



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, paranable centre, 137 Rooke Street, Devonport on Monday 28 June 2021, commencing at 5:30 PM.

The meeting will be open to limited members of the public and live streamed from 5:30 PM.

QUALIFIED PERSONS

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

Matthew Atkins
GENERAL MANAGER

23 06 2021

July 2021

| Meeting | Date | Commencement Time |
|------------------|--------------|-------------------|
| Ordinary Council | 26 July 2021 | 5:30pm |

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL
HELD ON MONDAY 28 JUNE 2021, IN THE ABERDEEN ROOM, LEVEL 2, paranaple centre, 137
ROOKE STREET, DEVONPORT AT 5:30 PM**

| Item | Page No. |
|--|-----------------|
| 1 APOLOGIES..... | 4 |
| 2 DECLARATIONS OF INTEREST | 4 |
| 3 PROCEDURAL..... | 5 |
| 3.1 CONFIRMATION OF MINUTES | 5 |
| 3.2 PUBLIC QUESTION TIME | 5 |
| 3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS | 6 |
| 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC | 7 |
| 3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC | 13 |
| 3.3 QUESTIONS ON NOTICE FROM COUNCILLORS..... | 14 |
| 3.4 NOTICES OF MOTION..... | 15 |
| 3.4.1 YOUTH COUNCIL | 15 |
| 3.4.2 BIRD PILOT PROGRAM..... | 17 |
| 4 PLANNING AUTHORITY MATTERS..... | 18 |
| 5 REPORTS | 19 |
| 5.1 TENDER REPORT CONTRACT CT0299 RIVER ROAD COASTAL PATHWAY | 19 |
| 5.2 CRADLE COAST WASTE MANAGEMENT GROUP ANNUAL PLAN AND BUDGET | 22 |
| 5.3 ANNUAL PLAN AND BUDGET ESTIMATES | 24 |
| 5.4 FINANCIAL MANAGEMENT STRATEGY 2022-2031 | 32 |
| 5.5 DON CONGREGATIONAL CEMETERY MASTER PLAN 2022 | 36 |
| 5.6 UNSOLICITED PROPOSALS ASSESSMENT FRAMEWORK | 43 |
| 6 INFORMATION | 46 |
| 6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING | 46 |

| | |
|---|-----------|
| 6.2 MAYOR'S MONTHLY REPORT..... | 47 |
| 6.3 GENERAL MANAGER'S REPORT - JUNE 2021 | 49 |
| 6.4 DEVELOPMENT AND HEALTH SERVICES REPORT..... | 52 |
| 6.5 INFRASTRUCTURE AND WORKS REPORT..... | 60 |
| 6.6 CEMETERY STRATEGY 2011-2030 - YEAR TEN STATUS..... | 75 |
| 6.7 HIGHFIELD PARK MASTER PLAN 2018-2028 - YEAR THREE STATUS UPDATE | 78 |
| 6.8 UNCONFIRMED MINUTES - CRADLE COAST AUTHORITY REPRESENTATIVES MEETING - 1 JUNE 2021 | 83 |
| 6.9 UNCONFIRMED MINUTES - DEVONPORT CITY COUNCIL AUDIT PANEL | 85 |
| 7 SECTION 23 COMMITTEES..... | 87 |
| 8 CLOSED SESSION | 88 |
| 9 CLOSURE | 89 |

ATTENDEES

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

ACKNOWLEDGEMENT OF COUNTRY

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

IN ATTENDANCE

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Digital Recording Policy. The digital recording of this meeting will be made available to the public on Council's website for a minimum period of six months.

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 PROCEDURAL

3.1 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Council meeting held on 24 May 2021 as previously circulated be confirmed.

3.2 PUBLIC QUESTION TIME

PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 20/90 refers):

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

3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS

Author: **Matthew Atkins, General Manager**

RECOMMENDATION

That the responses to questions from Mr Janney, Mr Mills, Mr Vellacott and Mr Gardam at the 24 May 2021 Council meeting be noted.

Responses to questions raised at prior meetings are attached.

ATTACHMENTS

1. Response to Question Without Notice - 24 May 2021 - D Janney [**3.2.1.1** - 1 page]
2. Response to Questions Without Notice - 24 May 2021 - C Mills [**3.2.1.2** - 1 page]
3. Response to Questions Without Notice - 24 May 2021 - Mr B Vellacott [**3.2.1.3** - 2 pages]
4. Response to Questions Without Notice - 24 May 2021 - M Gardam [**3.2.1.4** - 1 page]

3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

Author: **Jacqui Surtees, Executive Coordinator**
Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

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

Christopher Mills - 52 Caroline Street, East Devonport

A letter containing questions on notice, received from Chris Mills on 14 June 2021, is **reproduced as attachment 1**. The photo that Mr Mills refers to is included as attachment 2.

Q1 Block 3 of Merseyview Ct is owned by Mr Brown, the Developer of the subdivision. MR Brown raised his block, that fronts a landslip hazard zone, above the natural ground level. On 5 November 2019, this Council cut down a row of 9 trees that were stabilizing that landslip. In March 2020, Council workers landscaped the slope to offset erosion that would further destabilize the landslip hazard zone.

The entire artificially elevated slope of the northern boundary of Mr Brown's land was included in this work. This landscaped section of Mr Brown's block covers an area of approx. 28m x 3m = 84m². The General Manager and a Councillor visited the site on the afternoon of June 30, 2020.

In response to a question that I raised On Notice 27 July 2020, this General Manager then claimed (letter 29 July), that he was unaware that Council Staff had performed the work. However, photographic exhibits provided shows otherwise (shown here & the Agenda of 28 Sept 2020).

Was the cost of landscaping this section of Mr Brown's block provided free of charge by this Administration ?

Response

The works that have been undertaken in the area to which you refer were by Council at Council's cost.

Q2 This landscaping (see Question 1) provided by this Council was insufficient to stop erosion of the northern side of this block that had been elevated by the Owner above the natural ground level. To prevent this land from sliding down the adjacent landslip slope and potentially triggering a landslide which could impact my home, a retaining wall is essential to stabilize the entire landslip zone.

Will this Administration now be responsible for constructing a retaining wall with an interception drain to preserve the stability of the already fragile landslip hazard zone?

Response

No.

Q3 At the last Council Meeting I asked if there was an understanding between the Mayor and the General Manager to avoid answering my questions. My questions have revolved around the fact that my home has been put at risk by this Council.

The Mayor's response was " *I think the answer is no*" The comments that followed this answer were grossly unfair and caused me offence and embarrassment. The Mayor had previously advised me to seek answers from this Council by using the RTI Act.

Can the Mayor categorically deny that since 9 April 2020, the General Manager and the Mayor have had an understanding not to respond directly to any questions that I may raise?

Response

Responses are provided in the method considered most appropriate at the time and in accordance with Council policy and legislative requirements.

Malcolm Gardam – 4 Beaumont Drive, Miandetta

A letter containing questions on notice, received from Malcolm Gardam on 20 June 2021, is **reproduced as attachment 3**.

Living City property purchases and loan amounts

Q1 In 2013 Council spent some \$7.5 million on property purchases as part of the Living City plan; albeit before a master plan had been established. Those properties included:

- 21-23 King Street (former Autobarn building purchased for \$565,000)
- 25 King Street (former Billy's Bar building purchased at \$460,000)
- 6-10 Steele Street (former Webster building and carpark purchased at \$1,610,000)
- 17 Fenton Way (former Harvey Norman building purchased for around \$5,000,000)

On the 29/9/20 Council listed the LIVING CITY properties with residual loans as being 17 Fenton Way; 20-26 Best Street and King Street; accordingly, will council confirm the property or properties relating to the current King Street reference?

Q2 On a percentage based loan amount, provided by Council, for two King Street properties purchased for \$1,025,000 in 2013, why does the current King Street reference still carry some \$1,575,000 of loan debt from 2013?

Q3 If the increased loan amount was for the new King Street to Steele Street carpark, that also provides parking for Taswater, was a further loan necessary due to Council having depleted the disposable portion of its cash reserves on Living City Stage 1?

Q4 Will Council advise why the 6-10 Steele Street property (former Webster building and carpark purchased at \$1,610,000 as a Living City property in 2013) is no longer identified in 2020 as a LIVING CITY property purchase?

Q5 Council has confirmed that the "*Total Council debt as at 30 April is \$48,513,342.*" being a reduction of about \$1.5 million, or 3% of the loan value, plus loan interest of about another one and a quarter million dollars during the current financial year. Considering the Council representations in 2016 that Stage 1 was viable in its own right "*without relying on income from Council's existing revenue streams.*" and "*to be primarily serviced through project generated revenue.*" will Council confirm the percentage contribution from Stage 1 generated revenue streams (excluding parking revenue

other than directly attributed to the new multi-level carpark as that would be existing revenue) against an over \$2.75 million to service the loan interest and principal reduction in the current financial year?

Response

Council has previously outlined how its debt is managed and has explained in detail how a single loan facility is arbitrarily distributed across internal cost centres. The internal distribution of costs is undertaken in what is considered the most appropriate manner and to the satisfaction of Council's Auditor.

Council is confident LIVING CITY is having a positive impact on the financial position of Council and predictions forecast as part of original long-term planning are, on a whole being achieved.

Further information outlining Council's sound financial position is detailed in Council's Financial Management Strategy which is the subject of a specific report in this agenda.

Waterfront Park Elevated Walkway

Q6 Construction contracts require the Principal (Council) and the Main Contractor to promptly advise the other party in writing of any potential delays to the Works, accordingly is Council aware of any potential delays relating to scheduled commencement of the western end of the Elevated Walkway or potential delays to completion of the eastern section of the Elevated Walkway resulting from a Council failure to meet its obligations under the contract? A simple yes or no would be appreciated as this question relates to the present and in no way to previous questions regarding project delays.

Response

There has been no change to what has previously been communicated to you.

Agenda Content Query

Q7 Considering Council has for some time only included the bare questions on notice from ratepayers in the hardcopy Agenda with in many cases explanations of the question relegated to an electronic attachment on Council's website and therefore not readily available to a reader to ensure an understanding as to the full context of the question; will Council undertake to ensure questions and the associated context of the questions provided are again included in full in the hardcopy agenda as was previously the case?

Response

Council has no plans to change the current process.

Bob Vellacott – 11 Cocker Place, Devonport

A letter containing questions on notice, received from Bob Vellacott on 20 June 2021, is **reproduced as attachment 4**.

Q1 I refer to my questions on notice in regard to the storage and use of Ethanol at Providore Place asked at the meeting 24 May 2021 and the written responses emailed 2nd June 2021 from the General Manager Mr. Matthew Atkins. The General Manager stated in his letter *"I am unable to locate any questions asked in July 2020 from yourself (or others) regarding this matter and therefore am unable to verify the answer you*

claim was provided. " For your information General Manager the question on notice asked and responses are reproduced below and are an extract from (Hard copy) DCC Agenda 27 July 2020 Pages 6 and 7:

"Q3 - Will Council please confirm that what appear to be Ethanol containers, associated with Southern Wild Distillery, stored in the Market Square area of the food pavilion do not contain Ethanol or similar flammable product as besides being a hazard it may also breach any insurance policies in the event of a fire or spill claim?"

(PAGE 7 Agenda - Council Meeting - 27 July 2020)

Response *I can confirm the items stored within the food pavilion no longer contain any hazardous material. Council is comfortable with the storage arrangements that exist in Providore Place and that potential hazards are being managed appropriately."*

I hope this clarifies and confirms what I said at the meeting was correct.

I now ask - will you Mayor and the General Manager answer, which you promised you would do in writing, my questions asked without notice on 24 May 2021, about inspectors on site at Providore Place and the compliance now of all safety requirements? The two questions asked and not responded to were:

On the 3rd May 2021 I received correspondence from a most reliable source and I have it to hand, among other things, it contained the following information; and I quote "inspectors have visited the site and are working with the business owner to ensure compliance."

I must say "working with the owner to ensure compliance" sounds to me like this has previously been less than compliant considering the considerable changes that have and maybe still being made.

Mayor and General Manager, I now ask on behalf of my concerned ratepayers and citizens:

- Q2** Were you aware, when I expressed concerns and asked questions at the March and April 2021 ordinary council meetings, about the inspectors who were or had been on site at Providore Place working with the business owners to ensure compliance?
- Q3** Do you now know if all of the fitting out, the fixtures, storage and manufacturing process complies with all recognised best practice standards for safety?
- Q4** In reference to question 3, if your answer is yes, all tenancies in Providore Place now complies, in every way, with all recognised best practice standards, what evidence do you have to substantiate that they do indeed comply?

Q1-4 Response

Council's position in relation to the use and storage of ethanol by Southern Wild Distillery has been outlined to you in previous correspondence and we have nothing further to add.

- Q5** What is the reason for the necessity to provide at Providore Place, what appears to be some 15 portable liquefied petroleum gas (LPG) gas heaters that are used within the internal market place and the exterior areas when Council at considerable expense had, what appears to be, 7 large industrial overhead (natural gas) heaters installed?
- Q6** Please inform who:
 - a) Is responsible for the compliant storage and safe use of the LPG portable heaters?
 - b) Pays for the LPG?

- c) Pays for the natural gas?

Q 5 & 6 Response

The portable heaters to which you refer are owned and used by Southern Wild Distillery. They are responsible for the safe use of this equipment, and for any LPG costs.

Natural Gas consumption via the ceiling mounted heaters in the internal events space is paid for by Council, whereas the external heaters are individually metered and consumption is charged to tenants on a cost-recovery basis.

Trevor Smith – 7 Glen Court, Devonport

A letter containing questions on notice, received from Trevor Smith on 18 June 2021, is **reproduced as attachment 5**.

Q1 General Manager, you wrote that three work orders have been completed, and also implied no further work would be carried out at Glen Court. I wish to inform only 2 slabs in fact have been replaced, as well as kerb and guttering at the front of 1 Glen Court, and no new grinding has been done to remove the dangerous raised edges of other existing footpath sections elsewhere. The removal of the gravel or asphalt, and dirt was only done after I requested it, with work defect number R004192.

The email letter from Mr Williams clearly stated that the work to be done would involve the removal of 5 damaged footpath slabs and replacement, also grinding off of raised edges of other slabs. Will you please inform, why only two slabs have been replaced, when it is obvious the other three which were originally designated to be replaced, and the grinding off of other slabs, has not been done?

Q2 When will Council now undertake to do the work, which was originally scheduled, as advised by Mr Williams?

Q3 Will you ensure, and confirm that you will record in Council's safety hazard register, that I have brought to your attention that there remains some dangerous sections of the footpath, i.e. raised edges between the slabs that should be rectified immediately?

Response

The work which was completed involved the replacement of up to 5 smaller footpath slabs with 2 larger slabs. This likely explains the inconsistency in the slab numbers between the defect, your emails and work order no. 0019427.

Grinding of 3 slab joints has occurred outside 2 Glen Court. That was not documented in work order 0019427, but was considered necessary and has occurred in the recent past. There remains a small lip on 2 of the 3 joints, however they are within acceptable tolerances and do not require attention. There are 2 other joints, outside 8 Glen Court, that are just above the intervention levels, and therefore a work order has been created to action this as a low priority defect, in the near future.

ATTACHMENTS

1. Questions on Notice - C Mills - 28 June 2021 [**3.2.2.1** - 1 page]
2. Questions on Notice - C Mills - 28 June 2021 - Photo [**3.2.2.2** - 1 page]
3. Questions on Notice - M Gardam - 28 June 2021 [**3.2.2.3** - 2 pages]
4. Questions on Notice - B Vellacott - 28 June 2021 [**3.2.2.4** - 2 pages]
5. Questions on Notice - T Smith - 28 June 2021 [**3.2.2.5** - 2 pages]

3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

3.3 QUESTIONS ON NOTICE FROM COUNCILLORS

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

3.4 NOTICES OF MOTION

3.4.1 YOUTH COUNCIL

Author: **Councillor Milbourne**
Endorser: **Matthew Atkins, General Manager**

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

MOTION

That the Council establish a Devonport City Youth Council as an advisory committee to promote youth issues and concerns in Devonport.

SUPPORT

Devonport City Youth Council will be an advisory committee of Devonport City Council and our Youth Development Program. The Council would facilitate and build upon strategies identified in the Regional Youth Strategy (2019-2024). It will provide an important opportunity for young people to have input into Council decisions.

Devonport City Youth Council aims to:

- help Devonport City Council find out about important issues for young people in the local area;
- provides advice to Council about how these issues can be addressed;
- develops local initiatives and projects for young people;
- advocate the opinions, issues and concerns of young people;
- enhancing opportunities and outcomes for the youth of Devonport;
- reflect the interests of young people;
- raise awareness on issues affecting young people; and
- assist in organising activities in which young people can participate.

Council's Youth Development Officer and a Councillor will facilitate Youth Council meetings and activities. Special guests, such as the Mayor, Deputy Mayor, General Manager and Senior Councillors attend meetings from time to time.

Youth Councillors will attend:

- Youth Council meetings (4 per year)
- events/functions (on occasions) including Council meetings when required.

Issues and ideas from the Youth Council can be brought back to Council Meetings for further discussion. Schools will be asked to nominate 2 new students each year to encourage fresh ideas and promote youth issues in our area.

OFFICER'S COMMENTS

A Regional Youth Strategy was adopted by Council in 2019. The formation of a Youth Council could be used as a conduit in which to drive certain initiatives within the Strategy.

In particular, the formation of a Youth Council could assist with the following actions within the Strategy:

- Support and encourage participation in mentoring programs on all aspects of personal growth;
- Support youth-led initiatives that increase community connectedness and build respectful relationships (mentoring, youth-led social and other interest groups);
- Acknowledge and celebrate achievements of young people (reward and recognition program);
- Recognise, encourage and work with young people to facilitate social and political change; and
- Engage young people in the development, planning and facilitation of events and activities.

ATTACHMENTS

Nil

3.4.2 BIRD PILOT PROGRAM

Author: **Councillor Alexiou**

Endorser: **Matthew Atkins, General Manager**

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

MOTION

That Council consider a workshop on BIRD (e-scooter hire company) pilot program for our city.

SUPPORT

Bird partners with cities across the globe to develop programs that maximise the positive impact of micro-mobility. The company has been in contact with me seeking feedback on introducing a pilot program for our city of Devonport.

OFFICER'S COMMENTS

Information on Bird can be found at their website – www.bird.co. If Councillors were interested in considering the concept further, an invitation will be made for a company representative to attend a Council workshop via video link.

ATTACHMENTS

Nil

4 PLANNING AUTHORITY MATTERS

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

5 REPORTS

5.1 TENDER REPORT CONTRACT CT0299 RIVER ROAD COASTAL PATHWAY

Author: **Shannon Eade, Project Management Officer**
Endorser: **Matt Skirving, Executive Manager City Growth**

RECOMMENDATION

That Council in relation to Contract CT0299 River Road Coastal Pathway:

- a) award the contract to Hardings Hotmix Pty Ltd for the tendered sum of \$628,568 (ex GST);
- b) note project design, management and administration costs for the project are estimated at \$60,000 (ex GST);
- c) note utility and other costs for the project are \$25,000 (ex GST); and
- d) note a construction contingency of \$94,285 (ex GST) is included.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

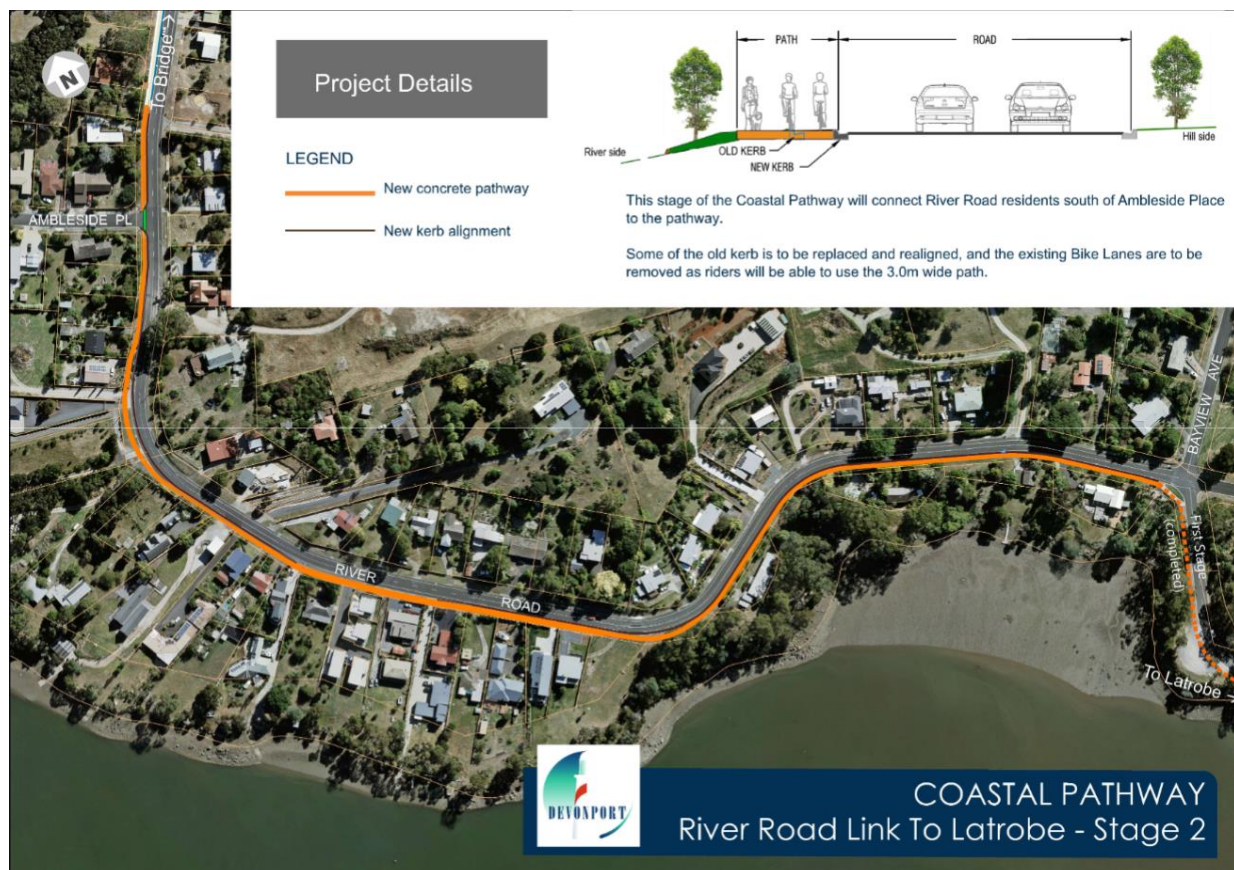
This report seeks approval to award Contract CT0299 River Road Coastal Pathway to Hardings Hotmix Pty Ltd.

