



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that a **Governance, Finance & Community Service Committee** meeting of the Devonport City Council will be held in the Aberdeen Room, parnaple centre, 137 Rooke Street, Devonport, on Monday 17 September 2018, commencing at 5:30pm.

The meeting will be open to the public at 5:30pm.

QUALIFIED PERSONS

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

Paul West
GENERAL MANAGER

12 September 2018

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 17 SEPTEMBER 2018
IN THE ABERDEEN ROOM, PARANAPLE CENTRE, 137 ROOKE STREET, DEVONPORT AT 5:30PM**

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Agenda of a meeting of the Devonport City Council's **Governance, Finance & Community Service Committee** to be held in the Aberdeen Room, paranable centre, 137 Rooke Street, Devonport on Monday 17 September 2018 commencing at 5:30pm.

PRESENT

		Present	Apology
Chair	Ald A L Rockliff		
	Ald C D Emmerton		
	Ald G F Goodwin		
	Ald A J Jarman		
	Ald L M Laycock		
	Ald T M Milne		

IN ATTENDANCE

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Audio Recording Policy. The audio recording of this meeting will be made available to the public on Council's website for a minimum period of six months. Members of the public in attendance at the meeting who do not wish for their words to be recorded and/or published on the website, should contact a relevant Council Officer and advise of their wishes prior to the start of the meeting.

1.0 APOLOGIES

2.0 DECLARATIONS OF INTEREST

3.0 PROCEDURAL

3.1 PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 159/17 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, Declarations of Interest.
 3. Questions without notice will be dependent on available time at the meeting (with a period of 30 minutes set aside at each meeting).
 4. A member of the public who wishes to ask a question at the meeting is to state their name and address prior to asking their question.
 5. A maximum of 2 questions per person are permitted.
 6. A maximum period of 3 minutes will be allowed per person.
 7. If time permits, a third question may be asked once all community members who wish to ask questions have done so. A time limit of 2 minutes will apply.
 8. Questions are to be succinct and not contain lengthy preamble.
 9. Questions do not have to be lodged prior to the meeting, however they will preferably be provided in writing.
 10. A question by any member of the public and an answer to that question are not to be debated.
 11. Questions without notice and their answers will be recorded in the minutes.
 12. The Chairperson may take a question on notice in cases where the questions raised at the meeting require further research or clarification, or where a written response is specifically requested.
 13. Protection of parliamentary privilege does not apply to local government and any statements or discussion in the Council Chambers, or any document produced, are subject to the laws of defamation.
 14. The Chairperson may refuse to accept a question. If the Chairperson refuses to accept a question, the Chairperson is to give reason for doing so in accordance with the Public Question Time Policy.
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3.2 QUESTIONS ON NOTICE FROM ALDERMEN

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

4.0 GOVERNANCE REPORTS

4.1 ANNUAL PLAN PROGRESS REPORT - 1 JULY 2018 - 31 AUGUST 2018

File: 26469 D542908

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To provide an update on the progress of the 2018/19 Annual Plan as at 31 August 2018.

BACKGROUND

Council adopted its 2018/19 Annual Plan on 25 June 2018. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

STATUTORY REQUIREMENTS

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

DISCUSSION

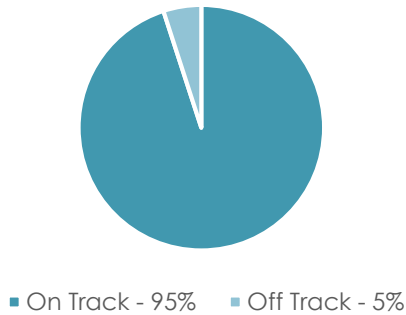
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

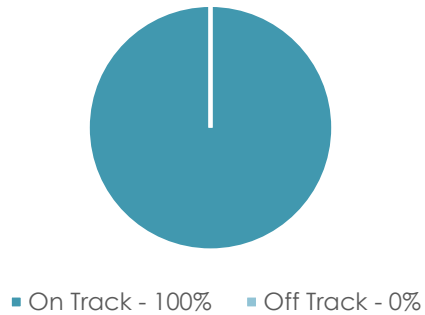
- Develop a Master Plan for the Kelcey Tier Greenbelt
- Implement community based educational initiatives as outlined in the Environmental Strategy
- Actively develop a draft Local Planning Schedule to comply with the requirements of the *Land Use Planning and Approvals Act 1993*
- Identify grant opportunities for government funding for the LIVING CITY waterfront precinct
- Develop and adopt an Equal Access and Disability Plan
- Undertake actions as outlined in Council's Retail Strategy
- Undertake actions to support the Cradle Coast Authority's tourism initiatives, including actions from the Devonport Region Destination Action Plan
- Develop an annual program of exhibitions and events that celebrates Devonport's maritime heritage
- Continue to develop hydraulic modelling for the stormwater network

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

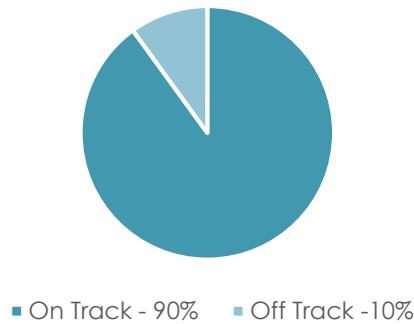
2018/19 AP Actions - Organisation



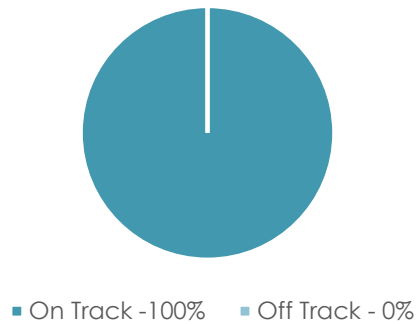
Goal 1 - Living Lightly on our Environment



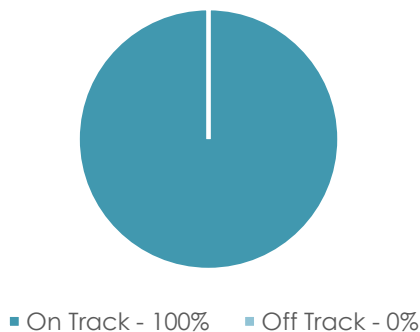
Goal 2 - Building a Unique City



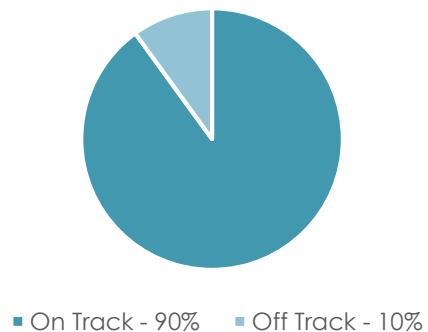
Goal 3 - Growing a Vibrant Economy



Goal 4 - Building Quality of Life



Goal 5 - Practicing Excellence in Governance



COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

There is always a risk that actions will not be achieved on time, however, no risks have been identified based on the current status of actions at this time.

CONCLUSION

The 2018/19 Annual Plan Progress Report as at 31 August 2018 is provided for the information of the Aldermen and the community.

ATTACHMENTS

- [1.](#) Annual Plan Progress Report - 1 July 2018 to 31 August 2018

RECOMMENDATION

That it be recommended to Council that the 2018/19 Annual Plan Progress Report for the period ended 31 August 2018 be received and noted.

Author:	Jacqui Surtees	Endorsed By:	Paul West
Position:	Executive Officer	Position:	General Manager



Devonport City Council
Strategic Plan Progress Report

Period: 18/19



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.1 Devonport is an energy efficient City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community					
1.1.1.1 Continue to install energy efficient lighting in Council facilities and public open space lighting (parks, gardens, sports fields etc)	In Progress	20%	Energy efficient lighting options being considered as part of the design of projects.	Technical Support Supervisor	30/06/2019
Strategy: 1.1.2 Investigate innovative ways of accessing alternative power including the harnessing of wind and solar energy					
1.1.2.1 Explore alternative energy generation for Council assets for future submission in the forward Capital Works Plan	Not Started	0%	Scheduled to commence early 2019	Technical Support Supervisor	31/03/2019

Outcome: 1.2 Sustainability is promoted and integrated across all sectors

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation					
1.2.1.1 Develop a Master Plan for the Kelcey Tier Greenbelt	In Progress	25%	ERA Planning engaged to undertake Master Plan and commenced in July 2018	Community Services Manager	30/06/2019
1.2.1.2 Deliver a Bioblitz event that focuses on finding as many species as possible in a specific area over a short period of time	In Progress	20%	Planning has commenced for the Bioblitz event.	NRM Officer	31/12/2018
Strategy: 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government					
1.2.2.1 Support coastal vulnerability study initiated by Cradle Coast Authority of	Not Started	0%	NRM Officer to monitor progress once action commences	Community Services Manager	30/06/2019



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.2 Sustainability is promoted and integrated across all sectors

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government					
Council assets across the region or state-wide (as listed in the Climate Change Adaptation Plan)					

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"					
1.3.1.1 Implement community based educational initiatives as outlined in the Environmental Strategy	In Progress	20%	Bio-Blitz currently being organised for October 2018 Continuing to work with Friends of Don with environmental initiatives including revegetation and invasive species management Engaging with local schools, East Devonport Child and Family Health, Rotary Clubs	Community Services Manager	30/06/2019

Outcome: 1.4 Our waste and pollution is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses					
1.4.1.1 Review location of waste bins at Pioneer Park to reduce litter across the Park	Not Started	0%	Review scheduled to commence in September	Works Supervisor	31/12/2018
1.4.1.1 Work with event organisers to improve waste management at public events	Not Started	0%	Scheduled to commence in January 2019	Marketing & Events Coordinator	28/02/2019
1.4.1.2 Provide an opt-in co-mingled recycling collection for food business	Completed	100%	Completed	Infrastructure & Works Manager	31/07/2018



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.4 Our waste and pollution is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses					
Actions					
Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities					
1.4.2.1 Identify opportunities to increase resource recovery and recycling through Council facilities and operations	Not Started	0%	Not yet commenced	Infrastructure & Works Manager	30/06/2019
1.4.2.2 Look to improve segregation of green waste from general landfill materials	Not Started	0%	Not yet commenced	Infrastructure & Works Manager	31/12/2018
Actions					
Strategy: 1.4.3 Lead and actively promote emissions minimisation					
1.4.3.1 Investigate the costs and benefits of installing electric vehicle charging infrastructure	Not Started	0%	Scheduled to commence November 2018	Project Manager	31/12/2018

Outcome: 1.5 Water is actively conserved

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.5.1 Lead and promote water conservation and re-use initiatives within Council and the community					
1.5.1.1 Investigate opportunities to reduce water consumption at Council facilities	Not Started	0%	Not yet commenced	Technical Support Supervisor	30/06/2019



Strategic Plan Progress Report

Goal: 2 Building a unique city

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.1 Apply and review the Devonport Interim Planning Scheme as required, to ensure it delivers local community character and appropriate land use					
2.1.1.1 Actively develop a draft Local Planning Schedule to comply with the requirements of the Land Use Planning and Approvals Act 1993	In Progress	5%	Work has commenced to prepare the requirements of the Local Planning Schedules.	Development Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.2 Provide high quality, consistent and responsive development assessment and compliance processes					
2.1.2.1 Annual review of policies and procedures to ensure compliance with the requirements of the Planning Scheme	In Progress	16%	Review of policies and procedures being undertaken as required.	Planning Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues					
2.1.3.1 Maintain membership of Cradle Coast Regional Planning Group and contribute to regional forums on the development of consistent Local Planning Schedules	In Progress	16%	Membership maintained - Council officers attending the Coastal Hazards Management Workshop for Cradle Coast Councils.	Planning Coordinator	30/06/2019

Outcome: 2.2 The Devonport brand supports our marketing and development efforts

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.2.1 Maintain a local brand that supports our competitive advantages					
2.2.1.1 Investigate the development of an interactive website for visitors and the opportunity for enhanced retail promotion activities	In Progress	16%	Investigating suitable platform to deliver website	Marketing & Events Coordinator	30/06/2019



Strategic Plan Progress Report

Goal: 2 Building a unique city

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards					
2.3.1.1 Develop a hierarchy for bike paths	Not Started	0%	Scheduled to commence October 2018	City Engineer	31/01/2019
2.3.1.1 Investigate opportunities to improve the Concession Voucher Booklet Scheme which currently operate	In Progress	10%	Beginning early stage of review. Capturing data on the following and working towards solution options. Voucher Implementation History Current Utilisation Stats Current Utilisation Issues Use in Multi Level Solution Considerations	Customer Services Coordinator	31/12/2018
2.3.1.2 Undertake a safety assessment of bike paths	Not Started	0%	Scheduled to commence in October 2018	City Engineer	31/01/2019
2.3.1.2 Develop and market improved information about parking	Not Started	0%	Scheduled to commence in October 2018	Customer Services Coordinator	30/06/2019
2.3.1.3 Undertake vacancy and parking utilisation surveys in Council carparks	Not Started	0%	Scheduled to commence in October 2018	Customer Services Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards					
2.3.2.1 Continue to develop hydraulic modelling for the stormwater network	In Progress	20%	Modelling of recently surveyed catchments is on going.	City Engineer	30/06/2019
2.3.2.2 Continue to review and update	Not Started	0%	On hold awaiting outcome of hydraulic	City Engineer	30/06/2019



Strategic Plan Progress Report

Goal: 2 Building a unique city

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards					
Council's Stormwater Strategy			modelling of stormwater network		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.3 Provide and maintain Council buildings, facilities and amenities to appropriate standards					
2.3.3.1 Develop a plan for the grounds surrounding the Don Hall	Not Started	0%	Action scheduled to commence early 2019	Infrastructure & Works Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards					
2.3.4.1 Develop a plan for the access to the Bass Strait Maritime Centre from Victoria Parade	Not Started	0%	Scheduled to commence in early 2019	Infrastructure & Works Manager	30/06/2019
2.3.4.2 Investigate methods to improve pedestrian safety and restrict vehicular access at Pioneer Park	Not Started	0%	Scheduled to commence in November 2018	City Engineer	28/02/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program					
2.3.5.1 Continue to review and update Council's Asset Management Plans	In Progress	16%	Transport Asset Management Plan has been adopted by Council. Public Open Space Asset Management Plan currently being reviewed.	Asset Management and System Support Coordinator	30/06/2019
2.3.5.2 Develop and implement a program to review internal procedures relating to asset management	Not Started	0%	Scheduled to commence in September 2018	Technical Support Supervisor	30/06/2019

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

Strategic Plan Progress Report

Goal: 2 Building a unique city

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.1 Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes					
2.4.1.1 Commence operations in the paranable centre, including relocation of Council business and implementation of co-location arrangements with other tenants	Completed	100%	Relocation complete, with the paranable centre opening for business on September 3	Deputy General Manager	31/10/2018
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans					
2.4.2.1 Identify grant opportunities for government funding for the LIVING CITY waterfront precinct	Completed	100%	Following a number of grant applications, \$10M in funding for the LIVING CITY Waterfront Precinct was announced on July 23 2018	Deputy General Manager	30/06/2019
Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans					
2.4.3.1 Negotiate with Council's preferred proponent for the LIVING CITY waterfront hotel to finalise contractual arrangements which allow construction to proceed	In Progress	25%	Negotiations continuing to finalise a land sale contract	Deputy General Manager	30/06/2019

