members to develop the Devonport Community Volunteer Sustainability Strategy. This work was undertaken using a method called community co-design which is recommended as a successful and meaningful method for developing locally based strategies. Co-design processes are community-led and designed by the people who will be impacted by the outcomes, ensuring local experts are involved in building local change from start to finish.

The key principles of co-design are:

- **Power**
By involving community members who are not political representatives or used to being in positions of power, the power dynamics are shifted and balanced so all voices can be heard and have the same amount of influence on what is decided. By doing this, co-design shifts power from governments and organisations to community members.
- **Relationships**
Co-design necessitates building and maintaining strong, trusting relationships across the community and with governments and organisations.
- **Participatory**
The co-design process works well when community members have a variety of ways to get involved. This helps remove barriers to getting involved (such as lack of time or transport) and encourages as many people as possible to connect with the process as much or as little as they want to.
- **Builds capacity**
The co-design process supports all involved—individuals, organisations and governments—to increase their knowledge and capability.

These key principles were at the heart of the co-design process used to develop the Devonport Community Volunteer Sustainability Strategy. The co-design process ran for nine months during 2020 and 2021 and included the five co-design stages outlined below.

Community co-design stages



4.1 Stage 1: Planning (July – September 2020)

With the problem defined through analysis of national, state and local government area data and trends, the key stakeholders for Devonport were then identified through local networks, outreach and consultation by Devonport City Council and Volunteering Tasmania. Devonport City Council and Volunteering Tasmania then worked together to recruit members for a representative, local team, known as the Local Volunteer Network Group (LVNG). Local people involved in volunteering, including volunteers and volunteer coordinators from small, grassroots groups and larger, more formalised organisations were encouraged to join. LVNG membership was diverse and involved individuals from a cross-section of organisations:

- Devonport City Council
- Red Cross
- Gran's Van Association Inc
- The Salvation Army
- Mersey Community Care
- Libraries Tasmania
- Hospice Care Association of North West Tasmania Inc
- Devonport Art Gallery
- Don River Railway



4.2 Stage 2: Discovery (September – October 2020)

During the Discovery phase, the broader community was engaged with the project to add to what LVNG members, Volunteering Tasmania and Council staff already knew about volunteering in Devonport and to collect deeper information, including current strengths and challenges, and ideas and opportunities for the future.

This consultation and discussion stage helped all involved gain a profound understanding of the diversity of volunteering in Devonport and people's feelings about it. The LVNG gathered information using online and paper-based surveys, groups discussions, one-on-one interviews and focus groups.

In Stage 2 the LVNG heard from ...
 57 community members
 11 not currently volunteering / 46 current volunteers

4.3 Stage 3: Sensemaking (October – November 2020)

The LVNG then analysed, reviewed and sorted the information collected in Stages 1 and 2 into themes. Themes are the core ideas that run through the many comments, data and other information collected. Sorting all of the information into themes provides a clear structure for the strategy. The LVNG members used these themes as a basis for initial brainstorming of initiatives and actions that would support them.

4.4 Prototyping (November 2020 – January 2021)

The themes collected and ideas / actions brainstormed by the LVNG were taken back out to the community to test assumptions made during Stage 3. Feedback was again gathered through surveys, group discussions and one-on-one interviews. Community members were asked to rate the importance of the ideas / actions and vote on what they believed were priorities that would support a strong and sustainable volunteering community in Devonport. Thirty-seven community members took part in this stage of consultation.

4.5 Designing & embedding (February – March 2021)

The LVNG used the identified priorities and other feedback gained through Stage 4 to refine the draft strategy's structure and actions. This revised draft was then shared with stakeholders including council and LVNG members for final input and approval. During this stage, it was important to widen awareness of the strategy across the entire local government area so people would become familiar with it and gain understanding and recognition of how it would work towards volunteering outcomes that will benefit their family, friends and neighbours in the Devonport community.

Part 2: Focus Areas, Actions & Timeline

1 Introduction

The Devonport Community Volunteer Sustainability Strategy provides a framework for response to the community's projected future volunteering needs based on projections extrapolated from Tasmania's present volunteering trends and future demographics of Devonport to 2029.

The strategy outlines key collaborative actions to be taken by the community and Devonport City Council during the next five years with the aim of safeguarding the future of volunteering in Devonport.

To support Devonport to remain a community enjoying all the benefits volunteering brings, Devonport City Council and Volunteering Tasmania worked with community members to develop the Devonport Community Volunteer Sustainability Strategy. This work was undertaken using a method called community co-design. Co-design is recommended as a successful and meaningful method for developing locally based strategies. Co-design processes are community-led and designed by the people who will be impacted by the outcomes, ensuring local experts are involved in building local change from start to finish.

This strategy was funded by the Tasmanian Government and developed in partnership with Volunteering Tasmania (See Devonport Community Volunteer Sustainability Strategy Part 1: Project Framework).

2 The Devonport vision for volunteering

Vision

In five years' time, the Devonport community will have engaged and valued volunteers, which contribute to creating an inclusive, thriving and connected community.

Mission

To create quality of life outcomes through increased participation in meaningful volunteering.

The vision sits behind the Focus Areas outlined as priorities within this strategy. The Focus Areas were explored resulting in articulation of specific Focus Area objectives and key actions.

The Devonport community's four Focus Areas are outlined in the following pages with specific outcomes and steps to achieve the key actions detailed in the Volunteering Action Plan included at the end of this strategy.

3 Focus Area 1: Accessible & inclusive volunteering

Objectives

- To build awareness and understanding of the value of volunteering for young people in Devonport.
- To create welcoming and inclusive environments for new people to get involved in volunteering.
- To increase the number of people volunteering across Devonport by making it easier for people to find and join volunteering opportunities.

Why

- Across Tasmania we are seeing a decline in the number of people volunteering, it is estimated that by 2029 there will be demand for 42% more volunteers than there are people willing to volunteer (supply) in Devonport.²⁰
- Major barriers to volunteering in Devonport include demands for time, feeling nervous or unsure about approaching a group / organisation, lack of confidence, lack of flexibility and lack of knowledge or understanding of volunteering opportunities.
- Devonport's ageing population and older volunteering demographics create concerns that many volunteer organisations and services providing vital community supports won't be sustained without younger community members deciding to participate.

Key actions to create the change needed

Key Action 1.1

Partner with educational institutions to build student knowledge and interest in volunteering.

Key Action 1.2

Offer and promote the use of soft entry points for new volunteers such as 'try it out' days, bring a buddy, drop-in days.

Key Action 1.3

Improve communication about volunteering roles.

Key Action 1.4

Promote, adapt and increase transport options to improve access to volunteering activities.

Key Action 1.5

Explore ways to make volunteering more inclusive across the Devonport community.

"A system where you try different volunteering opportunities before committing to one of your choice."

"Flexibility of hours is appealing."

²⁰ Volunteering Tasmania. Volunteering Profile 2029: Devonport LGA. 2029.

4 Focus Area 2: Volunteer sector collaboration & connection

Objectives

- To work more effectively and efficiently as a volunteering community in Devonport by networking and collaborating.

Why

- Volunteers and people working with volunteers highlighted the benefits of working more collaboratively across the volunteer community in Devonport. This was identified as a way to share resources and best practice for working with volunteers as well as being a more efficient and effective way of operating.
- In Devonport, group and peer support is highly valued as a way to improve volunteers' overall experience and build capacity among volunteer organisations.

Key actions to create the change needed

Key Action 2.1

Offer mentoring opportunities across the sector to share knowledge, skills and build stronger connections throughout Devonport's volunteering community.

Key Action 2.2

Develop a local volunteering community networking group for connection and collaboration.

"The most enjoyable aspect of volunteering is that feeling that one is of help to others and decreasing their loneliness, being there for people."

5 Focus Area 3: Culture of volunteering

Objectives

- To celebrate and recognise the contribution volunteers make to our community in a meaningful way.
- To build and embed a stronger volunteering culture across the local community by increasing awareness and understanding of Devonport's volunteering community.
- To establish safe and enjoyable environments for volunteers

Why

- Volunteering is the largest sector in Tasmania and a key driver of economic, social and cultural growth. The average Tasmanian volunteer contributes 4.4 hours per week to support our state.²¹
- In 2019, Devonport had around 8,200 volunteers providing vital support.²² To increase / maintain the number of volunteers we need to ensure they enjoy their experience and feel safe, appreciated and acknowledged for their contributions.
- Less than 50% of organisations reimburse their volunteers for out-of-pocket expenses.²³
- There is such diversity in the Devonport community that having multiple ways of accessing volunteering information is important when trying to reach different demographics.

Key actions to create the change needed

Key Action 3.1

Explore and implement different volunteer recognition activities and practices.

Key Action 3.2

Encourage groups to nominate volunteers in the annual Tasmanian Volunteering Awards.

Key Action 3.3

Value and nurture current volunteers.

Key Action 3.4

Increase information available and awareness about volunteering in Devonport.

"People thrive on 'thanks', make a fuss of your volunteers."

²¹ https://www.volunteeringtas.org.au/wp-content/uploads/2019/09/State-of_Volunteering_Summary_Report-Summary_2019.pdf

²² Volunteering Tasmania. Volunteering Profile 2029: Devonport LGA. 2029.

²³ https://www.volunteeringtas.org.au/wp-content/uploads/2019/09/State-of_Volunteering_Summary_Report-Summary_2019.pdf

6 Focus Area 4: Best practice volunteer management

Objectives

- To build the capacity, capability and supports for the volunteering sector in Devonport.
- To increase the number of volunteering groups and organisations in Devonport that use best practice volunteer management principles to create safe, enjoyable and productive volunteer experiences.

Why

- In Devonport streamlined and organised processes are key elements of an enjoyable volunteer role, safe environment and a strong volunteer organisation.
- During the COVID-19 pandemic and recovery clear communication, good process and safety precautions were in place, making volunteers feel supported and safe.
- Many volunteer groups and organisations in Devonport are run by volunteers with no paid staff. This brings additional challenges and can mean volunteers are responsible for developing strong processes, structures and following best practice.

Key actions to create the change needed

Key Action 4.1

Develop resources and provide support for Devonport's volunteering groups and organisations to improve their practices in line with the National Standards for Volunteer Involvement.

Key Action 4.2

Communicate and promote best practice volunteer management across the Devonport community.

"Where I volunteer, the coordinator that looks after us is fantastic with us volunteers. All relevant volunteer information is emailed, and we have inductions to rules & regulations of the organisation."

Devonport Volunteering Action Plan

Acronyms used in this document:

VT – Volunteering Tasmania
 DCC – Devonport City Council
 LVNG – Local Volunteer Network Group
 VIOs – Volunteer Involving Organisations

*Timeline legend: Short term = 12-18 months, Medium term = 18 months – 3 years, Long term = 3-5 years

Activity	Tasks	Lead and Partners	Timeline*	Outputs (Tangible Items)	
Focus Area 1: Accessible & inclusive volunteering					
1.1 Partner with educational institutions to build student knowledge and interest in volunteering.	Incorporate volunteering information into youth / student based community events.	Convene working group (LVNG and other community members) to review options to combined forums / events / community activity.	DCC	Short-term	Events delivered that incorporate a focus on volunteering
		Call for volunteering organisations to attend event and promote event across community.	DCC / LVNG	Short-term	
		Send info to groups about events including encouraging groups to discuss the benefits of volunteering related to employment, training, etc.	DCC	Medium-term	
		Run annual event/s.	DCC / LVNG	Medium/long-term	
	School visits to talk about volunteering opportunities and benefits.	Connect with VIOs and schools to organise presentation / info sessions with students.	DCC	Medium-term	No. of school visits and council referrals
		Connect with Volunteering Tas for support/resources for presentations.	VIOs	Medium-term	

		Visits to local schools to talk about volunteering in the community, the benefits and the opportunities.	VIOs	Medium-term	
1.2 Offer and promote the use of soft entry points for new volunteers such as 'try it out' days, bring a buddy, drop-in days.	Develop, make available and promote the use of a soft entry point resource for organisations to use when engaging with new volunteers.	Identify / research resources / templates already available that can be accessed / adapted / utilised (including Volunteering Tas).	LVNG / DCC	Short-term	Resource developed, circulated broadly among networks and available on DCC webpage.
		Use local examples of options for soft entry points (try it out days, bring a buddy, drop-in days).	LVNG / DCC	Short-term	
		Finalise resource and upload on council's volunteering webpage.	DCC	Short-term	
		Circulate resource within the community.	LVNG / DCC	Short-term	
		Option to offer a workshop to support this resource.	DCC / LVNG	Medium-term	
1.3 Improve communication about volunteering roles.	Trial processes that provide clearer communication of volunteering roles.	Develop / review induction processes to include (role descriptions with detail of time commitment, skills required and process to become a volunteer). Include information about early regulation requirements for Working With Vulnerable People Registrations (advertising that this can be done by VIOs, and libraries).	VIOs / DCC	Short-term	Visible and easily accessible documents No. VIOs/volunteers undertaken training
		Adopt and communicate an 'open door policy' for volunteers in VIOs to discuss role, responsibilities and supports available.	VIOs / DCC	Short-term	

		Offer and promote Plain English training with volunteer managers and volunteers (Libraries Tas and 26Ten). Ensure plain language in volunteer documents and availability to have these translated into other languages, AUSLAN videos, podcasts.	Libraries Tas VIOs / DCC	Short-term	
1.4 Promote, adapt and increase transport options to improve access to volunteering activities.	Improve transport access and awareness to volunteering activities.	Provide information about transport options—transport timetables on council’s volunteering webpage. Highlight transport options within VIOs.	VIOs / DCC	Short-term	Transport information visible on websites/ induction documents Flexible times available to volunteer
		Promote shared transport through current volunteers and volunteer programs that offer transport.	VIOs / DCC	Short-term	
		Make volunteering activities / programs available after school hours for school students and be flexible with after-hours volunteering.	VIOs	Short-term	
1.5 Explore ways to make volunteering more inclusive across the Devonport community.	Undertake activity to review and adapt practices to be more inclusive.	Training delivered on how to review and adapt practices to become more inclusive volunteer organisations.	VT	Short-term	Training delivered No. of participants in training Adaption of practices, policies and procedures
		Review policies and procedures to ensure they support inclusive practices (acknowledgements, physical access, posters on diversity). Review volunteer code of conduct.	VIOs / DCC / VT	Medium-term	
		Share resources across the LVNG to support inclusive practices.	LVNG / VT / DCC	Medium-term	
		Explore a range of volunteering options and work with individuals to design roles suitable / flexible (survey staff and volunteers for new ideas, ask for feedback).	VIOs / DCC / VT	Medium-term	

Focus Area 2: Volunteer sector collaboration & connection					
2.1 Offer mentoring opportunities across the sector to share knowledge, skills and build stronger connections throughout Devonport's volunteering community.	Trial a local mentoring program with people managing and supporting volunteers in the region.	Explore other mentoring programs and look at a suitable model to trial.	DCC / LVNG	Long-term	No. of mentors and mentees Outcomes of support
		EOIs for mentors across the volunteering community developed and circulated.	DCC / LVNG	Long-term	
		Call for mentees to join the program via networks.	LVNG / DCC	Long-term	
		Review and evaluate program.	LVNG / DCC	Long-term	
2.2 Develop a local volunteering community networking group for connection and collaboration	Establish a Devonport Community of Practice (CoP) for volunteers and people working with volunteers.	Develop Terms of Reference and promote Community of Practice (CoP) opportunity across the volunteering community.	LVNG / DCC	Short-term	Collaboration / outcomes from CoP
		CoP established and members meet to share learnings, collaborate on sector / common issues and look for opportunities to collaborate on events / activities.	LVNG / DCC	Short-term	Regularity of meetings held No. of attendees
Focus Area 3: Culture of volunteering					
3.1 Explore and implement different volunteer recognition activities and practices. 3.2 Encourage groups to nominate volunteers in the annual	Develop, make available and promote the use of a volunteer recognition resource. (see attachment A)	Identify / research resources / templates already available that can be accessed / adapted / utilised (including Volunteering Tas).	LVNG / DCC / VT	Short-term	Resource developed, circulated broadly among networks and available on webpage Volunteer recognition activities undertaken No. of local nominations in awards
		Use local examples of options for volunteer recognition (including Tas Volunteer Awards).	LVNG / VT	Short-term	
		Finalise resource and upload resource on council's volunteering webpage.	DCC	Short-term	
		Circulate resource within the community.	LVNG / DCC	Short-term	