BACKGROUND

This report considers tenders received for "Coastal Pathway River Rd – Oakwood to Ambleside" listed within the 2020/21 capital expenditure budget. This budget allocation has been secured from the Federal Government's Local Road and Community Infrastructure (LRCI) Program – Phase 2.

This stage of the Coastal Pathway upgrades the existing on-road bike lanes to a separated path. This greatly improves community access to quality and safe recreational infrastructure. A design has been prepared that meets the identified objectives for the project. The scope of work includes:

- Construction of new concrete pathway
- Kerb & channel renewal
- Construction of retaining wall structures to facilitate new path
- Reallocation of remaining road space with line marking
- Landscaping as required.
- The image below provides an overview of the project location and extent:



STATUTORY REQUIREMENTS

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

Council is required to comply with the conditions of the LRCI funding agreement. Notably, projects must be completed by December 31st 2021.

DISCUSSION

A Tender Planning and Evaluation Committee was formed to evaluate all tenders received. The Tender Planning and Evaluation Committee minutes are available for viewing by Councillors upon request.

Tenders were received from three companies. All tenders are summarised in table 1 below:

TABLE 1

| No. | Tender | Total Price (ex GST) |
|-----|-------------------------------|----------------------|
| 1 | Hardings Hotmix | \$628,568 |
| 2 | Treloar Transport | \$726,563 |
| 3 | RT & NJ Construction Services | \$880,657 |

The Tender Planning and Evaluation Committee has considered each of the selection criteria and Hardings Hotmix Pty Ltd has ranked highest overall and therefore offers Council the best value for money.

COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in the Advocate Newspaper on 15 May 2021 and tenders were also advertised on Council's web site.

FINANCIAL IMPLICATIONS

The 2020/21 capital expenditure budget includes an allocation for the “Coastal Pathway River Rd – Oakwood to Ambleside” project of \$880,000. The tender received from Hardings Hotmix Pty Ltd is \$628,568.

The breakdown of the forecast expenditure for this project is summarised below in table 2.

TABLE 2

| No. | Tender | Budget (ex GST) |
|-----|-----------------------------------|------------------|
| 1 | Contract CT0299 | \$628,568 |
| 2 | Project management/administration | \$60,000 |
| 3 | Utility and third-party costs | \$25,000 |
| 4 | Construction contingency (15%) | \$94,285 |
| | TOTAL | \$807,853 |

The forecast expenditure for this project less than the budget allocation. Savings achieved on this project may be required for reallocation to other projects within the Capital Works program.

RISK IMPLICATIONS

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

CONCLUSION

Considering the assessment by Infrastructure and Works staff and the quoted rates, it is determined that Hardings Hotmix Pty Ltd will most likely offer “best value” in relation to CT0299 River Road Coastal Pathway.

ATTACHMENTS

Nil

5.2 CRADLE COAST WASTE MANAGEMENT GROUP ANNUAL PLAN AND BUDGET

Author: **Claire Jordan, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council note and endorse the Cradle Coast Waste Management Group's 2021/22 Annual Plan and Budget.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report is to advise Council of the proposed activities of the Cradle Coast Waste Management Group (CCWMG) for the 2021/22 financial year as outlined in their Annual Plan and Budget.

BACKGROUND

The CCWMG Strategic Plan 2017-2022 has four key focus areas:

- **Waste diversion:** Diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
- **Regional planning & efficiencies:** Provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/waste infrastructure.
- **Partnerships:** Maintain partnerships with government, planning authorities and the three waste regions to shape waste management policies and regulation to influence future regulatory requirements and identify programs and infrastructure best delivered with a state-wide approach.
- **Community engagement:** Work with the community and industry, through education and feedback, to encourage waste avoidance and reuse to improve the use of existing and future services.

The CCWMG 2021/22 Annual Plan and Budget outlines the proposed activities for the upcoming year that will be undertaken to achieve the objectives of the Strategic Plan. A copy of the 2021/22 Annual Plan and Budget is attached to this report.

STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

DISCUSSION

The CCWMG is governed by a Terms of Reference adopted on 14 August 2020. The CCWMG membership consists of the General Managers from the participating Councils who are responsible for implementation of the Strategic Plan, including the development of the 2021/22 Annual Plan and Budget. The

CCWMG current representatives include:

- Sandra Ayton (Chair), Central Coast Council;
- Simon Overland, Burnie City Council;
- Scott Riley, Circular Head Council;
- Matthew Atkins, Devonport City Council;
- Gerald Monson, Latrobe and Kentish Councils; and
- Shane Crawford, Waratah-Wynyard Council representative.

Cradle Coast Waste Services, a consulting arm of the Dulverton Regional Waste Management Authority (DWM), provide administration, financial and project management support and waste expertise to the CCWMG.

The regional approach to waste management has significant benefits in areas such as economies of scale and access to specialist advice that Council would be unable to achieve if managing this function alone. In many projects, the CCWMG works in collaboration with the Northern Tasmanian Waste Management Group (NTWMG) and Waste Strategy South (WSS) to increase economies of scale and to share resources.

The Annual Plan & Budget is funded from a voluntary levy of \$5.50 per tonne of waste delivered to landfills in the North West Region. It is estimated that \$422,468 of levy funds (plus \$365,879 of carried forward funds and \$1,800 of interest) will be available to the CCWMG to implement the actions detailed in Table 1, 2 and 3, which equate to \$630,964.

The Annual Plan & Budget has factored in the proposed \$20 per tonne state-wide waste levy scheduled for implementation in November 2021. It is proposed that a portion of the levy will be redistributed back to the CCWMG for funding the projects detailed within this AP&B. The state-wide waste levy will replace the voluntary regional waste levy.

COMMUNITY ENGAGEMENT

Community engagement by the CCWMG is undertaken on a project specific basis. Media advertising is used to promote selected initiatives along with a website (Re-think Waste Tasmania) jointly managed with the Northern regional waste entity. Further details can be found at www.rethinkwaste.com.au

FINANCIAL IMPLICATIONS

No impact on Council's operating budget is anticipated because of this recommendation.

RISK IMPLICATIONS

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

CONCLUSION

The Cradle Coast Waste Management Group 2021/22 Annual Plan & Budget has been finalised and is presented to Council for information and endorsement.

ATTACHMENTS

1. CCWMG Annual Plan Budget 2021-22 [**5.2.1** - 18 pages]

5.3 ANNUAL PLAN AND BUDGET ESTIMATES

Author: **Matthew Atkins, General Manager**

RECOMMENDATION

A. ANNUAL PLAN

That in accordance with Section 71 of the *Local Government Act 1993* (as amended) Council adopts the Annual Plan for the financial year ending 30 June 2022 and instructs the General Manager to:

- (a) make a copy of it available for public inspection at the Council's Offices and on the website; and
- (b) provide a copy of it to the Director of Local Government and to the Director of Public Health.

B. ANNUAL ESTIMATES (REVENUE AND EXPENDITURE)

That:

- (a) in accordance with Section 82 of the *Local Government Act 1993* the Council by absolute majority adopts the estimates of revenue and expenditure (excluding estimated capital works) for the 2021/22 financial year as detailed in the Annual Plan;
- (b) in accordance with section 82(6) of the *Act* the Council, by absolute majority, authorises the General Manager to make minor adjustments up to \$75,000 to any individual estimate item (including capital works) as he deems necessary during the 2021/22 financial year provided that the total of the Estimates remains unaltered.

C. RATES AND CHARGES 2021/22

That Council makes the following General Rate, Service Rates and Service Charges under the provisions of the *Local Government Act 1993* and the *Fire Services Act 1979* for the financial year 1 July 2021 to 30 June 2022 in respect to land in the municipal area which is separately valued under the *Valuation of Land Act 2001*.

Definitions and Interpretations

Unless the context otherwise requires, in the following resolutions, words and expressions defined in the *Local Government Act 1993* have the same meaning as they have in that Act.

Unless the context otherwise requires, in the following resolutions, the following words and expressions have the meaning set out below:

'Act' means the *Local Government Act 1993*;

'AAV' means the assessed annual value as determined by the Valuer-General under the *Valuation of Land Act 2001*;

'land' means a parcel of land which is shown as being separately valued in the valuation list prepared under the *Valuation of Land Act 2001*;

'land used for primary production' means all land used or predominantly used for primary production and includes all land coded 'L' in the valuation list;

'land used for residential purposes' means all land used or predominately used for residential purposes and includes all land coded 'R' in the valuation list;

'municipal area' means the municipal area of Devonport;

'non-used land' means all land coded 'V' in the valuation list;

'supplementary valuation' means a supplementary valuation made under the *Valuation of Lands Act 2001*.

'tenancy' means a portion of land which the Valuer-General has determined is capable of separate occupation and so has separately determined the AAV of that portion, pursuant to Section 11(3)(c) of the *Valuation of Land Act 2001*; and

'valuation list' means, in respect of the financial year, the valuation list, supplementary valuation list or particulars provided to the Council by the Valuer-General under Section 45 of the *Valuation of Land Act 2001*.

1. RATES RESOLUTION- PART 1 (A)

Pursuant to Sections 90 and 91 of the *Local Government Act 1993*, the Council makes a General Rate ("the General Rate") in respect of all rateable land (except land which is exempt pursuant to Section 87 of the *Local Government Act 1993*) consisting of two components being:

- (a) 11.2599 cents in the dollar of assessed annual value (the AAV component);
- (b) A fixed charge of \$300 on all land or tenancy.

2. RATES RESOLUTION – PART 1(B)

Pursuant to Section 107 of the *Local Government Act 1993*, the Council by absolute majority hereby varies the AAV component of the General Rate (as previously made) for land within the municipal area which is used or predominantly used for primary production to 7.8819 cents in the dollar of assessed annual value of such rateable land.

3. RATES RESOLUTION – PART 1(C)

Pursuant to Section 107 of the *Local Government Act 1993*, the Council by absolute majority hereby varies the AAV component of the General Rate (as previously made) for land within the municipal area which is used or predominantly used for residential purposes to 7.1726 cents in the dollar of assessed annual value of such rateable land.

4. RATES RESOLUTION – PART 2

4.1 Pursuant to Section 94 of the *Local Government Act 1993*, the Council makes the following service rates and service charges for land within the municipal area (including land which is otherwise exempt from rates pursuant to Section 87, but excluding land owned by the Crown to which Council does not supply any of the following services) for the period 1 July 2021 to 30 June 2022:

- (a) a waste management service charge of \$290 upon all land or tenancy to which Council supplies or makes available a kerbside collection service

4.2 Pursuant to Section 107 of the Act, the Council by absolute majority declares that the service charge for waste management is varied by reference to the use or predominant use of land as follows:

- (a) for all land which is predominately used for any purpose other than residential or primary production to which Council supplies and makes available a kerbside collection service the service charge is varied to \$870, subject to 4.3 below; and
- (b) for all land which is non-used land the service charge is varied to \$0.00.

4.3 Pursuant to Section 88A of the *Act*, the Council by absolute majority determines:

- (a) that the maximum percentage increase of the varied service charge for waste management (as previously made and varied by 4.1 and 4.2 above) is capped at 25% above the amount which was payable in respect of the waste management service charge charged in the 2020/21 financial year and;
- (b) to qualify for the maximum increase cap in subparagraph (a), the rateable land must not have been subjected to a supplementary valuation issued by the Valuer-General during the period from 1 July 2020 to 30 June 2021.

5. RATES RESOLUTION – PART 3

Pursuant to Section 93A of the *Local Government Act 1993* and the provisions of the *Fire Service Act 1979* (as amended), the Council makes the following rates for land within the municipal area for the period 1 July 2021 to 30 June 2022:

- (a) a Devonport Urban Fire District Rate of 1.4423 cents in the dollar of assessed annual value, subject to a minimum amount of \$42 in respect of all rateable land within the Devonport Urban Fire District.
- (b) a Forth/Leith Fire District Rate of 0.4441 cents in the dollar of assessed annual value, subject to a minimum amount of \$42 in respect of all rateable land within Forth/Leith Fire District.
- (c) a General Land Fire Rate of 0.368 cents in the dollar of assessed annual value, subject to a minimum amount of \$42 in respect of all rateable land within the municipal area, which is not within the Devonport Urban Fire District, or the Forth/Leith Fire District.

6. SEPARATE LAND

In relation to all rates and charges for the 2021/22 year, as previously made, for the purpose of these resolutions the rates and charges shall apply to each parcel of land which is shown as being separately valued in the valuation list prepared under the *Valuation of Land Act 2001*.

7. ADJUSTED VALUES

For the purposes of each of these resolutions any reference to assessed annual value includes a reference to that value as adjusted pursuant to Sections 89 and 89A of the *Local Government Act 1993*.

8. PAYMENT OF RATES AND CHARGES

Pursuant to Section 124 of the *Local Government Act 1993*, the rates for 2021/22 shall be payable in four instalments, the dates by which the rates are due to be paid are:

| | |
|-------------------|------------------|
| First Instalment | 31 August 2021 |
| Second Instalment | 31 October 2021 |
| Third Instalment | 28 February 2022 |
| Fourth Instalment | 30 April 2022 |

Where a ratepayer fails to pay any instalment within 21 days from the date on which it is due, the ratepayer must pay the full amount owing.

Penalties

Pursuant to Section 128 of the *Local Government Act 1993*, if any rate or instalment is not paid on or before the date it falls due, a penalty of 5% of the unpaid instalment or part thereof, shall be applied except:

- (a) where the ratepayer has adhered to an approved payment arrangement plan and the total rates are paid in full by 30 April 2022; and
- (b) where the ratepayer has authorised an approved bank direct debit payment arrangement.

Supplementary Rates

- (a) Pursuant with Sections 89A, 92 and 109N of the *Local Government Act 1993* if a supplementary valuation is made of any land prior to 30 June 2022, the General Manager may at his discretion adjust the amount payable in respect of any or all rates for that land for that financial year in line with the new valuation; and
- (b) If a rates notice is issued by the General Manager under sub-clause (a), the amount shown as payable on that notice is due to be paid within 30 days of the date on which that notice is issued.

D. CAPITAL WORKS PROGRAM

That Council pursuant, to Section 82 of the *Local Government Act 1993* adopts the Capital Works Program for the 2021/22 financial year as detailed.

E. FEES AND CHARGES

That in accordance with Section 205 of the *Local Government Act 1993*, Council adopts the Fees and Charges Schedule for the 2021/22 financial year as detailed.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.5.1 Provide professional administrative services to support effective and efficient operations

SUMMARY

The purpose of this report is to present Council with the Annual Plan and Budget Estimates for the 2021/22 financial year, which in turn will allow Council to set the rates and charges to apply for the period 1 July 2021 to 30 June 2022.

BACKGROUND

Council has developed the 2021/22 budget, capital works and fees and charges over the past few months. The innovative delivery of information to Councillors, developed last year during COVID was again used, ensuring an engaging process utilising digital platforms followed by a final workshop session.

The draft Annual Plan and Budget Estimates have been circulated to Council's Audit Panel and were discussed at the Audit Panel meeting on 7 June 2021.

The financial statements within the Annual Plan include the following:

- Estimated Statement of Comprehensive Income (Profit & Loss)
- Estimated Statement of Financial Position (Balance Sheet)
- Estimated Statement of Cash Flows

The draft Annual Plan and Budget Estimates document is attached to this report. Once adopted the document will be available for public viewing on the Council's website and at the paranple centre.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* (the *Act*) requires the General Manager to prepare estimates of Council's revenue and expenditure for each financial year. Estimates are to contain details of the estimated:

- (a) revenue of the Council;
- (b) expenditure of the Council;
- (c) borrowings by the Council; and
- (d) capital works of the Council.

Section 71 of the *Act* requires Council to adopt an Annual Plan each year. The Annual Plan is to be:

- (a) consistent with the strategic plan; and
- (b) include a statement of the manner in which the Council is to meet the goals and objectives of the strategic plan; and
- (c) include a summary of the estimates adopted under section 82; and
- (d) include a summary of the major strategies to be used in relation to the Council's public health goals and objectives.

Part 9 of the *Act* provides Council with the ability to determine the Rates and Charges to be applied to properties within its municipal area. The *Act* requires that rates must be set by Council, by absolute majority, not earlier than 1 June and not later than 31 August.

Amendments to the *Act* in 2013 identified the following principles in relation to making or varying rates:

86A. General principles in relation to making or varying rates:

- (1) *A council, in adopting policies and making decisions concerning the making or varying of rates, must take into account the principles that –*
 - (a) *rates constitute taxation for the purposes of local government, rather than a fee for a service; and*
 - (b) *the value of rateable land is an indicator of the capacity of the ratepayer in respect of that land to pay rates.*
- (2) *Despite subsection (1), the exercise of a council's powers to make or vary rates cannot be challenged on the grounds that the principles referred to in that subsection have not been taken into account by the council.*

DISCUSSION

The Annual Plan is an important part of Council's reporting requirements. The Annual Plan includes the statutory reporting requirements which Council is to meet. It also outlines the Council's plans for the ensuing year which is then reported against in the Annual Report. This Annual Plan and Budget summary document has been updated and simplified, with a focus on strategic priorities rather than tasks or functions that could be considered core business-as-usual activities.

The 2021/22 Annual Plan and Budget Estimates have been prepared based on the current economic environment, that is the local Devonport and broader Tasmanian economy has proved extremely resilient over the past 18 months. The underlying assumption in the budget is that Council will return to pre-COVID levels of operation and to the established parameters

of its long-term financial management strategy. These parameters include net operating surplus', adequate asset renewal funding and rate increases not exceeding inflation.

Rates & Charges

Following a rates freeze in 2020/21 as part of a community COVID response package, the budget is based on a 1.5% increase to the general rate for the average residential property, representing 0.75% for each year, well below the CPI index for the same period.

The actual increase will depend on a property's assessed annual value (AAV) and will range from 1.0% to 1.85%, for all classes except Primary Production.

The fixed component of the general rate will remain at \$300 as per the previous year.

The differential rate for Primary Production has been reduced this year to narrow the difference between this class of property in comparison to commercial, industrial and other property classes. Apart from this item, the rating methodology remains unchanged and will be reviewed in detail next year given the Valuer-General will shortly commence a full revaluation of the Devonport City Council municipal area. This review will include an update of Council's Rates & Charges Policy which is required to be considered by Council every four years.

In preparation for some significant changes in the waste management area in coming years, including a Food & Organics (FOGO) collection service and the introduction of a State Government waste levy, the waste management charge has been increased by \$20 (0.38c p/wk) per residential property. This is expected to deliver \$320K additional revenue to Council.

Under the *Fire Services Act 1979*, Council is obligated to collect the Fire Service Levy as determined by the State Fire Commission. Advice has been received confirming that there will be an approximate 4% increase to the levy for 2021/22.

Operational Budget

Whilst the financial impacts of COVID-19 have been particularly challenging for Devonport, the strength of the economic recovery has had a positive flow on effect for Council. The forecast operating result for 2020/21 is expected to be far better than the original estimated \$2.2M deficit. This stronger than expected result for the current financial year leads into a return to an operating surplus of \$459K for the 2021/22 budget year.