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.1.1 Market and promote the City and its potential as a regional business hub					
3.1.1.1 Undertake actions as outlined in Council's Retail Strategy	In Progress	25%	A regular business and retail e-news has commenced, containing Council information, upcoming events and opportunities and an avenue for further engagement with retailers. Planning is underway for a seasonal marketing program.	Marketing & Events Coordinator	30/06/2019
3.1.1.1 Provide assistance where possible for new businesses	In Progress	16%	Advice being provided to assist new business developments.	Deputy General Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.1.2 Manage strategic urban development initiatives that supports the importance of the CBD and reduces fragmentation					
3.1.2.1 Continue to pursue the implementation of the LIVING CITY Master Plan	In Progress	16%	Focus to date has been on the opening of LIVING CITY Stage 1	Deputy General Manager	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.1 Support tourism through the provision of infrastructure and facilities					
3.2.1.1 Maintain membership with Business Events Tasmania. Secure events at the paranple centre's convention facility	In Progress	25%	Renewed	Convention and Arts Centre Director	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government					
3.2.2.1 Undertake actions to support the Cradle Coast Authority's tourism	In Progress	16%	Devonport City Council has hosted an events workshop for Cradle Coast Authority's Event	Visitor Services Coordinator	30/06/2019



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government					
initiatives, including actions from the Devonport Region Destination Action Plan			Strategy Workshop. Provided feedback on current North-West touring route signage to Cradle Coast Authority as part of the State Government's commitment to revitalised touring routes. Consulted with Cradle Coast Authority in regards to the refreshed website, destination branding and sub-regions.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities					
3.2.3.1 Provide regional tourism operators the opportunity to engage in sector development exercises by including them in famils, professional development exercises and information sharing	In Progress	16%	Council continues to have representation on the local tourism association (Devonport & Cradle Country Tourism Inc.), providing up to date information for local tourism operators.	Visitor Services Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities					
3.2.4.1 Provide up to date information on appropriate websites, social media etc	In Progress	16%	Council provides up to date information to various organisations such as Cradle Coast Authority, Tourism Tasmania, Business Events Tasmania and ATDW. Work has begun on a new destination/Visitor Information website.	Visitor Services Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy					
3.2.5.1 Promote an Events Assistance Program	Not Started	0%	Action to commence in February 2019 ahead of 2018/19 budget planning.	Marketing & Events Coordinator	30/06/2019

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities					
3.2.6.1 Look to provide a website which engages visitors and provides an online booking platform for accommodation and attractions	In Progress	16%	A website is being developed by Council Officers for the paranaple arts centre which will include Devonport destination information. Bookeasy, an accommodation and tourism booking system is being investigated to embed in website.	Convention and Arts Centre Director	30/06/2019
3.2.6.2 Relocate visitor services to the new paranaple arts centre	In Progress	30%	Visitor Services are to be relocated and operational on November 6. Staff consultation has been conducted 10 August 2018. Staff training will commence in September 2018.	Convention and Arts Centre Director	31/10/2018

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.1 Improve the City's physical access and connectivity					
3.3.1.1 Investigate and develop improved traffic management for locations within the road network with known access and connectivity issues	Not Started	0%	Scheduled to commence Sept 2018	City Engineer	31/01/2019
Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character					
3.3.2.1 Consider improvement options that will enhance the entrances to the City	Not Started	0%	Scheduled to commence in November 2018	Infrastructure & Works Manager	28/02/2019

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

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

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development					
3.4.1.1 Progress the development of and access to ICT systems and processes which are modern and applicable to the work environment	In Progress	25%	Actions taken. Streamlining and automating business processes. Driving increased usage of business systems to enable efficient processes. Transitioning systems and data to the cloud. Refreshed employee PC's. 75% of employees have laptops and increased mobility.	Executive Manager Corporate Services	30/06/2019

ITEM 4.1



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.1 Provide sport, recreation and leisure facilities and programs to meet the needs of the community					
4.1.1.1 Pursue funding opportunities for 2020 Tasmanian Masters Games	In Progress	16%	Pending Council decision; workshop Monday 3 September	Sport & Recreation Development Coordinator	30/06/2019
4.1.1.2 Review current programs and develop new programs as required	In Progress	16%	Reviewed Council's involvement in seniors week program	Community Development & Recreation Officer	30/06/2019
Strategy: 4.1.2 Enhance and increase the utilisation of sport and recreation facilities					
4.1.2.1 Investigate funding options for further progressing sporting precinct concept plans development	In Progress	16%	Pending Council decision; workshop Monday 3 September	Sport & Recreation Development Coordinator	30/06/2019
Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces					
4.1.3.1 Make information available on opportunities in the Devonport area	In Progress	16%	Continue to promote passive recreation on an ongoing basis through the website.	Media & Communications Officer	30/06/2019
Strategy: 4.1.4 Manage sport and recreation facilities to ensure appeal, safety and accessibility					
4.1.4.1 Review sporting facilities to assess compliance with modern accessibility requirements	Not Started	0%	Scheduled to commence in November 2018	Technical Support Supervisor	31/03/2019
Strategy: 4.1.5 Encourage multi use of open space and facilities to ensure the terms and conditions of any licences or user agreements achieve a positive outcome for the community					



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.5 Encourage multi use of open space and facilities to ensure the terms and conditions of any licences or user agreements achieve a positive outcome for the community					
4.1.5.1 Promote the use of facilities available in the area	In Progress	16%	Council encourages wide usage of open space and facilities by as many groups and people as possible. Work has already begun on promoting the new fitness equipment at East Devonport as part of this action.	Media & Communications Officer	30/06/2019
Strategy: 4.1.6 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities					
4.1.6.1 Work with sporting organisations/groups to increase participation in sport and recreation activities	In Progress	16%	Fitness Programs have been developed with Devonport High School.	Sport & Recreation Development Coordinator	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
4.2.1.1 Maintain a visual arts program that exhibits local emerging, early career and children's exhibitions	In Progress	16%	Plans are underway for exhibitions that showcase works by local and emerging artists, as well as an early career artist.	Visual Arts Coordinator	30/06/2019
4.2.1.2 Develop an annual program of exhibitions and events that celebrates Devonport's maritime heritage	In Progress	35%	Development of two temporary exhibitions to be held in the next 12 months is underway. One will focus on the natural history of Bass Strait, the other on the local history of Devonport.	Bass Strait Maritime Centre Coordinator	30/06/2019
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations					



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations					
4.2.2.1 Maintain an exhibition program that aligns with the Devonport Regional Gallery Strategic Plan	In Progress	16%	The Gallery has prepared a draft program of exhibitions to implement. Due to the complicated national touring network, the Gallery programs up to 24 months in advance. Until June 2019, the Gallery intends to present: 4 National or State touring exhibitions; 3 Collection exhibitions; 3 Community exhibitions; 2 Emerging Artist exhibitions; 1 children's exhibition and Tidal, the City of Devonport Art Award.	Convention and Arts Centre Director	30/06/2019
4.2.2.2 Develop a Subscription Season of Performing Arts events, and build subscriber numbers through targeted engagement programs and incentives	In Progress	20%	Subscription season of performing arts events developed.	DECC Coordinator	30/06/2019
Strategy: 4.2.3 Develop and implement an integrated approach to public art					
4.2.3.1 Develop a public art program for the paranple centre and precinct highlighting the cultural heritage of the region	Not Started	0%	This action will be developed once the Devonport Regional Gallery relocate to the paranple arts centre in November 2018.	Convention and Arts Centre Director	30/06/2019
4.2.3.1 Investigate options for the former Devonport Regional Gallery and Visitor Information Centre	Not Started	0%	Scheduled to commence in November 2018	Deputy General Manager	30/06/2019

Outcome: 4.3 Heritage management is planned

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.3.1 Develop and implement initiatives to preserve and maintain heritage buildings, items and places of interest within the City of Devonport					



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.3 Heritage management is planned

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.3.1 Develop and implement initiatives to preserve and maintain heritage buildings, items and places of interest within the City of Devonport					
4.3.1.1 Undertake risk assessments of recommended fire breaks for the Don Reserve and Kelcey Tier Greenbelt to determine extent of works required	Not Started	0%	Not yet commenced	Infrastructure & Works Manager	31/03/2019

Outcome: 4.4 Our community and visitors are safe and secure

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.1 Support the community in emergency management response and recovery					
4.4.1.1 Support the community in emergency management response and recovery and provide the necessary resources to respond when required	In Progress	16%	The State Recovery Plan has been implemented and will be reviewed against Council's Emergency Management Plan to ensure consistency with processes.	Risk Management & Compliance Coordinator	30/06/2019

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.2 Provide and promote effective management of animals within the community					
4.4.2.1 Implement an education program on responsible dog ownership	In Progress	16%	Planning for the education program will begin shortly with the aim of rolling out a co-ordinated approach in the latter part of 2018. Current opportunities are being utilised through social media to encourage responsible dog ownership	Risk Management & Compliance Coordinator	30/06/2019

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.3 Support activities that encourage safe and responsible community behaviour					
4.4.3.1 Actively engage with other service organisations to promote a safe community	In Progress	16%	Opportunities being identified	Community Services Manager	30/06/2019
4.4.3.2 Monitor CCTV installations and report matters to Tasmania Police	In Progress	16%	Monitoring on an ongoing basis	Community Services Manager	30/06/2019



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community					
4.5.1.1 Provide funding to assist in the delivery of actions from the Live and Learn Strategy	In Progress	30%	Funding allocated in the 2018/19 budget - action plan being developed by Learning Communities Steering Group - Festival of Learning being delivered in September 2018.	Community Services Manager	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.1 Facilitate and advocate for child and family support services					
4.6.1.1 Work in partnership with service providers to deliver services and programs	In Progress	16%	Recreation and Community Development staff working with Space Program to deliver the Square Peg program at the Devonport Recreation Centre Discussions held with Youth and Family Community Connections regarding partnership opportunities	Community Services Manager	30/06/2019
Strategy: 4.6.2 Provide quality public and environmental health services					
4.6.2.1 Introduce mobile computing services for the conducting of inspections and recording of data	Not Started	0%	Scheduled to commence in February 2019	Senior Environmental Health Officer	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.2 Encourage and provide information and opportunities for active participation in community life					



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.2 Encourage and provide information and opportunities for active participation in community life					
4.7.2.1 Organise programs for seniors and disengaged young people through the Devonport and East Devonport Recreation Centres	In Progress	25%	Seniors programs have been organised for 2018-2019.	Sport & Recreation Development Coordinator	30/06/2019
Strategy: 4.7.3 Attract and promote equitable distribution and sharing of financial and other resources throughout the community					
4.7.3.1 Undertake two rounds of Financial Assistance Grants Program during the financial year	In Progress	22%	First Round advertised and closes 31 August 2018	Community Services Manager	31/03/2019
Strategy: 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that assist the frail, aged, people with disabilities and their carers to engage in all aspects of community life					
4.7.4.1 Develop and adopt an Equal Access and Disability Plan	In Progress	33%	Workshop undertaken with stakeholders and feedback received on draft Actions	Community Services Manager	31/12/2018
Strategy: 4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity					
4.7.5.1 Deliver initiatives that engage with diverse sectors of our community through the provision of a diverse public and creative learning program	In Progress	16%	The Gallery provides a variety of regular creative learning and public programs, including: 123 Create for children 1-4 years of age; Art Spark for primary and secondary aged children; Books and Art, in partnership with Devonport Bookshop; and an outreach program with Baptcare Orana. Periodically, the Gallery provides skills based workshops in drawing and painting, such as life drawing classes.	Visual Arts Coordinator	30/06/2019

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

Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership					
4.8.1.1 Deliver a youth devised arts program that results in the delivery of public art or a creative public event	Not Started	0%	This action will be developed once the Devonport Regional Gallery relocate to the paranple arts centre in November 2018.	Visual Arts Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.2 Provide, promote and advocate for appropriate and accessible services, information, facilities, activities and spaces for youth					
4.8.2.1 Implement initiatives from the adopted Youth Strategy	In Progress	15%	Initial discussions held with representatives of Youth Family and Community Connections for projects which can be initiated under the Youth Strategy	Community Services Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.3 Assist in the development, promotion and celebration of youth					
4.8.3.1 Promote National Youth Week through the delivery of a creative program or event	In Progress	16%	The Gallery's Creative Learning and Public Programs Officer will initiate a National Youth Week	Visual Arts Coordinator	30/06/2019

ITEM 4.1



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.1 Regional co-operation is achieved through purposeful participation

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.1 Promote open communication and cooperation with local and state governments in regional initiatives					
5.1.1.1 Actively participate in the Cradle Coast Authority	In Progress	17%	Council continues to participate in activities of the Cradle Coast Authority. The Acting Mayor is a member of the Board and the Acting Deputy Mayor and General Manager are Council's appointed Representatives.	General Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.2 Pursue opportunities for cooperative initiatives including resource sharing with other councils, organisations and community groups					
5.1.2.1 Consider options for expanded resource sharing	In Progress	17%	The Cradle Coast General Managers Group has carriage over the issue of Shared Services. A background survey has been completed relating to some of the regulatory services to ascertain the extent of resources currently expended to deliver these services across the Coast.	General Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.3 Represent and promote Council at Regional, State and National forums					
5.1.3.1 Be an active member of the Local Government Association of Tasmania and the Cradle Coast Authority	In Progress	17%	Council continues to participate in activities of the Local Government Association of Tasmania. A number of Council representatives attended to the 2018 LGAT Annual General Meeting and Conference in Hobart.	General Manager	30/06/2019

Outcome: 5.2 Active and purposeful community engagement and participation is integral to our work

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community					
5.2.2.1 Continue implementing the actions of the Volunteer Strategy	In Progress	16%	Continuing to support and encourage new volunteers across the organisation and	Community Services Manager	30/06/2019



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.2 Active and purposeful community engagement and participation is integral to our work

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community					
			satellite sites		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.3 Encourage community action and participation that results in increased well-being and engagement					
5.2.3.1 Undertake community consultation where appropriate to ascertain views and input to Council decision making	In Progress	16%	Consultation undertaken as required. A number of Council strategies have been circulated for feedback in July and August.	Executive Manager - Organisational Performance	30/06/2019

Outcome: 5.3 Council employs best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances					
5.3.1.1 Develop an action list based on the findings of the Integrity Commission's 'Fostering Integrity' Report to support the ethical health of the organisation	Not Started	0%	Scheduled to commence in January 19	Executive Manager - Organisational Performance	30/06/2019
5.3.1.2 Develop and implement legislative Compliance Register	In Progress	20%	Compliance Register drafted and awaiting review.	Executive Manager - Organisational Performance	30/06/2019
5.3.1.3 Review internal management of policies	In Progress	30%	Initial meeting to discuss new process has been undertaken and a register of Management Policies has been established and circulated to Managers.	Executive Manager - Organisational Performance	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.3 Encourage increased community participation in Council elections					
5.3.3.1 Promote the 2018 Local Government elections	In Progress	40%	All deadlines and requirements complied with to date. The elections are promoted through Council social media channels.	Executive Manager - Organisational Performance	30/11/2018