Tasmanian Volunteering Awards.		Option to offer a workshop to support this resource.	DCC / LVNG	Medium-term	
		Promote the annual Tasmanian Volunteering Awards.	DCC / LVNG / VIOs	Short-term	
3.3 Value and nurture current volunteers.	Adopt practices that support the safety and wellbeing of volunteers.	Incorporate regular and personal communication with volunteers into practices.	VIOs / DCC	Medium-term	Check-in processes developed WHS training for staff and Volunteers Additional training offered for skilled volunteer roles Succession plans used for volunteers
		Explore options for a physical space / volunteer hub (places to put personal gear and access knowledge about facilities /staff space).	VIOs / DCC	Medium-term	
		Educate staff to support volunteers to work within their boundaries and WHS regulations.	VIOs / DCC	Medium-term	
		Training offered for volunteers to ensure they have the skills required for roles.	VIOs / DCC	Medium-term	
		Develop individual succession plans for volunteers and review annually.	VIOs	Medium-term	
3.4 Increase information available and awareness about volunteering in Devonport.	Increase advertising and promotion of local volunteering opportunities.	Utilise council website and community newsletter as platforms to promote and outline volunteer roles locally.	DCC / VIOs	Short-term	No. of articles / features regarding volunteering in local media Local volunteer stories being shared broadly across the community on a regular basis Facebook page developed, active and community engaging
		Share volunteering stories through media outlets, internal and external platforms and networks (eNews, social media, local news).	DCC / LVNG	Short-term	
		Start a Facebook page 'Volunteers of Devonport' developed and supported by volunteering organisations. Use interesting graphics/imagery/Plain English to attract and promote volunteers.	LVNG / DCC	Medium-term	

		Connect and refer volunteers to current VT volunteer portal (Volunteer Connect).	VIOs / DCC	Short-term	
Focus Area 4: Best practice volunteer management					
4.1 Develop resources and provide support for Devonport's volunteering groups and organisations to improve their practices in line with the National Standards for Volunteer Involvement.	Develop, make available and promote the use of a checklist resource for best practice volunteer management. (see Attachment A).	Identify / research resources / templates already available that can be accessed / adapted / utilised (including Volunteering Tas).	LVNG / DCC VT	Medium-term	Resource developed, circulated broadly among networks and available on webpage
		Include links to resources that can provide further information about topics and use local examples of options for best practice.	DCC / LVNG	Medium-term	
		Finalise resource and upload on council's volunteering webpage.	DCC	Medium-term	
		Circulate resource within the community.	LVNG / DCC	Medium-term	
		Option to offer a workshop to support this resource.	DCC / LVNG	Medium-term	
4.2 Communicate and promote best practice volunteer management across the Devonport community.	Share information about best practice volunteer management.	Share best practice examples through media outlets, internal and external platforms and networks.	LVNG / DCC	Short-term	Stories being shared broadly across the community on a regular basis. Referrals through to Volunteering Tas.
		Provide links to Volunteering Tas opportunities related to best practice (network meetings, resources, workshops, training, etc.). Include on council's volunteering webpage.	LVNG / DCC	Short-term	

Attachment A

During the development of the Devonport Community Volunteer Sustainability Strategy and Action Plan, research and consultations identified the following recommendations be incorporated into development of resources outlined above.

Volunteer Recognition Resource

- Volunteer celebrations
- Volunteer reimbursement
- Acknowledgement from staff, boards, alderman
- Awards
- Training offered to volunteers
- Individualised recognition

Checklist for Best Practice Volunteer Management (National Standards)

- Leadership and management
- Commitment to volunteer involvement
- Volunteer roles
- Recruitment and selection
- Support and development
- Workplace safety and wellbeing
- Volunteer recognition
- Quality management and continuous improvement

Part 3: Volunteering Profile 2029: Devonport Local Government Area



www.volunteeringtas.org.au

About this report

Volunteering is a vibrant and economically significant part of our Tasmanian communities. All volunteers are a vital part of connecting and contributing to our communities, and across the state we rely heavily on them to strengthen support services and program delivery, as well as drive a range of community activities and help out in times of need.

The nature of our communities and the ways in which the people of Tasmania connect and support each other through volunteering is changing.

With community needs and demographic shifts already impacting volunteer supply and demand, it is imperative steps are taken now to ensure a robust and adaptable local volunteering workforce remains a vibrant part of our state into the next decade and beyond.

This report outlines estimated supply and demand of volunteers in Tasmania in 2029. Volunteering Tasmania has used Australian Bureau of Statistics (ABS) census and labour force data, Tasmanian Treasury population projections and other publicly available information to estimate how many people will be needed and how many people will be willing to volunteer in 2029 (a detailed methodology is available on request from Volunteering Tasmania).

Understanding these data and their implications at the local government level is essential to developing effective strategies for strengthening Tasmania's volunteering culture and community resilience.

Volunteering Tasmania can work with local councils in interpretation of local government profiles and provide resources to support the development of community-built volunteering strategies.

Supply of volunteers

The supply of volunteers for 2019 was estimated using a combination of ABS census data (2011, 2016), ABS General Social Survey data (2010, 2014), Volunteering Tasmania State of Volunteering Report data (2014, 2019) and Tasmanian Treasury population projections. All estimates are based on Tasmanians over 15 years of age.

Devonport

In 2019 the estimated number of volunteers in Devonport was 8,200 people.

If the decline in volunteering remains consistent with current trends the estimated number of volunteers in Devonport in 2029 will be 6,840 people.

North-West Tasmania

In 2019 the estimated number of volunteers in North-West Tasmania was 36,447 people.

If the decline in volunteering remains consistent with current trends the estimated number of volunteers in North-West Tasmania in 2029 will be 30,261 people.

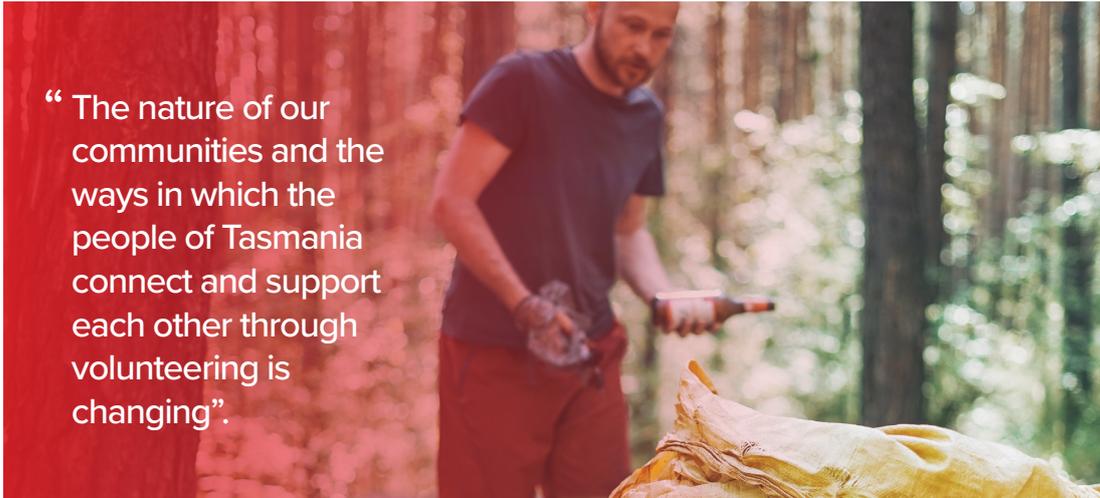
Tasmania

The current formal volunteering rate in Tasmania is 39.6%¹, representing 172,500 people

According to the same data sources, volunteering is declining by 0.7% every year.

If this trend holds, by 2029 the formal volunteering rate in Tasmania will have fallen to an estimated 32.6%, representing 150,000 people.

1. From the modelling in this report.



Demand for volunteers

It is difficult to predict what the level of demand for volunteers may be in the future, however, many sectors do calculate the ratio of paid staff to volunteers in their sector. (eg. there are 3.5 volunteers for every paid staff member in the community sector). The ABS also releases regular labour force data and many industries invest in predicting their own sector's future workforce needs.

Calculations of demand for volunteering have been based predominantly on the current ratio of paid staff to volunteers in each sector, and the predicted future workforce needs in these sectors.

Devonport

In 2029 it is estimated there will be demand for 11,900 volunteers in the Devonport LGA.

North-West Tasmania

In 2029 it is estimated there will be demand for 52,630 volunteers in the North-West Tasmania region.

Tasmania

In 2029 it is estimated there will be demand for 260,907 volunteers in Tasmania.

Gap between demand and supply of volunteers

Based on the modelling described above it is estimated that there will be a 42.5% shortfall in volunteers in Tasmania by 2029.

Devonport

For Devonport LGA it is estimated there will be a shortfall of 5,060 volunteers (**Chart 1**).

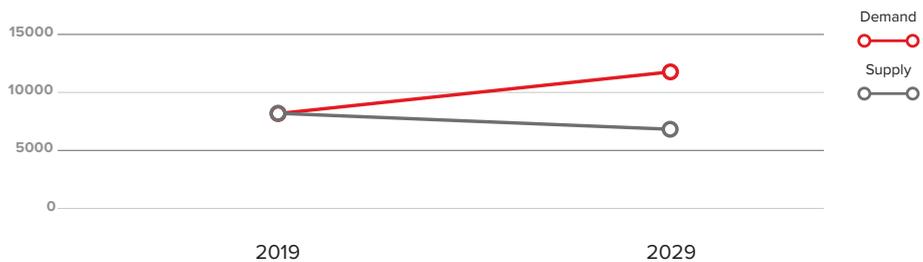
North-West Tasmania

For the North-West it is estimated there will be a shortfall of 22,369 volunteers.

Tasmania

For Tasmania it is estimated there will be a shortfall of 111,000 volunteers.

Chart 1: Devonport LGA; Demand vs Supply of Volunteers 2029



Difference in supply and demand by 10-year age cohort and gender in Devonport LGA, North-West Tasmania and Tasmania

The charts below outline the projected gap between supply and demand of volunteers in 2029, as categorised by gender and age (Charts 2, 3 and 4).

As can be seen from the charts below, Devonport will require broadly similar numbers of volunteers in each of the age brackets from 15-54, but as there is a slightly aging population there will be an increased requirement for volunteers in the 55-74 year age groups.

The Devonport LGA has a similar age profile to Tasmania and a slightly younger demographic than the North-West region overall (Appendix A).

The similarities between the Devonport age profile and the Tasmanian age profile are helpful and mean that Devonport's volunteer sustainability strategy and actions will be supported by and benefit from Tasmania-wide strategies / activities.

Chart 2: Devonport LGA

Shortfall in volunteers by 2029 (by gender and age)

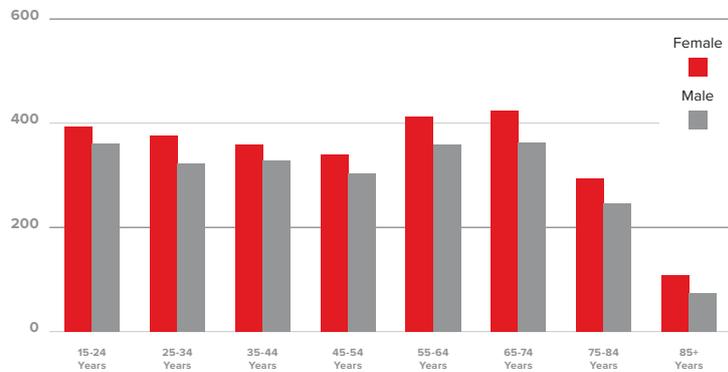


Chart 3: North-West Tasmania

Shortfall in volunteers by 2029 (by gender and age)

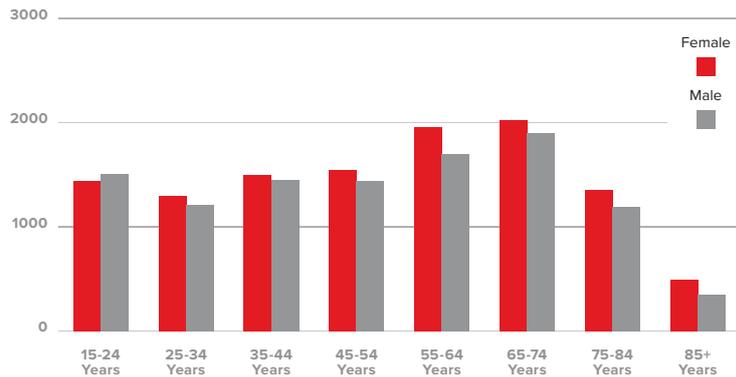
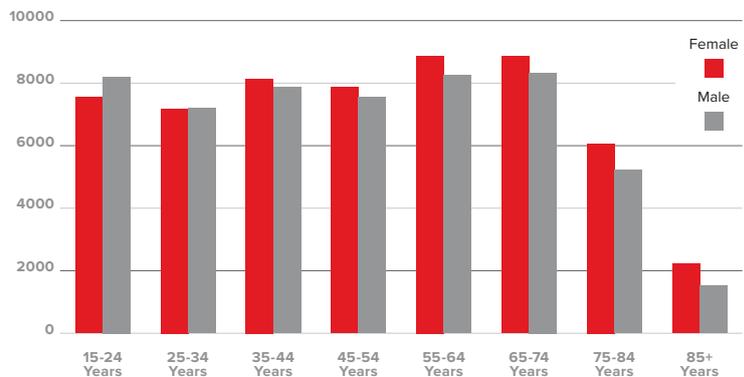


Chart 4: Tasmania

Shortfall in volunteers by 2029 (by gender and age)



Current and projected trends in volunteering across Tasmania

The ABS (GSS 2014) have determined the proportion of volunteers in each sector of volunteering (Table 1).

Due to the changing profile of volunteering in Tasmania, it is predicted that the demand for volunteers by sector will change considerably by 2029 (Table 2).

For example, in 2014 the highest number of volunteers were in sport (40.9%, Table 1). But by 2029 the modelling in this report indicates that more than 40% of volunteers in Tasmania will be needed in the Welfare and Community services (predominantly aged and disability services) (Table 2).

This highlights the demographic shifts taking place in Tasmania and emphasises the need for strategies that ensure our communities can meet the changes in demand for volunteers.

Although these data are for Tasmania, the similarities between the state and Devonport LGA's demographic profiles allows some basic transfer of the trends indicated to inform local strategies and activities.

Additionally, The ABS determined the percentage of the population that volunteered by age (Table 3, GSS 2014), it may be surprising to see that more than 50% of 15-17 year olds volunteered in 2014, the highest of any age cohort. It is not possible to make age-based predictions for 2029, but the age profile provided may give some support in preparing and planning volunteering strategies.