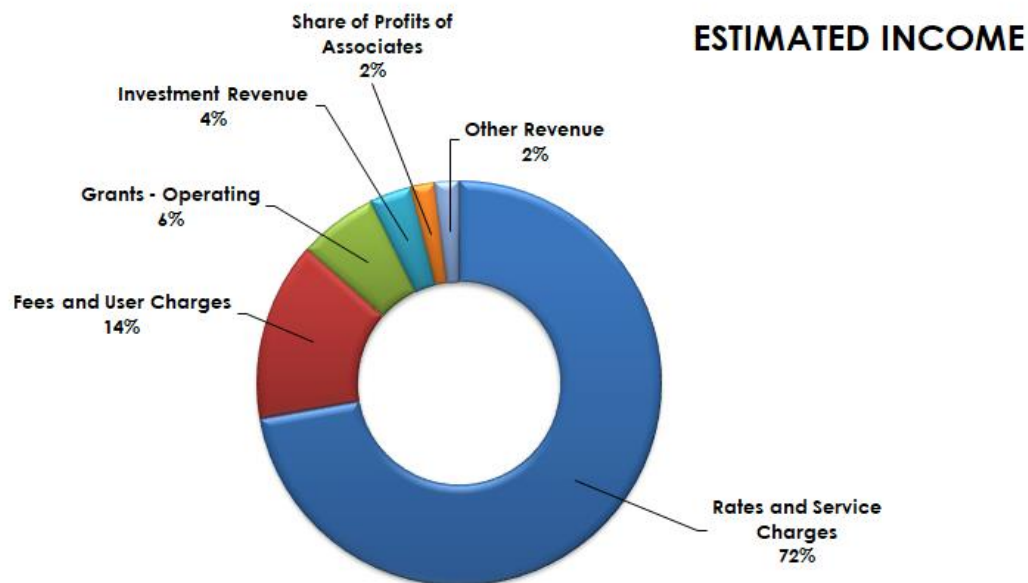
Revenue is expected to recover strongly on the back of the improvement already seen this year with an overall increase of 4.55% based on the 2020/21 forecast. Revenue from Fees and User Charges are expected to recover strongly and dividend revenue from TasWater will return to \$1.1M.

All fees and charges have been reviewed in light of the freeze in 2020/21 and some fees have been increased to reflect increased cost of operations. Fees connected to 'penalty units' will be subject to any change by the State Government to the unit value.

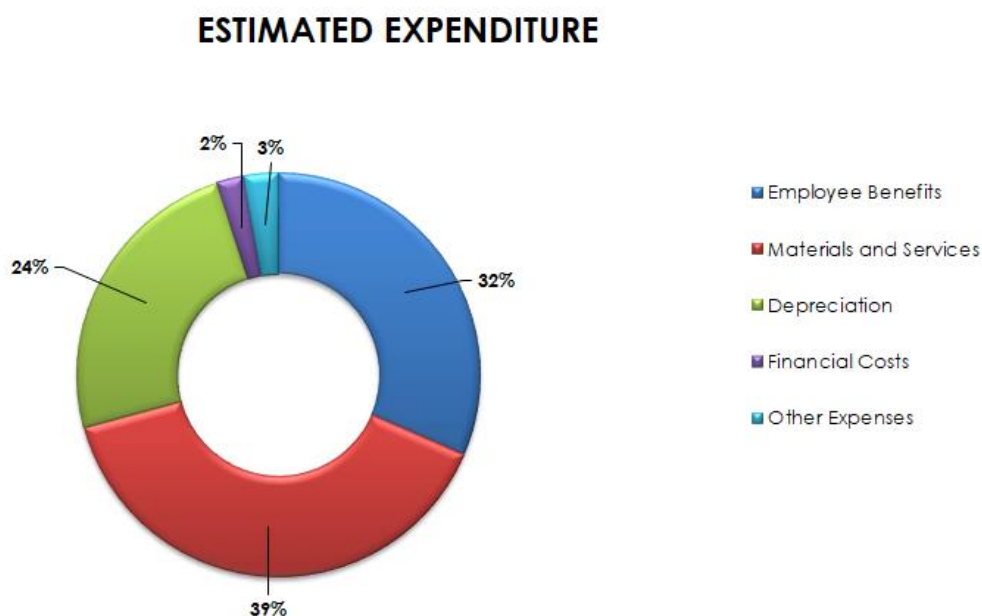
Total expenditure levels are expected to increase by 3.65% compared to forecast, reflecting a return to full operations of all facilities. Increased expenditure on major maintenance reflects a return to more traditional expenditure levels, ensuring asset lives are optimised.

Council refinanced its debt facility during 2020/21, securing payments over fixed terms out to 20 years and reducing the annual cost of interest from \$1.5M to \$908K, or just 2% of total expenditure in the 21/22 budget.

The graph below shows the various sources of Council revenue, the majority of which is derived from rates and service charges.



In relation to expenditure, approximately 32% is for employee costs, 39% for materials and services and 24% for depreciation.



Capital Expenditure

The total new capital expenditure funding for 2021/22 is \$14.178M. In addition, approximately \$15M allocated within the 20/21 year will be carried forward to the 21/22 financial year. Carried forward projects and funding will be updated following the end of year reconciliations and reported to Council at the completion of the year-end audit process.

The capital budget includes approximately \$6M towards new assets, primarily including the completion of the LIVING CITY Waterfront Park, new pedestrian bridge between Woodrising and Maidstone Park, continuation of the coastal pathway from Don to Leith and the commencement of the East Devonport Gateway beautification project. The balance of

capital expenditure will ensure important existing community assets are renewed and maintained.

A summary of capital expenditure across asset class is as follows:

| Asset Class | Grant Funding | DCC Funding | Total |
|----------------------|--------------------|--------------------|---------------------|
| Public Open Space | \$ 274,000 | \$ 839,000 | \$1,113,000 |
| Transport | \$1,606,733 | \$3,967,267 | \$5,574,000 |
| Storm water | - | \$1,050,000 | \$1,050,000 |
| Buildings | - | \$1,105,000 | \$1,105,000 |
| Plant & Fleet (Nett) | - | \$ 598,600 | \$ 598,600 |
| Equipment & IT | - | \$1,057,000 | \$1,057,000 |
| Living City | \$3,680,000 | - | \$3,680,000 |
| Total | \$5,560,733 | \$8,616,867 | \$14,177,600 |

COMMUNITY ENGAGEMENT

Council invited the community to participate in the budget process with a report on the feedback received provided to Council during March. A number of the suggestions have been taken into account during the development of the budget.

Council is hosting a 'Budget Breakfast' event on Tuesday 29 June. This is a ticketed event, open to the general public.

A video will be released following the formal adoption of the budget by Council to inform the community of the budget details and a dedicated budget page has been created on Council's website.

To further Council's objective of greater openness and transparency, the financial reports and information being made publicly available in this digital format is beyond the level of detail previously released in the traditional Annual Plan and Budget document.

FINANCIAL IMPLICATIONS

The development and adoption of the Budget Estimates and Annual Plan is an essential function of Council and is fundamental to the financial viability of the organisation.

RISK IMPLICATIONS

Should the Budget not be approved within the anticipated timeframe, it may impact on the issue of rates notices.

CONCLUSION

Devonport City Council's 2021/22 Annual Plan and Budget returns to alignment with Council's long-term financial parameters, following a year requiring radical deviation due to the COVID-19 pandemic. The resilience of the local economy, adjustments made to operations and support from Federal and State governments over the past 12 months has reduced the anticipated financial impact on Council. The budget predicts a return to an operating and underlying surplus for 2021/22 as well as investment in new and existing assets.

The Annual Plan and Budget estimates is presented for adoption.

ATTACHMENTS

1. 2021-22 Draft Annual Plan [5.3.1 - 28 pages]
2. 2021-22 Capital Works Program [5.3.2 - 7 pages]
3. 2021-22 Fees and Charges [5.3.3 - 8 pages]

5.4 FINANCIAL MANAGEMENT STRATEGY 2022-2031

Author: **Kym Peebles, Executive Manager People & Finance**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council adopt the Financial Management Strategy 2022-2031 with immediate effect.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.5.2 Ensure comprehensive financial planning and reporting to guarantee sustainability and meet or exceed financial targets

SUMMARY

The purpose of this report is to present the Financial Management Strategy (FMS) 2022 - 2031 for adoption.

BACKGROUND

The FMS is a Council strategy prepared in accordance with the Ministerial Order issued in 2014 by the Minister for Local Government. The strategy has been prepared to provide Council with a strategic framework to guide the development of annual budgets and the preparation of longer-term financial planning. The key objective of the FMS is to demonstrate and maintain financial sustainability in the medium to long term whilst achieving the strategic objectives of Council.

The FMS contains a projected Long Term Financial Plan (LTFP) which sets out financial projections over a 10 year horizon, including operating performance, capital investment, debt management and cash management. The *Local Government (Content of Plans and Strategies) Order 2014* requires councils to update the FMS every 4 years, however Council has generally reviewed annually or bi-annually. Given the financial uncertainty of the COVID impact, Council did not adopt a revised FMS in 2020, the most recent strategy was adopted in June 2019.

STATUTORY REQUIREMENTS

The *Local Government (Content of Plans and Strategies) Order 2014* requires Council to prepare and maintain a Financial Management Strategy.

DISCUSSION

The FMS is a key document in Council's medium term financial planning and uses data from Council's existing Long Term Asset Management Plans, 5 year capital works program and budget to project operating results and capital investment for the next 10 years. In order to demonstrate medium term financial sustainability, Council's ongoing asset management commitments and requirements must be reflected in future financial planning. The FMS is based on the following key financial principles:

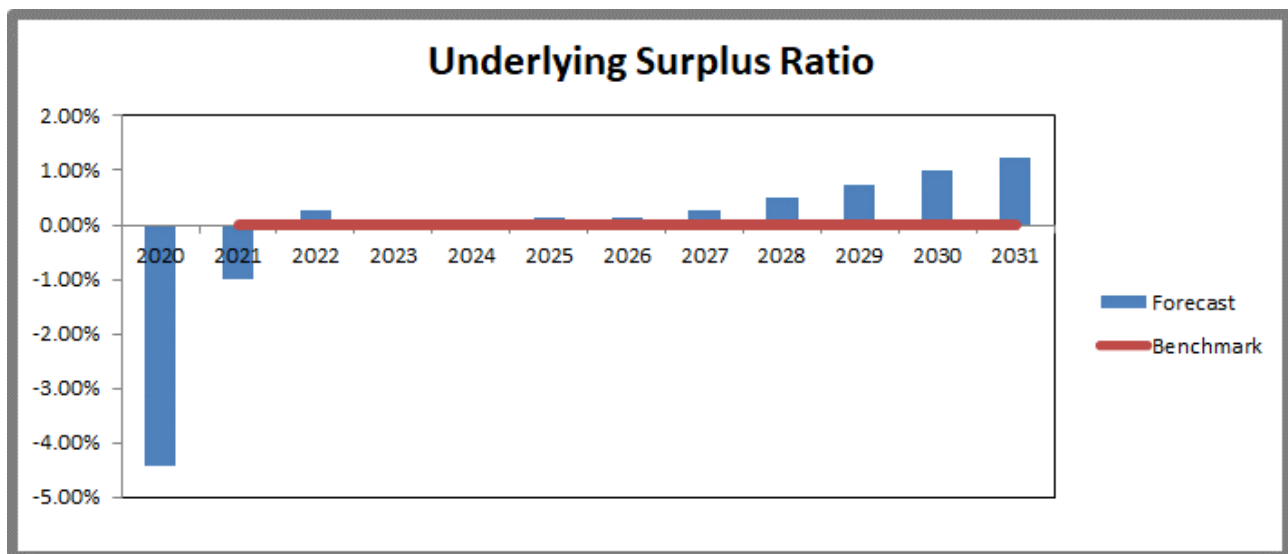
- Achievement of a balanced underlying result;

- Prudent management of assets and liabilities including debt and cash reserves; and
- Timely and accurate disclosure of financial information.

The Strategy includes a number of targets to measure Council performance. If Council applies the principles and meets its targets, the organisation should continue to remain financially sustainable into the future. The projections contained in the LTFP produce the following results over the 10 year period.

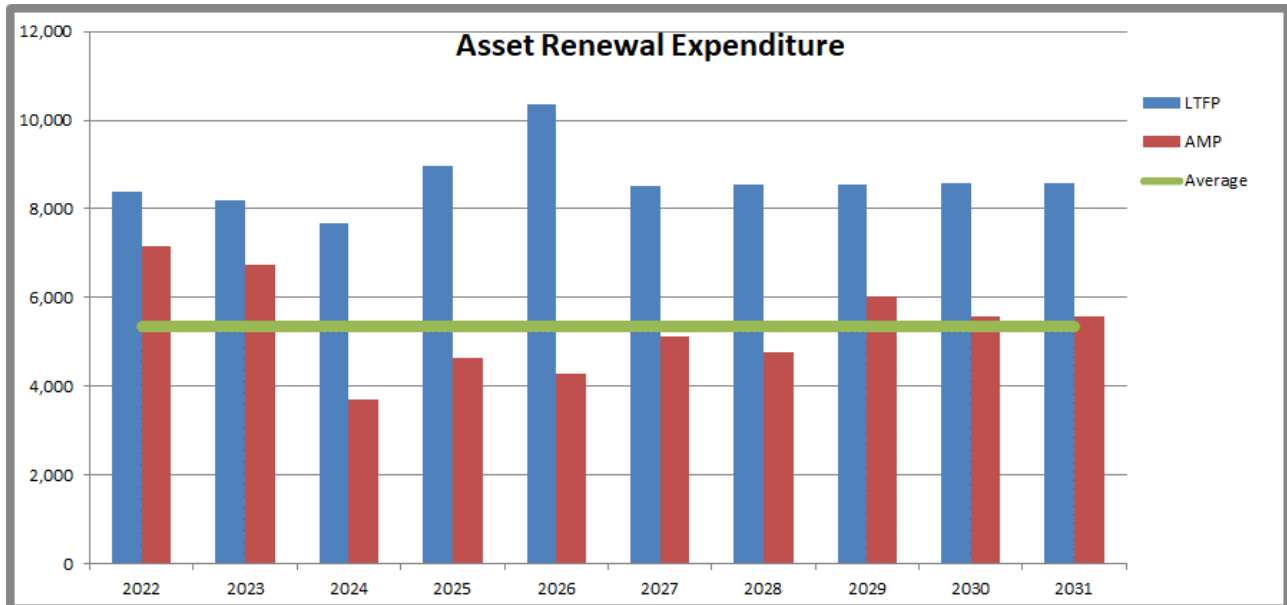
Underlying Surplus Ratio

The underlying surplus ratio serves as an overall measure of financial operating effectiveness. To ensure long term financial sustainability Council should aim to break even at a minimum, avoiding underlying deficits. Achieving a break-even position indicates Council is able to generate sufficient revenue to fulfil the operating requirements including coverage of the depreciation expense. Council has set a target for the underlying surplus ratio of between 0% and 15% in line with the recommended level set by the Auditor-General. The following graph reflects the underlying deficit incurred in the 2019/20 financial year and the anticipated underlying deficit for 2020/21. Both years have been heavily impacted by COVID-19 and the associated loss of revenue. Council acted quickly to implement a raft of measures to minimise the impact on the local economy. Costs were reduced wherever possible, to help compensate for the loss of revenue. The forecast deficit for 2020/21, is much smaller than anticipated and reflects the resilience of the local economy and the ability of Council to contain costs and spending during the uncertainty of the past 12 months.



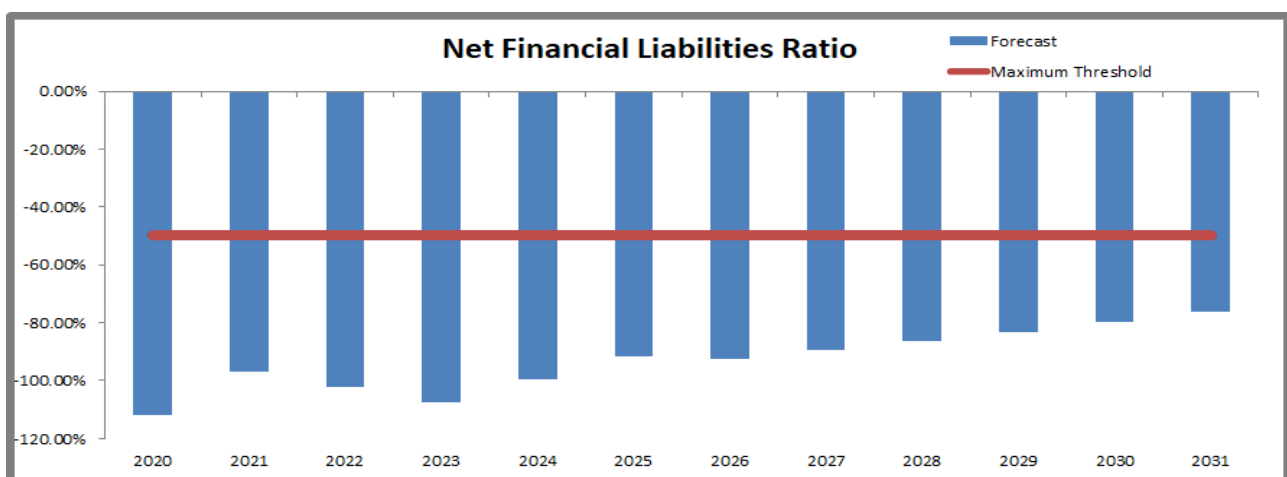
Asset Funding Renewal Ratio

The asset renewal funding ratio compares the required expenditure on renewing Council assets as per the Asset Management Plans with the capital expenditure on renewing assets in the Long Term Financial Plan. This ratio measures whether Council is planning to maintain its assets at the required level. The graph below demonstrates that on average over the next 10 years, Council has allocated sufficient funds to maintain its existing assets.



Net Financial Liabilities Ratio

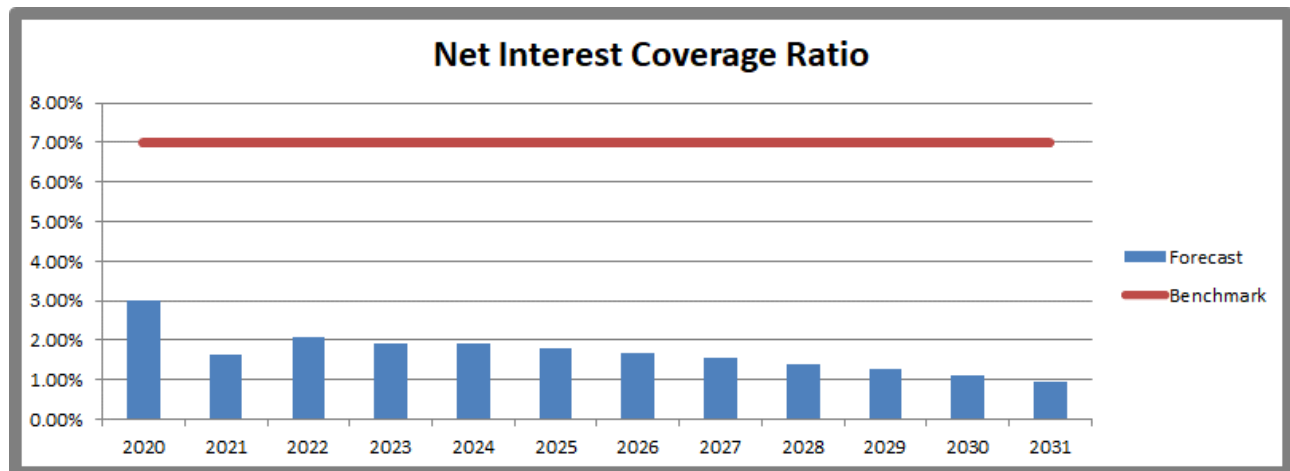
This ratio measures the net financial obligations of Council compared to the operating income in any one year. Where the ratio is positive, it indicates that liquid assets (cash and receivables) exceed total liabilities. Conversely a negative ratio indicates total liabilities exceed liquid assets. Council borrowings to fund Stage 1 construction of LIVING CITY has seen this ratio exceed the -50% benchmark. This has been expected and forecast for several years through earlier versions of this Report. The LTFP demonstrates the ratio improves each year with regular principal repayments.



Net Interest Coverage Ratio

This ratio measures the ability of Council to meet its net interest obligations from its operating revenue. Treasury use this measurement when assessing loan requests and set the benchmark at net interest cost of 7% of recurrent revenue or less. The ratio demonstrates that the total cost of servicing debt is well below the Treasury benchmark. At the current

borrowing levels, Council can comfortably meet its net interest obligations from ongoing operations. This ratio takes into account the additional interest relating to the increased borrowings and the savings to be recognised as a result of refinancing the interest rate swaps during the current financial year.



COMMUNITY ENGAGEMENT

The FMS will be available to the public via Council's website.

FINANCIAL IMPLICATIONS

Whilst there are no financial implications directly related to this report, the FMS sets out the 2021/22 budget and forward projections to the 2031 financial year. It incorporates all projected operational and capital expenditure for that period.

RISK IMPLICATIONS

The FMS sets out clear financial principles and strategies that will assist to ensure Council remains financially sustainable into the future. The document is an important component of Council's financial and risk management frameworks and will continue to guide the setting of future budgets. The Strategy also provides the modelling for recovery following an event such as COVID-19.