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.3 Council employs best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.5 Maintain and monitor a fully integrated strategic and business planning process that meets legislative requirements and provides an increased performance management reporting capacity across the organisation and with external stakeholders					
5.3.5.1 Conduct review of Council's Strategic Plan	In Progress	16%	A report is being prepared for Council consideration on the process to be followed for the review of the Strategic Plan	General Manager	30/06/2019

Outcome: 5.4 Council is recognised for its customer service ethos

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs					
5.4.1.1 Ensure website information is regularly reviewed and updated	In Progress	16%	Content refresh on the Devonport City Council website is a collaborative effort supported by the Communication & Media Officer. The website has had a visual refresh and has been designed to display effectively on smartphones.	Customer Services Coordinator	30/06/2019
5.4.1.2 Review and refine Customer electronic "self-service" options	In Progress	19%	Our core business system, Technology One, has a module called eServices. DCC will leverage the new eServices, which will be released with Property and Rating over the next 12 to 18 months. If there are any alternative options that can assist with self service on our website etc, we will follow through.	Customer Services Coordinator	30/06/2019

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.2 Monitor and evaluate Council's service standards					
5.4.2.1 Review and investigate alternative Customer Service options including integration with Service Tasmania as a result of the relocation to the paranable centre	In Progress	80%	Integration with Service Tasmania commenced on 3 September. 42% of all Council transactions are being provided by Service Tasmania. Additional services will be reviewed for delivery by Service Tasmania.	Customer Services Coordinator	30/06/2019



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.5 Council's services are financially sustainable

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.2 Ensure comprehensive financial planning to meet sustainability requirements					
5.5.2.1 Review Council's Long Term Financial Management Strategy	Not Started	0%	Scheduled to commence in March 2019	Executive Manager - Organisational Performance	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.3 Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered					
5.5.3.1 Develop and adopt budget	Not Started	0%	Will begin planning approach in October.	Executive Manager Corporate Services	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.4 Ensure operations meet or exceed financial targets as set in Strategic and Business Plans					
5.5.4.1 Review the targets achieved against other local governments	Not Started	0%	Scheduled to commence in October	Executive Manager - Organisational Performance	31/12/2018

Outcome: 5.6 Risk management is a core organisational focus

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards					
5.6.1.1 Ensure safe work practices through adherence to Work Health and Safety Standards and review work practices regularly	In Progress	16%	Safe Operating Procedures currently under review with the Works Depot. Safety Data Sheets are being reviewed and updated. Following an investigation incidents are reviewed and where appropriate preventative measures have been put in place. Ergonomic Assessments are being undertaken in the paranaple centre.	Risk Management & Compliance Coordinator	30/06/2019



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.6 Risk management is a core organisational focus

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.2 Develop, implement, maintain and comply with Council's Risk Management Framework					
5.6.2.1 Undertake review of Risk Management Framework	Not Started	0%	Scheduled to commence late in 2018.	Risk Management & Compliance Coordinator	30/06/2019
Strategy: 5.6.3 Integrate risk management principles into all business practices					
5.6.3.1 Assess, and implement where appropriate, recommendations from the Annual Risk Service	In Progress	16%	Insurance Audit was conducted on 10 August 2018. Awaiting Audit Report to review recommendations.	Risk Management & Compliance Coordinator	30/06/2019
Strategy: 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting					
5.6.4.1 Develop & implement an internal safety auditing process in accordance with the Safety Management Plan	In Progress	16%	The Safety Management System Audit Policy, Procedure and Audit Schedule have been developed and are currently under review by the Management Team.	Risk Management & Compliance Coordinator	30/06/2019
5.6.4.1 Support the activities of Council's Audit Panel	In Progress	25%	Provided support to meeting held Monday 13 August	Executive Manager - Organisational Performance	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery					
5.7.3.1 Implement single touch payroll across the organisation	In Progress	15%	TechnologyOne Consulting Days are scheduled for the implementation of STP in October.	Executive Manager Corporate Services	31/12/2018

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



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations					
5.8.1.1 Develop a standard communication plan for capital works projects	Not Started	0%	Scheduled to commence in October 2018	City Engineer	31/12/2018
5.8.1.1 Develop and execute a whole of Council Digital Security Plan	Not Started	0%	Scheduled to commence in October	Executive Manager Corporate Services	30/06/2019
5.8.1.2 Develop and execute an IT Disaster Recovery Plan	Not Started	0%	Scheduled to commence in October 2018	Executive Manager Corporate Services	30/06/2019
5.8.1.3 Develop the Information Asset Register (IAR)	In Progress	30%	The project charter has been drafted identifying issues requiring resolution and the key objectives to achieve the development of the register.	Records Officer	30/06/2019
5.8.1.4 Review the management of Contractor record keeping	In Progress	21%	The project charter has been developed identifying key issues, objectives and target dates.	Records Officer	30/06/2019
5.8.1.5 Implement Asset Management Software linked to Council's Long Term Financial Management Strategy	In Progress	16%	Asset Management System cross functional project team established. Conducting Benefits identification workshop in September. Change and Risk Management Workshops to be conducted in October. Business case to be developed and submitted to ELT for review by 15 November.	Executive Manager Corporate Services	31/12/2018
Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements					
5.8.2.1 Implement new employee Intranet and content management portal utilising existing solution 'SharePoint'	Completed	100%	An Intranet has been implemented that replaces Cafe. The new intranet was developed on SharePoint delivering better	Executive Manager Corporate Services	31/08/2018



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements					
			functionality and savings.		
5.8.2.2 Drive greater utilisation of Office365 to support easier access to shared data and improved collaboration across Council	In Progress	80%	A majority of data and employees have transitioned to Office365 resulting in improved collaboration, increased mobility and greater document security. A large number of Office365 applications are now being utilised delivering a greater return on investment. StaffHub is being used for Rostering. Yammer has improved Council communications. Delve is making it easier to find information. SharePoint has provided a single source of truth for Council information assets. Microsoft Bookings is being used to support community bookings of Council facilities like the Recreation Centre, Squash courts, etc. Some Council data remains on the shared network drives. This action will remain open until all data has transitioned.	Executive Manager Corporate Services	30/06/2019

ITEM 4.1



4.2 REVIEW OF DEVONPORT CITY COUNCIL STRATEGIC PLAN 2009-2030

File: 26614 D543235

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report is provided to establish a process to review the Devonport City Council Strategic Plan 2009-2030.

BACKGROUND

The Devonport City Council Strategic Plan (Plan) outlines the desired objectives and strategies of the community. The Plan was initially adopted in 2009 and reviewed and subsequently endorsed by Council in April 2014.

The Plan is the main driver of the Strategic Planning Framework, with all other shorter-term plans and operational activities working to support the goals identified in the Plan.



The *Local Government Act 1993* requires the Plan to be reviewed at least every four years. Coinciding the review with the conduct of the Council elections in October, will allow incoming Aldermen the opportunity to provide input and direction to the Plan. It would then be intended to review the Plan each four years in line with the electoral cycle.

STATUTORY REQUIREMENTS

In accordance with Section 66 of the *Local Government Act, 1993*, Council is required to prepare a strategic plan for the municipal area and update it as required.

Section 70E, requires Council to review the Plan at least every 4 years.

DISCUSSION

The Council's Strategic Plan is made up of two main parts:

1. Vision/Mission/Values
2. Goals/Outcomes/Strategies

The vision and mission articulate Council's purpose and sets the direction for the life of the Plan. These statements help clarify the community's aspirations, encouraging Council to focus on what is important.

The vision and mission statements were prepared following extensive consultation with the community and as the main drivers of the Plan, it is not suggested that these be altered during this review.

The 2014 review focussed heavily on Council's "Values". Eight staff sessions were held, with 80 people participating, and a workshop session was held with Aldermen. Outcomes from all sessions were recorded and new value statements drafted and incorporated in the revised Plan. It is not proposed to revisit the values as part of this review.

Given the Plan has been driving Council direction for nearly ten years, it seems appropriate to focus the review on the goals, outcomes and strategies section of the Plan. Some of the strategies and outcomes may no longer be relevant and given the progress of the LIVING CITY Project, it is timely to revisit these sections.

It is also timely to review some of the strategies and outcomes in relation to digital transformation to ensure Council continues to deliver services that meet customer needs.

The proposed timeframe for the review is outlined below:

Collate data in relation to completed actions over the past ten years of the Plan	September/October 2018
Assess the support for the Goals through some form of a community survey. Initially seeking comments through Council's facebook, twitter and speak-up-devonport digital platforms as well as through advertisements through the newspaper is proposed. Another option (depending on responses received through the initial process) will be some form of professional telephone poll.	November/December 2018
Conduct workshops with Aldermen, management and staff in relation to the strategies and outcomes	January/February 2019
Collate revised Plan and circulate for public feedback.	February/March 2019
Finalise Plan and present to Council for adoption	March/April 2019

COMMUNITY ENGAGEMENT

Community Engagement will be planned, developed and implemented in accordance with Council's Community Engagement Policy.

A Community Engagement Plan will be completed prior to the commencement of the review in November 2018.

FINANCIAL IMPLICATIONS

The 2018/19 budget includes \$30,000 to review and update the Plan.

RISK IMPLICATIONS

- Legal Compliance
Council will be in breach of the *Local Government Act 1993* should it not meet its statutory requirements in relation to the Strategic Plan.

CONCLUSION

The Strategic Plan is due to be reviewed and it is recommended that this review take place after the Council elections in October. The approach to the review is outlined above and presented to Council for endorsement.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that the report relating to the review of the Devonport City Council Strategic Plan 2009-2030 be received and Council approve the process for undertaking the review as outlined.

Author:	Kym Peebles	Endorsed By:	Paul West
Position:	Executive Manager Organisational Performance	Position:	General Manager

5.0 FINANCE REPORTS

5.1 FINANCE REPORT TO 31 AUGUST 2018

File: 26544 D544119

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements

SUMMARY

To report the details of Council's financial position and operational outcomes against budget for the current financial year.

BACKGROUND

Monthly financial reports are provided to Council for information.

STATUTORY REQUIREMENTS

The *Local Government Act 1993* at Section 82 provides:

- (4) *A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.*

DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 31 August 2018.

Included in the report are the following:

Financial Summary – This report provides an overview of Council's Operational and Capital Income and Expenditure, along with details on cash position and Debtors information for the reporting period.

Summarised Operating Report – This report provides a summary of operational income and expenditure for the period to date compared to both the YTD Budget and Annual Budget.

Financial Charts – These charts provide a visual representation of year to date Income and Expenditure compared to budget and prior year, plus a Capital Expenditure chart which demonstrates the progress of the current year capital plan against budget and prior year capital plan information for reference.

Balance Sheet Report – This report provides a snapshot of Council's financial position at the end of the reporting period.

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, YTD expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year. Carried forward funding from the 2017/18 financial year is yet to be added to the table and will be reported to Council at the 22 October meeting.

COMMUNITY ENGAGEMENT

No community engagement was required for this report.

FINANCIAL IMPLICATIONS

This report presents Council's operating result and financial position and is provided for information purposes.

RISK IMPLICATIONS

- Financial
Inaccurate financial information could lead to poor financial decision making.

CONCLUSION

The monthly financial report provides an overview of Council's operating result and financial position at the end of the reporting period.

ATTACHMENTS

- [1.](#) Finance Report - 31 August 2018 Attachment 1
- [2.](#) Capital Report - 31 August 2018 Attachment 2

RECOMMENDATION

That it be recommended to Council that:
the Finance Report for August 2018 be received and noted.

Author: Position:	Joshua Jackson Finance Manager	Endorsed By: Position:	Jeffrey Griffith Executive Manager Corporate Services
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Devonport City Council

FINANCE REPORT

YTD for the month ended August 2018

The operating result for the year to August is higher than the budget surplus by \$458K, which represents at 2.0% gain on budget. At this stage the forecast operating result for the financial year ending June 2019 is a surplus of \$146K.

Rates & Service Charges - \$54K Favourable

General rates are ahead of budget by 0.2% due to minor timing variances in general rates, fire levies and commercial waste.

Fees and User Charges - \$8K Unfavourable

The majority of the unfavourable variance for fees and user charges relates to facility hire, and sale of goods.

Grants - Operating - \$29K Favourable

The majority of the favourable variance relates to higher than estimated Financial Assistance Grants.

Contributions - Operating - \$3K Unfavourable

Minor variance.

Dividend Income - \$3K Favourable

Minor variance relating to Taswater Dividend.

Interest Income - \$8K Favourable

Interest earned on investments is ahead of budget due to higher than expected cash balances.

Other Revenue - \$14K Favourable

The majority of the variance relates to higher than anticipated MPES infringement recoveries.

Employee Benefits - \$6K Favourable

Minor variance.

Materials and Services - \$249K Favourable

The majority of the variance relates to timing of payments for contractors, cleaning and utilities.

Depreciation - \$69K Favourable

The favourable variance predominately relates to Living City projects that are under construction and are yet to be depreciated including the Multi level carpark, Providore Place and the paranapple centre.

Financial Costs - \$43K Favourable

The favourable variance is the result of timing variances in relation to the construction of Living City projects.

Levies & Taxes - \$7K Favourable

Variance relates to sports grounds and buildings.

Other Expenses - \$8K Unfavourable

The variance relates to the timing of Community Sponsorship payments.

Internal Charges and Recoveries - \$7K Unfavourable

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

Balance Sheet

The balance of Capital Work in Progress at the end of August is \$56.07M, the majority relates to prior year projects not yet capitalised, including \$50.83M in relation to the LIVING CITY project.