Table 1: Volunteer sectors in Tasmania in 2014 (ABS: GSS, 2014)

Volunteering type	Proportion
Sport and Physical Recreation	40.9%
Welfare / Community	22.1%
Religious	13.8%
Education and Training	22.5%
Health	9.1%
Other	22.9%
Total	100.0%

Table 2: Sectors projected to drive demand for volunteers in Tasmania in 2029

Volunteering type	Proportion
Sport and Physical Recreation	13.3%
Welfare / Community	41.2%
Religious	0.8%
Education and Training	14.3%
Health	17.3%
Other	13.2%
Total	100%

Table 3: Age profile of Tasmanian volunteers in 2014 (ABS: GSS, 2014)

Age Group	Proportion
15-17 years	53.5%
18-24 years	29.1%
25-34 years	34.0%
35-44 years	37.5%
45-54 years	43.1%
55-64 years	33.3%
65-74 years	37.7%
75 years and over	22.5%

Appendix A: Projected population in Devonport, North-West Tasmania and Tasmania in 2029

Chart 5: Devonport LGA Population by 10-Year Age Cohort & Gender

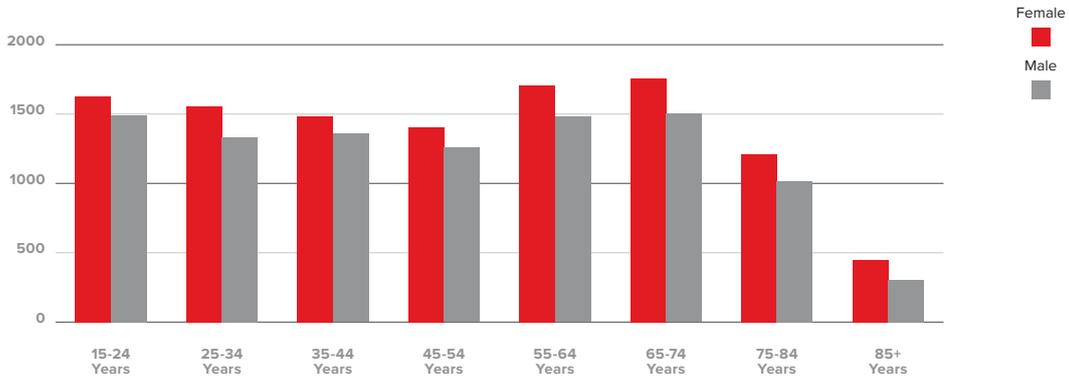


Chart 6: North-West Tasmania Population by 10-Year Age Cohort & Gender

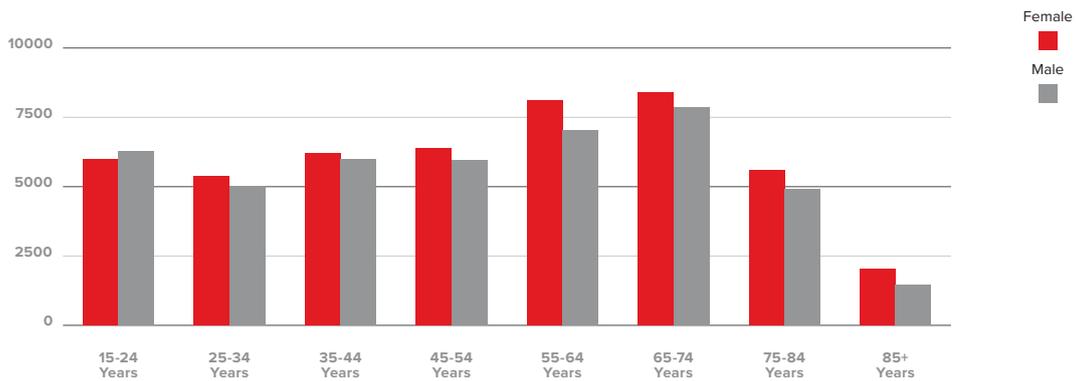
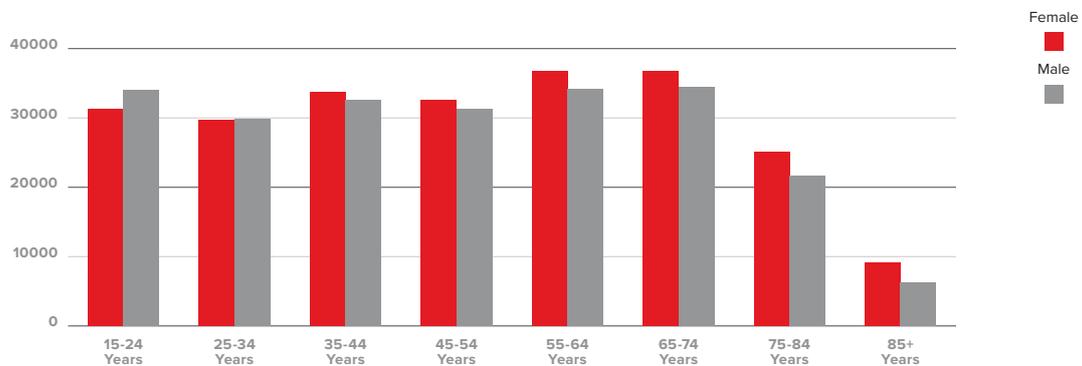


Chart 7: Tasmania Population by 10-Year Age Cohort & Gender





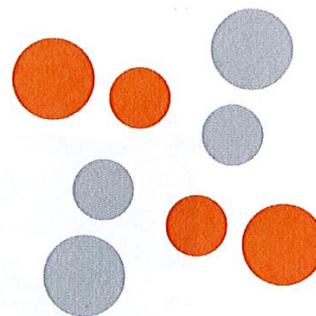
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TASMANIA
Be Connected

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team@volunteeringtas.org.au Tel: 1800 677 895
75 Federal Street, North Hobart, Tasmania 7000

www.volunteeringtas.org.au



29 April 2021

General Manager
Matthew Atkins
Devonport City Council
PO Box 604
Devonport TAS 7310

Dear Matthew

RE: DULVERTON ORGANICS RECYCLING FACILITY - UPGRADE PROGRAM

We're pleased to announce that the Dulverton Organics Transformation (DOT) project passed another milestone this week with the signing of a \$1.4M Early Contractor Involvement (ECI) agreement to complete detailed design of the new facility.

Following a comprehensive Expression of Interest process and Request for Tender, the DWM Board of Directors endorsed the Request for Tender decision to engage COVA-Haywards (COVA) in the ECI agreement.

The ECI phase is expected to take approximately 6 months. Subject to necessary funding and standard due diligence, the aim is to approve a Contract to Construct in the second half of 2021 and for the transformation project to commence commissioning at the end of 2022.

The procurement process emphasised achieving a low overall life cycle cost with the COVA design meeting not only the technical objectives, but also ensuring long-term operating efficiency and a sustainable business model.

With the initial concept image attached on the following page, features of the COVA design include:

- Modern receiving and processing equipment enabling the safe and efficient handling of biosolids, garden organics, residential and business food organics, food processing by-products, agricultural waste, and packaged food among others.
- Compost produced in fully enclosed tunnels, with aeration, air filtration, and liquid capture and treatment systems embedded in the design.
- Eliminates leachate from the compost production process. COVA has provided evidence of this in its submission, and this will be tested during the ECI process.
- Reduces odour to near-zero. The proposed design for odour-treatment technology is already successfully used throughout the world and will be tested during the ECI process.
- Constructed within our existing outdoor composting site footprint while enabling the continuation of compost processing throughout the upgrade period.



Dulverton Waste Management
ABN 11 784 477 180

PO Box 46, Devonport TAS 7310
P: 03 6424 7344

Email: admin@dulverton.com.au
Web: www.dulverton.com.au



Note: Concept image shown without roof to allow an interior view.

For the \$16.05M project to proceed with certainty, DWM is seeking a \$6M State and/or Federal Government contribution within the forecast construction period. Submissions have been made to the 2021 State Budget consultation process; 2021 Building Projects Support Program; and Building Better Regions Fund; and presentations and/or site tours with key political figures are ongoing. We were pleased to receive news this week of the Tasmanian Liberal Government's policy commitment of \$3M funding towards the facility upgrade.

The DOT project has strong links to State and Regional waste objectives and economic and social priorities including:

- Delivers against the Tasmanian Government's Waste Action Plan 2019 to reduce the volume of organic waste sent to landfill by 25% by 2025 and 50% by 2030 by diverting up to 55,000 tonnes per annum.
- Strengthens Tasmania's biosecurity capabilities (e.g. fruit fly response and salmon mortalities). Strengthens quarantine capabilities and delivers TasWater Trade Waste Policy solutions for biosolids and grease-trap waste.
- Aligned with Tasmanian Government policies of building Tasmania's infrastructure for the 21st century, essential service delivery and more jobs for regional Tasmania. The construction phase will result in a direct contribution of \$11.3M into the Tasmanian economy through the utilisation of Tasmanian contractors and suppliers.
- Is a major investment project creating 102 jobs in Tasmania and underpinning over 1000 existing food manufacturing jobs. Operating the upgraded facility will require four ongoing positions and support 20 indirect, ongoing positions in the North West.
- Avoids landfill greenhouse gas emissions of 45,000 tonnes per annum, extends the landfill life and generates 22,000 tonnes per annum of valuable compost by-product for Tasmanian agricultural, nursery, government and residential re-use.

- Aligned with the Cradle Coast Waste Management Group Strategy addressing the 46% of North West landfill waste classified as organics and assisting the introduction of a regional-scale organics kerbside collection and processing service for 40,000 households.

Thank you for your ongoing support of this project. If additional information is required regarding the ECI phase or longer term project plans, please contact me on 6424 7344.

Yours sincerely,



Mat Greskie
Chief Executive Officer

Attachment 6.3.2 Current and Previous Minutes Resolutions

Current & Previous Minutes Resolutions					
Meeting Date	Res No.	Item	Status	Assignees	Action Taken
24/08/2020	20/66	Devonport Surf Life Saving Club - Kiosk proposal	In progress	Governance Officer	Draft licence agreement issued to Club for their review and comment.
23/11/2020	20/140	Disposal of Public Land at 116-122 Stony Rise Road Devonport	In progress	General Manager	Valuation has been received and negotiations for sale of land have commenced
22/02/2021	21/36	Infrastructure and Works Report	Completed	Infrastructure & Works Manager	Payment to be added to application process.
26/04/2021	21/68	Confirmation of Minutes - 22 March 2021	Completed	Governance Officer	Minutes confirmed
26/04/2021	21/69	Responses to Questions Raised at Prior Meetings	Completed	Governance Officer	Noted
26/04/2021	21/70	Questions on Notice from the Public	Completed	Governance Officer	Responses endorsed and release authorised
26/04/2021	21/71	Land Use Planning and Approvals Act 1993 - Updated Delegations	Completed	Governance Officer	Instruments of Delegation issued
26/04/2021	21/72	Don Congregational Cemetery Master Plan 2022-2032	Completed	Executive Officer	Online and hard copy survey available via Speak Up Devonport. Survey closes 31 May 2021.
26/04/2021	21/73	Tender Report Contract 1340 PCs & Services	Completed	Project Management Officer	Documents signed and sent to contractor
26/04/2021	21/74	Public Interest Disclosures Act 2002 - Model Procedures - Updated	Completed	Governance Officer	Procedures and Policy adopted, and placed on website.
26/04/2021	21/75	Bike Riding Strategy 2015-2020 - Year 5 Status Update	Completed	Infrastructure & Works Manager	No action required
26/04/2021	21/76	Waste Strategy 2018-2023 - Year 3 Status Update	Completed	Infrastructure & Works Manager	No action required
26/04/2021	21/77	Workshops and Briefing Sessions held since the last Council Meeting	Completed	Governance Officer	Noted
26/04/2021	21/78	Mayor's Monthly Report - April 2021	Completed	Governance Officer	Noted
26/04/2021	21/79	General Manager's Report - April 2021	Completed	Governance Officer	Noted
26/04/2021	21/80	Development and Health Services Report	Completed	Development Services Manager	Noted
26/04/2021	21/81	Infrastructure and Works Report	Completed	Infrastructure & Works Manager	Projects to be included in next Capital works report, due approx. 10th May
26/04/2021	21/82	Unconfirmed Minutes - Devonport City Council Audit Panel	Completed	Governance Officer	Noted

Splash Fees and Charges

Description	18/19	19/20	20/21	Proposed	Variance
				3% Increase 21/22	
Aquatics					
Adult Swim	\$ 6.40	\$ 6.60	\$ 6.60	\$ 6.80	\$ 0.20
Child Swim	\$ 5.40	\$ 5.60	\$ 5.60	\$ 5.80	\$ 0.20
Concession Swim	\$ 5.40	\$ 5.60	\$ 5.60	\$ 5.80	\$ 0.20
Family (2 Adults, 2 Children) Swim	\$ 17.30	\$ 17.80	\$ 17.80	\$ 18.50	\$ 0.70
Non swimming adult entry	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ -
20 Swim Pass – Adult	\$ 109.00	\$ 118.00	\$ 118.00	\$ 121.50	\$ 3.50
20 Swim Pass – Child	\$ 93.00	\$ 100.00	\$ 100.00	\$ 103.00	\$ 3.00
20 Swim Pass – Concession	\$ 93.00	\$ 100.00	\$ 100.00	\$ 103.00	\$ 3.00
20 Swim Pass - Squad Swimmer	\$ 67.00	\$ 69.00	\$ 69.00	\$ 71.00	\$ 2.00
10 Family Swim Pass	\$ 154.00	\$ 160.00	\$ 160.00	\$ 165.00	\$ 5.00
Waterside/inflatable pass (30 mins)	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ -
Ride All Day - Waterslide/Inflatable inc. entry	\$ 10.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ -
Adult Fitness					
Casual Gym	\$ 17.50	\$ 18.00	\$ 18.00	\$ 18.50	\$ 0.50
Group Fitness Class	\$ 14.90	\$ 15.40	\$ 15.40	\$ 15.80	\$ 0.40
Group Fitness Class Concession	\$ 11.90	\$ 12.30	\$ 12.30	\$ 12.67	\$ 0.37
Casual Older adults	\$ 11.90	\$ 12.30	\$ 12.30	\$ 12.70	\$ 0.40
10 Visit Group Fitness Pass	\$ 144.00	\$ 148.00	\$ 148.00	\$ 152.50	\$ 4.50
10 Visit Group Fitness Pass - Concession	\$ 108.00	\$ 111.00	\$ 111.00	\$ 114.50	\$ 3.50
Personal Training					
3 x 30min for \$63 Intro	\$ 63.00	\$ 65.00	\$ 65.00	\$ 67.00	\$ 2.00
30min PT non member	\$ 72.00	\$ 75.00	\$ 75.00	\$ 77.00	\$ 2.00
30min PT member	\$ 55.00	\$ 57.00	\$ 57.00	\$ 59.00	\$ 2.00
5 x 30min P.T non member	\$ 345.00	\$ 355.00	\$ 355.00	\$ 365.00	\$ 10.00
5 x 30min P.T member	\$ 260.00	\$ 270.00	\$ 270.00	\$ 278.00	\$ 8.00
10 x 30min P.T non member	\$ 625.00	\$ 645.00	\$ 645.00	\$ 664.00	\$ 19.00
10 x 30min P.T member	\$ 485.00	\$ 500.00	\$ 500.00	\$ 515.00	\$ 15.00
1 hr PT non member	\$ 99.00	\$ 102.00	\$ 102.00	\$ 105.00	\$ 3.00
1 hr PT member	\$ 80.00	\$ 83.00	\$ 83.00	\$ 85.50	\$ 2.50
5 x 1 hr P.T non member	\$ 460.00	\$ 470.00	\$ 470.00	\$ 484.00	\$ 14.00
5 x 1 hr P.T member	\$ 380.00	\$ 390.00	\$ 390.00	\$ 400.00	\$ 10.00
10 x 1 hr P.T non member	\$ 890.00	\$ 915.00	\$ 915.00	\$ 940.00	\$ 25.00
10 x 1 hr PT member	\$ 720.00	\$ 740.00	\$ 740.00	\$ 760.00	\$ 20.00
Learn to Swim					
Joining Fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ -
Child Swim Lesson	\$ 16.70	\$ 17.20	\$ 17.20	\$ 17.70	\$ 0.50
Child Swim Lesson - Concession	\$ 13.90	\$ 14.30	\$ 14.30	\$ 14.70	\$ 0.40
Adult Swim Lesson	\$ 16.70	\$ 17.20	\$ 17.20	\$ 17.70	\$ 0.50
Special Needs Swim Lesson (Private lessons)	\$ 41.00	\$ 41.00	\$ 41.00	\$ 41.00	\$ -