CONCLUSION

The key objective of the FMS is to demonstrate Council's financial sustainability over the next 10 years. Adherence to the benchmarks and parameters within the LTFP over that time should ensure Council can continue to deliver services to the community, renew existing assets and invest in new assets in an affordable and equitable manner.

The FMS has been produced in accordance with legislative requirements and includes relevant and current asset management data and was discussed at the Audit Panel as part of the budget process review on 7 June 2021.

ATTACHMENTS

1. Financial Management Strategy 2021-2031 [5.4.1 - 42 pages]

5.5 DON CONGREGATIONAL CEMETERY MASTER PLAN 2022

Author: **Carol Bryant, Executive Officer**

Endorser: **Matt Skirving, Executive Manager City Growth**

RECOMMENDATION

That Council adopt the Don Congregational Cemetery Master Plan 2022-2032.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To present the Don Congregational Cemetery Master Plan 2022-2032 to Council for adoption, following a period of public consultation.

BACKGROUND

The Congregational Cemetery is just under 1 acre (0.4032 ha) of public open space in ownership of Devonport City Council, located at 207 Stony Rise Road.

The Congregational Cemetery is a small burial ground, with the older headstones dating from the late nineteenth and early twentieth centuries. The Cemetery is one of the oldest in the State of Tasmania. At rest in this historic location are many of the Don Pioneers, many of whom were the original pioneers of the City of Devonport and its surrounding district.

The Don Congregational Cemetery Master Plan 2022-32 is a guiding document for the development and management of the Congregational Cemetery over a ten-year period commencing from July 2021. The development of master plans for all Devonport cemeteries is an action of the Cemetery Strategy 2011-2030.

The central aim of the Master Plan is:

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

The objectives of the Master Plan are to:

- Identify relevant heritage and operational constraints and opportunities.
- Understand and respect social and historical values in cemetery management.
- Ensure Council understands and meets its legal obligations as the Cemetery manager.
- Provide a strategic approach towards cemetery management that is realistic, achievable and within reasonable resources available to the Council and community.

The draft Master Plan was presented to Council at their meeting held 26 April 2021, whereby Council resolved to release the Master Plan for a 30-day public consultation period (Min No. 21/72 refers).

STATUTORY REQUIREMENTS

There are no specific statutory requirements relating to this report.

DISCUSSION

Development of this Master Plan has involved:

1. Consultation with the general community in the form of an online and print survey prior to the Plan's development (90 responses received).
2. Onsite meetings with Devonport City Council officers to review consultation outcomes and identify further issues and opportunities.
3. Drafting of guiding principles and actions in line with the purpose of the Cemetery, local site characteristics, community input, and resourcing options.
4. Further public consultation on the draft Plan (12 responses received).

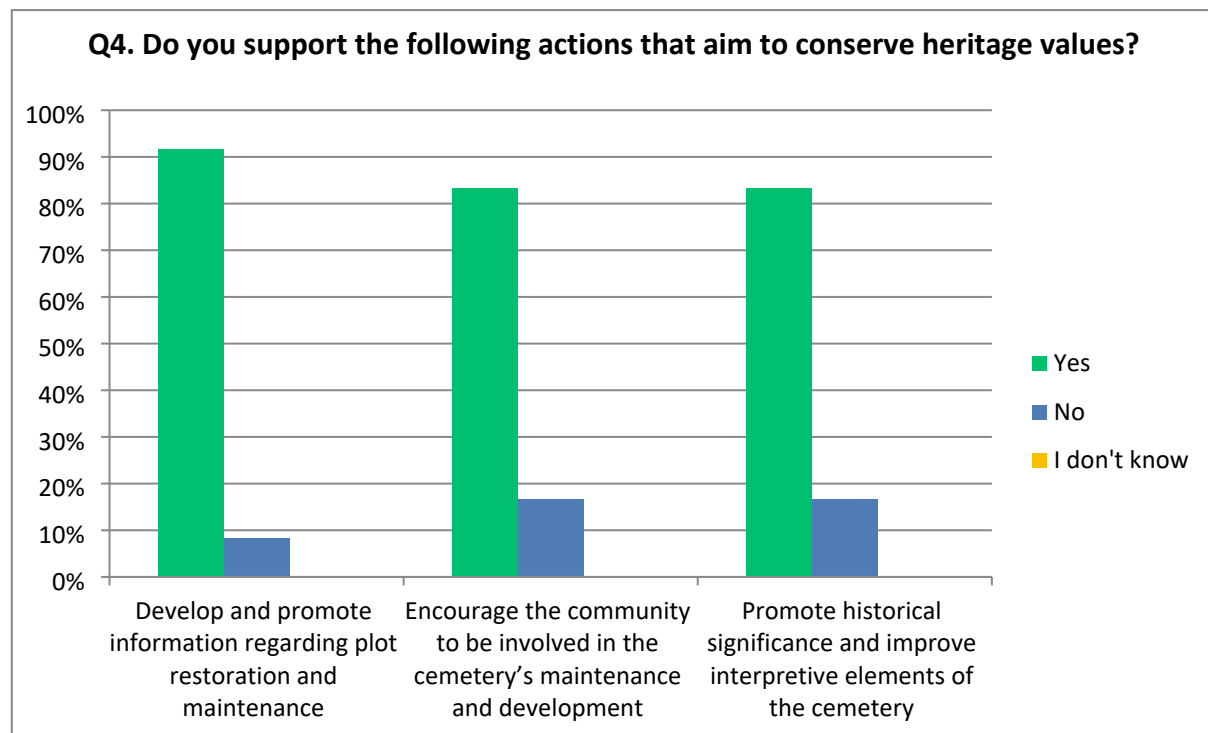
COMMUNITY ENGAGEMENT

Community input was invited prior to the development of the Plan with 90 responses received via an online and print survey conducted in February 2021. Upon completion of the draft plan, a second invitation to comment was provided to the public through Council's on-line engagement portal, Speak Up Devonport, from 30 April 2021 to 31 May 2021 inclusive.

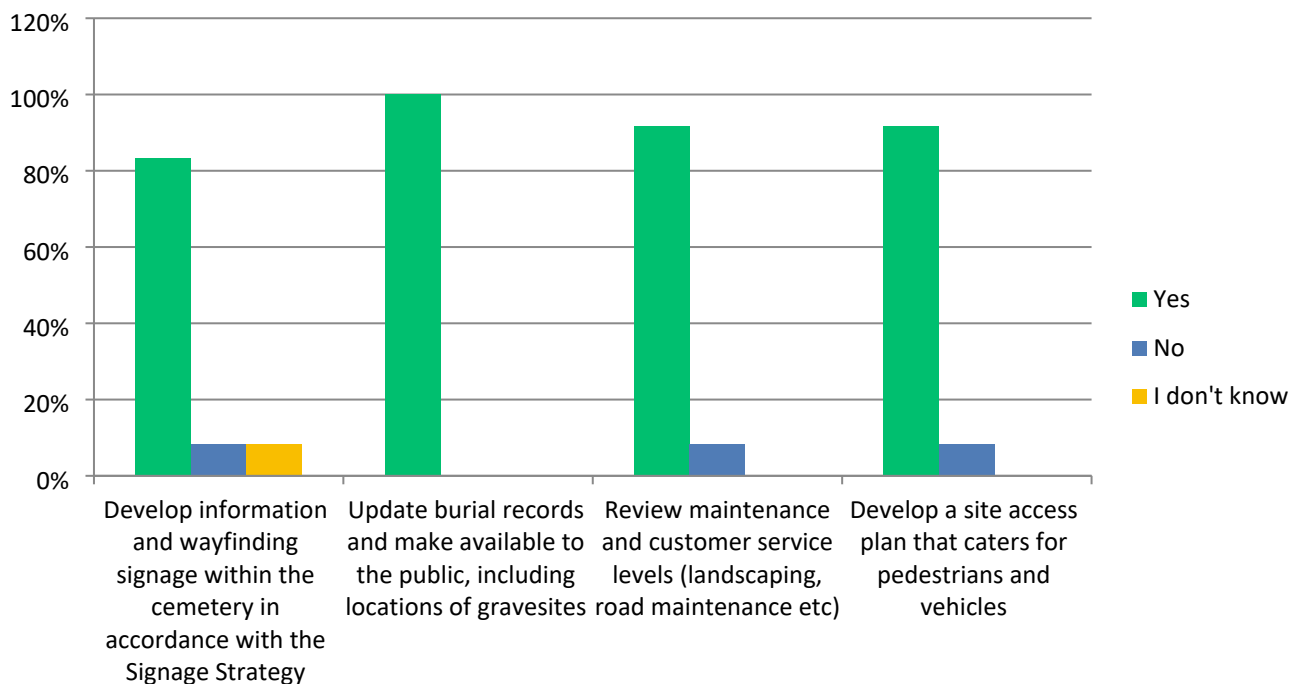
This second community survey sought feedback on the key actions grouped under the three Master Plan principles:

1. Conserving Heritage Values
2. Improving Access
3. Enhancing the Cemetery Experience

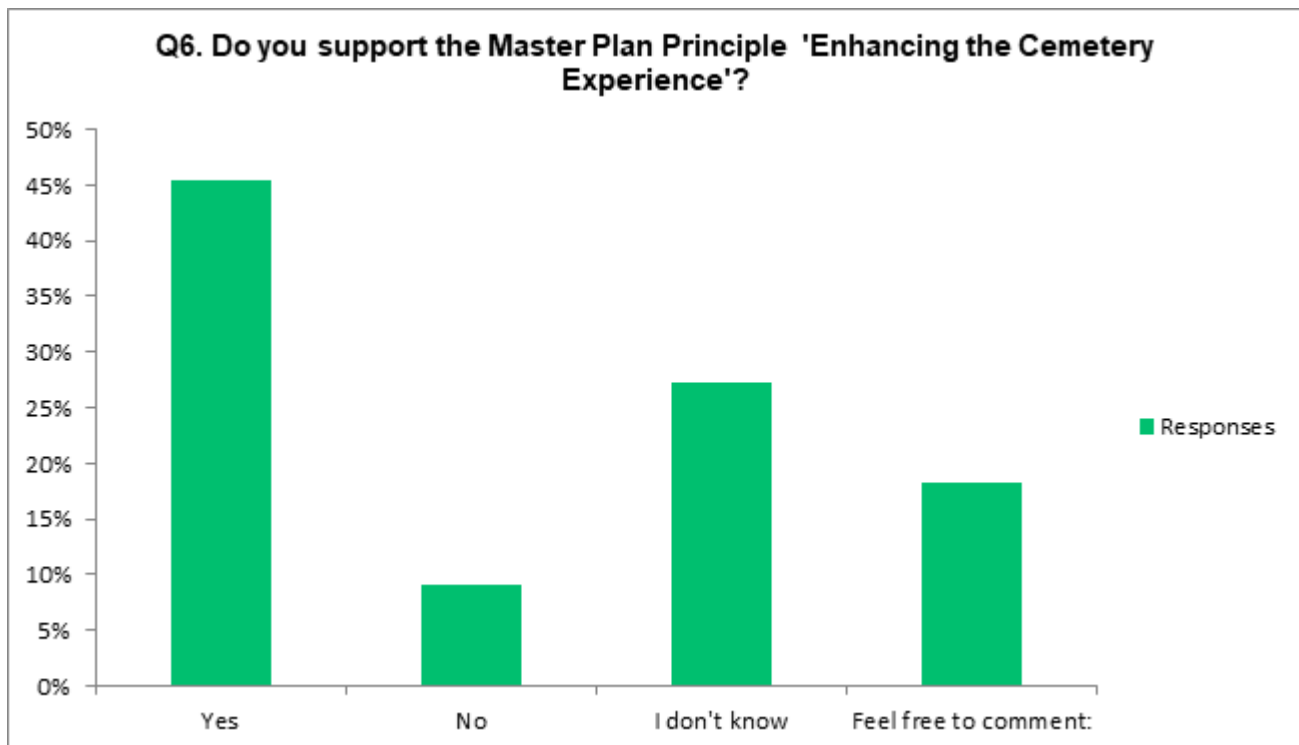
Twelve responses were received, including one hard copy response. A summary of the responses, comments received, and officer responses is provided below. Unedited survey results are attached. No amendments to actions as listed in the draft master plan are proposed.



| Comments | Officer Response |
|---|---|
| In relation to point 1 "Develop and promote information regarding plot restoration and maintenance", surely this has been done by many Councils and would only require tweaking. \$2,000 seems quite expensive to post a few pages to a website! | The indicative cost allocation includes officer time to create content and is up to a total of \$2,000 over the life of the plan. No changes to the Plan required. |
| It is the final resting place of Kate Weindorfer, such an under estimated contributor to the formation of the Cradle Mountain reserve | Comment noted. No changes to the Plan required. |
| Devonport has a history of ignoring heritage in all its forms, from the old Bluff Cemetery to the constant demolition approvals for houses, disrupting streetscapes. I note the demolition of the houses on Victoria Parade and Fenton Street. If the various old cemetery sites are landscaped and maintained properly (weed control, pruning, sensitive plantings) people would be encouraged to attend and contribute more. Devonport's lack of a sense of place contributes to its lack of community feeling. | Comment noted. No changes to the Plan required. |

Q5. Do you support the following actions that aim to improve access?

| Comments | Officer Response |
|---|--|
| These sound very useful ways for site access | Comment noted. No changes to the Plan required. |
| Most important to make burial records accurate and available to the public. No good having improved information if no one can access it. Must be accessible for wheelchair, and of smooth clear footing. | Comment noted. Burial records have recently been added to the DCC Website. Users can search by name with location provided by cemetery section. Accessibility will be considered in the development of a site access plan as per Action 2.1. No changes to the Plan required. |
| Review the maintenance and customer service levels? Seriously? I can tell you what they are now and what a 'review' will say. Less money on plans to make plans, and an actual commitment to do something would be a more effective use of cash. This stuff isn't rocket science. | Comment noted. No changes to the Plan required. |



| Comments | Officer Response |
|--|--|
| 4.3 Enhancing the Cemetery Experience states ... 'no specific actions fall under this principle' ... so badly done Council. You are asking the community to support something you haven't developed. | Comment noted. No changes to the Plan required |
| A bit of a motherhood statement. Genealogy is a huge interest for many, as is Tasmanian history. If the place is maintained and shown some respect, and if council has any commitment to the history of Devonport, in contributing to a sense of place, they will come, and keep coming. | Comment noted. No changes to the Plan required. |

Q7. Do you have any further comments about the draft Don Congregational General Cemetery Master Plan or ways Council can improve the cemetery?

| Comments | Officer Response |
|--|---|
| To keep the Cemetery neat and tidy. | Comment noted. No changes to the Plan required. |
| Think council is listening to others. Very historical burial ground. | Comment noted. No changes to the Plan required. |
| Review of external lighting at the Entrance; with a view to discouraging antisocial behaviour outside opening hours. | Comment noted. Lighting will be considered in the development of a site access plan as per Action 2.1. No changes to the Plan required. |

| Comments | Officer Response |
|---|---|
| Basic maintenance would be a start. Roadside kerbing, paths and spraying weeds would make accessing easier. | Comment noted. Roadside kerbing will be considered in the development of a site access plan as per Action 2.1. No changes to the Plan required. |
| As noted in the report, there will be a natural decline in the number of close relatives visiting the cemetery. The council (of which I am rate payer) has a moral obligation to its citizens, past and present, and as such, should be committed to the upkeep and repair of the cemetery. | Comment noted. Actions proposed in the Master Plan demonstrate Council's commitment to its legal obligations under the <i>Burial and Cremation Act</i> . No changes to the Plan required. |
| \$8k a year is probably just enough to mow the weeds twice. Or write more reports about writing plans to make plans. How about some actual serious commitment? Arts funds to commission a book on the history of the place. Serious maintenance funding. If council shows some actual commitment to do something, then volunteers might step forward. | Comment noted. No changes to the Plan required. |

FINANCIAL IMPLICATIONS

Implementation of the 7 actions is anticipated to require a variety of delivery methods and funding sources. Community involvement is a key resource, which based on the level of engagement to date, shows strong potential to assist with delivering the Master Plan outcomes. Council will be required to contribute funding allocations of around \$85,000 over the 10-year period, although some is already nominally committed in asset renewal programs. External funding through relevant grant programs is also required. Consideration of funding to progress the action plan will be required as part of Council's budgetary process on an annual basis.

RISK IMPLICATIONS

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

CONCLUSION

The development of the Don Congregational Cemetery Master Plan 2022-2032 reflects the interest and ideas expressed by cemetery visitors, community members and Council officers aimed at preserving the individual and shared heritage value of the Cemetery, while sustainability operating the site for current and future community needs. An opportunity to comment on the Plan's three principles and seven actions was made available through Council's on-line engagement portal, Speak Up Devonport, from 30 April 2021 to 31 May 2021 inclusive. Based on this feedback there are no changes proposed to the Master Plan as presented to Council for adoption.

ATTACHMENTS

1. Draft Congregational Cemetery Master Plan Survey Results Summary [**5.5.1** - 8 pages]
2. Congregational Cemetery Master Plan 2022-2032 [**5.5.2** - 14 pages]

5.6 UNSOLICITED PROPOSALS ASSESSMENT FRAMEWORK

Author: **Matthew Skirving, Executive Manager City Growth**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council adopt the Unsolicited Proposals Policy and Assessment Framework as outlined in this report.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report outlines a new Policy and Assessment Framework to be adopted by Council in order to provide a consistent and transparent process to consider unsolicited proposals for the sale of Council-owned land or assets.

BACKGROUND

Periodically Council received offers and proposals from external parties for the purchase of Council-owned assets. This report proposes to introduce a consistent, and transparent process via which the Council can assess and consider the relative merits of these approaches.

STATUTORY REQUIREMENTS

In accordance with Section 177 of the *Local Government Act 1993*, Council may sell, lease, donate, exchange or otherwise dispose of land owned by it, having regard for a valuation of the land from the Valuer-General or a person who is qualified to practise as a land valuer under Section 4 of the *Land Valuers Act 2001*.

Section 177A. and 178 of the *Local Government Act 1993* sets out specific requirements with regard to the identification, sale, exchange or disposal of *Public Land*.

The proposed Policy and Assessment Framework comply with the requirements and consideration of these legislative provisions.

DISCUSSION

Periodically Council receive offers or proposals to purchase land and assets it owns on behalf of the community. It is proposed to adopt a new Policy and Assessment Framework in relation to these circumstances, that will provide:

- Enhanced transparency for our community regarding Council's process for considering these proposals.
- Clarity for parties approaching Council as to the type of information required to be provided for consideration, and
- A consistent and easily understood process that recognises the strategic priorities of Council along with the ability to consider innovative and unique proposals and assess their relative merit or otherwise.

Assessment Process

The proposed Assessment Framework consists of a structured procedure via which proposals will be received and considered by Council, including a range of selection criteria against which proposals will be assessed. A process flowchart identifying the key stages of the assessment process is outlined in the draft Policy included as an attachment to this report.

The selection criteria are grouped into six thematic areas, including a number of sub-elements, as outlined in the table below:

| ASSESSMENT CRITERIA | |
|--|---|
| 1. Community Vision | |
| 1.1. | Does the subject site or asset make a direct or significant contribution to our community's vision for the future of Devonport, and does the proposal protect and enhance this vision, detract from it, or provide an innovative alternative? |
| 1.2. | Is there a need and will there be opportunities for community engagement and input into the further development of this proposal? |
| 2. Strategic Alignment | |
| 2.1. | Does the proposal impact on Council's ability to realise its current strategic objectives? |
| 2.2. | Does the proposal offer a unique or novel alternative to Council's current strategic objectives? |
| 3. Community & Economic Benefit | |
| 3.1. | Does this proposal provide tangible community benefit, and/or does it propose to address a currently unmet need in our community? |
| 3.2. | What are the economic benefits and opportunities that will be generated via this proposal? |
| 3.3. | Can Council leverage any indirect economic or benefit or value on behalf of the community? |
| 4. Culture, Environment & Heritage | |
| 4.1. | What impacts will this proposal have on known environmental, cultural, and heritages values – either on the subject site, or indirectly via other means? |
| 5. Proponent Capability | |
| 5.1. | Can the proponent provided sufficient detail to demonstrate their capacity and experience to deliver the proposal? |
| 6. Project & Commercial Framework Feasibility | |
| 6.1. | Does current market demand, demonstrated opportunity, or other detail as provided by the proponent satisfy Council that the proposal is feasible? |
| 6.2. | What are the proposed commercial terms associated with the proposal, do they fairly compensate the community for disposal of this asset, and what resources may Council be able to redeploy if this proposal is accepted? |
| 6.3. | Does the commercial framework proposed provide adequate surety for Council? |

The Selection Criteria will be utilised to undertake a maturity assessment of proposals as initially received by the General Manager to determine suitability for progression and presentation to Council. Pending the outcome of this initial consideration, a detailed qualitative assessment will be undertaken by Council Officers forming the basis of information to be considered by Council.