FINANCIAL SUMMARY YTD to August 2018

Operating Summary	YTD		Annual	Current
	Budget	Actual	Budget	Forecast
Revenue	29,534,152	29,632,423	40,575,911	40,575,911
Expenditure	6,368,095	6,008,234	40,429,544	40,429,544
Operating Position	23,166,058	23,624,190	146,368	146,368

Capital Expenditure Summary	Annual	Actual	Annual
	Budget		Forecast
Capital Expenditure	11,856,200	2,569,341	11,856,200

Cash Information	August 2018	June 2018
Operating Account (Reconciled balance)	4,466,530	2,646,162
Interest-Earning Deposits	19,357,607	13,651,057
	23,824,137	16,297,219

Debtor Information	August 2018	June 2018	Rates Debtors Ageing	August 2018	% of Annual Rates
Rates Debtors	17,079,262	(32,390)	2018/2019 - Current	16,740,115	60.3%
Infringement Debtors	101,253	83,741	2017/2018 - 1 Year	208,335	
Sundry Debtors	455,590	213,503	2016/2017 - 2 Years	49,430	
Planning & Health Debtors	18,422	7,659	2015/2016 - 3 Years	24,294	
	17,654,527	272,513	2014/2015 - Older	57,088	
				17,079,262	

Cash Investment Information	Actual Rate	August 2018
ANZ Cash Deposits - At Call	2.00%	3,339,572
ANZ Loan Repay. A/c - (existing loans) - At Call	1.50%	15,760
CBA Cash Deposits - At Call	1.00%	2,274
MyState Term Deposit	2.50% 4 months maturing 6/09/2018	4,000,000
AMP Term Deposit	2.60% 6 months maturing 5/09/2018	4,000,000
NAB - Term Deposit	2.63% 3 months maturing 22/11/2018	4,000,000
NAB - Term Deposit	2.63% 115 days maturing 21/12/2018	4,000,000
MyState Premium Business Account		-
		19,357,607

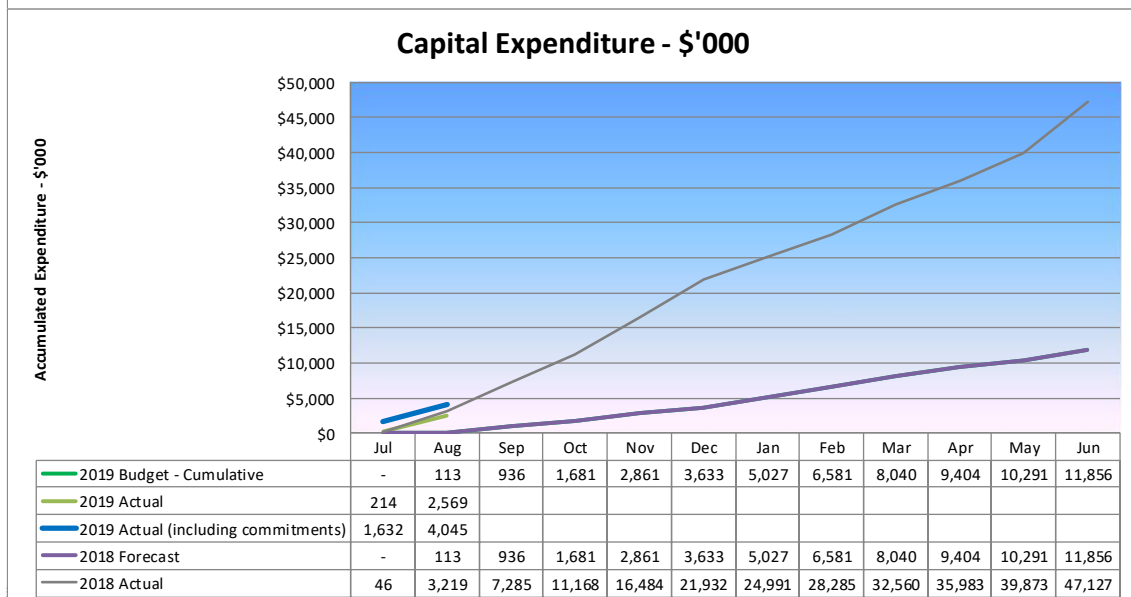
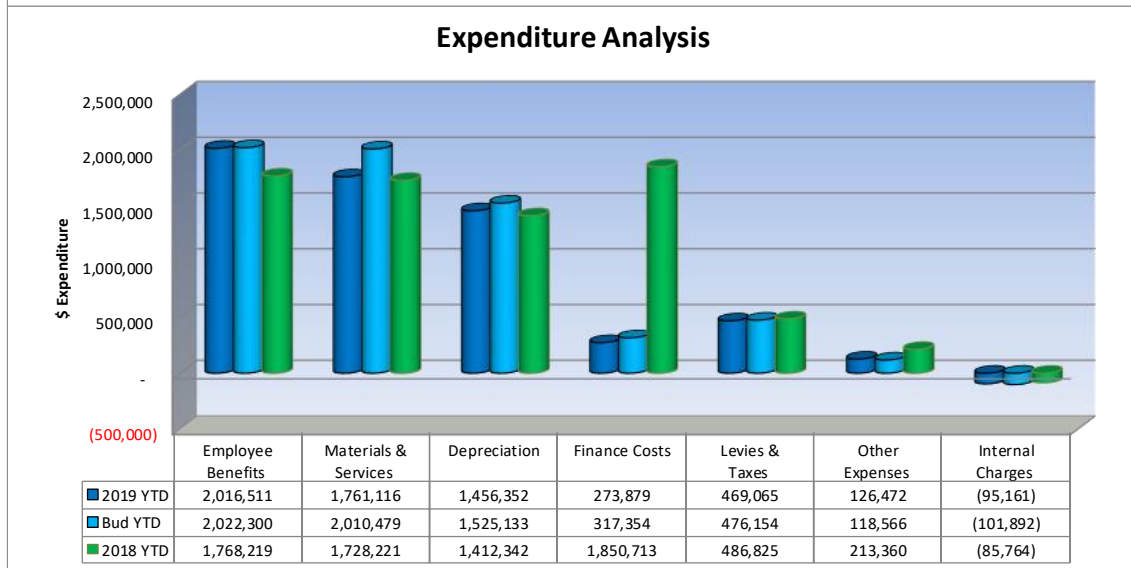
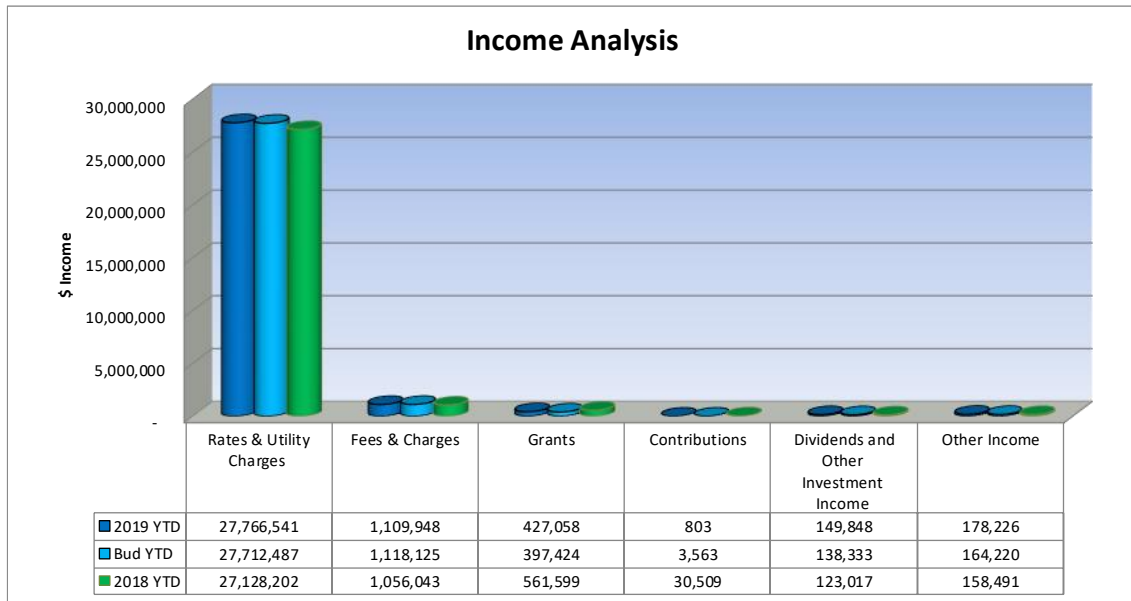
All cash investments are invested in compliance with Council's Investment Policy.

Benchmarks: BBSW90 Day Index 1.95%
RBA Cash Rate 1.50%

Commentary

This report provides a high level summary of operational income and expenditure, capital expenditure and the cash and receivables position as at the date of the report.

SUMMARISED OPERATING REPORT						
YTD to August 2018						
	YTD		YTD Variance		Full Budget	Forecast
	Budget	Actual	\$	%	2018	2018
INCOME						
Rates and Service Charges	27,712,487	27,766,541	54,054	0.2%	27,912,052	27,912,052
Fees and User Charges	1,118,125	1,109,948	(8,177)	-0.7%	7,027,675	7,027,675
Grants - Operating	397,424	427,058	29,634	7.5%	2,298,816	2,298,816
Contributions - Operating	3,563	803	(2,761)	-77.5%	34,800	34,800
Dividend Income	80,000	82,963	2,963	3.7%	1,816,000	1,816,000
Profit Sharing	-	-	-	0.0%	20,000	20,000
Interest Income	58,333	66,886	8,552	14.7%	350,000	350,000
Other Revenue	164,220	178,226	14,006	8.5%	1,116,568	1,116,568
TOTAL INCOME	29,534,152	29,632,423	98,271	0.3%	40,575,911	40,575,911
EXPENSES						
Employee Benefits	2,022,300	2,016,511	5,789	0.3%	12,001,939	12,001,939
Materials and Services	2,010,479	1,761,116	249,364	12.4%	13,291,675	13,291,675
Depreciation	1,525,133	1,456,352	68,781	4.5%	9,140,300	9,140,300
Financial Costs	317,354	273,879	43,476	13.7%	1,904,126	1,904,126
Levies & Taxes	476,154	469,065	7,089	1.5%	3,565,689	3,565,689
Other Expenses	118,566	126,472	(7,906)	-6.7%	1,137,167	1,137,167
Internal Charges and Recoveries	(101,893)	(95,161)	(6,732)	6.6%	(611,352)	(611,352)
TOTAL EXPENSES	6,368,094	6,008,234	359,860	5.7%	40,429,544	40,429,544
NET OPERATING SURPLUS / (DEFICIT)	23,166,058	23,624,190	458,131	2.0%	146,368	146,368
CAPITAL ITEMS						
Grants - Capital	259,108	228,000	(31,108)	-12.0%	2,554,645	
Gain / Loss on Disposal of Assets	(6,250)	(330,307)	(324,057)	5184.9%	(397,000)	
Change in Value of Investment in DRWMA	-	-	-	0.0%	400,000	
TOTAL CAPITAL ITEMS	252,858	(102,307)	(355,165)	-140.5%	2,557,645	
NET SURPLUS / (DEFICIT)	23,418,916	23,521,882	102,966	0.4%	2,704,013	
Own Source Revenue:	98.6%	98.6%			94.2%	



BALANCE SHEET REPORT

As at August 2018

	31 Aug 2018	30 Jun 2018
Current Assets		
Cash at Bank and On Hand	4,466,530	2,646,162
Trust Deposits	145,309	144,873
Cash Investments	19,357,607	13,651,057
Receivables - Rates and Utility Charges	17,079,262	(32,390)
Receivables - Infringements	101,253	83,741
Receivables - Sundry	455,590	213,503
Receivables - Planning & Health	18,422	7,659
Loans Receivable - Current	3,700	3,700
Accrued Revenue	142,461	364,715
Prepayments	163,654	163,654
Net GST Receivable	300,113	485,832
	42,233,900	17,732,506
Non Current Assets		
Loans Receivable - Non-Current	23,900	27,600
Dulverton Regional Waste Management Authority	5,901,995	5,901,995
TasWater	87,345,456	87,345,456
Property, Plant & Equipment	726,056,749	727,020,258
Accumulated Depreciation - PP&E	(283,245,063)	(282,612,771)
Capital Work in Progress	56,078,555	53,414,888
	592,161,592	591,097,425
Total Assets	634,395,492	608,829,931
Current Liabilities		
Trade Creditors	937,385	766,149
Accrued Expenses	360,713	4,780,203
Trust Liability	159,282	139,179
Income In Advance - Current	13,270,295	13,178,607
Loans - Current	51,303,405	45,158,672
Annual Leave	985,901	981,614
Long Service Leave - Current	1,127,729	1,121,640
	68,144,710	66,126,063
Non Current Liabilities		
Income In Advance - Non Current	-	-
Derivative Financial Instruments	604,383	604,383
Loans - Non-Current	-	-
Long Service Leave - Non-Current	436,393	436,393
	1,040,776	1,040,776
Total Liabilities	69,185,486	67,166,838
Net Assets	565,210,006	541,663,093
Equity		
Asset Revaluation Reserve	315,696,467	315,696,467
Asset Revaluation Reserve - Associates	1,568,030	1,568,030
Other Reserves	10,948,552	10,948,552
Accumulated Surplus	213,475,075	204,096,311
Operating Surplus / (Deficit)	23,624,190	2,628,959
Capital Surplus / (Deficit)	(102,307)	6,724,774
	565,210,006	541,663,093
Total Equity	565,210,006	541,663,093
Current Ratio:	0.62	0.27

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

Capital Works Income & Expenditure Report August 2018

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
Summary												
Open Space & Recreation	1,950,200	-	1,950,200	62,500	84,856	14,941	99,797	1,850,403				
Buildings & Facilities	80,000	-	80,000	-	11,591	-	11,591	68,409				
Stormwater	1,180,000	-	1,180,000	-	28,081	950	29,031	1,150,969				
Transport	4,340,000	-	4,340,000	492,146	81,952	957,001	1,038,953	3,301,047				
Living City	3,000,000	-	3,000,000	1,000,000	2,357,000	450,625	2,807,624	192,376				
Plant & Fleet	827,000	-	827,000	-	-	-	-	827,000				
Other Equipment	479,000	-	479,000	-	5,861	52,475	58,336	420,664				
Total Capital Works	11,856,200	-	11,856,200	1,554,646	2,569,341	1,475,991	4,045,332	7,810,868				
Open Space & Recreation												
CP0145 Victoria Parade Lighting Stage 2	85,000		85,000		859	-	859	84,141	Nov-18	Dec-18	1.0%	
CP0146 Mersey Vale Cemetery - Lighting Renewal	56,000		56,000		122	-	122	55,878	Jun-19	Jun-19	0.2%	
CP0147 Playground Equipment Renewal - East Devonport Foreshore	80,000		80,000		284	-	284	79,716	Feb-19	Mar-19	0.4%	
CP0148 Maidstone Park - Netball Goalposts Replacement	8,000		8,000		-	-	-	8,000	Oct-18	Oct-18	0.0%	
CP0149 Path Renewal - Victoria Parade	133,000		133,000		56,399	1,290	57,689	75,311	Aug-18	Sep-18	0.0%	
CP0150 Maidstone Park - Replace Ground Lighting	125,000	-	125,000	62,500	-	-	-	125,000	Apr-19	Apr-19	0.0%	
CP0151 Maidstone Park - Gymnastics Club Car Park	150,000		150,000		349	-	349	149,651	Jun-19	Jun-19	0.2%	
CP0152 Bluff Plaza - Replace Electrical Cabinet	15,000		15,000		372	-	372	14,628	Oct-18	Oct-18	2.5%	
CP0153 Mersey Vale Cemetery - Future Ash Internment Columns - Memorial Garden	30,000		30,000		4,382	11,455	15,836	14,164	Oct-18	May-19	52.8%	
CP0154 Dog Exercise Park - Dog Agility Equipment & Drink Fountain	15,000		15,000		-	-	-	15,000	Jun-19	Jun-19	0.0%	
CP0155 Aquatic Centre Carpark - Tree Planter Surrounds	7,200		7,200		1,856	46	1,902	5,298	Oct-18	Oct-18	26.4%	
CP0156 Pioneer Park - Installation of Park Furniture	20,000		20,000		-	-	-	20,000	May-19	May-19	0.0%	
CP0157 Highfield Park - Installation of Park Furniture	20,000		20,000		-	-	-	20,000	Mar-19	Mar-19	0.0%	
CP0158 Mersey Vale Cemetery - Modern Burial Stage 2	1,050,000		1,050,000		512	-	512	1,049,488	Dec-18	Jun-19	0.0%	
CP0159 Don Reserve - Bank Stabilisation	18,000		18,000		18,793	2,150	20,943	(2,943)	Aug-18	Aug-18	116.4%	
CP0160 Horsehead Creek - Bank Stabilisation between Horsehead Creek & Waterfront Complex	38,000		38,000		928	-	928	37,072	Dec-18	Dec-18	2.4%	
CP0161 New Playground Equipment - Miandetta Park	100,000		100,000		-	-	-	100,000	Feb-19	Mar-19	0.0%	
Total Open Space & Recreation	1,950,200	-	1,950,200	62,500	84,856	14,941	99,797	1,850,403			5.1%	
Buildings & Facilities												
CB0092 Installation of Public Toilet - Don Hall	80,000		80,000		11,591	-	11,591	68,409	Aug-18	Mar-19	14.5%	
Total Facilities	80,000	-	80,000	-	11,591	-	11,591	68,409			14.5%	