Membership (Full centre)					
Joining Fee for DD only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
DD Weekly fee (12 mth commitment - premier)	\$ 17.00	\$ 17.50	\$ 17.50	\$ 18.00	\$ 0.50
Club month by month option (weekly)	\$ 20.00	\$ 21.00	\$ 21.00	\$ 21.50	\$ 0.50
Membership Concession (Full centre)					
Joining Fee for DD only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
DD Weekly fee (12 mth commitment - premier)	\$ 13.40	\$ 14.00	\$ 14.00	\$ 14.50	\$ 0.50
Club month by month option (weekly)	\$ 16.00	\$ 16.50	\$ 16.50	\$ 17.00	\$ 0.50
Teen Membership (13-15 years)					
Joining Fee for Direct Debit Only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
Direct Debit Weekly fee	\$ 12.20	\$ 12.60	\$ 12.50	\$ 13.00	\$ 0.50
Aquatic Membership					
Joining Fee for DD Only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
DD Weekly fee (12 mth commitment - premier)	\$ 12.90	\$ 13.30	\$ 13.50	\$ 14.00	\$ 0.50
Club month by month option (weekly)	\$ 16.00	\$ 16.50	\$ 16.50	\$ 17.00	\$ 0.50
Aquatic Membership Concession					
Joining Fee for DD Only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
DD Weekly fee (12 mth commitment - premier)	\$ 10.30	\$ 10.60	\$ 10.50	\$ 11.00	\$ 0.50
Club month by month option (weekly)	\$ 12.90	\$ 13.30	\$ 13.50	\$ 14.00	\$ 0.50
Swimming Club Membership					
Joining Fee for DD Only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
Direct Debit Weekly fee	\$ 9.80	\$ 10.10	\$ 10.00	\$ 10.50	\$ 0.50
Corporate Deal Memberships					
Joining Fee for DD Only	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ -
Direct Debit Weekly fee (12 month commitment)	\$ 15.45	\$ 15.90	\$ 16.00	\$ 16.50	\$ 0.50
Full Access Family Membership					
Joining Fee for DD Only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
Direct Debit Weekly fee (12 month commitment)	\$ 40.20	\$ 41.40	\$ 41.50	\$ 43.00	\$ 1.50
Aquatic Access Family Membership					
Joining Fee for DD Only	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
Direct Debit Weekly fee (12 month commitment)	\$ 34.00	\$ 35.00	\$ 35.00	\$ 36.50	\$ 1.50
Paid In Full					
Full Access PIF - Min 12 Months	\$ 978.50	\$ 1,008.00	\$ 1,008.00	\$ 1,038.00	\$ 30.00
Full Access PIF Conc - Min 12 Months	\$ 814.00	\$ 838.00	\$ 838.00	\$ 863.00	\$ 25.00
Full Access PIF 3 Months	\$ 280.00	\$ 288.00	\$ 288.00	\$ 300.00	\$ 12.00
Full Access PIF 6 Months	\$ 566.00	\$ 583.00	\$ 583.00	\$ 600.00	\$ 17.00
Aquatic PIF 12 Months	\$ 772.00	\$ 795.00	\$ 795.00	\$ 819.00	\$ 24.00
Aquatic PIF Conc 12 Months	\$ 639.00	\$ 658.00	\$ 658.00	\$ 678.00	\$ 20.00
Lane and Pool Hire					
25m lane per hour	\$ 27.00	\$ 28.00	\$ 28.00	\$ 29.00	\$ 1.00
25m lane per hour- swim club	\$ 13.00	\$ 14.00	\$ 14.00	\$ 14.50	\$ 0.50
25m Pool per hour	\$ 265.00	\$ 275.00	\$ 275.00	\$ 283.00	\$ 8.00
50m lane per hour	\$ 54.00	\$ 56.00	\$ 56.00	\$ 58.00	\$ 2.00
50m lane per hour - swim club	\$ 22.00	\$ 23.00	\$ 23.00	\$ 24.00	\$ 1.00
50m Pool per hour	\$ 190.00	\$ 200.00	\$ 200.00	\$ 206.00	\$ 6.00
Warm Water Pool per hour	\$ 70.00	\$ 75.00	\$ 75.00	\$ 78.00	\$ 3.00
Outdoor LTS pool per hour	\$ 65.00	\$ 70.00	\$ 70.00	\$ 72.00	\$ 2.00

waterslide per hour	\$ 130.00	\$ 135.00	\$ 135.00	\$ 139.00	\$ 4.00
waterslide per half hour	\$ 85.00	\$ 90.00	\$ 90.00	\$ 93.00	\$ 3.00
inflatable per hour	\$ 160.00	\$ 165.00	\$ 165.00	\$ 170.00	\$ 5.00



Devonport City Council

FINANCE REPORT

YTD for the month ended April 2021

Contents:	Page
Monthly Finance Report for Council.	
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The operating result for the year to date is favourable with actual revenues being higher than budget by \$1.7M and actual expenses being lower than budget by \$1.7M, resulting in an overall favourable variance of \$3.4M. The forecast surplus for the year is \$0.1M.

Rates & Service Charges - \$135K Favourable

The favourable timing variance is due to higher than budget fire services levy collected and penalties raised to date for late payment. The full year forecast is expected to be unfavourable by \$50K allowing for an overall reduction in Supplementary rates and Fire Services Levy raised. A forecast adjustment of \$50K has been made.

Fees and User Charges - \$905K Favourable

Overall fees and user charges have exceeded budget by 20%. A conservative budget was adopted to allow for the possible reduction in use of Council services and facilities as a result of COVID, in particular parking, however to date the impact on this area has been limited. To date, revenue from parking exceeds budget by \$600K and infringements and fines exceed budget by \$278K. Revenue from property management has decreased by \$187K as a result of renegotiations and reductions in commercial rents. A favourable forecast adjustment of \$700K has been made.

Grants - Operating - \$98K Favourable

The favourable budget variance includes additional grants received under the local roads and community infrastructure grants programme to assist with recovery from the COVID-19 pandemic.

Contributions - Operating - \$10K Unfavourable

The unfavourable budget variance includes a refund of an open space contribution to a developer.

Dividend Income - \$436K Favourable

The favourable budget variance is due to a Taswater dividend received (\$273K) that was not budgeted for and higher than expected DWM tax equivalent payments (\$163K). A favourable forecast adjustment of \$708K has been made to allow for Taswater dividends of \$546K and additional DWM tax equivalents.

Interest Income - \$40K Favourable

The favourable variance relates to additional funds on deposit due to the timing of expenditure on capital projects. A forecast adjustment of \$30K has been made.

Other Revenue - \$77K Favourable

The favourable variance includes MPES recoveries (\$40K), rent relief received for properties leased from the State Government (\$27K), insurance proceeds (\$14K) and rent received for the East Devonport Covid testing clinic (\$17K), which was not budgeted for. Unfavourable variances include reduced revenue from ticket sale commission (\$35K). A forecast adjustment of \$44K has been made.

Employee Benefits - \$62K favourable

The favourable variance reflects lower FTE than budget due to vacancies and lower expenditure than budget on training, uniforms, workers compensation and payroll tax. Sick leave is lower than budget by 15%.

Materials and Services - \$748K Favourable

The favourable timing variance includes the payments to General expenses (\$219K), contractors (\$59K), computer services (\$78K), consultants (\$92K), Advertising & Printing (\$88K), Insurance (\$35K) and Utilities (\$117K). An initial forecast adjustment of \$20K has been made.

Depreciation - \$161K Unfavourable

The unfavourable variance includes higher than anticipated depreciation on recently constructed buildings and stormwater assets. A forecast adjustment of \$600K has been made, to allow for accelerated depreciation on assets renewed this financial year ahead of schedule.

Financial Costs - \$737K Favourable

Favourable variance relates to early termination of interest rate swaps. A forecast adjustment of \$806K has been made, (\$706K relates to termination of swaps and \$100K relates to interest savings due to refinancing).

Levies & Taxes - \$110K Favourable variance

The favourable variance relates to lower than estimated land tax and rates for the multi purpose building, car park and arts cost centres. A forecast adjustment of \$110K has been made.

Other Expenses - \$388K Favourable variance

The variance mostly relates to the provision for Community Financial Assistance (\$185K) and Rates Remissions (\$180K). A forecast adjustment of \$365K has been made.

Internal Charges and Recoveries - \$179K Unfavourable

The variance relates to timing differences between the estimated and actual labour hours that have been capitalised.

Balance Sheet

The balance of Capital Work in Progress at the end of April is \$19.4M, including \$10.06M which relates to the LIVING CITY project.

FINANCIAL SUMMARY

YTD to April 2021

Operating Summary

	YTD		Annual Budget	Current Forecast
	Budget	Actual		
Revenue	35,061,903	36,743,169	38,651,649	40,448,649
Expenditure	33,372,812	31,666,724	40,852,313	40,352,113
Operating Position	1,689,092	5,076,446	(2,200,664)	96,536

Capital Expenditure Summary

	Annual Budget \$'000	Actual \$'000	Annual Forecast \$'000
Capital Expenditure	30,202	10,975	15,263

Cash Information

	April 2021	June 2020
Operating Account (Reconciled balance)	1,940,328	1,439,517
Interest-Earning Deposits	15,157,992	14,400,632
	17,098,320	15,840,149

Debtor Information

	April 2021	June 2020	Rates Debtors	% of Annual Rates
			Ageing	
			2020/2021 - Current	3.9%
Rates Debtors	1,317,432	601,809	2019/2020 - 1 Year	
Infringement Debtors	116,839	67,877	2018/2019 - 2 Years	
Sundry Debtors	561,492	1,238,846	2017/2018 - 3 Years	
Planning & Health Debtors	17,210	41,807	Over 3 years	
	2,012,974	1,950,338		
				1,317,432

Cash Investment Information

	Actual Rate	April 2021
ANZ Cash Deposits - At Call	0.00%	252,639
CBA Cash Deposits - At Call	0.20%	6,865,307
AMP 31 days notice account	0.80%	8,040,046
		15,157,992

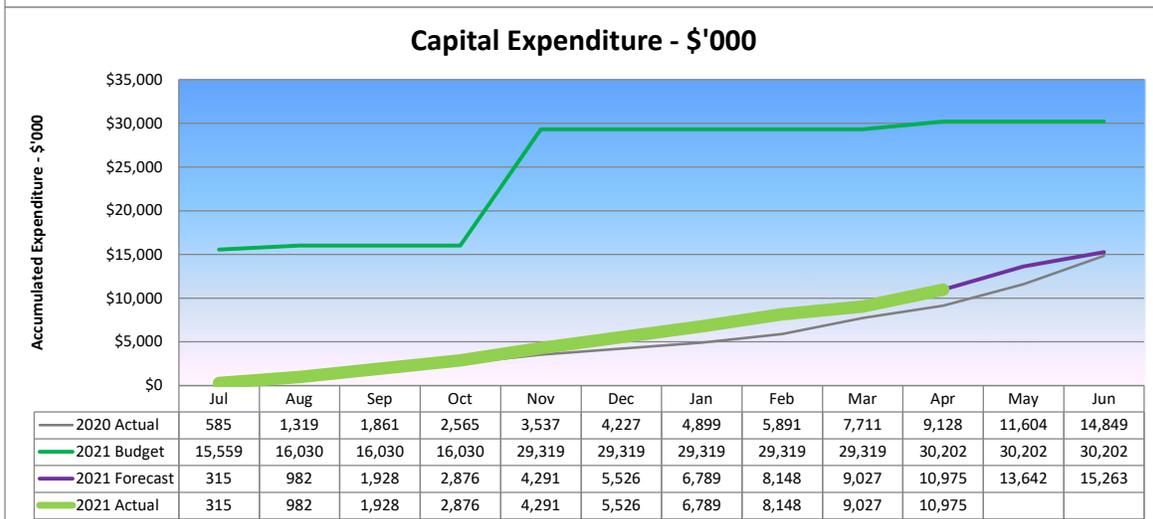
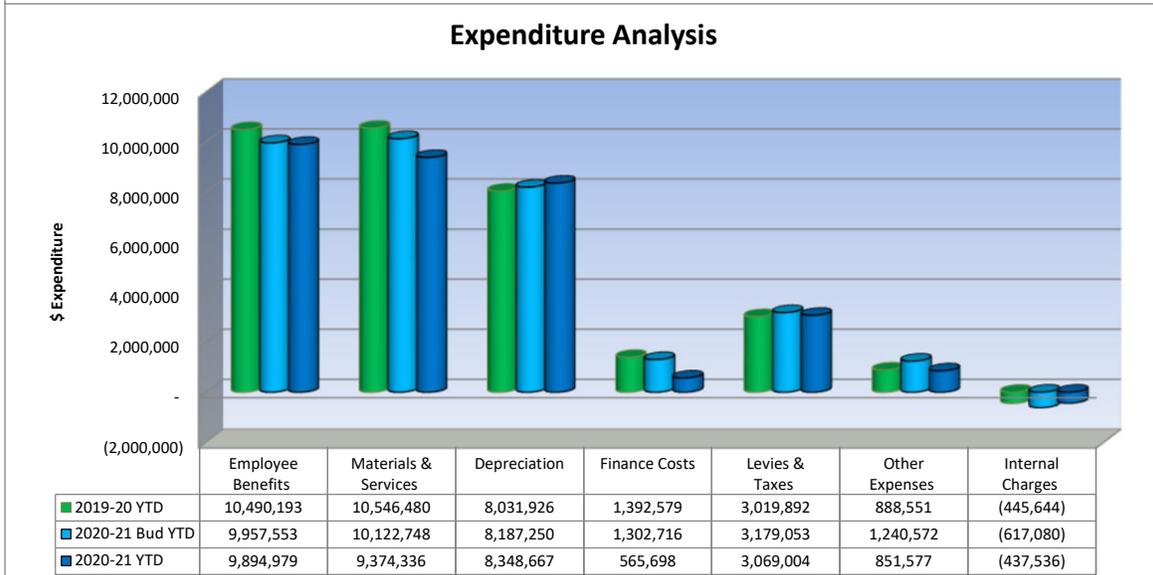
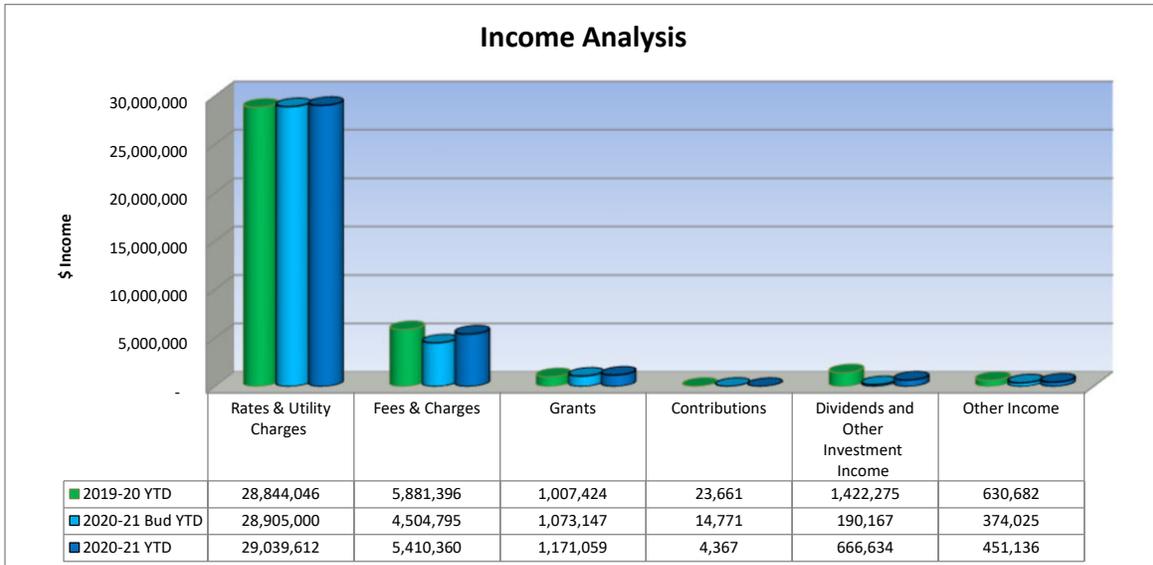
All cash investments are invested in compliance with Council's Investment Policy.

Benchmarks: BBSW90 Day Index 0.040%
RBA Cash Rate 0.10%

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.