As a wide range of project and proposal types have historically been received by Council, it is likely that not all assessment criteria will be relevant to all projects. Equally, there may be matters specific to individual projects that Council require additional information or undertakings from the project proponent to make a final determination. The proposed Assessment Framework accommodates these scenarios, reserves the right for Council to request additional information, and make a final determination in its sole discretion.

Subject to adoption by Council, it is proposed to publish the Policy and Assessment Framework via the Council website as proactive guidance to prospective proponents to inform their understanding of this process and the matters of interest to Council in considering their proposal.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken in the development of this report.

Specific consideration of the opportunities for community engagement or input into proposals received by Council is included in the Assessment Framework recommended for adoption.

FINANCIAL IMPLICATIONS

There are no financial implications related to the adoption of this framework. Consideration of the commercial terms, direct, and indirect economic benefit of any proposals received by Council are included in the Assessment Framework recommended for adoption.

RISK IMPLICATIONS

- Asset & Property Infrastructure
All relevant Asset & Property related considerations will be included in the qualitative assessment of any proposals received by Council.
- Legal Compliance
The Policy and Assessment Framework comply with the requirements of the *Local Government Act 1993* in relation to the sale, exchange, and disposal of land owned by Council.

CONCLUSION

That Council adopt the Policy and Assessment Framework as recommended by this report.

ATTACHMENTS

1. Unsolicited Proposals Policy DRAFT [**5.6.1** - 4 pages]

6 INFORMATION

6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That the report advising of Workshop/Briefing Sessions held since the last Council meeting be received and the information noted.

Council is required by Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015* to include in the Agenda, the date and purpose of any Council Workshop held since the last meeting.

| Date | Description | Purpose |
|-------------|--------------------------|--|
| 31 May 2021 | Budget Workshop | 2021/22 draft budget and Annual Plan |
| 7 June 2021 | Devonport Fire Brigade | An update on the TFS strategic plans |
| | Men's Shed | A discussion regarding proposed works at 260 Steele Street |
| | Unsolicited Bids Process | An overview of the assessment process |

6.2 MAYOR'S MONTHLY REPORT

RECOMMENDATION

That the Mayor's monthly report be received and noted.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

SUMMARY

This report details meetings and functions attended by the Mayor.

BACKGROUND

This report is provided regularly to Council, listing the meetings and functions attended by the Mayor.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

In her capacity as Mayor, Councillor Annette Rockliff attended the following meetings and functions between 19 May and 22 June 2021:

- Council meeting and workshops
- Regular meetings with General Manager
- Catch ups with staff members and councillors as required
- Met with community members on a range of topics
- Media as requested – Darren Kerwin (7AD), Monte Bovil (ABC TV), Leon Compton (ABC), Martin Agatyn (7AD), Tasmania Talks, The Advocate Newspaper
- Attended Reflections Café
- Attended Meercroft Care Volunteers' Appreciation Lunch and presented DCC certificates
- Met with Sid Sidebottom, Chair of Cradle Coast Authority
- Attended Mersey Sea Cadets to present a volunteer certificate of appreciation
- Attended Devonport Choral Society's opening night
- Attended the official opening of the new Meercroft Park facilities
- Attended 75th Anniversary celebrations of the Australia/Philippines relationship
- Attended the Army Transport Division's Anniversary Dinner
- With the GM, met with members of TasWater's management team
- Met with Jane Crosswell, new CEO of Crimestoppers Tasmania
- With the GM and Deputy Mayor, attended the Cradle Coast Authority Representatives meeting
- As the Local Government representative, attended the Tasmanian Suicide Prevention Committee meeting
- Attended a morning tea event hosted by Costas
- Attended the planting of two trees at the 'old cemetery' by Devonport Soroptimists, to enhance the area of the memorial seat they provided recently
- Attended 'International Café'
- Attended the Maidstone Park Authority Annual General Meeting
- Attended the Mersey Leven Emergency Management Committee meeting

- Attended Cradle Coast Authority Board workshop
- Attended Providore Place market
- Officially opened the new East Devonport Football Club changerooms
- Presented medals and trophies at the Devonport Cup Junior Soccer tournament
- Attended LGAT General Management Committee meeting
- Attended Floor Talk at new gallery exhibition
- Attended Don College musical
- Attended event at Maidstone Park to acknowledge long time contributors
- Attended Devonport Senior Citizens Club Annual General Meeting

ATTACHMENTS

Nil

6.3 GENERAL MANAGER'S REPORT - JUNE 2021

Author: **Matthew Atkins, General Manager**

RECOMMENDATION

That the report of the General Manager be received and noted.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands

SUMMARY

This report provides a summary of the activities undertaken by the General Manager, between 19 May and 22 June 2021. It also provides information on matters that may be of interest to Councillors and the community.

BACKGROUND

A monthly report provided by the General Manager to highlight management and strategic issues that are being addressed by Council. The report also provides regular updates in relation to National, Regional and State based local government matters as well as State and Federal Government programs.

STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation. The General Manager is appointed by the Council in accordance with the provisions of the Act.

DISCUSSION

1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops, Section 23 Committee and Council Meetings as required.
- 1.3. Attended the official opening of the new Meercroft Park Pavilion. The facility was opened by Federal MP, Gavin Pearce, Deputy Premier, Jeremy Rockliff MP and Devonport Mayor Cr Annette Rockliff.
- 1.4. Met with the Darryl Connelly CEO of CCA regarding the coastal pathway project and other relevant CCA matters.
- 1.5. Along with the Mayor, met with Management representatives from TasWater for an update on their corporate plan, major planned capex projects and a general update on their business.
- 1.6. Attended Council's Audit Panel meeting. The meeting included a review of Council's proposed 2021/22 budget.
- 1.7. Met with representatives from the Commonwealth Bank (CBA) regarding Council's debt facility and transactional banking services, which are provided by CBA.

- 1.8. Along with the Mayor, met with a senior reporter from the Advocate Newspaper to provide and update on Council's 2021/22 budget.

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 2.1. Met with a resident regarding footpath upgrades around the East Devonport foreshore.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. Attended a Cradle Coast General Managers Meeting which included a presentation from, employment provider, KEEN regarding solutions to labour shortages in the region.
- 3.2. Attended the Local Government Professionals Tasmanian Awards Luncheon at the Launceston Golf Club. Devonport City Council was successful in winning the State-wide award for Innovative Management Initiative in recognition of Council's role as a leader in digital transformation. The award submission will now be eligible as a contestant in the National Awards that will be announced at a Gala dinner in Canberra on 25 August 2021.
- 3.3. Along with the Mayor and Deputy Mayor, attended the Cradle Coast Authority's Representatives meeting in Burnie
- 3.4. As Tasmanian Director, attended the AGM, President's Summit and National Board Meeting of LG Professionals in Canberra.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. With Councillor Laycock, attended a luncheon in Burnie for regional Mayors and General Managers with Federal Local Government Minister, Mark Coulton MP and Local Federal Member, Gavin Pearce.

5. OTHER

- 5.1. Negotiations have been held over recent months for a new staff Enterprise Agreement (EA). The bargaining committee consisting of union, employee and management representatives reached agreement on improved conditions for Council's valued employees, whilst ensuring changes were responsible and financially sustainable. The new EA includes annual pay increases of 2.3%, 2.0% and 2.0%.

The three-year EA was supported by 85% of employees in a confidential vote held in accordance with requirements under the Fair Work Act. The Agreement has now been forwarded to the Fair Work Commission for formal ratification.

It should be acknowledged that although a new EA was due last year staff were willing to defer for 12 months with no wage increase for the previous year due to the COVID pandemic.

COMMUNITY ENGAGEMENT

The information included above details any issues relating to community engagement.

FINANCIAL IMPLICATIONS

Any financial or budgetary implications related to matters discussed in this report will be separately reported to Council.

There is not expected to be any impact on the Council's operating budget as a result of this recommendation.

RISK IMPLICATIONS

Any specific risk implications will be outlined in the commentary above. Any specific issue that may result in any form of risk to Council is likely to be subject of a separate report to Council.

CONCLUSION

This report is provided for information purposes only and to allow Council to be updated on matters of interest.

ATTACHMENTS

1. Current and Previous Minutes Resolutions - June 2021 [**6.3.1** - 1 page]

6.4 DEVELOPMENT AND HEALTH SERVICES REPORT

Author: **Kylie Lunson, Development Services Manager**

Endorser: **Jeffrey Griffith, Deputy General Manager**

RECOMMENDATION

That Council receive and note the Development and Health Services Report.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs

SUMMARY

This report provides a summary of the activities undertaken by the Development Services Department for the months of April and May 2021.

BACKGROUND

This report is provided to summarise the activities of the Development Services Department in the preceding two months.

The Council functions undertaken by the Department are:

- Planning;
- Building and Plumbing Services;
- Environmental Health;
- Animal Control; and
- Risk and Regulatory Compliance Services.

STATUTORY REQUIREMENTS

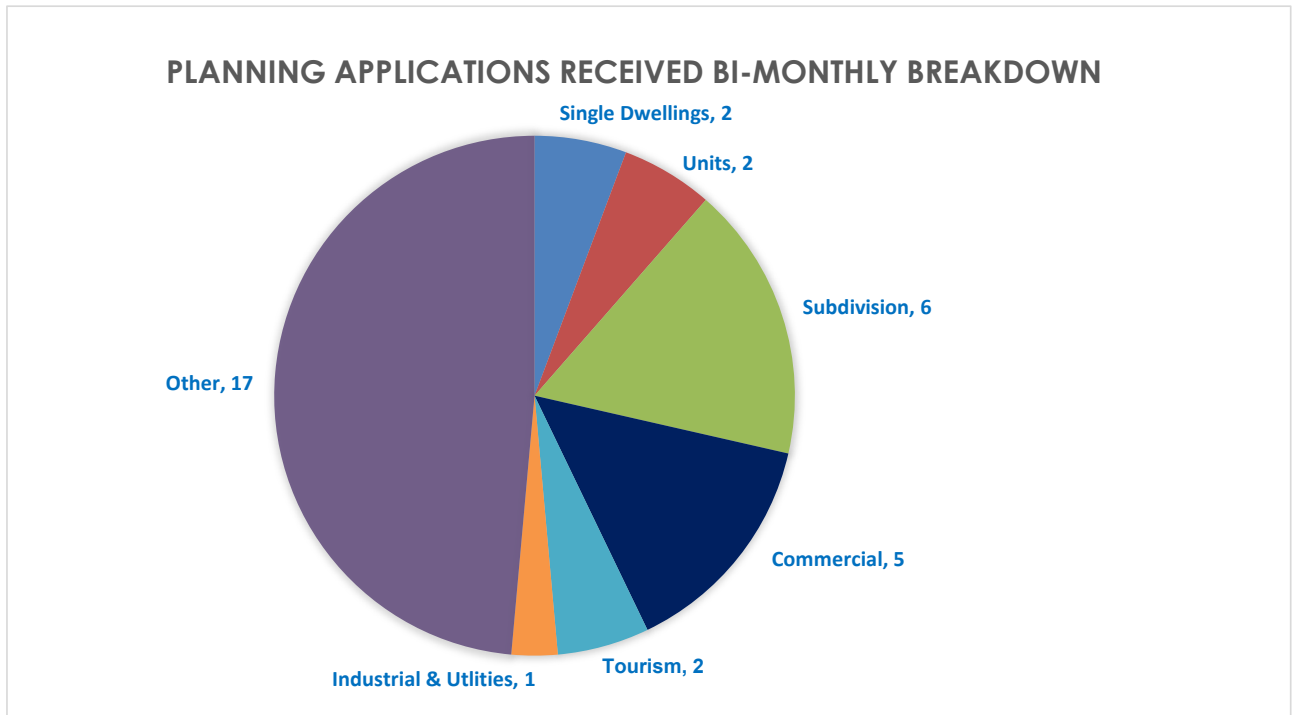
In carrying out its activities, the Development Services Department is required to ensure compliance with a substantial amount of legislation and regulation. The principal legislation administered by the Department includes the:

- *Local Government Act 1993*
- *Land Use Planning and Approvals Act 1993*
- *Building Act 2016*
- *Building Regulations 2016*
- *Public Health Act 1997*
- *Food Act 2003*
- *Environmental Management and Pollution Control Act 1994*
- *Dog Control Act 2000*
- *Tasmanian Planning Scheme – Devonport 2020*
- *Work Health and Safety Act 2012*

DISCUSSION

1. Planning

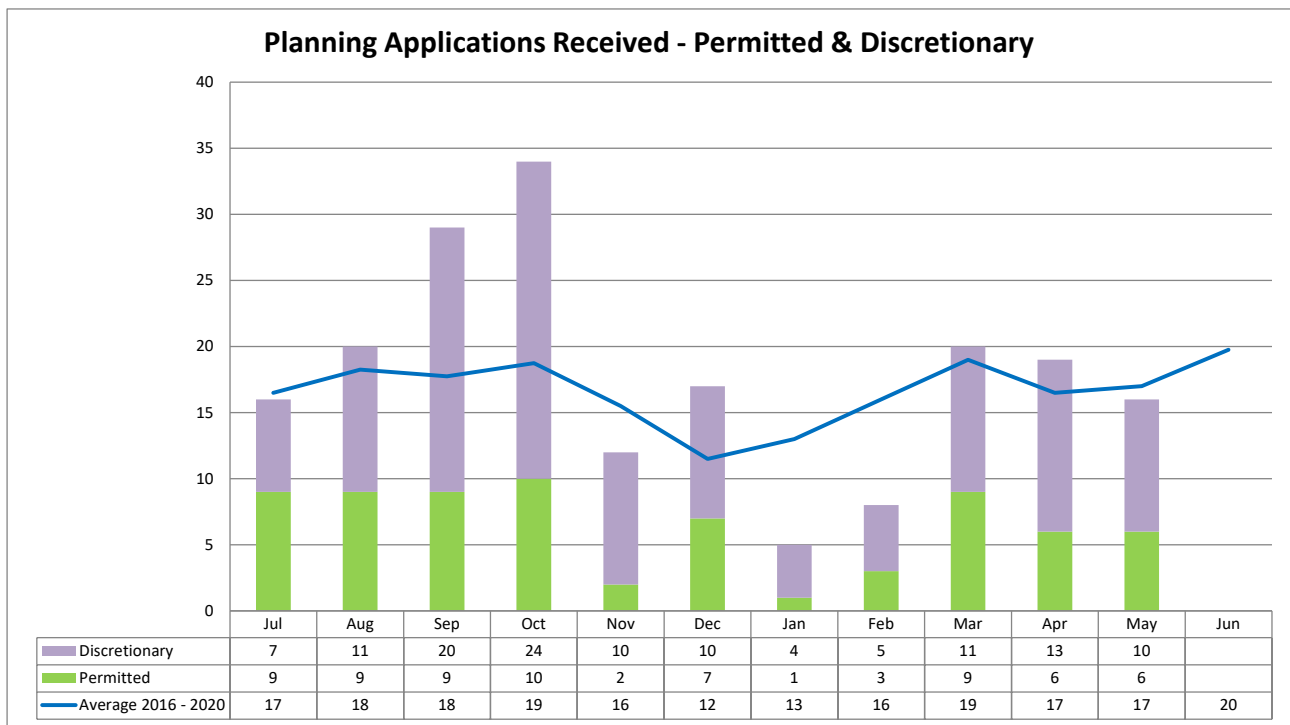
- 1.1. The following graph details the breakdown of planning applications received during April and May:



Note:

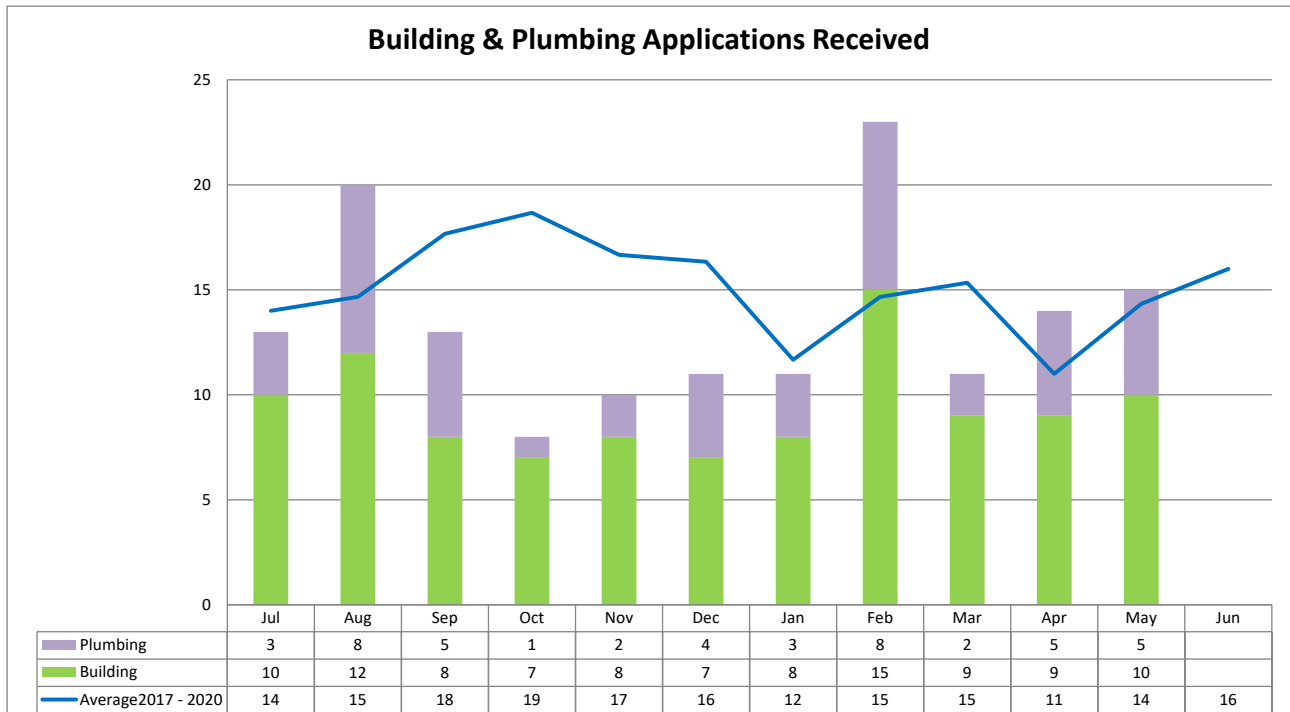
- Single Dwellings – means single residential dwelling on a single lot.
- Units – means two or more dwellings on a site.
- Subdivision – means the division of a single lot into multiple lots giving separate rights of occupation, excluding boundary adjustments.
- Commercial – means bulky goods sales, business and professional services, community meeting and entertainment, educational and occasional care, equipment and machinery sales and hire, food services, general retail and hire, hotel industry, research and development.
- Tourism – means tourist operations and visitor accommodation.
- Industrial and Utilities – means extractive industry, manufacturing and processing, port and shipping, recycling and waste disposal. Resource processing, service industry, storage, transport depot and distribution, utilities, vehicle fuel sales and service.
- Other – means all other use classes.