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Transport												
CT0198 Mersey Bluff Pedestrian Link	125,000		125,000		444	-	444	124,556	Nov-18	Feb-19	0.4%	
CT0218 Street Light Provision	60,000		60,000		9,950	31,715	41,666	18,334	Aug-18	Nov-19	69.4%	
CT0219 Reseal Program 2018-2019	700,000		700,000		3,808	-	3,808	696,192	Oct-18	Feb-19	0.5%	
CT0220 Southern Rooke Street Renewal	1,000,000		1,000,000		3,478	903,017	906,496	93,504	Jan-19	May-19	90.6%	
CT0221 Triton Road Safety Improvements	75,000		75,000		-	-	-	75,000	Feb-19	Feb-19	0.0%	
CT0222 Coles Beach/Back Beach Pedestrian Links	80,000		80,000		4,006	-	4,006	75,994	Jan-19	Jan-19	5.0%	
CT0223 Intersection Improvements - Valley Road & Elm Avenue	80,000		80,000		357	-	357	79,643	Feb-19	Mar-19	0.4%	
CT0224 Footpath Connection - Thomas Street	15,000		15,000		234	-	234	14,766	Nov-18	Nov-18	1.6%	
CT0225 New Street Light - Wright Street and Tarleton Street	15,000		15,000		-	-	-	15,000	May-19	May-19	0.0%	
CT0226 Intersection Safety Improvements - Parker Street and Ronald Street	270,000		270,000	270,000	206	-	206	269,794	Feb-19	Apr-19	0.1%	
CT0227 Don Road Safety Barrier Renewal - West of Hillcrest Road	50,000		50,000		-	-	-	50,000	Jun-19	Jun-19	0.0%	
CT0228 Road Traffic Device Renewal	25,000		25,000		-	-	-	25,000	Jun-19	Jun-19	0.0%	
CT0230 Transport Minor Works	45,000		45,000		-	-	-	45,000	Dec-18	Jun-19	0.0%	
CT0231 Works Depot Carpark - Retaining Wall Renewal	30,000		30,000		-	-	-	30,000	Jan-19	Feb-19	0.0%	
CT0232 Parking Infrastructure Renewal 2018-19	25,000		25,000		-	-	-	25,000	Nov-18	Nov-18	0.0%	
CT0233 Adelaide Street Kerb Renewal	210,000		210,000		-	-	-	210,000	Mar-19	Apr-19	0.0%	
CT0234 Wenvoe Street Renewal - Steele Street to Carpark	420,000		420,000		25,388	16,834	42,222	377,778	Dec-18	Feb-19	10.1%	
CT0235 Clayton Drive Renewal - East of Hillwood Rise	130,000		130,000	-	7,142	-	7,142	122,858	Jan-19	Feb-19	5.5%	
CT0236 Winspears Road Renewal - Stage 1	250,000		250,000	222,146	-	-	-	250,000	Mar-19	May-19	0.0%	
CT0237 Intersection Renewal - Melrose Road and Buster Road (Aberdeen)	120,000		120,000		464	-	464	119,536	Nov-18	Dec-18	0.4%	
CT0238 Montague Street Renewal - Arthur Street to Lower Madden Street	130,000		130,000		3,360	-	3,360	126,640	Mar-19	Apr-19	2.6%	
CT0239 Steele Street Footpath Renewal - Rooke Street to Wenvoe Street - South Side	60,000		60,000		2,285	-	2,285	57,715	Nov-18	Nov-18	3.8%	
CT0240 North Street renewal - William Street threshold	130,000		130,000		12,137	-	12,137	117,863	Oct-18	Nov-18	9.3%	
CT0241 Tugrah Road - Seal Part of Gravel Section	105,000		105,000		-	-	-	105,000	Jan-18	Jan-18	0.0%	
CT0242 Victoria Parade Car Park (Cenotaph) Carpark Improvements	140,000		140,000		8,691	5,434	14,125	125,875	Sep-18	Oct-18	10.1%	
Northern Rooke St Renewal - Design Only	50,000		50,000		-	-	-	50,000			0.0%	
Total Transport	4,340,000	-	4,340,000	492,146	81,952	957,001	1,038,953	3,301,047			23.9%	

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Stormwater												
CS0072 Pit Replacements 2018-19	50,000		50,000		22,342	-	22,342	27,658	Aug-18	Feb-19	44.7%	
CS0073 Minor Stormwater Works	30,000		30,000		-	-	-	30,000			0.0%	
CS0074 William SW Catchment Upgrade - Stage 8	600,000		600,000		173	950	1,123	598,877	Jan-19	May-19	0.2%	
CS0075 Stormwater Outfall Risk Management - Mersey River	30,000		30,000		410	-	410	29,590	Oct-18	Dec-18	1.4%	
CS0076 Brooke St Upgrade - Caroline Catchment Stage 1	200,000		200,000		-	-	-	200,000	Jun-19	Jun-19	0.0%	
CS0077 Stormwater Renewal - 37 Victoria Parade	20,000		20,000		3,361	-	3,361	16,639	Oct-18	Oct-18	16.8%	
CS0078 Madden St Stormwater Renewal - Aylett to Gunn	75,000		75,000		-	-	-	75,000	Nov-18	Nov-18	0.0%	
CS0079 Stormwater Renewal - 215-221 Tarleton St	50,000		50,000		1,795	-	1,795	48,205	Nov-18	Nov-18	3.6%	
CS0080 York St stormwater renewal	25,000		25,000		-	-	-	25,000	Jan-19	Apr-19	0.0%	
Southern Rooke St Stormwater Renewal	100,000		100,000		-	-	-	100,000			0.0%	
Total Stormwater	1,180,000	-	1,180,000	-	28,081	950	29,031	1,150,969			2.5%	
Plant & Fleet												
CF0023 Hire Plant Replacement Plan 18/19 (including disposal proceeds)	585,000		585,000		-	-	-	585,000	Sep-18	Jun-19	0.0%	
CF0024 Non-Hire Plant Replacement Plan 18/19 (including disposal proceeds)	44,000		44,000		-	-	-	44,000	Sep-18	Apr-19	0.0%	
CF0022 Fleet Replacement Plan 18/19 (including disposal proceeds)	198,000		198,000		-	-	-	198,000	Oct-18	Jun-19	0.0%	
Total Plant & Fleet	827,000	-	827,000	-	-	-	-	827,000			0.0%	
Other Equipment												
CE0009 Office Equipment	203,000		203,000		5,861	23,421	29,282	173,718	Jun-19	Jun-19	14.4%	
CC0012 Information Technology - Renewal & Upgrades	276,000		276,000		-	29,054	29,054	246,946	Jun-19	Jun-19	10.5%	
Total Other Equipment	479,000	-	479,000	-	5,861	52,475	58,336	420,664			12.2%	
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY	8,856,200	-	8,856,200	554,646	212,342	1,025,367	1,237,708	7,618,492			14.0%	
Living City												
CB0068 Living City - Strategic Initiatives	3,000,000	-	3,000,000	1,000,000	2,357,000	450,625	2,807,624	192,376	Sep-18	Jun-19	93.6%	Expenditure relates to completion of paranaple centre and food pavillion.
Total Living City	3,000,000	-	3,000,000	1,000,000	2,357,000	450,625	2,807,624	192,376			93.6%	
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY	11,856,200	-	11,856,200	1,554,646	2,569,341	1,475,991	4,045,332	7,810,868			34.1%	

6.0 COMMUNITY SERVICES REPORTS

6.1 DEVONPORT JAZZ 2018

File: 33662 D543265

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations

SUMMARY

To provide Council with an overview of the Devonport Jazz Festival 2018.

BACKGROUND

The Devonport Jazz Festival was held from 26-29 July 2018. The four-day festival featured 30 performances held in 21 venues throughout Devonport and surrounds.

The festival, now in its seventeenth year, featured a combination of events that were either funded by Council in venues that Council managed or events in venues where Council engaged artists and on-sold them. Council managed musical programming of the festival, artist and stakeholder liaison and the marketing and promotion of the festival.

Council also engaged a volunteer taskforce to assist with the staging of the festival, 14 volunteers contributed 200 hours in the lead up and during the festival.

In 2018, Council also received a Marketing Grant from Events Tasmania which assisted the festival to reach out to Melbourne and Hobart jazz audiences and develop important connections with jazz clubs and festivals in both areas.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

This year's festival featured headliners, highly-acclaimed a Cappella group from the Czech Republic, Skety who performed a concert and a vocal workshop. Discussions with Skety had commenced several years ago and their appearance at Devonport Jazz was made possible due to a coordinated Australian Tour which featured appearances at Mona and the Brisbane Jazz Vocal Festival among others.

Other highlights included quirky Melbourne duo Lily and King, Sydney Crooner Gregg Arthur and Victorian based 1930's party band The Furbelows. Devonport Jazz also welcomed The Hobart Jazz Quartet to the festival, led by 2017 Australian Jazz Hall of Fame inductee Ted Vining.

Also featured was a Blues component with performances from Billy Whitton and the Men of Steel, Chester Draws and the Lowboys and local favourite Jacob Boote and The Ornerly Horns.

The 2018 festival purposefully featured events designed to attract a broad range of community members with attractions aside from Jazz music. A Devonport Jazz edition of the popular Street Eats food truck festival attracted a large crowd complimented by Jazz inspired music and a New Orleans style Street Parade. The Providore Place pop-up

speakeasy bar and Sunday Market provided an important casual aspect of the festival that had been missing for some years, where patrons could drop-in and hear some live jazz music without committing to a ticketed event.

These events along with the ever-popular "Muso's in the Mall" event proved to be successful in building a festival vibe within the Devonport CBD and attracted a range of audiences, including non-traditional jazz music audiences.

2018 saw the introduction of a 'Festival Pass' which included entry to more than 15 free and paid events for a discounted rate. A one-ticket pass is something that patrons had asked for in previous years and proved popular, particularly with visitors from outside of Devonport. Festival passes were also utilised in partnership inclusions and promotional giveaways on both 7AD, SeaFM and ABC Northern Tasmania.

Overall the festival attracted an estimated 7,000 patrons, a significant increase from the 3,500 tickets sold to the 2016 event. This is attributed directly to the addition of more free and family-friendly events. This figure however does not account for those patrons that attended multiple events.



Event Promotion

It was important that Devonport Jazz developed a strong visual identity in the lead up to the 2018 festival. A television campaign ran state-wide on Channel 7 for the weeks leading up to the festival utilising the excellent campaign filmed in 2017.

Social media was an important aspect of the festival and allowed for connection with the audience via audio and visual clips of featured artists and interaction with artists and venues. The Devonport Jazz Facebook page reached 31,000 people during July, up from 27,000 in July 2016. 87 posts included the #DevonportJazz2018 or #DevonportJazz.

Devonport Jazz ran a key Melbourne and Hobart marketing campaign, with funding obtained from Marketing Tasmania. The campaign combined with in person promotion and partnership with jazz clubs and festivals in both areas. Devonport Jazz was promoted at Stonnington Jazz, the Victorian Jazz Club and Matthew Ives and his Big Band concert at Wrest Point.

A print and radio campaign ran in two major music news outlets in Melbourne in May/June:

- Beat Magazine Street Press - combined print and digital campaign featuring print advertisement and editorial, website Home Page takeover and EDM takeover. Campaign estimated reach 67,500.
- PBS FM – radio campaign combined with digital homepage banner and website editorial. Estimated reach 295,000.

The Melbourne campaign resulted in a significant amount of traffic to the Devonport Jazz website in May and June with the majority of website users in this period (30%) identified as being from Melbourne.



Devonport Jazz advertising also appeared in the June-July RACT Journeys Magazine and the music-specific street press WARP Magazine.

Devonport Jazz was also pleased to see the return of the ABC Live Broadcast, hosted by Piia Wirsu. The broadcast saw seven Devonport Jazz artists interviewed and the artists given the opportunity to perform live. The broadcast was streamed on ABC Local Radio North Tasmania.

The 2018 festival saw the re-design of the centralized Devonport Jazz 'hub', a place for patrons to obtain information, pick up a program, or purchase merchandise. The Hub was previously housed in venues around the CBD with mixed success. A decision was made this year to utilize the hub as a central point of light, sound and activity in the Rooke Street Mall. A hub was fashioned out of one of Council's furniture trailers and was decorated with Devonport Jazz branded vehicle wrap and displayed in the Mall for the weekend of the festival.

Devonport Jazz also held a promotional stall at the Providore Place Sunday market for three weeks leading up to the festival.



2019 Devonport Jazz Event

Planning for the 2019 event is underway. The Marketing and Events team have commenced artist negotiations for the 2019 festival. Due to the timeline of Council's

budgetary process, it is necessary for the festival to receive in-principle support to engage a headline act.

The review of the 2018 event identified a number of components which will be considered for improvement in the planning for 2019. These components include:

- The addition of further 'community style' events to attract new audiences;
- Explore the use of the parade precinct, including Arts Centre, Convention Centre, Providore Place and Market Square as a festival space.
- Explore the further rollout of the festival pass to include more events.

COMMUNITY ENGAGEMENT

A post-festival survey was circulated to patrons from both the Devonport Jazz mailing list, promoted via festival Social Media and those that purchased tickets from the DECC and opted in to receive communication from the festival. 26 responses were received.

The feedback showed:

- Audiences are predominately local with 45% of respondents from Devonport and North-West Tasmania. 38% were from Launceston and North East Tasmania and just 6% of respondents were from the mainland;
- Just 11% of respondents indicated this was their first time attending Devonport Jazz with 61% attending more than five times;
- Overwhelmingly respondents enjoyed the artists, atmosphere, venues and variety of genres and events in the Devonport Jazz program;
- 94% of respondents indicated they would attend the event next year.