		YTD		YTD Variance		Full Budget 2020-21	Forecast 2020-21
		Budget	Actual	\$	%		
INCOME							
Rates and Service Charges	28,905,000	29,039,612	134,612	0.5%	29,115,000	29,065,000	
Fees and User Charges	4,504,795	5,410,360	905,565	20.1%	5,610,164	6,310,164	
Grants - Operating	1,073,147	1,171,059	97,913	9.1%	2,517,410	2,682,410	
Contributions - Operating	14,771	4,367	(10,403)	-70.4%	17,725	17,725	
Dividend Income	148,500	584,550	436,050	293.6%	198,000	906,000	
Interest Income	41,667	82,084	40,418	97.0%	50,000	80,000	
Other Revenue	374,025	451,136	77,111	20.6%	483,350	527,350	
Share of profit of associates	-	-	-	0.0%	660,000	860,000	
TOTAL INCOME	35,061,903	36,743,169	1,681,266	4.8%	38,651,649	40,448,649	
EXPENSES							
Employee Benefits	9,957,553	9,894,979	(62,574)	-0.6%	12,231,244	12,231,244	
Materials and Services	10,122,748	9,374,336	(748,412)	-7.4%	12,578,942	12,558,742	
Depreciation	8,187,250	8,348,667	161,417	2.0%	9,824,700	10,424,700	
Financial Costs	1,302,716	565,698	(737,019)	-56.6%	1,542,326	736,327	
Levies & Taxes	3,179,053	3,069,004	(110,049)	-3.5%	3,922,803	3,813,803	
Other Expenses	1,240,572	851,577	(388,994)	-31.4%	1,400,815	1,035,815	
Internal Charges and Recoveries	(617,080)	(437,536)	179,543	-29.1%	(648,519)	(448,519)	
TOTAL EXPENSES	33,372,812	31,666,724	(1,706,088)	-5.1%	40,852,313	40,352,113	
NET OPERATING SURPLUS / (DEFICIT)	1,689,092	5,076,446	3,387,354	200.5%	(2,200,664)	96,536	
CAPITAL ITEMS							
Grants - Capital	7,290,000	6,216,375	(1,073,625)	-14.7%	10,248,000		
Contributions - Capital	-	4,083,697	4,083,697	#DIV/0!	-		
Gain / Loss on Disposal of Assets	(680,833)	(1,160,699)	(479,866)	70.5%	(817,000)		
TOTAL CAPITAL ITEMS	6,609,167	9,139,372	2,530,206	38.3%	9,431,000		
NET SURPLUS / (DEFICIT)	8,298,258	14,215,818	5,917,560	71.3%	7,230,336		
Own Source Revenue:	96.9%	96.8%			93.4%		



BALANCE SHEET REPORT

As at April 2021

	30 Apr 2021	30 Jun 2020
Current Assets		
Cash at Bank and On Hand	1,940,328	1,383,627
Trust Deposits	175,493	123,812
Cash Investments	15,157,992	12,222,909
Receivables - Rates and Utility Charges	1,317,432	601,809
Receivables - Infringements	116,839	67,877
Receivables - Sundry	561,492	1,238,846
Receivables - Planning & Health	17,210	41,807
Loans Receivable - Current	24,958	24,958
Accrued Revenue	1,780	292,974
Prepayments	199,945	199,945
Net GST Receivable	321,960	88,710
Other Asset	810,219	810,219
	20,645,649	17,097,491
Non Current Assets		
Loans Receivable - Non-Current	323,934	363,942
Dulverton Regional Waste Management Authority	7,904,077	8,190,847
TasWater	76,788,792	76,788,792
Property, Plant & Equipment	823,807,810	826,465,377
Accumulated Depreciation - PP&E	(318,531,829)	(312,048,400)
Capital Work in Progress	19,367,958	9,894,771
	609,660,742	609,655,330
Total Assets	630,306,392	626,752,822
Current Liabilities		
Trade Creditors	1,721,164	143,840
Accrued Expenses	695,416	2,723,636
Trust Liability	196,912	163,476
Income In Advance - Current	1,873,401	2,273,886
Loans - Current	1,863,200	1,863,200
Annual Leave	1,056,280	1,003,994
Other Leave - RDO	67,030	78,519
Other Leave - TOIL	21,343	13,868
Long Service Leave - Current	1,163,586	1,147,636
	8,658,333	9,412,055
Non Current Liabilities		
Derivative Financial Instruments	-	2,882,006
Loans - Non-Current	47,150,355	48,967,027
Long Service Leave - Non-Current	324,297	324,297
	47,474,653	52,173,331
Total Liabilities	56,132,986	61,585,386
Net Assets	574,173,406	565,167,436
Equity		
Asset Revaluation Reserve	347,183,780	352,393,629
Asset Revaluation Reserve - Associates	1,661,150	1,661,150
Other Reserves	391,888	391,888
Accumulated Surplus	210,720,770	211,559,492
Operating Surplus / (Deficit)	5,076,446	(2,197,732)
Capital Surplus / (Deficit)	9,139,372	1,359,011
	574,173,406	565,167,436
Current Ratio:	2.38	1.82

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.

Capital Works Income & Expenditure Report April 2021													
	Funding 2020/21					Expenditure 2020/21			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding	Funding Adjustments	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	\$	Month	Month	Spent	
Summary													
Open Space & Recreation	588,000	1,188,265	1,776,265	783,560	-	914,951	246,182	1,161,133	615,132				
Buildings & Facilities	120,000	2,769,562	2,889,562	189,000	-	1,872,973	31,839	1,904,812	984,750				
Transport	4,831,000	3,925,580	8,756,580	3,576,733	-	3,103,405	1,877,641	4,981,046	3,775,534				
Stormwater	1,194,000	1,194,096	2,390,096	-	-	358,451	207,294	565,745	1,824,351				
Living City	8,000,000	4,935,192	12,935,192	6,000,000	-	4,200,035	146,933	4,346,969	8,588,223				
Plant & Fleet	479,000	183,147	662,147	-	-	180,636	529,079	709,714	(47,567)				
Other Equipment	345,000	447,212	792,212	53,000	-	343,766	45,740	389,506	402,705				
Total Capital Works	15,559,000	14,643,053	30,202,053	10,602,293	-	10,974,216	3,084,708	14,058,924	16,143,129				
Open Space & Recreation													
CP0129 Don River Rail Trail - land purchase		11,304	11,304			5,142	-	5,142	6,162		TBA	45.5%	Creation and transfer of titles underway
CP0150 Maidstone Park - Replace Ground Lighting		250,024	250,024			223,080	4,554	227,634	22,390	Complete	Complete	91.0%	
CP0154 Dog Exercise Park - Dog Agility Equipmen		-	-			991	-	991	(991)	Complete	Complete		July expenditure was overheads only
CP0168 Victoria Parade and Mersey Bluff - park		-	-			182	-	182	(182)	Complete	Complete		July expenditure was overheads only
CP0169 Mersey Bluff - Barbeque renewal		-	-			301	-	301	(301)	Complete	Complete		
CP0170 Signage Strategy Actions		-	-			4,920	-	4,920	(4,920)	Complete	Complete		
CP0175 Mersey Bluff - inclusive playground		47,440	47,440			44,225	92	44,317	3,123	Complete	Complete	93.4%	
CP0176 Mersey Bluff - bin compound		4,769	4,769			40	-	40	4,729	Mar-21	May-21	0.8%	included with CT0271 and CT0288
CP0179 Reg Hope Park - slab and services for shopfront at Julie Burgess		10,393	10,393			-	-	-	10,393	TBA	TBA	0.0%	dependant on progress by JB operator
CP0180 Bluff Beach - accessible ramp		91,554	91,554			8,346	11,232	19,578	71,976	Complete	Complete	21.4%	
CP0181 Mersey Bluff Caravan Park - accessible amenities		60,949	60,949			18,927	-	18,927	42,021	Complete	Complete	31.1%	
CP0182 Mersey Vale Memorial Park - signage upgrade		14,365	14,365			25,598	5,650	31,248	(16,883)	Complete	Complete	217.5%	
CP0183 Mersey Vale Memorial Garden - ash interment columns		-	-			79	-	79	(79)	Complete	Complete		July expenditure was overheads only
CP0184 Don River Rail Trail - construction		98,413	98,413			2,534	-	2,534	95,879	TBA	TBA	2.6%	Dependant on completion of acquisition
CP0186 Girdlestone Park - ground lighting		279,520	279,520			219,524	31,251	250,775	28,745	Complete	Complete	89.7%	
CP0187 Mussel Rock Fishing Area		3,884	3,884			-	-	-	3,884	Complete	TBA	0.0%	
CP0188 Don Reserve Pedestrian Rail Crossing upgrades	35,000	-	35,000			38,308	91	38,399	(3,399)	Complete	Complete	109.7%	
CP0189 Bluff Headland - Handrail Replacement and extension	45,000	-	45,000	45,000		32,885	-	32,885	12,115	Complete	Complete	73.1%	
CP0190 Seat Replacements - William Street (Fourways)	20,000	-	20,000			277	-	277	19,723	Jun-21	Jun-21	1.4%	
CP0191 Netball courts resurfacing and drainage - West end	40,000	-	40,000	40,000		28,127	168	28,295	11,705	Dec-20	Jun-21	70.7%	Resurfacing complete. Drainage work pending.
CP0192 Aquatic Centre / Don Reserve -playground renewal/ relocation	90,000	-	90,000	90,000		1,960	104,360	106,320	(16,320)	Jul-21	Oct-21	118.1%	Order placed
CP0193 Kiah Place - Playground equipment renewal	78,000	-	78,000	78,000		28,002	28,665	56,667	21,333	Apr-21	May-21	72.6%	Construction underway
CP0194 Path renewal Don Reserve - Nicholls St to James St	140,000	-	140,000	140,000		85,785	1,273	87,058	52,942	Complete	Complete	62.2%	
CP0195 Installation of Public Recycling Bins	30,000	8,650	38,650	8,560		576	-	576	38,074	Apr-21	May-21	1.5%	Procurement underway
CP0196 Highfield Park new BBQ Shelter	75,000	-	75,000	75,000		2,648	28,501	31,149	43,851	May-21	Jun-21	41.5%	Orders placed. Installation pending
CP0197 Mersey Vale Cemetery - ash interment columns for Memorial Garden	35,000	-	35,000			6,320	16,755	23,074	11,926	Jun-21	Jun-21	65.9%	Columns ordered
CP0199 Path Renewal Don Reserve - Nicholls to P		130,000	130,000	130,000		101,935	-	101,935	28,065	Complete	Complete	78.4%	
CP0200 Mary Binks Wetlands path upgrade - stage 2		55,000	55,000	55,000		32,203	-	32,203	22,797	Mar-21	Jun-21	58.6%	Construction underway
CP0202 Seat replacements - Valley Road		8,000	8,000	8,000		1,748	2	1,749	6,251	Complete	Complete	21.9%	
CP0203 Highfield Park nature play area		75,000	75,000	75,000		-	-	-	75,000	TBA	Dec-21	0.0%	Design underway
CP0204 Horsehead Creek - RV dump point relocation		39,000	39,000	39,000		-	-	-	39,000	TBA	TBA	0.0%	
Total Open Space & Recreation	588,000	1,188,265	1,776,265	783,560	-	914,951	246,182	1,161,133	615,132			65.4%	

	Funding 2020/21					Expenditure 2020/21			Balance	Performance Measures				
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding	Funding Adjustments	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start Month	Works Completion Month	% Budget Spent	Comments	
	\$	\$	\$	\$	\$	\$	\$	\$	\$					
Buildings & Facilities														
CB0094	Council contribution to Sports Club Grants (Level the Playing Field)	50,000	50,000			-	-	-	50,000			0.0%	Carry forward not required	
CB0095	Works Depot - Covered plant storage shed	-	-			147	-	147	(147)	Complete	Complete		July expenditure was overheads only	
CB0096	Miandetta Park - New toilet block	-	-			5,974	-	5,974	(5,974)	Complete	Complete			
CB0097	Meercroft Park - facilities upgrade	1,396,295	1,396,295			1,360,926	30,514	1,391,440	4,855	Complete	Complete	99.7%		
CB0098	Devonport Football Club - new change rooms	812,435	812,435			49,049	-	49,049	763,386	TBA	Aug-21	6.0%	Construction underway	
CB0099	East Devonport Football Club - new change rooms	422,060	422,060			419,654	-	419,654	2,406	Complete	Complete	99.4%		
CB0100	CB0100 WTS E Waste Shelter	19,773	19,773			20,024	-	20,024	(251)	Complete	Complete	101.3%		
CB0101	Maidstone ticket box renewal	25,000	-	25,000	25,000	12,864	-	12,864	12,136	Complete	Complete	51.5%		
CB0102	Horsehead Creek - New toilet block & link path	95,000	-	95,000	95,000	4,336	1,325	5,661	89,339	TBA	TBA	6.0%	Design underway	
TBA	Spreyton Hall - heater renewal	-	10,000	10,000	10,000	-	-	-	10,000	May-21	Jun-21	0.0%	Construction pending	
	PAC Theatre Door upgrade	-	14,000	14,000	14,000	-	-	-	14,000	N/A	N/A	0.0%	Project withdrawn - external funding to be reallocated	
CB0103	BSMC Door upgrade	-	15,000	15,000	15,000	-	-	-	15,000	TBA	Dec-21	0.0%	Quotations being sought	
TBA	LCRI Grant balance	-	30,000	30,000	30,000	-	-	-	30,000	TBA	Dec-21	0.0%	Commencement subject to project approval	
Total Facilities													65.9%	
Transport														
CT0169	Formby Road & Best Street intersection safety improvements		91,351	91,351		-	36,364	36,364	54,987	TBA	TBA	39.8%	Work scheduled after completion of waterfront hotel	
CT0217	CBD Footpath - Pavers Only		-	-		(11,800)	-	(11,800)	11,800				Cost re-allocated	
CT0230	Transport Minor Works		20,000	20,000		-	-	-	20,000	TBA	TBA	0.0%		
CT0245	New bus stop infrastructure		56,553	56,553		39,131	12,633	51,764	4,789	Complete	Complete	91.5%		
CT0247	Street light provision		22,268	22,268		440	-	440	21,828	TBA	TBA	2.0%	Design underway	
CT0257	Road traffic device renewal		24,872	24,872		-	-	-	24,872	TBA	TBA	0.0%	Design underway	
CT0259	Parking infrastructure renewal		57,473	57,473		61,575	455	62,029	(4,556)	Complete	Complete	107.9%		
CT0260	Victory Avenue kerb renewal		-	-		75	-	75	(75)	Complete	Complete			
CT0263	Oldaker Street footpath renewal - west of Rooke, south side		150,309	150,309		17,570	1,350	18,920	131,389	Complete	Complete	12.6%		
CT0264	Victoria Street Renewal - Northern End		-	-		75	-	75	(75)	Complete	Complete			
CT0265	Holyman Street renewal		-	-		75	-	75	(75)	Complete	Complete			
CT0270	Northern Rooke Street renewal		998,000	998,000		-	-	-	998,000			0.0%	Construction Underway	
CT0271	Mersey Bluff Precinct - traffic, pedestrian, and parking improvements - stage 2		171,055	171,055		90,513	44,727	135,240	35,814	Nov-20	May-21	79.1%	Construction Underway. Combined with project CT0288	
CT0272	Coastal Pathway contribution - part 1		371,840	371,840		390,755	584	391,339	(19,499)	Complete	Complete	105.2%	project not proceeding	
CT0273	Southern Rooke Street - street scape enhancement		-	-		-	-	-	-					
CT0274	Electric Vehicle Charging Station		45,126	45,126		50,199	-	50,199	44,927	Complete	Complete	52.8%		
CT0275	CT0275 State Vehicle Entry Point		500,000	500,000	500,000	34,688	22,000	56,688	443,312	TBA	TBA	11.3%	Design underway	
CT0277	Reseal Program 2020-2021		700,000	700,000		574,706	393,336	968,042	(268,042)	Complete	Complete	138.3%		
CT0278	Devonport Road Renewal Stage 1		(104,633)	995,367	538,000	534,073	7,289	541,362	454,005	Complete	Complete	54.4%		
CT0279	Bridge Road Pavement Renewal - Stage 1		-	374,000		331,889	60,001	391,890	(17,890)	Complete	Complete	104.8%		
CT0280	Wright Street Renewal - Tarleton to John		104,633	504,633		433,166	70,743	503,908	725	Complete	Complete	99.9%		
CT0281	Street light provision		-	25,000		11,412	285	11,697	13,303	Feb-21	Jun-21	46.8%	Construction underway	
CT0282	Melrose Road - Morris Road intersection improvements		-	75,000	75,000	31,942	1,658	33,600	41,400	Apr-21	May-21	44.8%	Construction underway	
CT0283	Steele and Percy Street Intersection Improvements		-	70,000	35,000	75,183	900	76,083	(6,083)	Complete	Complete	108.7%		
CT0284	Mersey Main Road safety improvements - Spreyton Primary School		-	104,000	104,000	93,643	-	93,643	10,357	Complete	Complete	90.0%		
CT0285	Mersey Main Road safety improvements - Maidstone Park		-	68,000	68,000	28,880	7,273	36,153	31,847	Complete	Complete	53.2%		
CT0286	Don Road, Lovett Street and Sorell Street safety improvements		-	40,000	40,000	806	-	806	39,194	Oct-21	Dec-21	2.0%	Grant extension approved.	
CT0287	Transport minor works		-	25,000		24,248	-	24,248	752	Jul-20	Jun-21	97.0%	Minor works ongoing throughout the year	
CT0288	Mersey Bluff Precinct - traffic, pedestrian, and parking improvements - stage 3		-	300,000	300,000	146,257	42,309	188,566	111,434	Nov-20	May-21	62.9%	Construction Underway. Combined with project CT0271	
CT0289	Coastal Pathway contribution - part 2		1,000,000	1,000,000		-	1,000,000	1,000,000	-	TBA	TBA	100.0%	Don River Bridge tender advertised	
CT0290	Greenway Avenue Traffic Calming		82,733	82,733	82,733	6,888	1	6,889	75,844	TBA	Jun-21	8.3%	Design underway	
CT0291	Ronald Street new footpath - Oldaker to Parker		44,000	44,000	44,000	53,645	391	54,036	(10,036)	Complete	Complete	122.8%		
CT0292	Pioneer Park - improved access from Thomas Street		50,000	50,000	50,000	4,539	49,363	53,902	(3,902)	Apr-21	Jun-21	107.8%	Construction pending	
CT0293	Foreshore Path Link - Drew Street		25,000	25,000	25,000	27,799	-	27,799	(2,799)	Complete	Complete	111.2%		
CT0294	Nixon Street VRUP		120,000	120,000	120,000	11,170	110,780	121,950	(1,950)	May-21	Jun-21	101.6%	Construction underway	
CT0296	Forbes Street VRUP		230,000	230,000	230,000	13,737	4,200	17,937	212,063	May-21	Jun-21	7.8%	Construction pending	
CT0298	Kelcey Tier SRRP		250,000	250,000	250,000	15,007	-	15,007	234,993	TBA	TBA	6.0%	Design underway	
CT0299	Coastal Pathway - River Rd, Oakwood-Ambleside		880,000	880,000	880,000	4,420	4,200	8,620	871,380	Jul-21	Dec-21	1.0%	Design underway	
CT0300	Forth Road SRRP		235,000	235,000	235,000	6,700	6,800	13,500	221,500	Jun-21	Oct-21	5.7%	Design underway	
Total Transport													56.9%	