1.2. 23 Discretionary Planning Applications and 12 Permitted Planning Applications were received in April and May. The following graph details the number of Planning Applications received compared to previous years:

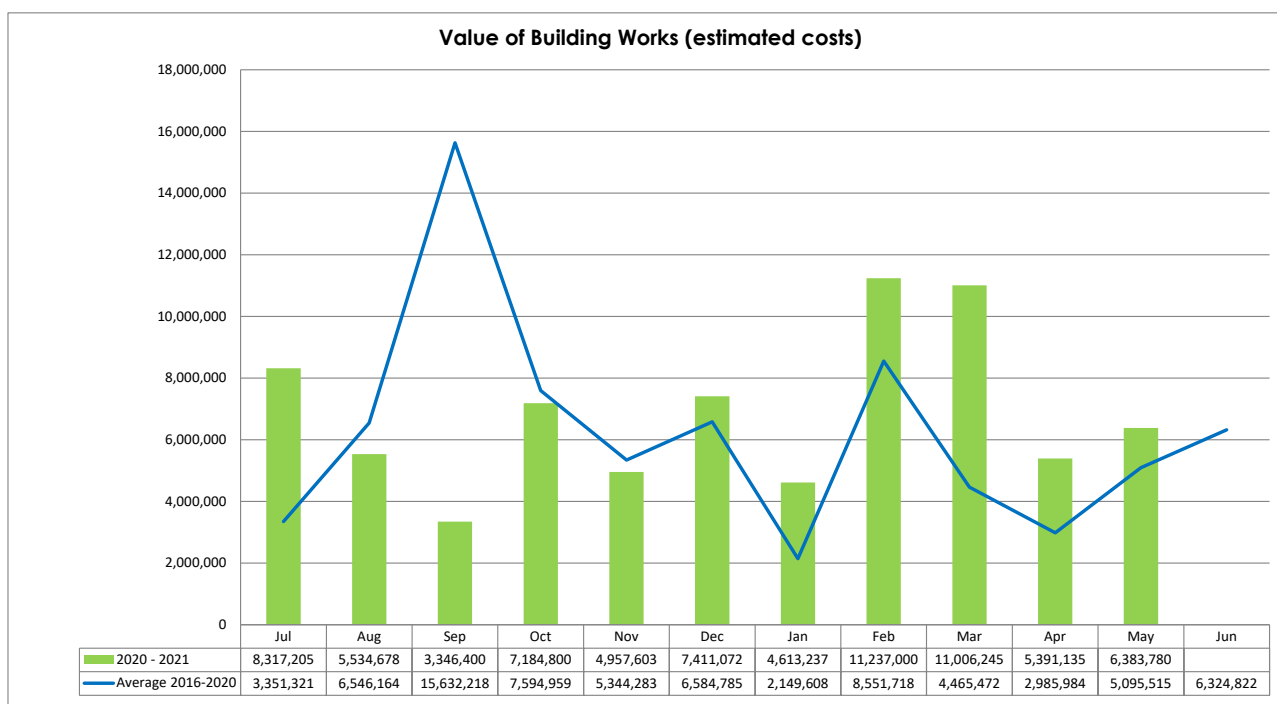


2. Building/Plumbing

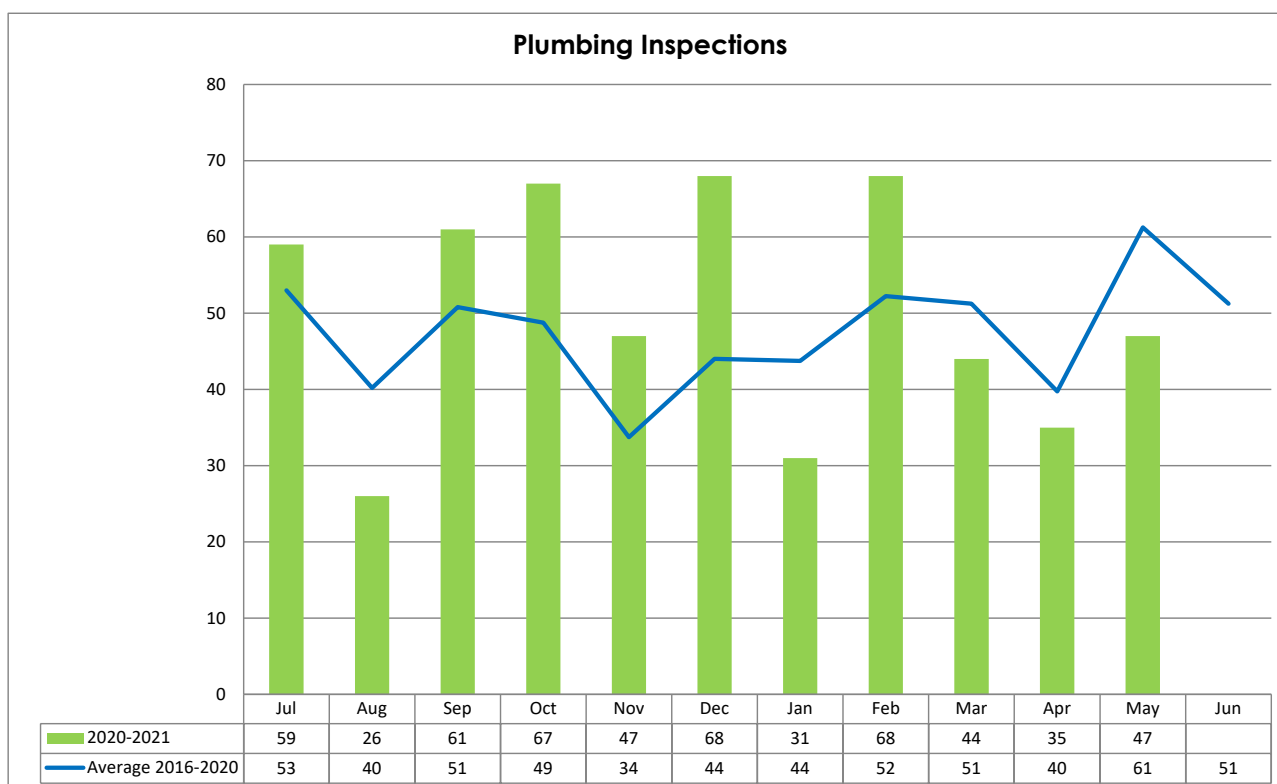
2.1. 19 Building Applications and 10 Plumbing Applications were received in April and May. The following graph details the Building and Plumbing Applications compared to the previous year:



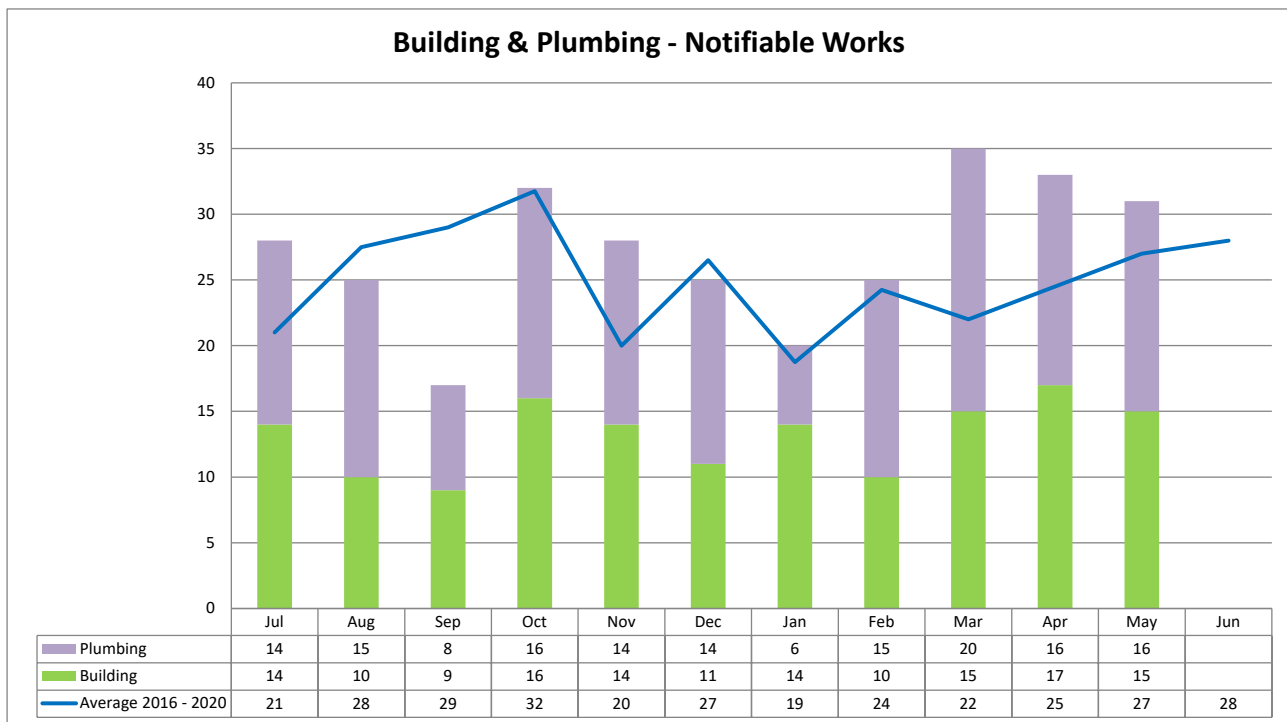
2.2. Building Applications for \$5,391,135 worth of building works were received in April and \$6,383,780 in May. The following graph details the value of buildings works received compared to previous years:



2.3. 35 plumbing inspections were carried out in April and 47 in May. The following graph details the number of plumbing inspections carried out this financial year compared to previous years:



2.4. The following graph details the notifiable works received for building and plumbing that have been issued this year compared to previous years:



3. Environmental Health

- 3.1. Plain English Allergen Labelling (PEAL) - In February 2021, an amendment was made to the Food Standards Code (under Part 1.2 of the Code).

The amendments introduce new requirements for the labelling of allergens in food. Including that allergen information is to be declared in a specific format and location on food labels, and using simple, plain English terms in bold font.

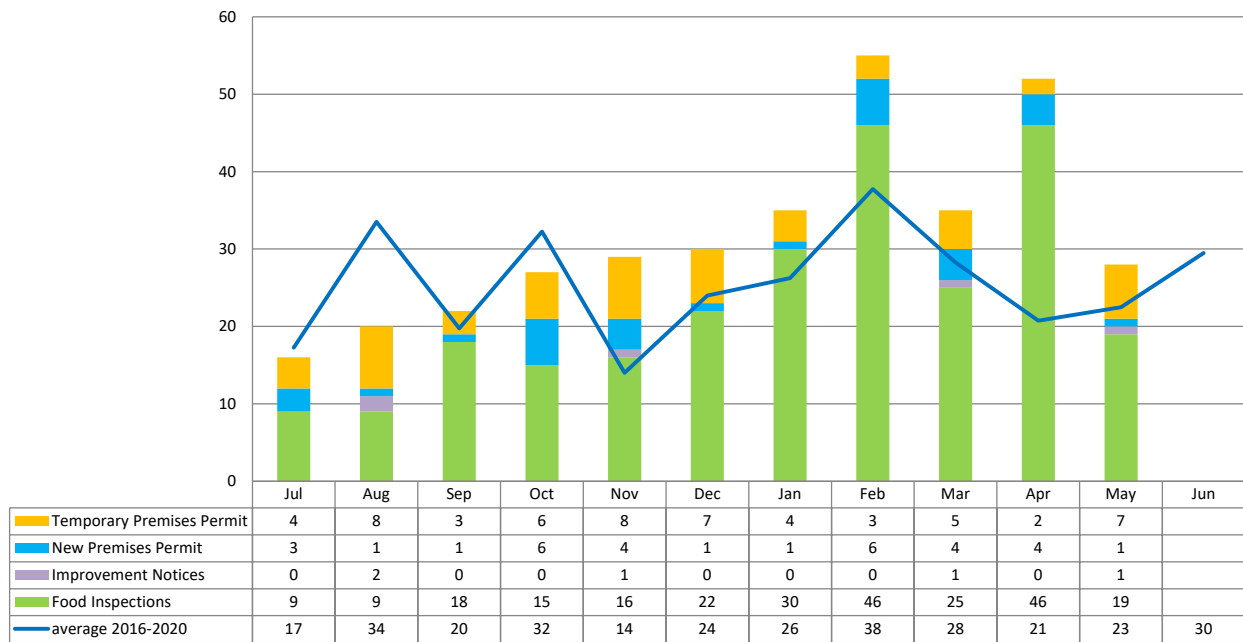
The changes largely adopt existing industry best practice allergen labelling principles and make them mandatory. The changes will help people find allergen information on food labels more quickly and easily, so they can make informed and safe food choices. Businesses have 3 years from 25 February 2021 to implement the new requirements.

During this transition period, food businesses can comply with either the existing allergen declaration requirements in the Code, or the new requirements.

Further information is available from the Food Standards website: <https://www.foodstandards.gov.au/code/proposals/Pages/P1044PlainEnglishAllergenLabelling.aspx>

- 3.2. The following graph details the inspections, permits and infringement notices that have been issued by Environmental Health this year compared to previous years:

Environmental Health Inspections, Permits and Infringement Notices

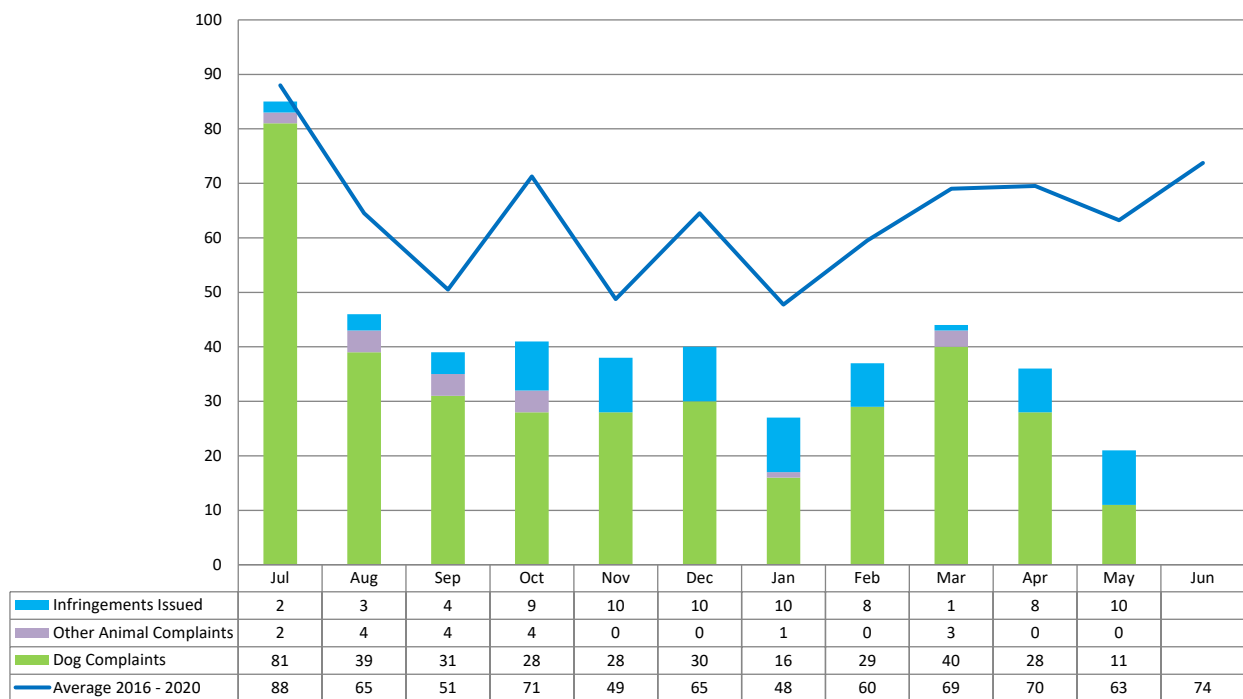


4. Animal Control

4.1. In April and May, a total of 39 animal complaints were received. These complaints predominately related to dogs at large and barking dogs. All complaints were responded to within two working days.

4.2. The following graph details the number of animal complaints for this financial year compared to the same period last year:

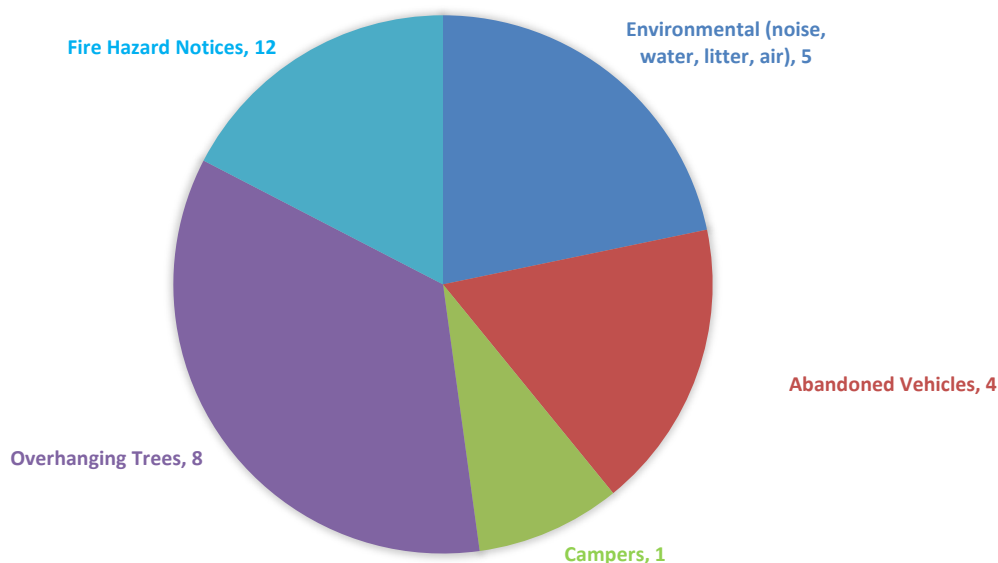
Animal Control Complaints & Infringement Notices



5. Risk and Compliance

5.1. The following graph details the breakdown of the complaints received by the Risk Department during April and May:

COMPLAINTS RECEIVED BI-MONTHLY BREAKDOWN



5.2. 20 Internal incidents and 11 external incidents were reported during April and May. The following table details the types of incidents:

| Internal Incident Type | No. of Reports | Description |
|------------------------|----------------|---|
| Property Damage | 1 | <ul style="list-style-type: none"> • BSMC door slammed and smashed glass during strong winds |
| Motor Vehicle | 5 | <ul style="list-style-type: none"> • Truck hit bin • Hit ticket machine with mirror • Clipped overhead branch • Car pulled out in front of Council vehicle x 2 |
| Hazard | 2 | <ul style="list-style-type: none"> • Unauthorised entry into meeting • Vehicle found unlocked & running |
| Personal Injury | 3 | <ul style="list-style-type: none"> • Shoulder strain • Sore elbow • Cleaning products caused nausea |
| Property Theft | 3 | <ul style="list-style-type: none"> • Plants at cemetery • Hedge Trimmer • Tools – break in Works Depot |
| Near Hit | 2 | <ul style="list-style-type: none"> • Bottle thrown by youths • Food spilt on keyboard |
| General Public | 5 | <ul style="list-style-type: none"> • Tip shop visitor abused staff • Stolen property • Staff threatened • Verbal abuse at PAC • Transfer station staff received abuse |
| External Incident Type | No. of Reports | Description |
| Personal Injury | 3 | <ul style="list-style-type: none"> • Trip & fall x 2 • Broken arm whilst participating in Boot camp |
| Property Damage | 5 | <ul style="list-style-type: none"> • Motor bike set on fire at Pioneer Park • Public urination in PAC • Break in East Devonport Football Clubrooms • Damage to Theatre door • Soccer goal damaged hit by vehicle |

| | | |
|----------------|---|---------------------------------|
| Hazard | 1 | • Concrete dust creating hazard |
| General Public | 1 | • Public stuck in toilets |

5.3. The following table details the breakdown of actual claims:

| | Internal Incidents | External Incidents |
|--------------------|--------------------|--------------------|
| Actual Claims | 1 | |
| Actual Claim Costs | \$1,000 excess | |

COMMUNITY ENGAGEMENT

The information provided above details any issues relating to community engagement.

FINANCIAL IMPLICATIONS

Any financial implications arising out of this report will be reported separately to Council.

RISK IMPLICATIONS

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

CONCLUSION

This report is provided for information purposes only as it relates to the activities of the Development Services Department in April and May 2021.

ATTACHMENTS

Nil

6.5 INFRASTRUCTURE AND WORKS REPORT

Author: **Michael Williams, Infrastructure & Works Manager**

Endorser: **Matthew Skirving, Executive Manager City Growth**

RECOMMENDATION

That Council receive and note the Infrastructure and Works report.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- | | |
|----------------|---|
| Strategy 2.3.2 | Provide and maintain roads, bridges, paths and car parks to appropriate standards |
| Strategy 2.3.3 | Provide and maintain stormwater infrastructure to appropriate standards |
| Strategy 2.3.4 | Provide and maintain Council buildings, facilities and amenities to appropriate standards |
| Strategy 2.3.5 | Provide and maintain sustainable parks, gardens and open spaces to appropriate standards |
| Strategy 5.4.1 | Provide timely, efficient, consistent services which are aligned with and meet customer needs |

SUMMARY

This report provides a summary of the activities undertaken by the Infrastructure and Works Department during the months of April and May.

BACKGROUND

This report is provided to update the Councillors and the community on matters of interest relating to Council's Infrastructure and Works Department. The functional areas of Council covered by this report are:

- Asset management program (forward planning and maintenance)
- Capital works
- Roads and paths
- Streetscape design (including lighting, signs, furniture, vegetation)
- Stormwater management
- Traffic management
- Waste management
- Recreation reserves (including playgrounds, parks and gardens)
- Sporting grounds and facilities
- Tracks and trails
- Public buildings (including public halls, toilets)
- Marine structures (including jetties, boat ramps)
- Recreation and open space planning

STATUTORY REQUIREMENTS

There are no statutory requirements relevant to this report.

DISCUSSION

1. Capital Works Program

- 1.1. In April and May, progress was made on the Capital Works Program. The Capital Works Income & Expenditure Report May 2021 is included as an attachment to this report.
- 1.2. A reallocation of funding between projects within the Local Roads and Community Infrastructure (LRCI) allocation is required to progress the renewal of spectator seating at Maidstone park. The bench seating around the boundary is badly warped with one section breaking while in use. This project can be accommodated by savings made on other LRCI projects, notably the PAC theatre door upgrade, which on assessment was not required.

| Project | Original budget | New budget | Comment |
|------------------------------------|-----------------|-----------------|------------------------|
| PAC theatre door upgrade | \$14,000 | \$0 | Work not required |
| Greenway Avenue traffic management | \$82,733 | \$71,933 | Scope reduced |
| Maidstone Park seating renewal | \$0 | \$24,800 | Work required urgently |
| Total | \$96,733 | \$96,733 | No net change |



Note that \$30,000 remains unallocated from LRCI Phase 2, with LRCI phase 3 commencing from January 2022 as detailed later in this report.