Overall feedback was generally very positive with many commenting on the diverse program and the added festival vibe. In particular, the Speakeasy Bar at Providore Place received many great comments with people appreciating a casual bar they could drop in at before or after a show and hear some jazz music.

Suggested improvements included ensuring venues had adequate flooring for dancing. This year's festival in particular attracted a huge number of swing dancers with multiple dancers appearing at almost every gig, including those non-traditional dancing venues.

Devonport Jazz Festival works collaboratively with business venues, artists, service clubs, patrons and volunteers to deliver the event.

Devonport Jazz also utilised the skills, experience and resources of the Jazz Special Interest Group and Jazz Volunteer Taskforce. The Special Interest Group met a number of times in the lead up to the festival and provided advice and feedback on the direction of the festival and assisted with key actions and introductions where possible.

The Taskforce of 14 volunteers were rostered on for approximately 202 hours over the festival. Their duties included acting as ushers, venue liaisons, information desk, drivers and looking after the back-stage functions.

FINANCIAL IMPLICATIONS

The net operational budget allocated by Council to stage Devonport Jazz in 2018 was \$55,960 excluding any Council staffing costs.

The resulting operational net cost for Devonport Jazz 2018 was approximately \$36,000, excluding staffing costs, the result is a favourable budget variance of \$20,000. Considerable

Report to Governance, Finance & Community Service Committee meeting on 17 September 2018

savings were made in accommodation and venue expenses due in part to less events staged where Council was responsible for costs and less artists attending the festival overall.

The move to on-charging in venue sound costs and moving to artist supplied sound setup, where possible, has also resulted in a cost saving of over \$8,000.

Note, the below draft budget excludes two amounts which are awaiting invoices, therefore expenses are likely to increase but by less than \$1,000.

Council managed events performed at DECC, Lifeway Auditorium and the Don Centre which achieved a 66% occupancy rate with 1,122 tickets sold out of a possible 1,700. Performances sourced by Council and on sold to other venues achieved an occupancy rate of 76.5% with 2,052 tickets sold.

A detailed budget breakdown is as follows:

Cost Centre Financial Report		
Marketing, Tourism & Recreation Department		
Marketing & Events - Devoport Jazz 2018 PE000 0042		
	2018 Budget	2018 Actual
INCOME		
Sponsorship	16500	11000
Venue Agreements	11000	14610
Admission Charges	14560	13656
Merchandise	300	440
TOTAL INCOME	42,360	39,706
EXPENSES		
Performance Agreements Headliners	7500	7500
Performance Agreements General	16000	18300
Performance Agreement Pre-festival	2500	0
Miscellaneous	2500	
Photography/Video	1000	1000
Sound technical	11500	3067
DECC ticketing & Credit Cards fees	4000	1387
TVC	3500	3501
Radio	5500	6500
Print	7520	6647
Digital	500	1070
Brochures & Printing	3500	3771
APRA	1000	
Venue expenses	11000	6990
Flights	10800	10360
Accommodation	7800	3777
Ground Travel	2200	200
Generator/Toilets		1461
TOTAL EXPENSES	98,320	75,531
NET OPERATING SURPLUS / (DEFICIT)	(55,960)	(35,825)

RISK IMPLICATIONS

- Reputation - To ensure the future sustainability of the event, there is a need to attract a more diverse audience, to boost tickets sales. There is the risk, when diversifying, that the festival will lose its Jazz focus which would not be true to the name and reputation of the festival and may turn away the Devonport Jazz faithful which currently make up half of the audience.
- Financial - There is a financial risk to Council that the cost to stage the event when compared to other Council events is quite high. Council must be conscious of its return on investment through social capital and continually improving the event to ensure the event is successful.

CONCLUSION

Devonport Jazz continues to be a key event for Devonport's cultural and winter events calendar. The 2018 result shows a concerted effort to attract a more diverse audience which proved to be successful. The event has a reputation worth protecting and a loyal audience base however there is a need to explore the future structure of the festival to ensure the festival can grow as it needs too. It is important to reassess the objectives of the festival each year to ensure they remain current.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that the report relating to Devonport Jazz be received and that Council:

1. give in principle support for artist negotiations to commence with headline acts for the 2019 festival;
2. note the feedback received on the event was generally positive, and;
3. note that the 2018 event ran at a net cost of approximately \$36,000 (excluding staff costs).

Author: Position:	JoHanna Robertson Marketing and Events Officer	Endorsed By: Position:	Karen Hampton Community Services Manager
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6.2 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS

File: 34511 D536922

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To present the Minutes of the Council's Special Interest Groups and Advisory Boards.

BACKGROUND

At Council's Governance and Finance Meeting held on 20 March 2017, Special Interest Groups and Boards were determined. Minutes of these Groups are presented to Council for their information and ratification of decisions when and if required.

STATUTORY REQUIREMENTS

Under Section 24 of the *Local Government Act, 1993*, a Council may establish Special Committees on such terms and for such purposes as it thinks fit.

DISCUSSION

The minutes of the following meetings are attached: (July and August)

- Devonport Regional Gallery Advisory Board
 - The Board received an update on the Gallery relocation and reviewed the paranaple art centre shop floor plans;
 - The Board received an update on the Gallery's exhibition program;
 - The Board discussed the Gallery's staffing structure;
 - The Board reviewed potential Gallery Acquisitions: Attached.
- East Devonport Special Interest Group
 - The Committee commenced a review of the East Devonport Community Plan Actions 2014 – 2019.
 - The Committee provided updates on events within the East Devonport Community.

In line with the conduct of the 2018 election and the appointment of new elected member representatives on committees, it will be opportune to also consider any changes required to the structure and/or operations of Special Committees. It is intended, soon after the completion of the election, that a report will be provided for Council consideration.

COMMUNITY ENGAGEMENT

Committees allow Council to engage with the community in collaboration. This means the public are partners in decision-making including the development of alternatives and identifying the preferred solution.

FINANCIAL IMPLICATIONS

There are no financial implications which relate to this report.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

The minutes of Council's Special Interest Groups and Advisory Boards are provided for Council's consideration.

ATTACHMENTS

- [1.](#) 2018.08.08 Unconfirmed Devonport Regional Gallery Advisory Board Minutes and Action List (and attachments)
- [2.](#) 2018.8.28 Unconfirmed East Devonport Special Interest Group Minutes and Action List

RECOMMENDATION

That it be recommended to Council that the minutes of the Devonport Regional Gallery Advisory Board and East Devonport Special Interest Group be received and noted.

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

**MINUTES AND ACTION NOTES FOR A MEETING OF THE
DEVONPORT REGIONAL GALLERY ADVISORY BOARD
MEETING HELD WEDNESDAY, 8 AUGUST 2018
COMMENCING AT 5.30PM**

Distribution: Committee Members
Josephine Kelly – Community Member (Chair)
Ald Jarman
Ald Tammy Milne
Vivienne Breheney – Community Member
Lee Dixon – Community Member
Linda Johnston – Community Member
Alister McCrae – Community Member
Alexandra Morse – Community Member
Marilyn Raw – Community Member
Carol Whish-Wilson – Community Member

Council Officers
Geoff Dobson
Danielle O'Brien

Guest
Karen Mathew – Friends of the Devonport Regional Gallery

PRESENT

Josephine Kelly, Ald Jarman, Ald Milne, Lee Dixon, Alexandra Morse, Marilyn Raw, Carol Whish-Wilson, Geoff Dobson and Danielle O'Brien

1.0 APOLOGIES

Alister McCrae and Karen Mathew

NOT PRESENT

Vivienne Breheney and Linda Johnston

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Board recommends that the previous minutes of the meeting held 13 June 2018 be received and noted.

Moved: Ald Jarman/ C Whish-Wilson

CARRIED

4.0 ACTION LIST

Board reviewed, please see attached Action List for updates.

5.0 REPORTS

Gallery Report: Attached

Moved: C Wish-Wilson/Ald Milne

CARRIED

6.0 GENERAL BUSINESS**6.1 Potential Acquisitions**Owen Lade

Artist: Owen Gower Lade

Title: Williams Mountains on Island of Skye

Date: n.d

Medium: watercolour

Dimensions: Image – 11.0 x 19.5cm

Frame – 23.0 x 31.5cm

Edition: n/a

The Devonport Regional Gallery Advisory Board endorse the Acquisition Proposal regarding the Owen Gower Lade work entitled Williams Mountains on Island of Skye.

Moved: A Morse /L Dixon

CARRIED

Gerald Makin

The Devonport Regional Gallery Advisory Board discussed an inquiry regarding a body of works by the late Gerald Makin consisting of paintings and sculptural pieces.

The Devonport Regional Gallery Advisory Board in principle support the assessment of the works against the Devonport Regional Gallery acquisition criteria, for future acquisition consideration.

The Board ask that Power of Attorney be clarified/confirmed, and if appropriate assistance be offered to approach local institutions that had a connection with the artist should the works not be appropriate for the Permanent Collection.
MA offered assistance in viewing the work.

6.2 Corporate Plan Actions

The Board noted the Corporate Plan Actions.

6.3 Strategic Plan

The Board noted the Strategic Plan.

6.4 Devonport Regional Gallery Relocation

Devonport Regional Gallery refresh logo

Board reviewed the 4 parnaple art centre logo concepts.
Majority supported option 3, next preference option 2 with colours correlating with the parnaple art centre branding.

Action:

Gallery to investigate activity opportunities to assist in promoting the branding.

Naming of Gallery Rooms

The Devonport Regional Gallery Advisory Board endorse the naming of the Gallery Rooms as Main Gallery, Upper Gallery and Little Gallery.

Moved: G Dobson /Ald Jarman

CARRIED

Marketing

The Board advised that the review of the Marketing for the Cultural Facilities is progressing.

The Board received data on Council's marketing brochures previously available on the Spirit of Tasmanian.

Looking forward the marketing is scheduled to focus on Travelways, engaging with local service providers and locals through existing networks.

The Gallery will be marketed as a Contemporary Regional Gallery.

Data on Tourists pathways through Tasmania can be found at Tasmania Tourism Tracer : <https://tasmania.tourismtracer.com/paths-through-state>

Action:

Investigate ways to increase Art Spark and 1,2,3 attendance.

Security

The Gallery will have;

- o the one entry in/out.
- o CCTV
- o 8 staff working in the office beside Little Gallery.
- o Staff in uniform and
- o Volunteers.

paranaple art centre opening

Opening of Tidal 2 November

Investigating the possibility of launch the paranaple art centre mid-November introducing the exhibition program for 2019.

Retail Facility

Engaged Richard Harling, the Cultural Commerce Consultant, to assist with the development of the retail facility.

6.5 Board Membership

Terms of Reference to be reviewed with the Election Councilors in October.

6.6 Gallery Program

2019 Program almost complete. Apart from a 3 week block, mid-year between 2 touring shows.

Options the Gallery have been looking at;

- Elected members to choose a work from the Permanent Collection for display, or
- Loaning work from a local institution

Board Members suggested artwork from local youth.

The Devonport Regional Gallery Advisory Board recommend Council support the Gallery to investigate the viability of a curated exhibition of work from Primary School Children with the goal of delivering a regular children's exhibition.

Moved: Ald Milne /Ald Jarman

CARRIED

6.7 Tidal

The Board received an update on the Tidal entries for 2018.

6.8 Future Meeting Dates

Future meetings to be held bimonthly, the second week.

- Wednesday, 12 December 2018
- Wednesday, 13 February 2019
- Wednesday, 10 April 2019
- Wednesday, 12 June 2019
- Wednesday, 14 August 2019
- Wednesday, 9 October 2019
- Wednesday, 11 December 2019

7.0 AGENDA ITEMS FOR NEXT MEETING

- Discuss, Exhibition of Artists with disability
- AM to present the Central Coast Dementia Friendly Community Strategy.
- Opening of the paranaple art centre

NEXT MEETING TO BE HELD WEDNESDAY, 10 OCTOBER 2018 COMMENCING 5.30PM ABERDEEN ROOM PARANAPLE CENTRE

MEETING CLOSED 7.10PM

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST
MEETING HELD 8 AUGUST 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
8 AUGUST 2018	Marketing	All	In progress	Investigate ways to market Art Spark and 1,2,3 to attract a greater audience	
		GD/All	In progress	Investigate Gallery activities to promote the branding of the paranapple art centre	
23 MAY 2018	Devonport Regional Gallery Relocation	GD	In progress	Retail Facility: Confirm that the retail space is mobility aid accessible.	
		All	Completed	Workshop opportunities to market the relocation of the Gallery eg: Landline, other ABC avenues.	
		GD/JR	In progress	Official paranapple art centre Launch	
	Membership	All	In progress	Invitation to be extended to a member of the Droogs.	
15 NOVEMBER 2017	Devonport Regional Gallery Strategic Plan	All	In progress	<ul style="list-style-type: none"> Audience Engagement Partnerships, Investment & Performance Collection 	
	Devonport City Council Strategic Plan	All	In progress	<p>A Vibrant Culture is created through the provision of cultural activities, events, and facilities.</p> <ul style="list-style-type: none"> Acknowledge, preserve, and celebrate local art, culture, and heritage Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement, and strong participation for the benefit of current and future generations Develop and implement an integrated approach to public art 	
	TIDAL Festival		In progress	Scheduled for Summer 2018 3 Judges confirmed. Judges reviewing the applications.	NOV 18

2016-2017	<u>Devonport City Council Annual Plan Actions</u>
	4.2.1.2 Exhibit emerging and early career artist exhibitions, including one children's focused exhibition
	4.2.2.2 Exhibit five state and national touring exhibitions
	4.7.5.1 Develop an initiative that engages artists living with a disability
	4.7.5.2 Recognise and promote the indigenous culture and art of the region
4.8.1.1 Develop an art initiative that engages young people to deliver a public art piece or creative event	

DEVONPORT
REGIONAL
GALLERY

Gallery Report August 2018

EXHIBITIONS 09 JUNE – 01 July*North West Art Circle: Annual Community Exhibition and Awards**Richard Griffiths: Back to Burra Bee Dee (The Little Gallery)*

Opened Friday 8 June

Opening attendance: 85

Total attendance: 926

EXHIBITIONS 7 JULY – 19 August 2018*Play On: The Art of Sport. Ten Years of the Basil Sellers Art Prize*

Opened Friday 06 July

Opening attendance: 32

VISITATION

From Friday 1 June the Gallery has established a daily record of attendance, resetting to zero prior to opening to the public. As a result, the recorded visitors' numbers have demonstrated a significant decrease. Undertaking daily records provides reliable data to use in comparison to the relocation to the paranple Arts Centre.

The previous method was monthly readings of a continuous count. This number was divided in half to account for people entering and exiting. This figure was then adjusted down by 10%. This was not accurate, as the door counter recorded any movement in the foyer and people delivering items resulted in inflated numbers. It also included any staff prior/post opening hours and setting up of flags and a-frame.