	Funding 2020/21					Expenditure 2020/21			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding	Funding Adjustments	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start Month	Works Completion Month	% Budget Spent	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	\$				
Stormwater													
CS0055 Squibbs Road drainage improvements			-			151	-	151	(151)			#DIV/0!	
CS0081 John Stormwater Catchment Stage 1		196,096	196,096			149	-	149	195,947	TBA	TBA	0.1%	Scope to be assessed after Sports Master Plan
CS0085 Oldaker (East) stormwater catchment upgrade - stage 1		998,000	998,000			955	-	955	997,045			0.1%	Construction underway
CS0091 Minor Stormwater Works	60,000	-	60,000			68,822	4,702	73,524	(13,524)	Complete	Complete	122.5%	
CS0092 Stormwater outfall risk management	25,000	-	25,000			-	-	-	25,000	TBA	TBA	0.0%	
CS0093 Hiller and Smith stormwater improvements	25,000	-	25,000			15,755	-	15,755	9,245	Complete	Complete	63.0%	Construction pending
CS0094 Stormwater improvements 200 Steele St	58,000	-	58,000			64,982	-	64,982	(6,982)	Complete	Complete	112.0%	
CS0095 298 Bellamy road stormwater culvert	18,000	-	18,000			17,856	2,109	19,965	(1,965)	Complete	Complete	110.9%	
CS0096 Oldaker (East) Catchment upgrade - stage 2	550,000	-	550,000			174,549	200,044	374,592	175,408	Mar-21	May-21	68.1%	Construction underway
CS0097 Church street stormwater improvements	350,000	-	350,000			3,020	-	3,020	346,980	TBA	TBA	0.9%	Design underway
CS0098 Pit replacements	50,000	-	50,000			11,249	439	11,688	38,312	Feb-21	Jun-21	23.4%	Construction underway
CS0099 Pipe renewal - 23 Steele St	60,000	-	60,000			963	-	963	59,037	TBA	TBA	1.6%	Quotations sought
Total Stormwater	1,196,000	1,194,096	2,390,096	-	-	358,451	207,294	565,745	1,824,351			23.7%	
Plant & Fleet													
CF0025 Fleet replacement program 19/20		176,092	176,092			85,176	-	85,176	90,916			48.4%	Actual expenditure is less trade in values
CF0027 Non-Hire Plant Replacement Plan 19/20 (including disposal proceeds)		7,055	7,055			49	-	49	7,006			0.7%	July expenditure was overheads only (task 4112)
CF0028 Fleet replacement program 20/21	85,000	-	85,000			54,024	78,956	132,979	(47,979)			156.4%	Trade value of loader \$41K not yet shown
CF0029 Hire Plant Replacement Plan 20/21 (including disposal proceeds)	394,000	-	394,000			34,640	450,123	484,763	(90,763)			123.0%	Actual expenditure is less trade in values
CF0030 Non Hire Plant Replacement 20-21		-	-			6,746	-	6,746	(6,746)				
Total Plant & Fleet	479,000	183,147	662,147	-	-	180,636	529,079	709,714	(47,567)			107.2%	
Other Equipment													
Office & Equipment and IT budget carried forward	70,000	447,212	517,212	53,000	-	311,741	31,445	343,187	174,025			66.4%	
CC0015 Information Technology - Renewals & upgrades	180,000	-	180,000			32,025	14,295	46,319	133,681			25.7%	
IT - Asset Management System Implementation	95,000	-	95,000			-	-	-	95,000	Complete	Complete	0.0%	
Total Other Equipment	345,000	447,212	792,212	53,000	-	343,766	45,740	389,506	402,705			49.2%	
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY	7,559,000	9,707,861	17,266,861	4,602,293	-	6,774,181	2,937,775	9,711,955	7,554,906			56.2%	
Living City													
Total Living City	8,000,000	4,935,192	12,935,192	6,000,000	-	4,200,035	146,933	4,346,969	8,588,223			33.6%	
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY	15,559,000	14,643,053	30,202,053	10,602,293	-	10,974,216	3,084,708	14,058,924	16,143,129			46.5%	



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.1 Devonport is an energy efficient City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community					
1.1.1.1 Deliver the Devonport Commuter Cycling Initiative which focuses on increasing active transport	Completed	100%	Devonport's Commuter Cafe launched on 'Ride to Work Day' - October 21. Cafe concluded in early March. Project has been funded by Healthy Tas and will now be acquitted.	Community Services Manager	31/03/2021

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 Participate in the development of the North-West Regional Cat Management Strategy	In Progress	83%	Draft Cat Management Strategy is being developed. North-West Working Group currently reviewing the draft document. It is anticipated that the strategy will not be finalised until late 2021.	Risk & Compliance Coordinator	30/06/2021
1.2.1.1 Construct, install and monitor nest boxes for the critically endangered Swift Parrot	In Progress	75%	The majority of boxes have been installed; remainder of the boxes will be installed in May 2021.	NRM Officer	30/06/2021
1.2.1.1 Advocate to the Cradle Coast Authority for a regional approach toward managing climate change impacts and improving adaptations	In Progress	33%	Initial research underway to determine possible areas for regional collaboration.	Executive Officer	30/06/2021
1.2.1.2 Develop climate change related Key Performance Indicators that could be reported on through Council's annual report	Deferred	61%	Desktop review of suitable local government KPIs underway. Further investigation required to understand areas for improvement to inform future targets. Deferred 2021/22.	Executive Officer	30/06/2021

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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"					
1.3.1.1 Undertake education programs with Friends of Don, Don College, Devonport Wildcare Group	In Progress	75%	Regular meetings with FODR every fortnight and weekly while planting season is in action. Friends of Don have been active twice per month.	NRM Officer	30/06/2021

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 Increase use of recycling bins in public places	In Progress	75%	Project planning in underway. Service expected to be implemented in June 2021.	Infrastructure & Works Manager	30/06/2021
Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities					
1.4.2.1 Increase use and recycling of waste generated from construction projects.	In Progress	75%	Use of crushed waste concrete and bricks has become standard practice on footpath projects. Pavers have been salvaged from a project in Oldaker Street.	Infrastructure & Works Manager	30/06/2021
Strategy: 1.4.3 Lead and actively promote emissions minimisation					
1.4.3.1 Install and promote electric vehicle fast charger	Completed	100%	Charger has been installed and is operational.	City Engineer	31/12/2020
1.4.3.1 Investigate joining the Cities Power Partnerships Program and pledge to reduce emissions	Completed	100%	Council is now profiled on the Cities Power Partnerships website. As part of the partnership Council has nominated 5 'pledges' or actions to reduce emissions: 1.Install renewable energy (solar PV and	Executive Officer	30/06/2021

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					
			battery storage) on council buildings. 2.Power council operations by renewable energy and set targets to increase the level of renewable power for council operations over time. 3.Roll out energy efficient lighting across the municipality. 4.Provide fast-charging infrastructure throughout the city at key locations for electric vehicles. 5.Encourage sustainable transport use such as public transport, walking and cycling through council transport planning and design.		
1.4.3.2 Increase uptake of low carbon vehicles in Council's fleet	Completed	100%	Two hybrid petrol-electric vehicles have been introduced into the fleet, replacing petrol vehicles.	Infrastructure & Works Manager	30/06/2021

Outcome: 1.5 Water is actively conserved and well managed

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.5.1 Promote sustainable water usage and water quality management					
1.5.1.1 Investigate installation of smart technology for high water-using facilities and/or opportunities to retrofit high water-using properties with water efficient fixtures and fittings	In Progress	83%	Water efficient fixtures and fittings installed during upgrades as required. Potential projects to integrate smart technology to be developed for consideration in the 2021/22 budget.	Executive Officer	30/06/2021



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 the Local Planning Schedules through the Tasmanian Planning Commission	Completed	100%	Devonport Local Provisions Schedule has received final approval from the Tasmanian Planning Commission. The Tasmanian Planning Scheme came into effect in the Devonport local government area on 18 November 2020.	Project Officer	31/12/2020
2.1.1.2 Undertake actions required for finalising the new Statewide Planning Scheme	Completed	100%	Devonport Local Provisions Schedule has received final approval from the Tasmanian Planning Commission. The Tasmanian Planning Scheme came into effect in the Devonport local government area on 18 November 2020.	Project Officer	30/06/2021
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	In Progress	50%	Preliminary background research commenced to inform strategy content.	Project Officer	30/06/2021
2.1.2.2 Review Council's Retail Strategy from a planning perspective	In Progress	50%	Preliminary background research commenced to inform strategy content.	Project Officer	30/06/2021
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 advocate for review and update of Regional Land Use Strategy	In Progress	83%	Regional planning group meets on an "as required" basis.	Project Officer	30/06/2021

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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: 2.2.1 Maintain a local brand that supports our competitive advantages					
2.2.1.1 Continue to implement actions from Council's Retail Marketing Strategy	In Progress	97%	Council's Executive Officer held workshops with the Retail/Tourism Steering Committee formed by Devonport Chamber of Commerce and Industry to deliver a goal and strategies. Strategy yet to be finalised.	Community Services Manager	30/06/2021

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 Develop and adopt a Parks Asset Management Plan	In Progress	75%	The draft plan is being finalised before being presented to Council for adoption.	Technical Support Supervisor	31/03/2021
2.3.1.2 Develop an Asset Management Plan for Council's plant and fleet assets	In Progress	75%	Development of a draft plan is underway.	Works Supervisor	30/06/2021
2.3.1.3 Review Council's Asset Management Strategy	In Progress	40%	Draft document in development.	Infrastructure & Works Manager	30/06/2021
Strategy: 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards					
2.3.2.1 Review and update Road Network Strategy	Not Started	0%	Due to commence in late 2021.	City Engineer	30/06/2021
2.3.2.2 Review and update Bike Riding Strategy	Not Started	0%	Not yet commenced.	Infrastructure & Works Manager	30/06/2021

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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*

<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 2.3.2 <i>Provide and maintain roads, bridges, paths and car parks to appropriate standards</i>					
2.3.2.3 Review Public Lighting Strategy	Completed	100%	Updated Strategy adopted by Council in January 2021.	Infrastructure & Works Manager	30/06/2021
<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 2.3.3 <i>Provide and maintain stormwater infrastructure to appropriate standards</i>					
2.3.3.1 Progress improvements to the Oldaker (East) catchment upgrade – stage 2	In Progress	85%	Construction underway, with completion expected in May 2021.	City Engineer	30/06/2021
<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 2.3.4 <i>Provide and maintain Council buildings, facilities and amenities to appropriate standards</i>					
2.3.4.1 Improve access throughout Mersey Vale Memorial Park by way of directional signage	Completed	100%	Signage installation complete.	Technical Support Supervisor	31/12/2020
2.3.4.1 Install new toilet block at Horsehead creek	In Progress	52%	The Request For Quotation process for the building construction is now in progress and due to close 20 May 2021.	Project Manager	30/06/2021
2.3.4.2 Install an information kiosk at the Mersey Vale Memorial Park	Completed	100%	Completed through the installation of signage throughout the site.	Technical Support Supervisor	31/12/2020
<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 2.3.5 <i>Provide and maintain sustainable parks, gardens and open spaces to appropriate standards</i>					
2.3.5.1 Investigate methods to improve pedestrian safety and restrict vehicular access at Pioneer Park	In Progress	75%	Quotations have been sought for a scope of work that includes improve pedestrian and parking facilities. Construction is expected prior to June 2021.	Infrastructure & Works Manager	30/06/2021
2.3.5.2 Review Council's Open Space Strategy	In Progress	10%	External funding has been sought for 50% of the estimated cost and a budget allocation is	Infrastructure & Works Manager	30/06/2021

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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					
			proposed for 2021-22 for the other 50%. This action will be carried forward to 2021-22.		
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	75%	Public consultation completed by community organisation. Design details being finalised. Budget is yet to be secured.	Infrastructure & Works Manager	30/06/2021
2.3.5.4 Develop a plan for the grounds surrounding the Don Hall	In Progress	10%	Currently monitoring use patterns by user groups including Don Market, Don River Railway and Don sporting clubs.	Infrastructure & Works Manager	30/06/2021

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 Continuation of Waterfront Park construction.	In Progress	65%	Progress within the Waterfront Park precinct is continuing in-line with the construction program. Recent activity on site has included demolition of the remaining redundant buildings on Rooke Street, and preparation work for installation of the eastern section of the elevated walkway.	Executive Manager City Growth	30/06/2021
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans					
2.4.2.1 Seek funding opportunities for Waterfront Precinct Sound and Light Show	In Progress	80%	Concept design work is now complete. Project overview and marketing documentation, along with detailed economic benefit analysis has been completed, and consultation with key project stakeholders and funding partners has commenced. A submission to the Cradle	Executive Manager City Growth	30/06/2021

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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: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans					
			Coast Authority Regional Investment Framework assessment process was successful in having the project recognised as a Regional Priority. A submission to the Building Better Regions Fund (BBRF) grant program was submitted in early March 2021. The State Government has also provided in-principal support for the project, with co-funding arrangements dependent on the BBRF application.		
Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plan					
2.4.3.1 Investigate opportunities to attract Commercial developments on Council-owned development sites	In Progress	80%	Participants to the first stage of the Expression Of Interest process have now been notified of the outcomes of the assessment process. Four separate proposals have been selected to progress to the second stage of the process, with recommendations to be presented to Council on a site-by-site basis at the conclusion of these secondary commercial negotiations.	Executive Manager City Growth	30/06/2021



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 interstate marketing campaign for the paranple convention centre and maintain membership with Business Events Tasmania and Meetings and Events Australia	In Progress	90%	Membership with Business Events Tasmania waived for the upcoming 20/21 budget. Meetings and Events Australia Membership up to date until April 2022. Interstate marketing plan on hold until 2021 when borders have reopened and COVID restriction have eased. Full page marketing in the RACT Journey's Magazine Nov/Dec Edition. Advertised in the Business view Oceania magazine. This magazine is published statewide, interstate and overseas	Function and Events Coordinator	30/06/2021

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 Infrastructure and facilities					
3.2.1.1 Develop a strategy to link Council's cultural facilities, promoted through the Visitor Information Centre at the paranple arts centre	In Progress	83%	Working with the members of the Maritime and Heritage Special Interest Group we have been able to create marketing to promote Council's cultural facilities. This includes displaying pull up banners in the paranple arts centre foyer and adding attraction information to the complimentary city maps.	Visitor Services Coordinator	30/06/2021
3.2.1.2 Undertake a detailed investigation into the cost and feasibility of a tourist train service linking key Devonport attractions	Completed	100%	Council has agreed to release an Expression Of Interest for potential operators of a Tourist Train between the Waterfront Park and Bluff precinct.	Convention and Arts Centre Director	30/06/2021