- 1.3. The Oldaker stormwater catchment upgrade is complete. The footpath on the Northern side of the street has been upgraded and the on-street parking has been reinstated.



- 1.4. The new equipment has been installed at the Kiah Place playground, with some path renewal scheduled for later in the year.



- 1.5. A contract has been executed for the design and construction of a new pedestrian bridge over the Don River, which is a key component of the Don-Leith section of the Coastal Pathway project.



- 1.6. Lighting at Girdlestone Park was commissioned and was first used at a significant event for the East Devonport Football Club.
- 1.7. Work has commenced on pedestrian safety improvements at the intersection of Nixon Street and Parker Street.



- 1.8. The Maidstone Park ticket box will be fully completed within the next month following the painting of a mural on the exterior of the completed building.
- 1.9. The new loader has been delivered to the Waste Transfer Station. This loader is a critical piece of equipment for the operation of the site.



- 1.10. Work to commence in June and July includes:
- Renewal of spectator seating at Maidstone Park
 - Installation of public place recycling bins and commencement of the collection service
 - Spreyton Hall heater renewal
 - Forth Road safety improvements
 - Highfield Park barbecue shelter installation

2. Management

- 2.1. Measures implemented to comply with COVID-19 pandemic restrictions on physical contact and proximity remain in place as part of Council's COVID safe work plan. Measures include social distancing in office spaces and break rooms.

Hygiene measures, such as the provision of hand sanitiser and more frequent cleaning remain in place.

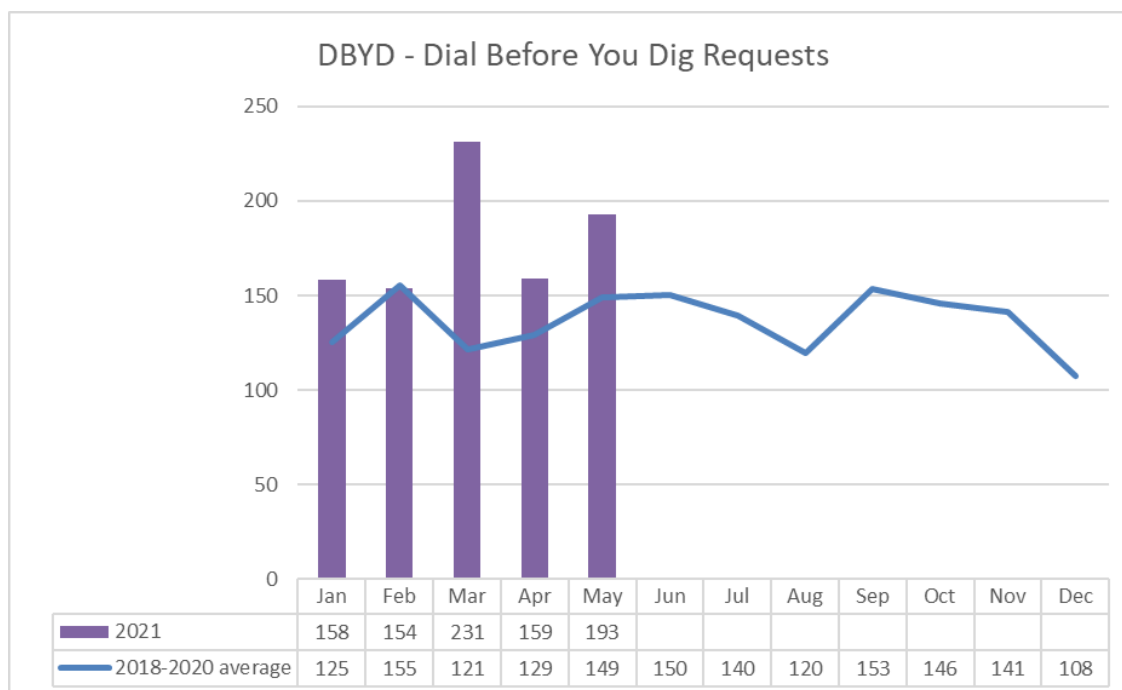
- 2.2. Council's Technical Support team have made an application to the Marine and Safety Tasmania (MAST) Recreational Public Jetties Fund for \$24,000 to install a light at the Victoria Parade boat ramp.



- 2.3. Council's engineering team are providing input to the Department of State Growth Project to construct paths on two sections of Stony Rise Road. The section between Friend Street and Tugrah Road is under construction and the section from Middle Road to Durkins Road is being designed. Council will be the asset owners of both sections.
- 2.4. Council has been advised of a \$1,013,466 allocation in the Federal Government's Local Roads and Community Infrastructure (LRCI) Phase 3. This funding is available from January 2022 until June 2023. Projects will be proposed to Council for consideration prior to January 2022.

3. Assessments and Approvals

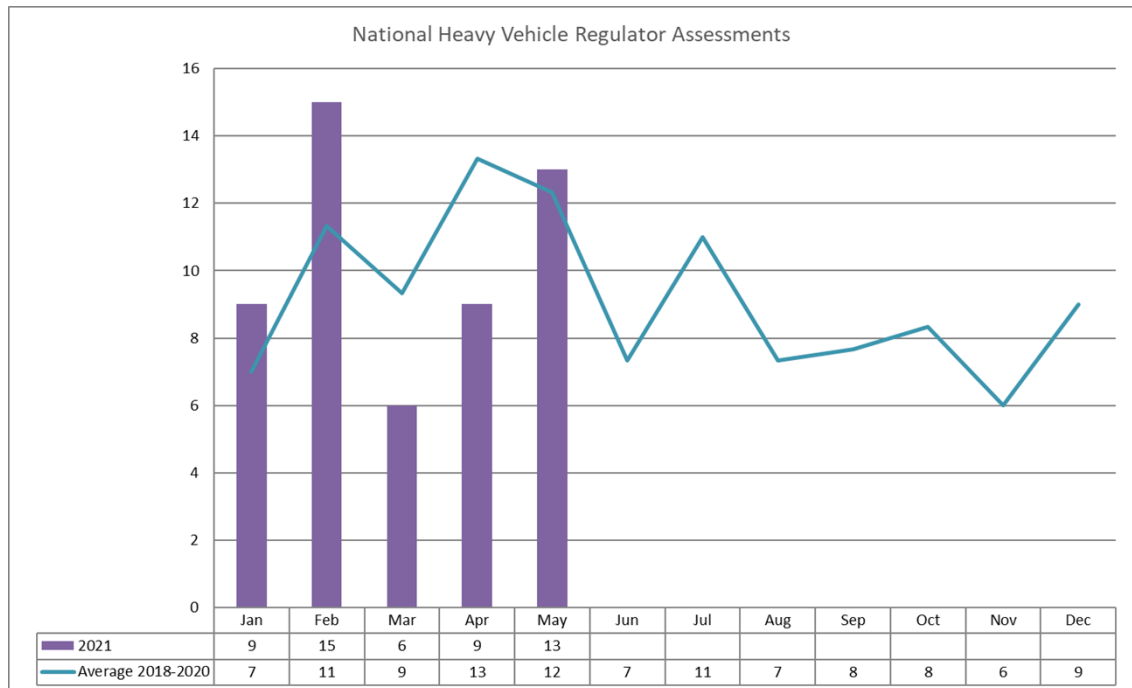
- 3.1. The following graph details the Dial Before You Dig Requests that have been assessed by the Infrastructure and Works Department this year compared to previous years:



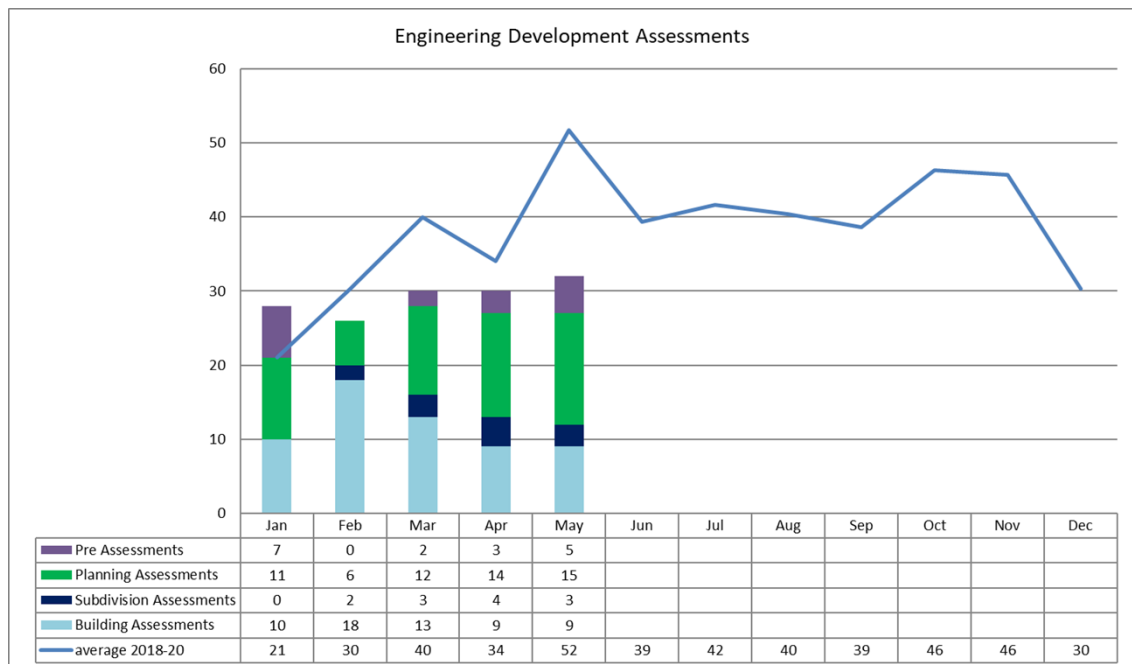
- 3.2. The following is a summary of the projects capitalised in the period since the last report:

| | |
|--|----------------------------|
| Number of projects capitalised in period | 14 |
| Total value of capitalisations in period | \$1.34M |
| Total value of Works in Progress (WIP) as at 31 May | \$19.5M |
| Donated Asset Capitalised (Subdivisions) in period | 2 (combined value \$0.54M) |
| Number of projects awaiting capitalisation next period | 9 |

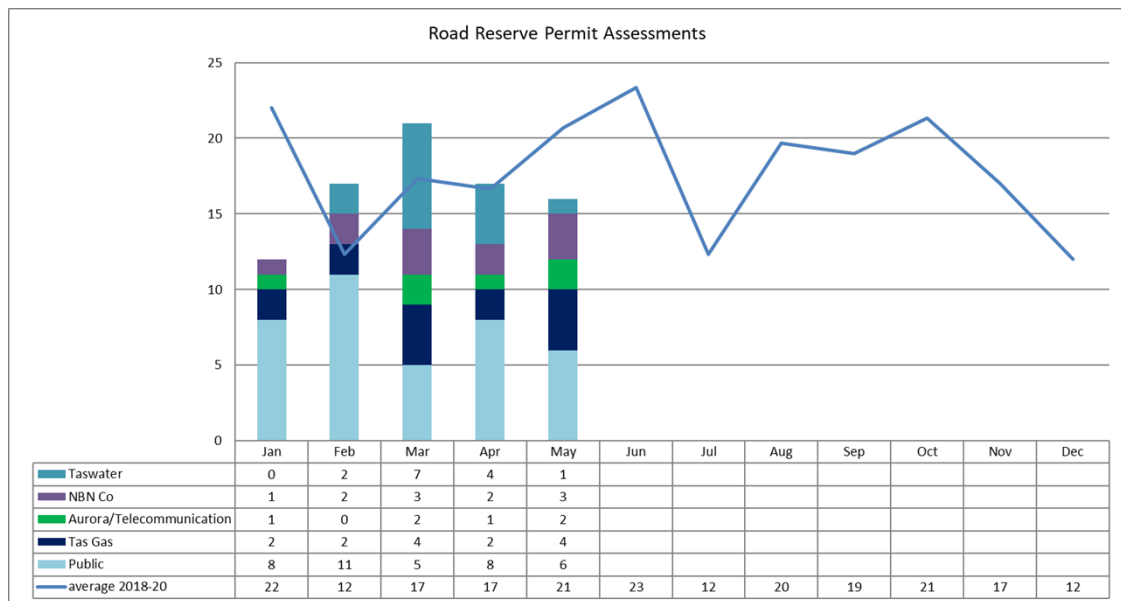
3.3. The following graph details the National Heavy Vehicle Regulator Assessments that have been issued this year compared to previous years:



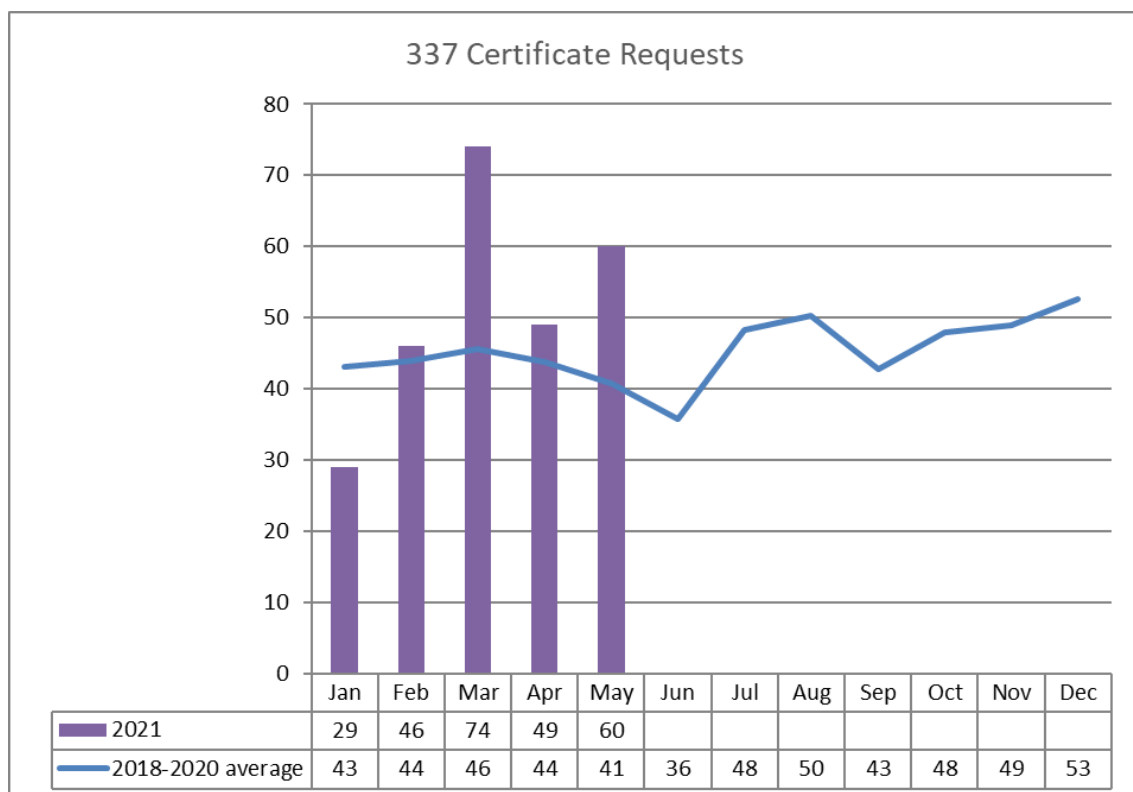
3.4. The following graph details the Engineering Assessments for Development Applications that were completed this year compared to previous years.



3.5. The following graph details the Road Reserve Permit Assessments that were completed this year compared to previous years.



3.6. The following graph details the 337 Certificate requests that have been processed this year compared to previous years.



4. Operational Contracts

- 4.1. The following table details the contracts managed within the Infrastructure and Works Department that have been extended this financial year:

| Contract | Contract Period | Extension Options | \$ Value (Excluding GST) | Contractor |
|--|----------------------|--|--------------------------|-----------------------|
| Contract - 1320 Weed Control | 1/07/2018 option 1+1 | The original contract signed in June 2018 was for a 12 month period and had an option for two 12 month extensions. Further to a review the option for the second 12 months was accepted. | \$107,180 per annum | Steeds Weeds Solution |
| Contract – 1321 Roadside Mowing | 1/07/2018 option 1+1 | The original contract signed in June 2018 was for a 12 month period and had an option for two 12 month extensions. Further to a review the option for the second 12 months was accepted. | \$65,250 per annum | Mareeba Trust |
| Contract - 1334 Money Collection Service | 1/9/2019 option 1+1 | The original contract signed in August 2019 was for a 12 month period and had an option for two 12 month extensions. Further to a review the option for the additional 12 months was accepted. | \$52,490 per annum | Thomas Paul Security |

- 4.2. The following table details the new contracts entered into this financial year that are managed within the Infrastructure and Works Department:

| Contract | Contract Period | Extension Options | \$ Value (Excluding GST) | Contractor |
|---|--|-------------------------|------------------------------|----------------------------------|
| Contract 1338 Supply & Delivery of Pre-Mixed Concrete | 1/7/20 to 30/6/21 plus two extension options | Two 12-month extensions | Nominally \$51,262 per annum | Hazell Bros Group Pty Ltd |
| Contract 1339 Essential Safety and Health Features | 1/12/20 to 30/11/22 plus two extension options | Two 12-month extensions | \$26,229.50 annually | Safe Workplace Solutions Pty Ltd |
| | | | \$10,906 annually | Jackson Security |

5. Civil Works and Stormwater Maintenance

5.1. Maintenance in accordance with the Service Level Document, undertaken in April and May included:

- Footpath repairs on Middle Road, River Road, Glen Court and Watkinson Street
- Rural road patching and shouldering, including work on Waverley Road and Don Heads Road
- Stormwater pipe clearing
- Commencement of the gravel road maintenance program, with work completed in Perrys Road and Kings Road



Kings Road, Forthside

5.2. In June and July, planned civil works and stormwater maintenance works will include:

- Gravel road maintenance in Jarmans Lane
- Road patching and shouldering on Melrose Road and Forthside Road
- Street sign replacements
- Footpath repairs in various streets including Waniora Street and Warkworth Court

6. Parks and Reserves Maintenance

6.1. Maintenance in accordance with the Service Level Document, undertaken in April and May included:

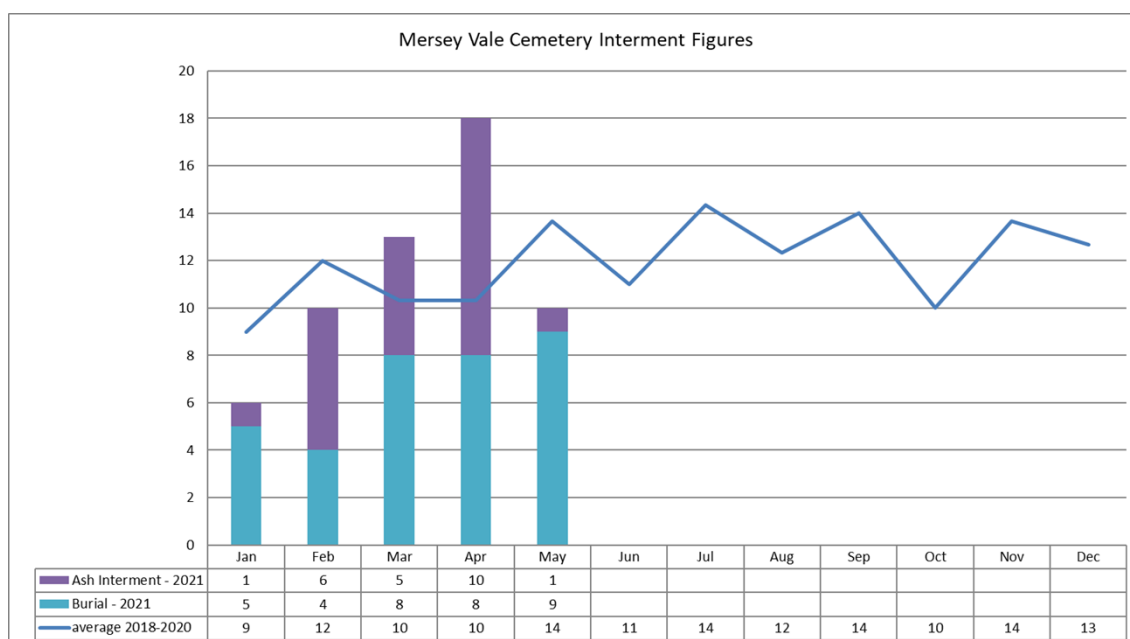
- Home Hill rock wall repairs
- Removal of pine trees from Kelcey Tier Greenbelt and Don Reserve
- Replanting of Mersey Bluff garden bed



6.2. In June and July planned parks and reserves maintenance works will include:

- Planting of 30 trees on Don Road between Hillcrest Road and Matthews Way
- Mulching of garden beds including on Devonport Road and the East Devonport foreshore
- Removal of trees from the Don River between Forth Road and the Sawdust Bridge

6.3. Mersey Vale Memorial Park interment figures compared to previous years are as follows:



7. Building and Facilities Maintenance

7.1. Maintenance in accordance with the Service Level Document, undertaken in April and May included:

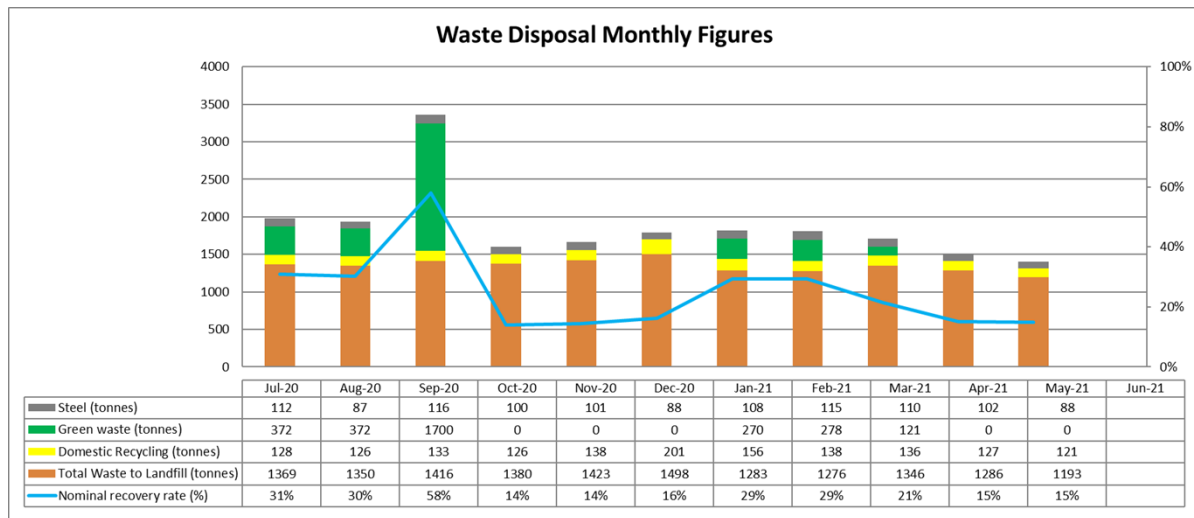
- Lights in the aquatic centre pool hall over the warm water pools have been replaced. A small number of tiles have been repaired in the 25m pool on the hob between the ramp and the pool. There are signs of more tiles starting to fail, most above the water line. They will be monitored and repaired as necessary. All of the tile failures are new locations to the areas that were repaired in 2019
- Installation of a new electrical switchboard at the Devonport Recreation Centre (playhouse/judo building)
- Staining the barbecue shelter at Reg Hope Park

7.2. In June and July, planned building and facilities maintenance works will include:

- Staining the timber furniture in East Devonport
- Staining the barbecue shelter at Pioneer Park

8. Waste Management Operations

8.1. Waste Management Services were conducted in accordance with the Service Level Document during April and May. The following graph details the major waste disposal streams from the Spreyton Waste Transfer Station.