EDUCATION & PUBLIC PROGRAMS 13 June – 7 August 2018

Date	Program	Attendance
14 June	Public program: NWAC Workshop A Stich in Time	7
18 June	Public Program: Books + Art Reading Group	9
19 June	Education: Art Spark x 2 sessions	11
20 June	Public Program: NWAC Workshop Introduction to Life Drawing	12
22 June	Education: Little Aesthetics Lady of Lourdes Grade 1 X 2	57
26 June	Education: Art Spark x 2 sessions	10
27 June	Education: Internal 123 create	5
2 July	Outreach Out There	15
2-6 July	Exhibition installation	-
14 July	Droogs: Workshop silk screening suits and lantern making for Jazz festival	6
15 July	Droogs: Workshop silk screening suits and lantern making for Jazz festival	4
16 July	Public Program: Books + Art Reading Group	6
22 July	Droogs: Workshop silk screening suits and lantern making for Jazz festival	3
25 July	Education: 123 Create	2
26 July	Droogs: lantern stand at Street Eats for the Jazz Festival	7
31 July	Education: ArtSpark 1 Session	15
1 August	Droogs: Workshop Mural ideas for the exhibition <i>From Here to There</i>	6
7 August	Education: ArtSpark 1 Session	12

DEVONPORT
REGIONAL
GALLERY

Gallery Report August 2018

THE DROOGS

The Droogs silk-screened suits to be paraded at the Jazz Festival. Unfortunately, the suits were not used this year, but the events team will keep them for the 2019 festival.

The Droogs members also worked on ideas for paper lanterns for the Streets Eats event. One of the Droogs members, Ashleigh Butler, assembled an impressive number of lanterns, to which visitors added LED lights and glow sticks. This activity was free of charge and hugely popular.

The group is now working towards an interactive indoor mural in the gallery, which is included in the last exhibition at Stewart Street.

NEW GALLERY

The Rooke Street Gallery is on schedule to open in early November, with handover from Fairbrother expected to occur in early October.

Staff currently working from Fenton Way offices will be relocating to the paranaple arts centre in late August, due to the closure of the Fenton Way Council offices. Staff includes:

- Convention and Arts Centre Director
- Theatre Manager
- Visitor Services Coordinator
- Function/Box Office Administrator
- Marketing/Box Office Administrator

The remaining staff will continue to work from Stewart Street, until transitioning in October.

Including:

- Exhibitions Coordinator
- Curator
- Creative Learning Public Programs Officer
- Customer Service Officer

The new Gallery has been lined and is awaiting painting. Shortly the floor coverings and joinery will be installed and the fit-off can commence.

In July, the Council engaged with Richard Harling, who operates as the Cultural Commerce Consultant, to provide a report on the future retail operations of the Gallery and Visitor Information Centre at the **paranaple arts centre**. His report can be made available once received.

The broader precinct, including the paranaple centre will be open for business from early September. There is also a 'sneak peek' open day for the paranaple centre on Friday 17 August.

STAFF

Debbie Qadri has been appointed as the Creative Learning and Public Programs Officer. Having grown up in Devonport, Debbie has returned after living in Victoria for 25 years. Debbie has an extensive background as a practicing artist, art teacher and has worked in community cultural development roles enabling community partnerships and developing the capacity of individual artist within the community. Debbie has a Masters degree from RMIT in Art in Public Spaces and is undertaking research in the area of permanent public art made by community members for her PhD at Victoria University.

DEVONPORT
REGIONAL
GALLERYGallery Report August 2018

Debbie started on Tuesday 31 July. Debbie will work two days a week, for four weeks, until she completes an existing contract with Don College, and will then join the Gallery for four days a week.

A position for an Administration Officer was advertised internally, closing on Friday 3 August. Interviews will be conducted Thursday 9 August. The current fixed term contract for the Customer Service Officer (currently a shared role by Josh Van Essen and casuals) expires in early September.

TIDAL: CITY OF DEVONPORT ART AWARD

The Gallery received a high number of entries for Tidal, confirming 153 entries were received from throughout Australia. This was the first year the Gallery conducted online entries, with 149 of the 153 entries being submitted online. Online entries greatly reduced the processing time and ease of collating of information for the judges.

Entries have been sent to the three judges for assessment. At the time of writing, the Gallery had received the assessment from one judge. It is expected artists will be notified by the end of August.

The judges for *Tidal* are:

Adam Harding, Director, Horsham Regional Art Gallery and Chair of NETS Victoria

Ashleigh Whatling, Curator Visual Art and Design, Queen Victoria Museum & Art Gallery

Dr. Jan Hogan, Coordinator of Printmaking and Drawing Studios, School of Creative Arts, Hobart, UTAS

DEVONPORT
REGIONAL
GALLERY

DCC PERMANENT COLLECTION

ACQUISITION PROPOSAL FORM

Proposing Staff Member: Erin Wilson, Curator

Date submitted: 27/07/18

1. OBJECT DETAILS

Artist: Owen Gower Lade
 Title: *Williams Mountains on
 Island of Skye*
 Date: n.d.
 Medium: watercolour
 Dimensions: Image: 11.0 x 19.5 cm
 Frame: 23.0 x 31.5 cm
 Edition: n/a

**2. ACQUISITION DETAILS**

Object inspected: Erin Wilson, 27/07/18

Object reviewed by: DRG SIG

Purchase Price: N/A

Acquisition funding (eg. DCC Assets Budget, Friends of DRG, DGRS, Other): N/A

Funds confirmed: N/A

Donation (indicate if donation is offered under the Cultural Gifts Program): NO

Donor name: Sue Ranson, on behalf of Joan Darke

Donor address: P.O. Box 465, Ulverstone, 7315

Donor phone: 0407 914 621

Has the donor/vendor clear and unencumbered title to this object and can this be signed over to the Gallery: YES

3. CONDITION / TRANSPORTATION / STORAGE

Condition report completed: Formal condition report to be completed upon acquisition

Storage or conservation requirements: N/A

Are funds required for special storage requirements i.e. travel frame/conservation box. What will the approximate cost be and are funds available within DRG budget: NO

If the object requires packing and transport to DRG what is the estimated cost and are funds available within DRG budget: N/A

If the item is a donation, does acceptance of this donation require DCC to have an ongoing commitment to accept further material: NO

4. DATABASE

All objects acquired for the DCC Permanent Collection must be entered into the DCC Permanent Collection data base within four weeks of acquisition. The object(s) must also be placed on the *DCC Capital data base (check details) and all details must be supplied to DRG staff within a fortnight of placing on DRG data base.*

5. CONFLICT OF INTEREST DECLARATION

Please note a conflict of interest occurs where a decision you are required to make, which includes proposing an acquisition or donation, benefits a close associate.

Please highlight the appropriate statement:

-The proposing Officer has no conflict of interest in this proposed acquisition

-The proposing Officer has a conflict of interest in this proposed acquisition

If you have a conflict of interest please declare:

6. STATEMENT OF SIGNIFICANCE / RECOMMENDATION

Owen Gower Lade was an artist who lived in the North West of Tasmania. He was a prolific painter who worked in oil, acrylic and watercolour and painted subjects ranging from landscapes and buildings to fungi and portraits. Lade was an unusual character who was obsessive about his work and would travel for miles on his bicycle with his painting equipment on his back in order to create a painting. His portraits of children are 'strange' yet fascinating and the highly respected Daniel Thomas regards him as one of Australia's little recognised, yet important, artists.

The Gallery owns and manages a large collection of works by the artist. Some of these have been purchased or donated to the gallery over a period of forty years or more, but much of the collection was bequeathed to the Gallery after Lade's death in 2006. The Gallery has possibly the largest collection of his portraits of children which totals 18 oils painted on hardboard. Other works in the collection include hundreds of loose sketches and watercolours made in Australia and overseas.

This particular work is of Williams Mountains on the Island of Skye, Scotland. It was painted from memory, when Lade had virtually no sight. It has been donated to the Gallery on behalf of local woman Joan Darke, who passed away recently. Joan was a friend of Lade's, and the painting was a Christmas gift from Lade. This work fits within the existing DCC collection of Owen Lade works, and is in good condition.

This work is recommended for acquisition.

Signed: Erin Wilson
Curator

Date: 27/07/18

Signed:
Convention & Arts Centre Manager

Date:

Approved:

Date:

Not approved:

Date:



DCC PERMANENT COLLECTION ACQUISITION PROPOSAL

Gerald Makin was born in Staffordshire, England in 1929, and arrived in the North West of Tasmania in 1972, where he worked as a high school art teacher in Ulverstone.

Makin's work spans across painting, sculpture and ceramics, for which he primarily works with Tasmanian clays. His sculptural and ceramic works have often drawn inspiration from the landscape.

The DCC Permanent Collection holds five of Makin's ceramic sculptures, and significantly Makin was judge of the North West Art Circle's annual exhibition in 2009, held at Devonport Regional Gallery.

- A 'Large Vase' 1982 (narrow, 50cm high);
- 'Tall sculptural cylinder' 1983 (narrow, 54cm high);
- 'Bucolic Love' n.d, small figurative sculpture;
- 'Moonsong' n.d., a small figurative sculpture of woman holding moon and
- 'Ascent' 1983 - this is a large sculptural pot, but the location we have listed for this is 'kitchen' which for ceramic works generally means it has not been seen since pre-move to Lawrence Drive.

Email received from Nicholas Makin advised that Gerald Makin had recently deceased and acting with Power of Attorney he is seeking a suitable future home for the body of work that will "preserve its integrity and ensure it is able to be enjoyed by future generations..... I estimate the collection - unfortunately I am not in a situation that allows a physical count as I am resident in Ireland - at 100 + paintings and perhaps 50 sculptural pieces".





**MINUTES AND ACTION NOTES FOR A MEETING OF THE
EAST DEVONPORT SPECIAL INTEREST GROUP
MEETING HELD TUESDAY, 28 AUGUST 2018 3.30PM**

Distribution: Committee Members
Ald Rockliff (Chair)
Ald Jarman
Tracey Carter – Community Member
Maureen Clarke – Community Member
Jenny Mountney – Community Member
Neil Newman – Community Member
Scott Newman – Community Member
Frances Wilson – Community Member

Council Officers
Karen Hampton
Charmane Hardy
Danielle O'Brien

PRESENT

Ald Rockliff (Chair), Ald Jarman, Maureen Clarke, Jenny Mountney, Scott Newman, Frances Wilson, Karen Hampton and Danielle O'Brien.

1.0 APOLOGIES

Tracey Carter, Neil Newman and Charmane Hardy

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Group noted and confirmed the previous minutes of the meeting held 26 June 2018.

4.0 ACTION LIST

Reviewed, please see attached Action List for updates.

5.0 INFORMATION SHARING

- East Devonport Special Interest Group fitness equipment: Lighting to be finalised
- Tender for the ablution block recently closed
- Community engagement regarding playground equipment to occur in the next few months
- Pioneer Park water fountain purchased, installation in Spring
- How Bazaar – 12 September 2018 at East Devonport Recreation and Function Centre

Action:

Updated How Bazaar poster to be provided to the group when available

- Devonport Food and Wine: Family BBQ in Pioneer Park – Friday, 12 October 11.30am-1.30pm
www.devonportfoodandwine.com.au
- East Devonport Boot Camp –
 - 41 Children attended 15 August 2018
 - Funding confirmed to the end of 2019
 - Volunteers with Working with Vulnerable people check required to assist monitor the group, contact East Devonport Child and Family Centre
 - Boot camp is held School terms every Wednesday, 3.30pm
- Josh Foley working with East Devonport Mothers to create an East Devonport Child and Family Centre carpark mural.

- Seeking a builder or someone able to donate timber
- SN has set up Devonportevents.com.au on Facebook and as a Website, feel free to send him events and activities to advertise
- The Rectory is receiving a refresher after recently being sold
- East Devonport Primary School Social was a success. Organised by the children with mentors.
- Ald Jarman working with various organisations to source funding for East Devonport Primary School Art and Music Departments.

6.0 GENERAL BUSINESS

6.1 East Devonport Community Plan Actions

The Group reviewed Objectives; 1 and 3. Will continue the review next meeting.

7.0 AGENDA ITEMS FOR NEXT MEETING

- Invite a Tasports representative
- Invite Andrew Hillier from Devonport Chaplaincy to discuss Drivers Assistance and Loaves and Fishes programs.
- Continue Community Plan Review

8.0 NEXT MEETING TUESDAY, 9 OCTOBER 2018 COMMENCING 3.30PM AT THE EAST DEVONPORT CHILD AND FAMILY CENTRE

MEETING CLOSED 4.42PM

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST
MEETING HELD 28 AUGUST 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
26 JUNE 2018	Tasports	DO'B	In progress	Invite representative's from Tasports to a future meeting, to discuss the company's plans for East Devonport port and Devonport Airport	Oct
	Foreshore Pathway		In progress	Lighting to be installed with the Fitness Equipment. No further foreshore lighting scheduled for East Devonport at this stage.	
	Garden of Reflection – Pioneer Park		In progress	July 2018 Council Recommendation: consider the development of a conceptual plan in the future, dependent on priorities emanating from the Pioneer Park Master Plan. Email received 11 May 2016, on behalf of Mersey Apex, Ald Goodwin granted permission to relocate the memorial plaque	
17 APRIL 2018	East Devonport Outdoor Fitness Equipment Update	KH	In progress	Equipment installed, lighting to be installed when weather permits. Note: new toilet block will commence next financial year	
	East Devonport Retailers	KH/Ald Jarman/ NN/JR	In progress	Update: Ald Jarman/Neil Newman to provide JoHanna with suggested dates. Council to advertise and facilitate workshop to potentially develop; <ul style="list-style-type: none"> • Signage • Retail Strategy • Gauge interest in a Retail group 	
	East Devonport Community Plan	All	In progress	Group to update actions completed/identify future actions. Share document sent 2 July 2018	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
17 OCTOBER 2017	East Devonport Shopping Sign		In progress	<p>Location: -41.183090, 146.412264 Latrobe municipality.</p> <p>Ald Jarman has spoken to the owner of the property.</p> <p>The sign has been there for about 30 years.</p> <p>UPDATE: KH and DO'B have been in contact with Latrobe Council (April-August 2018) and are sourcing information regarding their planning requirements.</p> <p>DO'B discussed signage requirements with Department of State Growth and Planning Departments. Signage Codes dictate that signage would need to be: for visitor information and destination direction.</p> <p>Dimensions required for East Devonport Retails meeting.</p> <p>KH to investigate a sign being located on the highway, noting it is a road under the responsibility of Department of State Growth</p>	

7.0 INFORMATION REPORTS

7.1 UNCONFIRMED MINUTES - SHARED AUDIT PANEL - 13 AUGUST 2018

File: 30196 D540496

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting

SUMMARY

To report the unconfirmed minutes of the Audit Panel meeting held on 13 August 2018.

BACKGROUND

The Audit Panel is in place to assist Council in fulfilling its oversight responsibilities by providing independent advice and assurance in regard to 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.

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 Audit Panel meeting held on 13 August 2018 are attached for information. These minutes are for the Shared session of the meeting and for the Devonport City Council specific section.