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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					
3.2.2.1 Maintain relationships with the Tasmanian Visitor Centre Network and Regional Tourism Networks	In Progress	83%	As part of the ongoing relationship with the Tasmanian Visitor Information Network, Devonport continues to participate in the annual TVIN Visitor Survey. Collecting Visitor data from January – April. This information helps gain an understanding of tourist needs in the region each year.	Visitor Services Coordinator	30/06/2021
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%	An information session for the local tourism operators is planned for early June and will be facilitated by the Regional Tourism Organisation, West by North West, and council's Executive Manager - City Growth Economic Development/Living City. This will provide and update on the Living City Project including the hotel development.	Visitor Services Coordinator	30/06/2021
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 Promote an Events Assistance Package	Not Started	0%	Not yet commenced.	Community Services Manager	30/06/2021
3.2.5.2 Offer the following Council initiated events: Food and Wine, New Years Eve, Harmony Day, Christmas Parade, International Women's Day	In Progress	85%	In late 2020, it was determined to split the Devonport Food and Wine month into two week periods, held in March and October. March calendar finalised. Successful International Women's Day events held in March. Planning commenced for New Year's Eve.	Community Services Manager	30/06/2021

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Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.4 Our economic progress continuously improves

<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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 Maintain relationships with relevant industry and Government economic development stakeholders	In Progress	80%	Active engagement with regional and statewide economic development bodies has been maintained during the reporting period.	Executive Manager City Growth	30/06/2021
<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 3.4.2 Promote, encourage and develop initiatives that support the local economy					
3.4.2.1 Work with the Cradle Coast Authority in delivering the Regional Futures Plan	In Progress	80%	Council Officers have maintained active contact and engagement with the Cradle Coast Authority during the reporting period. A project proposal for the Sound & Light Show has been considered via the CCA's Regional Investment Framework and endorsed as a Project of Regional Significance via this process.	Executive Manager City Growth	30/06/2021



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 Facilitate the development of a City wide recreation infrastructure Master Plan	In Progress	66%	The working group is assessing data from a recent survey to all sporting clubs and organisations. Further community consultations will commence once data has been reviewed.	Sport & Recreation Development Coordinator	30/06/2021
4.1.1.2 Run a series of programs at the Recreation Centres for all ages and abilities	In Progress	66%	Tai Chi classes are available for people of all ages. Tai Chi for beginners has commenced due to increase in demand.	Sport & Recreation Development Coordinator	30/06/2021
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 Undertake renewal of high use riding and walking paths	Completed	100%	800m of path in Don Reserve has been renewed under two projects.	Technical Support Supervisor	31/12/2020

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 Maintain and promote the Council's permanent collection and continue to acquire work by significant Tasmanian artists	Completed	100%	The audit of the permanent collection is progressing and will aid in the pending valuation due in 2021. The Gallery receives regularly loan requests from Tasmanian and interstate institutions. These are approved unless the work is scheduled for display or not suitable for transport. The winning work of tidal.20 has been added to the permanent collection, and additional works will be acquired through donations and purchases.	Visual Arts Coordinator	30/06/2021

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

<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
4.2.1.2 Produce an annual program of exhibitions and programs that acknowledges Devonport's maritime history	In Progress	77%	A new travelling exhibition from the Australian National Maritime Museum has been secured for August - September. Planning has begun for 2021's major exhibition "Strata: Metals, Mining, and Minerals along the Strait", opening in October.	Bass Strait Maritime Centre Coordinator	30/06/2021
<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability					
4.2.2.1 Deliver an exhibition program that aligns with the Devonport Regional Gallery's strategy and exhibition policy	Completed	100%	The 2020-2021 exhibition program includes two Nationally touring exhibitions, three exhibitions with works from the Devonport City Council's permanent collection, exhibitions by mid-career Tasmanian Artists, including the 2020 Solo Commission, the 2020 Little Gallery Emerging Artist Program, group shows by Tasmanian artists and two exhibitions by local youth. In addition, the Creative and Foyer Spaces are available for community displays.	Visual Arts Coordinator	30/06/2021
4.2.2.2 Deliver a performing arts presenter season that enhances the cultural experiences of the community	Completed	100%	With theatre capacities increasing to 100%, programming now a continuous activity. Community theatre productions are scheduled for May and June together with two performances from the paranapple arts centre's presenter program. The majority of performances from 2020 have now been rescheduled for the remainder of 2021 and into 2022.	DECC Coordinator	30/06/2021



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: 4.2.3 Develop and implement an integrated approach to public art					
4.2.3.1 Develop a public art strategy that considers existing and future public art assets	In Progress	80%	Policy review has commenced and is nearly final draft. Expected to be presented to Council in June. Strategy to follow in 2021/22.	Convention and Arts Centre Director	30/06/2021

Outcome: 4.3 Heritage is valued

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.3.1 Develop and implement initiatives to preserve and maintain heritage buildings, items and places of interest					
4.3.1.1 Develop a Master Plan for the Don Congregational Cemetery	In Progress	75%	Draft plan has been endorsed by Council for public consultation.	Executive Officer	30/06/2021
4.3.1.1 Develop a marketing plan that promotes Devonport as a regional centre of cultural heritage	In Progress	90%	Walking trail app has been developed and is active. Brochure is at design stage and distribution is being considered. Once current map has been exhausted, new print run will include new brochure.	Convention and Arts Centre Director	30/06/2021

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	83%	Content of Community Safety Handbook to be reviewed and placed on website.	Risk & Compliance Coordinator	30/06/2021
Strategy: 4.4.2 Coordinate and promote effective management of animals					
4.4.2.1 Provide information to residents to promote responsible pet ownership	In Progress	90%	Information regarding responsible pet ownership updated on Council's website.	Risk & Compliance Coordinator	30/06/2021

Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.4 Our community and visitors are safe and secure

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	Not Started	0%	Not yet commenced.	Community Services Manager	30/06/2021

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 Facilitate and support the Live and Learn Steering Group to implement the actions from the Live and Learn Strategy	In Progress	78%	Meetings held on a monthly basis. Festival of Learning will be held in September, planning commenced.	Community Services Manager	30/06/2021
4.5.1.1 Provide creative learning programs for young people and adults at the paranaple arts centre	In Progress	78%	After school art workshops, school holiday programs and adult workshops are not taking place due to COVID restrictions. In its place the gallery is presenting a weekly art workshops program "Home is where the 'art is" that is presented through the gallery's website and Facebook. These activities are primarily aimed at the young, but open to anyone to take part in. As of January 2021 the introduction of limited school holiday art workshops has been reintroduced in the form of one off art workshops with set stations for participants.	Creative Learning & Public Programs Officer	30/06/2021

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: 4.6.1 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	82%	The program has successfully recommenced every Tuesday afternoon working out of the Devonport Recreation Centre, due to the East Devonport Recreation Centre being unavailable.	Community Services Manager	30/06/2021
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 Facilitate a week long program of events during Seniors Week	Completed	100%	A successful Seniors Week was held between 12-18 October with a calendar of events distributed. Council ran two programs "Shout to come back out" and "A Treat to Eat", both of which were very well supported. The 50 plus ratepayers luncheon was also held on Monday 12 October in the paranapple convention centre.	Community Services Manager	30/06/2021
4.6.2.2 Continue to deliver a range of programs at Recreation Centres for seniors	In Progress	66%	Ageing Stronger Active Longer, Tai Chi and a walking program for seniors continue to be delivered from the Recreation Centre.	Sport & Recreation Development Coordinator	30/06/2021
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.3 Provide quality public and environmental health services					
4.6.3.1 Develop Community Sharps Management Guidelines in accordance with LGAT's Sharps Management Guidelines	In Progress	60%	Sharps Management Guidelines have been drafted and are currently being internally reviewed.	Development Services Manager	31/03/2021

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: 4.7.2 Encourage opportunities for active participation in community life					
4.7.2.1 Promote Harmony Day to encourage active participation by all sectors of the community	Completed	100%	Harmony Day cancelled due to low registration numbers.	Community Services Manager	30/04/2021
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 during the financial year	Completed	100%	Round two opened on 1 January 2021 and closed February 28. Applications were assessed by the Working Group in March and presented to the March Council meeting for endorsement.	Community Services Manager	30/04/2021
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 Deliver the outcomes of year one of the Disability Inclusion Plan	In Progress	75%	Action Plan to be assessed and update on actions delivered/underway to be prepared.	Community Services Manager	30/06/2021

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 Maintain a Devonport Regional Gallery Young Members Committee that engages with, and develops its own, creative programs and events	In Progress	75%	Due to COVID restrictions the Droogs are currently not meeting. When restrictions are lifted, monthly meetings will resume including skill sharing and committee meetings. Contact has been maintained via social media and email on a weekly basis. Droogs have been contacted regarding participation in RANT run Reclaim the Lane Youth Week	Creative Learning & Public Programs Officer	30/06/2021

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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: 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership					
			Festival and Mural Paste Ups Project, including contacting exiting Droogs and local high school teachers to encourage interested students to sign up. April 2021: The Droog flyer has been sent to RANT for promotional purposes at the upcoming 2021 Youth Festival. Volunteers at the gallery however are still not being utilised.		
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 Continue to work with Youth Family and Community Connections to deliver youth delivered activities, services	In Progress	85%	Youth Week 2020 cancelled due to COVID however, a smaller Youth Expo was held in December by Youth Family and Community Connections. Skate Competition was held in March at the Bluff skatepark.	Community Services Manager	31/05/2021
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 Hold Youth Week activities	Completed	100%	Youth Week 2020 cancelled due to COVID however, a smaller Youth Expo was held in December by Youth Family and Community Connections.	Community Services Manager	31/05/2021

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 Council to host NW Finance Group meeting and participate in LG Professional regional meetings and activities	Completed	100%	NW Finance Group meeting held in February.	Executive Manager People and Finance	30/06/2021
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.2 Pursue opportunities for cooperative initiatives including resource sharing with other councils, organisations and community groups					
5.1.2.1 Participate in Cradle Coast Authority shared services project	In Progress	85%	Council has been active in supporting the Cradle Coast Shared Services project. To date this has included assisting with the telecommunications and Office 365 projects and the regional skills analysis.	General Manager	30/06/2021
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.3 Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure that balances the needs of industry, business, community, government and the environment					
5.1.3.1 Assist the Cradle Coast Authority in the delivery, promotion and expansion of the coastal pathway project	In Progress	86%	Construction of the Devonport section of the River Road to Latrobe pathway is now complete. Design work and planning is continuing on the Don to Leith section.	General Manager	30/06/2021

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	66%	Community consultation is undertaken as required - consultation regarding the Don Cemetery and 2021/22 budget consultation was undertaken in February.	Executive Coordinator	30/06/2021
5.2.1.2 Develop engagement tools that	Completed	100%	Suite of engagement tools and supporting	Executive Officer	30/06/2021

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Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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					
aim to increase accessibility of consultation			resources established to guide staff in improving inclusivity of engagement strategies.		
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 in conjunction with Volunteering Tas	In Progress	86%	Council is currently working with Volunteer Tasmania to develop a Volunteer Sustainability Framework and a suite of tools for local volunteer sustainability. Council are also working on understanding the issues and developing resources to address some of the challenges related to the COVID pandemic and the subsequent recovery. Draft strategy document being prepared by Volunteering Tasmania after a series of workshop with volunteer providers have been held. Strategy to be presented to the May Council meeting.	Community Services Manager	30/06/2021

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 Media Policy and assess requirement for a stand alone Social Media Policy	In Progress	66%	The Executive & Communications Officer has commenced reviewing the policy.	Executive Coordinator	30/06/2021

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: 5.3.4 Ensure effective administration and operation of Council's committees					
5.3.4.1 Implement new minutes and agenda software system and review business processes accordingly	Completed	100%	The new minutes and agenda software has been implemented.	Executive Coordinator	30/09/2020
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 Improve the management of strategy actions and recommendations by utilising existing software to record and monitor progress updates.	In Progress	66%	Work has commenced to enter actions for selected strategies into the software.	Executive Coordinator	30/06/2021
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.6 Integrate continuous improvement behaviours into the organisation's culture					
5.3.6.1 Continue the roll out of training in Competitive Systems across the organisation including the development and integration of Lean Behaviours Framework/Toolkit	In Progress	76%	Council continues to roll out training in Competitive Systems and to promote a LEAN culture across the organisation.	Executive Manager People and Finance	30/06/2021

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 Increase the level of services delivered on digital platforms to make it easier and more efficient for the community to engage with Council services	In Progress	80%	Electronic forms continue to be developed and made available on Council's website. The Pensioner Parking Permit application was released and is being heavily used. A Chatbot is under development and currently going through testing for release within the next few months. Customer engagement through online forms as well as booking forms to connect with Council	Deputy General Manager	30/06/2021

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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					
			officers has been made available with more in development.		
5.4.1.1 Update Council's Business Continuity Plan	In Progress	83%	Draft revised plan under development.	Risk & Compliance Coordinator	30/06/2021
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.2 Monitor and evaluate Council's service standards					
5.4.2.1 Enhance reporting on service delivery through real-time dashboard reporting on Council's relevant service delivery metrics	In Progress	75%	Business Intelligence reporting and dashboard development has commenced. A comprehensive Safety Dashboard is the first to be released. HR and Personnel data is being added to a new dashboard. This is expected to be a multi-year development initiative that will provide Council management with real time dashboards reporting on Council's KPI's and important management metrics.	Deputy General Manager	30/06/2021
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 Enhance delivery of internal feedback from customers and train employees to adjust service delivery to ensure the best outcome for the community	In Progress	80%	Development of customer support tools was completed and in use by the Customer Service team. A call recording solution is being trialed in March that used Artificial Intelligence to identify the report on the emotions during customer interaction. This will be used for coaching and training purposes. These tools will improve the quality of customer information and the timeliness of the delivery of that information to the relevant Council officer	Deputy General Manager	30/06/2021

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Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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 Financial Management Strategy in light of impact of COVID-19	In Progress	76%	Financial Management Strategy review to form part of 2021/22 budget deliberations.	Executive Manager People and Finance	30/06/2021

Outcome: 5.6 Risk management is a core organisational focus

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.2 Comply with Council's Risk Management Framework					
5.6.2.1 Audit compliance of Council's processes against the WHS Codes of Practice	In Progress	83%	Codes of Practice are regularly checked and where applicable Safe Operating Procedures are updated.	Risk & Compliance Coordinator	30/06/2021
5.6.2.2 Deliver Risk Management Training to relevant staff	In Progress	83%	Internal training is delivered by Risk & Compliance Coordinator for new employees. Insurer will provide refresher training for all staff during May 2021.	Risk & Compliance Coordinator	30/06/2021
5.6.2.3 Update and adopt Council's Risk Register	In Progress	80%	Review is currently underway with managers. Risks have been updated, responsibility to be allocated. Final review will be completed by December 2021.	Risk & Compliance Coordinator	30/06/2021
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	In Progress	83%	With the introduction of Project Transform (Asset Management System),	Risk & Compliance Coordinator	30/06/2021

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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: 5.6.3 Provide internal and external audit functions to review Council's performance					
Annual Risk Audit			recommendations will be reviewed and implemented.		
5.6.3.1 With the Cradle Coast Authority and other Councils, investigate the feasibility of an Internal Audit function.	In Progress	65%	Cradle Coast preparing proposal for consideration by all Councils.	Executive Manager People and Finance	30/06/2021
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 Complete internal audits of Council's WHS Systems in accordance with adopted schedule	In Progress	83%	Audit Schedule for 2020-2021 has been developed. 2021 Audits are progressing.	Risk & Compliance Coordinator	30/06/2021

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.7.2 Implement human resource management plans and strategies to meet current and future workforce needs					
5.7.2.1 Prepare and negotiate terms and conditions for a new Enterprise Agreement	In Progress	58%	Negotiations underway	Executive Manager People and Finance	30/06/2021
5.7.2.2 Review Staff Code of Conduct	Deferred	16%	Review has commenced however will not be finalised until after the completion of the Enterprise Agreement Negotiations	HR Coordinator	31/12/2020

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 Develop real time dashboard reporting of Council's KPI's, management reporting and relevant operational metrics	In Progress	75%	This is expected to be a multi-year development initiative that will provide Council	Deputy General Manager	30/06/2021