COMMUNITY ENGAGEMENT

The information provided above details any issues relating to community engagement.

FINANCIAL IMPLICATIONS

Any financial or budgetary implications relating to matters discussed in this report will be separately reported to Council.

RISK IMPLICATIONS

Any specific risk implications have been outlined in the discussion above. Any risks that result in an issue to Council will be the subject of a separate report.

CONCLUSION

This report is provided for information purposes only and to allow Council to receive an update on activities undertaken by the Infrastructure and Works Department.

ATTACHMENTS

- 20210531 Capital Works Summary [**6.5.1** - 3 pages]

6.6 CEMETERY STRATEGY 2011-2030 - YEAR TEN STATUS

Author: **Michael Williams, Infrastructure & Works Manager**
Endorser: **Matt Skirving, Executive Manager City Growth**

RECOMMENDATION

That Council receive the report of the Infrastructure and Works Manager and note the status of actions listed in the Devonport City Council Cemetery Strategy.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- | | |
|----------------|---|
| Strategy 2.3.5 | Provide and maintain sustainable parks, gardens and open spaces to appropriate standards |
| Strategy 4.3.1 | Develop and implement initiatives to preserve and maintain heritage buildings, items and places of interest |
| Strategy 5.6.5 | Ensure compliance with all relevant legislative requirements, standards, policies and procedures |

SUMMARY

To report to Council on the progress of the actions outlined in the Devonport City Council Cemetery Strategy 2011-2030.

BACKGROUND

The Cemetery Strategy 2011-2030 provides an overall approach to the management of cemeteries and defines a strategic direction for the cemeteries which will serve the sustainability, social, environmental and cultural/historical needs of the City into the future. The strategy defines Council's role as a provider, operator, and cemetery manager, from initial planning through to the day-to-day operations of cemeteries within Devonport.

Council's Cemetery Strategy was developed during 2011 by a working group consisting of Councillors and staff. The draft Strategy was released for public comment prior to formal adoption by Council in November 2011. A copy of the strategy can be found on Council's website at <https://www.devonport.tas.gov.au/council/governance/strategies-reports-publications/council-plans-strategies/>

STATUTORY REQUIREMENTS

The *Burial and Cremation Act 2019* prescribes Council's obligations as a manager of cemeteries. The implementation of the Cemetery Strategy 2011-2030 contributes to ensuring Council is meeting its obligations under this Act.

Section 20(2) of the *Local Government Act 1993* outlines Council requirements in relation to reporting to the community.

20. Functions and powers

- (2) *In performing its functions, a council is to consult, involve and be accountable to the community.*

Providing information on the progress of Council strategies is one way to demonstrate accountability.

DISCUSSION

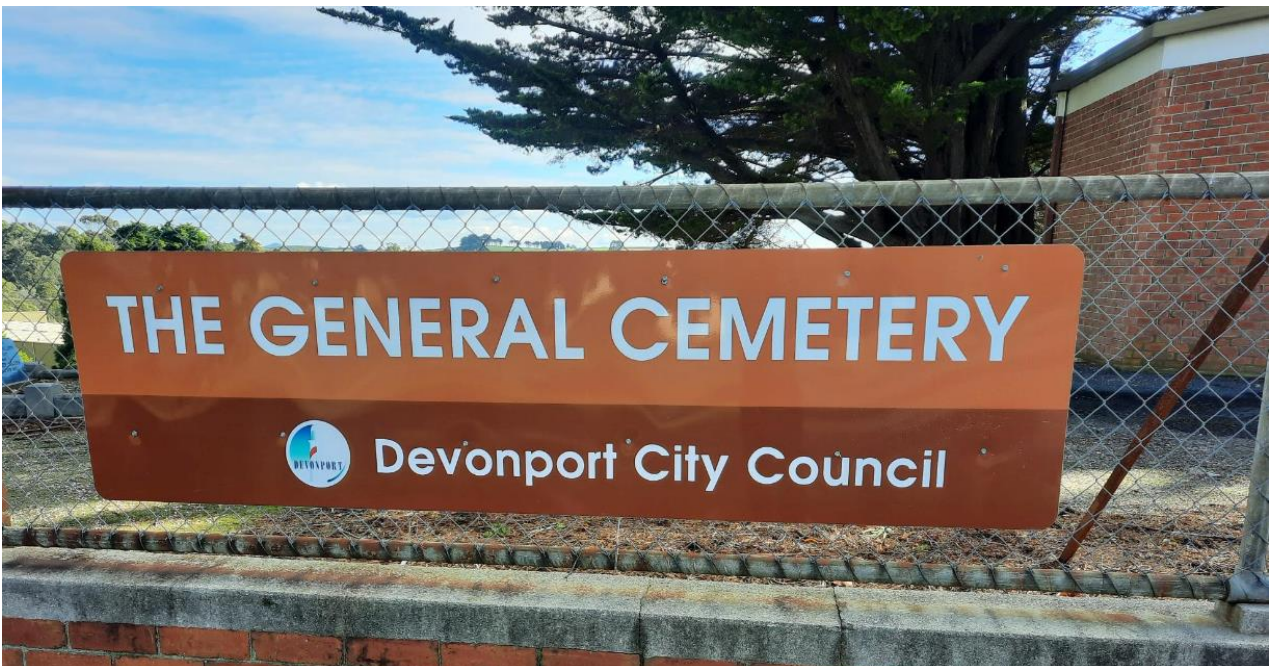
Achievements and progress for the first nine years of the Strategy are outlined in attachment 1 of this report. Seven of the twenty-two actions have been completed to date, nine are ongoing, four are in progress and two are yet to commence.

Achievements in the last year include:

Action 1.4 New wayfinding signage has been installed at Mersey Vale Memorial Park.



Action 1.4 Destination signage has been installed at the Devonport General Cemetery, which is part of an action of the master plan for the site.



Action 1.5 Staff reviewed Council's exhumation procedure, ensuring compliance with relevant legislation.

- Action 3.3 A master plan for the Devonport General Cemetery has been adopted. A draft master plan for the Don Congregational Cemetery has been made available for public consultation prior to adoption.
- Action 5.1 An online search feature for the Don Congregational Cemetery has been added to Council's website. This improves access to burial records, especially for those who live outside the area.

COMMUNITY ENGAGEMENT

Community engagement was undertaken to assist with the development of the Strategy and is required for many of the identified actions.

FINANCIAL IMPLICATIONS

The funding source for each action is outlined in the attachment of this report.

RISK IMPLICATIONS

- Assets, Property, and Infrastructure
The Strategy aims to consider options for the future provision of cemetery services and infrastructure needs.

CONCLUSION

Substantial progress has been made to implement the actions listed in the Devonport City Council Cemetery Strategy, since its adoption in November 2011.

ATTACHMENTS

1. Cemetery Strategy 2011-2030 - Year Ten Status - Action Plan [**6.6.1** - 4 pages]

6.7 HIGHFIELD PARK MASTER PLAN 2018-2028 - YEAR THREE STATUS UPDATE

Author: **Michael Williams, Infrastructure & Works Manager**
Endorser: **Matt Skirving, Executive Manager City Growth**

RECOMMENDATION

That Council receive the report of the Infrastructure and Works Manager and note the status of actions listed in the Highfield Park Master Plan 2018-2028.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.3.5 Provide and maintain sustainable parks, gardens and open spaces to appropriate standards
- Strategy 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces
- Strategy 4.7.2 Encourage opportunities for active participation in community life
- Strategy 4.8.2 Provide, promote and advocate for appropriate and accessible services, information, facilities, activities and spaces for young people

SUMMARY

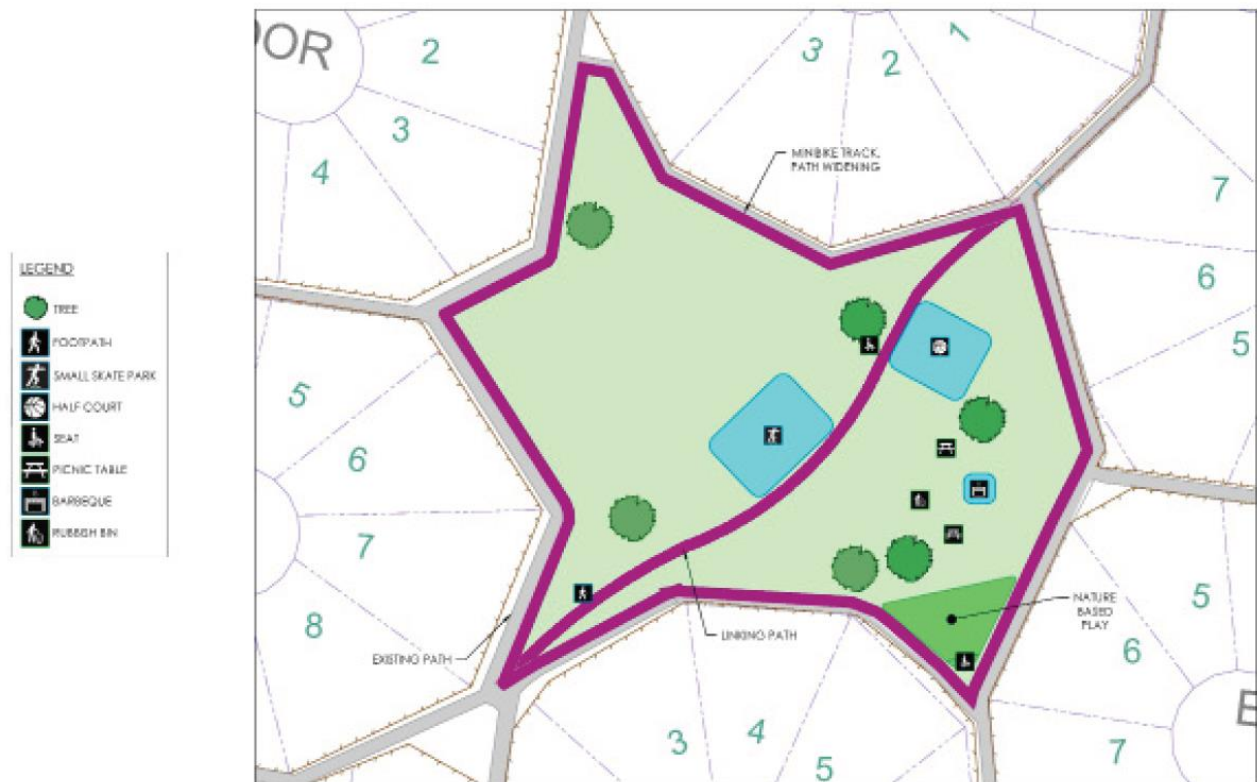
To report on the progress of the actions outlined in the Highfield Park Master Plan 2018-2028

BACKGROUND

The Highfield Park Master Plan 2018-2028 (the Plan) is a guiding document for the design, development and management of Highfield Park. The Plan was developed in response to heightened local community interest in improving the park.

The Plan was developed by a working group comprising of Devonport Community House, Tasmania Police and Devonport City Council. The draft Plan was subject to a period of public consultation before being adopted by Council in April 2018. A copy of the Plan is available on Council's website at:

<https://www.devonport.tas.gov.au/council/governance/strategies-reports-publications/council-plans-strategies/>



Site plan from Highfield Park Master Plan 2018-2028.

STATUTORY REQUIREMENTS

There are no statutory requirements relevant to this report.

DISCUSSION

Achievements and progress for the first three years of the Plan are outlined in the attachment to this report. One of the fourteen actions is complete, five are underway, three are ongoing and five are yet to commence.

Major achievements to date are:

Action 1.1: Funding has been secured from the Local Roads and Community Infrastructure Program - Phase 2, for nature-based play equipment. Further consultation has occurred on the scope of work and community involvement in the installation. Installation is planned for later in the 2021 calendar year.

Action 2.3: Devonport Community House delivers Christmas and Easter events, which have been enhanced by the improvements to the park made so far and will be further enhanced by improvement planned in 2021.



Action 3.1: Two picnic tables and a bench were installed in 2018, with additional park furniture to be installed during the remainder of 2021, which will complete this action.



Action 3.2: Council funding has been allocated to a project to install a barbeque and shelters. Materials have been ordered and installation is planned for mid-2021.

Action 3.5: The aforementioned project includes two shelters.



Action 3.6: A new path was constructed through the park in 2020.



COMMUNITY ENGAGEMENT

Delivery of each action in the Plan is progressed in collaboration with Devonport Community House, who are in ongoing close contact with local residents.

FINANCIAL IMPLICATIONS

There are no financial implications from this report.

RISK IMPLICATIONS

- **Asset & Property Infrastructure**
Many of the actions are infrastructure-based which require an ongoing commitment to operate and maintain. Consideration of this during the design and procurement phases will ensure life cycle costs are minimised.
- **Consultation and/or Communication**
Ongoing consultation with relevant stakeholders ensures the actions meet the expectations of the community.

CONCLUSION

Progress has been made on the action plan of the Highfield Park Master Plan 2018-2028.

ATTACHMENTS

1. Highfield Park Master Plan 2018-2028- Year Three Status - Action Plan [**6.7.1** - 2 pages]

6.8 UNCONFIRMED MINUTES - CRADLE COAST AUTHORITY REPRESENTATIVES MEETING - 1 JUNE 2021

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council receive and note the unconfirmed minutes of the Cradle Coast Authority Representative's meeting, held on 1 June 2021.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To provide Council with the unconfirmed minutes of the Cradle Coast Authority Representative's meeting held on 1 June 2021.

BACKGROUND

As a member of the Cradle Coast Authority, Council is provided with a copy of the minutes.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report. Under the Authority's Rules, minutes of Representative's meetings can be considered by Council in open session.

DISCUSSION

The unconfirmed minutes of the Cradle Coast Authority Representatives Representative's meeting which was held on 1 June 2021 are attached for consideration.

From the minutes it is noted:

- The Hon. Roger Jaensch, Minister for Local Government and Planning, attended the meeting to discuss the PESRAC recommendation.
- The Quarterly Progress Report and Quarterly Financial Report were tabled.
- The 2021/22 Annual Plan and Budget were tabled.
- There was a discussion regarding regional election priorities.
- An update of shared services was provided, including the Australian Schools-based Apprenticeship Program.

COMMUNITY ENGAGEMENT

No community engagement was required for this report.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONCLUSION

The unconfirmed minutes of the Cradle Coast Authority Representative's meeting held on 1 June 2021, are presented.

ATTACHMENTS

1. Minutes CCA Representative 1{2}06{2}2021 (ID 56899) [**6.8.1** - 6 pages]

6.9 UNCONFIRMED MINUTES - DEVONPORT CITY COUNCIL AUDIT PANEL

Author: **Jacqui Surtees, Executive Coordinator**
Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council receive and note the unconfirmed minutes of the Audit Panel meeting held on 7 June 2021.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.6.3 Provide internal and external audit functions to review Council's performance

SUMMARY

This is a report of the unconfirmed minutes of the Audit Panel meeting held on 7 June 2021.

BACKGROUND

The Audit Panel is in place to assist Council in fulfilling its oversight responsibilities by providing independent advice and assurance regarding the Council's financial management, risk management, internal control and compliance framework.

In late 2014, Council determined to establish a shared Audit Panel with Central Coast Council.

The Audit Panel of each council comprises two elected members and two independent members. The independent members are appointed jointly by both councils to be shared between each council's Audit Panel.

At the February 2019 Council meeting, it was determined that each audit panel should continue to meet independently, and that the Shared Audit Panel would only meet on an as required basis (Min No 36/19 refers).

STATUTORY REQUIREMENTS

All councils must have Audit Panels that operate in accordance with Part 8 of Division 4 of the *Local Government Act 1993* (the Act) and the *Local Government (Audit Panels) Order 2014*.

DISCUSSION

The unconfirmed minutes of the Devonport City Council Audit Panel meeting held on 7 June 2021 are included as a confidential attachment. Matters discussed at the meeting included:

- The Financial Audit Strategy for 2021 – presented by representatives from the Tasmanian Audit Office;
- The draft Annual Plan and Budget estimates;
- Asset revaluation;
- The monthly financial report; and
- The recently endorsed Public Interest Disclosure Procedure and Whistleblower Policy.

The Chair also presented the 2020 Audit Panel Evaluation – a Report relating to the evaluation is listed as a confidential agenda item for the Closed Council Meeting to be held 28 June 2021.

COMMUNITY ENGAGEMENT

Community engagement was not required for the preparation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report

RISK IMPLICATIONS

- Political/Governance
The Audit Panel plays a key oversight role in Council's risk management activities providing elected members with an extra level of comfort that the systems in place are adequate. Within its charter, the primary objectives of the Audit Panel are to consider whether:
 - the annual financial statements of the Council accurately represent the financial position of the Council;
 - the Strategic Plan, Annual Plan, Long Term Financial Management Plan and the Long-Term Strategic Asset Management Plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared are sound and justified;
 - the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position are appropriate;
 - the Council is complying with the provisions of the Act and any other relevant legislation;
 - all strategic and business risks affecting the Council are identified and assessed, and the effectiveness of mitigation controls evaluated; and
 - the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council.

CONCLUSION

The information contained in the report and the unconfirmed minutes of the Audit Panel meeting held on 7 June 2021 (confidential attachment) are presented to Council.

ATTACHMENTS

Nil

7 SECTION 23 COMMITTEES

No Section 23 Committee meetings have been held since the last Council meeting.

8 CLOSED SESSION

The General Manager advises that in his opinion, the agenda items listed below are prescribed items in accordance with Clause 15 of the *Local Government (Meeting Procedures) Regulations 2015* (ie confidential matters), and therefore Council may by absolute majority determine to close the meeting to the general public.

RECOMMENDATION

That in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following be dealt with in Closed Session.

| Item No | Matter | Local Government (Meeting Procedures) Regulations 2015 Reference |
|---------|--|--|
| 3.1 | Confirmation of Closed Minutes – Council Meeting – 24 May 2021 | 15(2)(g) |
| 3.2 | Application for Leave of Absence | 15(2)(h) |
| 4.1 | Confidential attachments | 15(2)(g) |
| 5.1 | Unconfirmed Minutes – Joint Authorities | 15(2)(g) |
| 5.2 | 2020 Audit Panel Evaluation Report | 15(2)(g) |
| 5.3 | Lease Agreement - Tenancy 3 & 6 Providore Place | 15(2)(b) |

9 CLOSURE