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Goal: 5 Practicing excellence in governance

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

<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations					
			management with real time dashboards reporting on Council's KPI's and important management metrics. Dashboards are under development in PowerBI. Safety delivered first and then Human Resources. Customer facing KPI's are on the list along with an extensive list of Council KPI's and financial reporting.		
5.8.1.1 Develop a standard communication plan for capital works projects	Not Started	0%	Not yet commenced	Infrastructure & Works Manager	30/06/2021
<i>Actions</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
Strategy: 5.8.2 Ensure access to Council information that meets user demands					
5.8.2.1 Review and identify Smartcity initiatives that deliver value to the community. Align with broader strategic priorities and develop pilot projects to deliver quick wins and prove value	In Progress	75%	Early planning is underway to commence Smartcity initiative development.	Deputy General Manager	30/06/2021

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Councillor Expenses

Cumulative figures year to date: April 2021

Councillor Expenses	Mayoral Allowance	Deputy Mayoral Allowance	Councillor's Allowance	Mileage R'ments	IPads	Conference/ Professional Development Attendance	Travel, Accom & Meal expenses	Meeting expenses	Mobile Phone	Total
Mayor Cr Rockliff	67,542			3,750		693	351		441	\$ 72,777
Deputy Mayor Cr Jarman		34,380			398	370	208			\$ 35,355
Cr Alexiou			19,298		398					\$ 19,695
Cr Enniss			19,298		398	857	453			\$ 21,006
Cr Hollister			19,298		398	370	320			\$ 20,386
Cr Laycock			19,298		398	370	807			\$ 20,873
Cr Milbourne			19,298		398					\$ 19,695
Cr Murphy			19,298		398					\$ 19,695
Cr Perry			19,298		398		402			\$ 20,097
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 67,542	\$ 34,380	\$ 135,083	\$ 3,750	\$ 3,182	\$ 2,662	\$ 2,541	\$ -	\$ 441	\$ 249,581
Budget	79,822	41,000	159,273	4,500	3,960	5,000	3,400	1,000	720	298,675
BALANCE UNSPENT	\$ 12,280	\$ 6,620	\$ 24,190	\$ 750	\$ 778	\$ 2,338	\$ 859	\$ 1,000	\$ 279	\$ 49,094
% Spent Year to Date	85%	84%	85%	83%	80%	53%	75%	0%	61%	84%

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



REPRESENTATIVES' MEETING

25 MARCH 2021

UNCONFIRMED MINUTES

Meeting held 10:00am, Thursday, 25 March 2021

1. WELCOME / APOLOGIES

Chief Representative Mayor P Freshney welcomed attendees.

Attendees and apologies are noted in Attachment 1.

2. REPRESENTATIVES MEETING OPEN

Chief Representative Mayor P Freshney opened the meeting at 10:03am.

3. STANDING ITEMS

3.1. Conflicts of interest not yet disclosed

Nil

3.2. Governance

3.2.1 Confirmation of previous Minutes – 12 November 2021

Resolution:

Mayor R Walsh to be added to attendance list of the Representatives meeting, 12 November 2021.

The Representatives note and accept the minutes as a true and accurate record.

Moved: Mayor D Quilliam / Seconded: Deputy Mayor A Jarman / Carried

ACTION: J O'Neill to add Mayor R Walsh to the attendance list of the Representatives meeting, 12 November 2021.

3.2.2 Actions register

The CEO provided a progress update on the outstanding actions, relating to sourcing an Erosion Report from State Government and acronyms used in the Quarterly Progress Report.

Resolution:

The Representatives note and accept the Actions Register.

3.3. Quarterly Progress Report

The CEO provided an update on topical issues:

- Renewable Energy – Through the Future Energy Hub, CCA would like to be leading Renewable Energy community engagement in the region, what does the community want and expect?

Involvement in Renewable Energy exposes CCA to some reputational risk. The Regional Economic Development Steering Group will discuss the future of the Renewable Energy Working Group and set tangible actions at their next meeting on 13 April 2021.

- CCA 2021/22 Annual Plan and Budget – the draft CCA 2021/22 Annual Plan and Budget is progressing well and will be presented to the Representatives in June 2021.
- Coastal Pathway – The Ambleside to Latrobe section of the Coastal Pathway is complete, with the Grand Opening scheduled for 8 April 2021. The State Government have committed to providing CCA with additional funds to address the rail corridor issue which has caused an 18-month delay.

Director P Voller joined the meeting at 10:28am.

- Truck wash and Effluent Dumping facilities – CCA signed a \$4M funding deed with The Australian Government in July 2020. The Contractor has started initial work P&S have started work. Due to the closure of the Quoiba Saleyards, budget limitations and the unexpected rail corridor issue, CCA will seek a deed variation. The plan is to:
 - Smithton - Provide funding to contribute to the Smithton Truck Wash facility which the State Government are already building. King Island - Proceed with Truck wash and Effluent Dumping facilities. Mayor J Arnold provided feedback on her consultation with Pitt and Sherry.
 - Stanley – Proceed with a dump point and hose on the Stanley Wharf (note - this wasn't part of original plan).
 - Burnie – Minna Road is being explored as a location for a truck wash and dump point. Mayor R Walsh requested clarification if this would still proceed if the saleyards didn't go ahead here. The CEO confirmed it would be proposed as a location subject to the site being appropriate and other considerations (which are currently still under investigation).
- S Overland confirmed a private group of investors have purchased land and they are in process of working out how their business structure will work.
- King Island – Proceed with a truck wash and effluent dump subject to further investigations being undertaken by Pitt and Sherry.

Before works commence CCA will require State Government entities (e.g. Tas Water and TasPorts) to commit to working together on this project, without this CCA should seriously decide if they proceed.

- Deputy Mayor A Jarman sought information on the following from the CEO:
 - Survey results from ex Cradle Coast Residents
 - Cultivate / SeedLab
 - Creative Ageing Project – The CEO advised the Tasmanian Community Fund Application was unsuccessful, so considering other options. DCC keen to discuss further.
 - Cat Tracking project – Deputy Mayor A Jarman provided complimentary feedback on her personal involvement in the project. The CEO confirmed *The Implementing the Tasmanian Cat Management* project is due for completion on 30 June and The State Government have approved the extension until 30 December 2021 utilising unspent funds. Verbal discussions have been had between CCA and the State Government around the project continuing post 30 December 2021.
 - Climate tool for farmers

Resolution:

That the Representatives note and accept the Quarterly Progress Report.

ACTION: CEO to share 'Ex Cradle Coast resident survey' results with Councils.

ACTION: CEO to source feedback from SeedLab and share with Councils.

3.4. Quarterly Financial Report

C Smith spoke to the briefing note provided.

G Monson suggested the Coastal Pathway be reported on separately given the significance of the project.

Resolution:

That the Representatives note and accept the Quarterly Financial Report.

Moved: Deputy Chief Representative M Duniam / Seconded: M Atkins / Carried

ACTION: CEO to consider if the Coastal Pathway should be reported on separately.

3.5. Regional Tourism Organisation update from Mayor Kons

Mayor S Kons and D Midson provided a verbal update on the Regional Tourism Organisation.

Some discussion was had on concerns with the recently implemented 'Forage' signage. D Midson reiterated this project is a Tourism Tasmania and Department of State Growth project, not RTO controlled.

Deputy Mayor D Thwaites raised the restrictive conditions being placed on events by the Tasmanian Health Service, given no Covid-19 cases in the state for 300 days. This issue was agreed by several members in the room and the belief is that it is affecting the region's Tourism, Arts and Events significantly. S Kons will pass concerns onto T Wootten, West x North west CEO and Stuart Clues to lobby for restrictions to be lifted.

ACTION: CEO to consider if T Wootten will be a guest at the next Representatives Meeting.

ACTION: Mayor S Kons to speak to T Wootten and Stuart Clues about how restrictions are impacting the region and try to lobby for restrictions to be lifted.

4. GENERAL BUSINESS

4.1. Financial Management Strategy

Not presented, following feedback from General Managers meeting on 10 April 2021. The Financial Management Strategy will be presented to the Representatives at a later meeting.

4.2. Shared Services update

C Smith spoke to the briefing note provided.

Resolution:

That the Representatives note and accept the Shared Services update.

The Chairman S Sidebottom exited the meeting 11:07am.

4.3. Director appointments

The Chief Representative spoke to the briefing note provided.

Resolution:

The Representatives resolved to reappoint the Hon. Sid Sidebottom as Chairman and Director for a 2-year term commencing 1 November 2021, in accordance with Rule 24.

The Representatives resolved to reappoint Sheree Vertigan AM as Director and Regional Economic Development Steering Group Chair, for a 2-year term commencing 1 November 2021, in accordance with Rule 24.

Moved: Deputy Chief Representative M Duniam / Seconded: Mayor J Bonde / Carried

ACTION: CEO to confirm re-appointments formally in writing.

4.4. Projects of Regional Importance

The Chairman re-joined the meeting at 11:11am.

The Chief Representative advised and congratulated the Chairman of his reappointment as per item 4.3.

The CEO spoke to the briefing note provided and provided a copy of the 'Investment Concept brief' which is what is required to be filled in when submitting a Project of Regional Importance (PORI). *Also emailed to attendees using video conferencing.*

The Chief Representative reflected on what he discusses when visiting Councils in his role as CCA Chief Representative and strongly suggests identified regional projects are put forward via the 'Investment Concept brief'.

The Representatives discussed the PORI process in general. Key points are provided below:

- Is it worth vetting projects and the capacity for them to fund the project, before spending time on it?
- Can the PORI list include a global allocation of funds not related to a particular project, to be put away to be determined over the next term of govt. The CEO advised that CCA are seeking this already.
- Concerns about there not currently being a mechanism to put projects on the PORI list even if the proponents don't want to. The CEO responded with concerns over this option, due to proponents and CCA not being on the same page.
- Concerns about projects being added to PORI list without consideration from Council and its staff for comment. With the current system, there's a risk of projects being on the PORI list that some Councils don't support.
- As of July 2021, instead of RESDG recommending PORI to the Board for approval, additions will need to be approved by the Representatives for approval.
- Important that the PORI recognise and consider sustainability impacts. It's a significant benefit to have NRM and Regional Economic Development in the same organisation.
- The plan is for final PORI to be confirmed at the 3 June 2021 Representatives meeting with the plan to select 3-4 of these as Regional Election Priorities. It was acknowledged this process may change if the State Election is called early.
- The CEO encouraged all Representatives to look at the current list of PORI on the CCA website, make sure what is expected is on there and contact the CEO direct to discuss.

Resolution:

That the Representatives note and accept the Projects of Regional Importance update.

4.5. TasWater (listed on behalf of Circular Head Council)

S Riley spoke about a motion that was moved at the January 2021 Circular Head Council meeting requesting that via CCA, all councils discuss TasWater's performance and if there's a shared opinion that confidence has been lost on their CEO and Board. The concern is that if projects aren't being managed well consistently, this will have a significant impact in the region.

As there was no formal briefing note submitted providing background information on the matter, a general discussion was had and there appeared to be no shared view on TasWater's performance. A straw poll held indicated there was no appetite for further action being taken by the CCA. It was agreed that the TasWater representatives on each Council should raise any issues they have in that forum.

It did raise the question on the best way to handle similar matters in the future.

ACTION: The CEO and the Board to develop a process for councils to raise issues (not aligned with the CCA Annual Plan and Budget) for discussion at Representative meetings.

5. OTHER BUSINESS

5.1. Regional Land Use Strategies

Mayor D Quilliam raised the issue of the slow progress on the out-of-date Regional Land Use Strategy and the effect it's having on Councils.

The CEO advised he has already written to Roger Jaensch MP, Minister for Planning and the recently submitted State Budget Submission included this be considered.

Resolution:

The Representatives agreed CCA should write to the Minister requesting the review and update process be fast-tracked. All Mayors to review the correspondence before it's sent.

Moved: Mayor D Quilliam / Seconded: Mayor R Walsh / Carried

ACTION: The CEO to write to the Minister requesting the Regional Land Use Strategies review and request the process be fast-tracked.

5.2. Change of day for future Representative's meeting

Deputy Mayor D Thwaites raised the issue of Mayor T Wilson being unable to attend any meetings held on Thursdays, due to employment commitments. All attendees agreed that all future Representative meetings be held on Tuesdays.

ACTION: CCA to schedule/reschedule all future Representative meetings to Tuesdays.

5.3. Acquittal of grants in timeframes specified

Mayor J Arnold raised the issue of acquitting grants and loans in the set timeframes, due to increased cost and availability of contractors and materials caused by Covid-19. Several Councils noted the same issues. It was agreed CCA should undertake some advocacy on behalf of councils to consider extensions of acquittal periods.

ACTION: The CEO to consider and discuss with both Federal and Tasmanian Governments.

Director A Rockliff joined the meeting at 10:11am.

5.4. Spirit of Tasmania

Deputy Mayor A Jarman raised the issue of the replacements of the Spirit of Tasmania vessels and the frustration of time taken to date. On 15 March 2021 the Tasmanian Government provided TT Line with 30 days to provide a progress update. If clarity is no provided then, can CCA write to the Tasmanian Government on behalf of member councils reiterating the impacts it's having on the region.

ACTION: The CEO to await TT-Line and Tasmanian Government announcement after 15 April 2021 and consider intervening if still unsatisfied with progress.

5.5. Acknowledgement of Country

S Ayton asked if the CCA Board have a position on Acknowledgement of Country and if there's a standard approach for when to use in meetings. The Chairman confirmed there is not and it's not something the Board would be pursuing. The CEO added that CCA have a guidance document for staff to use to determine appropriateness of Acknowledgement of Country.

5.6. Premier's Economic and Social Recovery Advisory Council (PESRAC) Report

S Ayton asked if the CCA Board would be considering the recent PESRAC report which was released in March 2021. The Chairman confirmed it would be on the next Board meeting Agenda.

The CEO raised the issue that Joint Authorities were not included in the PERAC report at all.

ACTION: The CEO to write to the Premier inviting him to attend the next Representatives meeting to expand on the PESRAC Report and discuss his vision for Local Government reform.

5.7. Governors visit, 29 March 2021

All Mayors have been invited to attend a farewell function for Her Excellency Professor the Honourable Kate Warner AC, Governor of Tasmanian and Mr Warner on 29 March 2021. The CEO reminded attendees of arrival time.

6. IDENTIFICATION OF ANY CONFIDENTIAL MATTERS – AS PER RULE 49 (7)

Nil

7. WHAT WORKED WELL AND EVEN BETTER IF

Nil

8. MEETING CLOSED

The meeting closed at 12.27pm and the next meeting is scheduled for Tuesday, 1 June 2021.

UNCONFIRMED

Attachment 1: Attendees and Apologies

Representatives

Alison Jarman	Deputy Mayor, Devonport City Council
Daryl Quilliam	Mayor, Circular Head Council
David Midson	General Manager, West Coast Council (via video conference)
Don Thwaites	Deputy Mayor, Kentish Council (via video conference)
Gerald Monson	General Manager, Latrobe Council (via video conference)
Jan Bonde	Mayor, Central Coast Council
Julie Arnold	Mayor, King Island Council
Mary Duniam	Deputy Mayor, Waratah-Wynyard Council (Deputy Chief Representative)
Matthew Atkins	General Manager, Devonport City Council
Peter Freshney	Mayor, Latrobe Council (Chief Representative)
Sandra Ayton	General Manager, Central Coast Council
Robby Walsh	Mayor, Waratah-Wynyard Council
Scott Riley	General Manager, Circular Head Council
Simon Overland	General Manager, Burnie City Council
Steve Kons	Mayor, Burnie City Council

Cradle Coast Authority

Shane Crawford	Director
Daryl Connelly	Chief Executive Officer
Kathy Schaefer PSM	Director
Mayor Annette Rockliff	Director (via video conference)
Peter Voller PSM	NRM Chair, Director
Sid Sidebottom	CCA Chair
Malcolm Wells	Director
Claire Smith	Director Strategic Services
Jemma O'Neill	Corporate Services Coordinator

Apologies

Cr. Darren Fairbrother	Councillor, Waratah-Wynyard Council
Giovanna Simpson	Deputy Mayor, Burnie City Council
Greg Alomes	General Manager, King Island
Mayor Phil Vickers	Director
Shane Pitt	Deputy Mayor, West Coast Council
Sheree Vertigan AM	REDSG Chair, Director
Tim Wilson	Mayor, Kentish Council