Items of note discussed at the Shared meeting include:

- LGAT Credit Card Policy
- Tasmanian Planning Scheme
- Annual Audit and Reporting
- Self-Assessment Process

The Devonport City Council Audit Panel discussed:

- Review of the draft 2018 Financial Statements
- Annual Audit and Reporting
- LIVING CITY update

Discussion on the recent self-assessment process included the recommendation from the Chairman that the two Councils consider the appointment of a third independent Panel member. Central Coast Council determined not to appoint a third member and if the

Shared Panel were to continue, it is preferable that the composition of the Panels remain consistent.

The Audit Panel members were appointed for a period of four years to align with the Council election cycle. Following the conduct of the 2018 election, advertisements for the independent Chair and Member will be undertaken.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

- Political/Governance
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 state of affairs of the Council;
 - the Strategic Plan, Annual Plan, long-term financial management plan and 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 minutes of the Audit Panel meeting held on 13 August 2018 are presented to the Aldermen as per the recommendation below.

ATTACHMENTS

- ↓1. Unconfirmed Audit Panel Minutes 13 August 2018 - Devonport City Council
- ↓2. Unconfirmed Audit Panel Minutes 13 August 2018 - Shared

RECOMMENDATION

That it be recommended to Council that:

- (a) the unconfirmed minutes of the Audit Panel meeting held on 13 August 2018 be received and noted; and
- (b) the composition of the Audit Panel remain unchanged insofar as it will maintain the status quo of two independent members, noting that an advertisement for the independent members will be undertaken following the completion of the 2018 Council elections.

Author:	Jacqui Surtees	Endorsed By:	Paul West
Position:	Executive Officer	Position:	General Manager

DEVONPORT CITY COUNCIL**AUDIT PANEL**

Unconfirmed minutes of meeting held Monday 13 August 2018
at Devonport City Council commencing at 2:52pm

1. Attendance

Members – Robert Atkinson (Chair), John Howard, Ald Grant Goodwin, Ald Charlie Emmerton

Officers – Paul West (General Manager), Kym Peebles (Executive Manager Organisational Performance), Jeffrey Griffith (Executive Manager Corporate Services), Joshua Jackson (Finance Manager), Jacqui Surtees (Executive Officer)

2. Apologies – N/A**3. Declarations of Interest**

As previously noted.

4. Confirmation of Minutes

Moved: Ald Goodwin

Seconded: John Howard

That the minutes be accepted as correct. Carried Unanimously

Business Arising

- Council will review commentary provided with monthly financial reports – it was noted that this will be an ongoing action.
- Council to review suggested wording changes and review graphs in the Long-Term Financial Plan – this has been addressed; the graphs have been amended as suggested and wording around residual value has been reviewed.
- A number of matters common to DCC and CCC, arising from the Chair's Audit Panel Evaluation, are scheduled for discussion at the Shared Audit Panel. Aldermen have been provided with a copy of the assessment.
 - Discussions were held at the shared panel meeting. Paul West will prepare some information regarding process and share the DCC recommendations with CCC after the election process to ensure agreement, and then share with the Chair before submitting to Council for consideration.

5. Risk Management

5.1 Claims Update

Kym Peebles advised that there are no current claims.

5.2 Potential Claims

Kym advised there are currently no known pending claims.

Kym advised Council has received the finalised insurance premium for 2018/19. There is an increase in the premium for the property class of approximately \$10,000 primarily due to past weather events.

There was a general discussion around workers compensation, and Paul noted that Council has had two years of low claims, and Council is therefore expecting a claims experience refund for 2017/18.

There was a discussion around risk of property and public liability, and the risk of larger one-off individual claims from the public.

Action: Kym to check public risk coverage.

6. Financial Management

6.1 Review 2018 Annual Financial Statements.

Paul introduced Joshua Jackson to the panel and advised that Josh reports to Jeffrey Griffith and has taken a lead role in preparing the financial statements.

Prior to the meeting, the Chair and John Howard had emailed through questions relating to the Draft Financial Statements. Josh gave a presentation to the panel that addressed some of those queries, and several matters were discussed in detail at the conclusion of the presentation. Josh will respond to the remaining queries as required.

Paul noted that Council is required to provide the draft Financial Statements to the Audit Office by Tuesday 14 August, and then there will be time to reflect and make changes to the document. There has been a delay in the attendance of the Auditors this year due to their staffing shortages at present. Auditors were to attend week commencing 13 August but will now not be here until week commencing 3 September. Minimal impact apart from delaying the finalisation of the Annual Report and the conduct of the Annual General Meeting.

The Chair noted he is satisfied the panel has fulfilled the requirements regarding the suggested activities as per the 2018 Audit Panel Work Plan in regard to review of the 2018 Annual Financial Statements.

Action: Josh to finalise and submit the financial statements to the Auditor General.

7 Annual Audit and Reporting

7.1 Review Draft Annual Report

Kym advised that the Annual Report is a work in progress. Information is currently being collated, and the financial statements make up a large portion of the report. Kym noted that Devonport will have a look at the document that Central Coast Council uses as their guide to prepare their Annual Report.

7.2 Interim Audit Report

The Audit Office has advised that Council will only receive a final report this year, and that is expected to be received in September following their next visit.

8 Major Projects

8.1 LIVING CITY

Paul West tabled the June LIVING CITY Report. The project continues to be within budget and there is likely to be some cost savings. There has been substantial interest in hire of meeting rooms. Council is on target to relocate to the paranapple centre at the end of August.

Audit Panel members joined Aldermen on a tour of the paranapple centre.

9 General Business

N/A

Meeting Closed: 4:25pm

Next Meeting: Monday 19 November 2018 at Central Coast Council

DEVONPORT CITY COUNCIL & CENTRAL COAST COUNCIL
SHARED AUDIT PANEL

Unconfirmed minutes of meeting held Monday 13 August 2018
at Devonport City Council commencing at 2:12pm

1. Attendance

Members – Robert Atkinson (Chair), John Howard, Ald Grant Goodwin, Ald Charlie Emmerton, Cr Phillip Viney and Cr Tony Van Rooyen (proxy)

Officers – Paul West (General Manager DCC), Kym Peebles (Executive Manager Organisational Performance DCC), Jeffrey Griffith (Executive Manager Corporate Services), Jacqui Surtees (Executive Officer DCC), Joshua Jackson (Finance Manager DCC) Sandra Ayton (General Manager CCC), Bill Hutcheson (Director Organisational Services CCC)

2. Apologies

Councillor Gary Carpenter and Cor Vander Vlist

3. Declarations of Interest

As previously recorded.

4. Confirmation of Minutes

Moved: Ald Goodwin
Seconded: Councillor Viney

That the minutes be accepted as correct. Carried Unanimously

4.1 Business Arising

- Follow up with LGAT regarding compliance register schedule and develop a subsidiary work plan based on those guidelines – carry forward.
- Reporting to be reviewed and expanded to greater support well documented process and policy around capitalization thresholds – carry forward.

5. Policies and Procedures

5.1 Draft LGAT Credit Card Policy

Feedback on the draft policy was provided to LGAT from CCC and DCC. The final version of the policy has now been approved, with only minor changes made to the draft, and is available for councils to adopt if required.

Action: The final version of the LGAT Credit Card Policy will be referred to the councils for formal consideration.

6. Legislative Compliance & Ethics

6.1 TPS Planning Changes and Compliance Arrangements

SA advised that CCC have submitted their Local Provisions Schedule to Hobart and are currently waiting for feedback. Their Planning and IT departments have been working together to refine processes which has resulted in a reduction in rework and duplication. They are moving to Open Office software in the future which will assist in auto-capturing information to records, cut out scanning and improve reporting. Once the feedback is received from Hobart, the next stage will be consultation.

PW advised the DCC planners have been working on the local provisions and local mapping. Three workshops have been held to date, however further progress will require allocation of additional resources. Provision of information from the State has had an impact on the process but the focus to date has been on mapping.

JH queried if this is something that could be progressed by the councils working together? PW advised that planners from NW councils and the Cradle Coast Authority have formed a group and worked on areas of commonality, however there are things that individual councils need to do themselves.

7 Annual Audit & Reporting

7.1 Review Draft Annual Reports

The Chair advised that CCC had discussed this at their individual audit panel meeting, and DCC agreed to do the same.

SA mentioned that it had been worthwhile for CCC to apply for an award through ARA. It gave them a good indication of what they should be doing and provided an opportunity for continuous improvement.

8 Governance

8.1 Self-Assessment Process

The panel had an open discussion regarding the common matters arising from the Chair's Audit Panel Evaluation.

General consensus was that the shared panel is a good idea, but not necessarily providing value for each council in the current arrangements.

Some members noted that they think more benefit would be gained from having longer individual panel meetings and only getting together from time to time as a Shared Panel to discuss common items.

The election cycle provides an opportune time to review the feedback and make a recommendation going forward.

The Chair noted the discussion had allowed everyone to have a say, and that further discussions will evolve over the next few months.

9 General Business

No items discussed.

Meeting Closed: 2:47pm

Next Meeting: Monday 19 November 2018 – at Central Coast Council.

7.2 ELECTED MEMBERS' EXPENDITURE REPORT JULY AND AUGUST 2018

File: 22947 D542907

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To detail expenditure of both the Mayor and Aldermen.

BACKGROUND

This report is in response to a Council resolution (Min 49/12 refers) "*That Council be provided with a specific monthly report in relation to expenditure incurred, in excess of statutory allowances, for both the Mayor and Aldermen.*"

STATUTORY REQUIREMENTS

Under the *Local Government Act 1993*, Council is required to publish details of the total allowances and expenses paid to the Mayor, Deputy Mayor and Aldermen in its Annual Report, however there is no obligation to do so at any other time

DISCUSSION

Expenditure processed for the month of July and August 2018, is detailed below:

Acting Mayor Annette Rockliff

\$ 307 Travel/Accommodation/Meal expenses

Acting Deputy Mayor Alderman Perry

\$ 456 Travel/Accommodation/Meal expenses

Alderman Goodwin

\$ 307 Travel/Accommodation/Meal expenses

Alderman Jarman

\$ 380 Travel/Accommodation/Meal expenses

Alderman Milne

\$ 344 Travel/Accommodation/Meal expenses

Aldermen

\$ 560 iPad Expenses

The attached table sets out the cumulative expenditure for the 2018/19 financial year. Due to the timing of Credit Card statements and invoices, expenditure will be reported as and when the account is paid. Items in this report may relate to transactions that occurred in previous months.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

Mayoral and Aldermen expenses are costed to the general ledger account for Aldermen Support.

RISK IMPLICATIONS

It is believed there are no risks associated with this report.

CONCLUSION

Expenses are reported in accordance with Council's direction.

ATTACHMENTS

- [1.](#) Aldermen Expenditure Report - July and August 2018

RECOMMENDATION

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

Author:	Jacqui Surtees	Endorsed By:	Paul West
Position:	Executive Officer	Position:	General Manager

Aldermen Expenses

Cumulative figures year to date - July-August 2018

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	IPads	Conference/ Professional Development Attendance	Travel, Accommodation & Meal expenses	Meeting expenses	Mobile Phone	Total
Acting Mayor Rockliff	8,367		3,347	1,500	70		307			\$ 13,591
Ald Emmerton			3,347		70					\$ 3,417
Ald Goodwin			3,347		70		307			\$ 3,724
Ald Jarman			3,347		70		380			\$ 3,797
Ald Matthews			3,347		70					\$ 3,417
Ald Milne			3,347		70		344			\$ 3,761
Ald Laycock			3,347		70					\$ 3,417
Acting Deputy Mayor Perry		2,615	3,347		70		456			\$ 6,488
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 8,367	\$ 2,615	\$ 26,776	\$ 1,500	\$ 560	\$ -	\$ 1,794	\$ -	\$ -	\$ 41,612
Budget	55,292	17,510	201,365	10,500	3,300	15,000	11,450	1,000	700	316,117
BALANCE UNSPENT	\$ 46,925	\$ 14,895	\$ 174,589	\$ 9,000	\$ 2,740	\$ 15,000	\$ 9,656	\$ 1,000	\$ 700	\$ 274,505
% Spent Year to Date	15%	15%	13%	14%	17%	0%	16%	0%	0%	13%

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

7.3 COMMUNITY SERVICES, ARTS AND CULTURE REPORT - JULY/AUGUST 2018

File: 29530 D536920

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs

SUMMARY

This report provides a summary of the activities undertaken in the Community Services, Arts and Culture Department during the period from 1 July 2018 to 31 August 2018.

BACKGROUND

This report is provided to the Governance, Finance and Community Services Committee and aims to update the Aldermen and community on matters of interest.

STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The function areas of Council covered in this report include:

- Community Services
 - Community Services and Engagement
 - Recreation and Sports Development
 - Events and Marketing
- Arts and Cultural Development
 - Bass Strait Maritime Museum
 - Devonport Entertainment and Convention Centre (DECC)
 - Devonport Regional Gallery
 - Visitor Information Centre
 - paranable convention centre
 - Tourism and Promotion

DISCUSSION

1. COMMUNITY SERVICES

1.1 Community Services Manager's update

- Attended Youth Family and Community Connection's (YFCC) Youth Homelessness Week luncheon with guest speaker Hon R Jaensch, MP and Bianca Alford
- Discussions with Rotary Club and community representatives regarding investigations for the potential installation of a Liberty Swing
- Attended the launch of the month-long Festival of Learning program, an initiative of the Live and Learn Steering Group
- Discussions with UTAS regarding renewing partnership agreement
- Discussions with YFCC regarding renewing partnership agreement
- Discussions with Carols by Candlelight representatives regarding renewing partnership agreement

1.2 Community Services July and August Events/Programs

1.2.1 Seasonal Program and Publication

The Spring Seasonal program is due for release on Council's website in the first week of September. The program highlights a wide range of free and low-cost activities which will be delivered by Council and supporting partners, with a focus on arts, culture, heritage, health and wellbeing, learning, environment, food and community connections.



1.2.2 Fit, Fun and Food School Holiday Program

A "Fit, Fun and Food" Day for primary school children was held during the Winter school holidays. The program consisted of recreation and craft activities as well as cooking. The program was run at the Devonport and East Devonport Recreation Centres with both sessions fully booked.

1.2.3 'Square Peg' Project

The "Square Peg" program continues to run at the Devonport Recreation Centre with the Space Program Students one morning a week within the school terms. The program involves recreational activities followed by menu planning and the preparation of low cost healthy lunches. The participants also plan and prepare healthy light snacks for Council's Ageing Stronger Active Longer Seniors Fitness program participants.

On Tuesday 21 August, the students organised a "Parma for a Farmer" fundraising event which was offered to Council staff. An amount of \$235 was raised to contribute towards the Drought Relief Appeal.



1.2.4 Devonport City Council Financial Assistance Scheme

Round one of the 2018/19 Financial Assistance Scheme opened in July which included an online application form available on Council's website. Applications for Rates Remissions, Major and Minor Grant applications were received and interest in grants came from a wide range of sporting organisations and service clubs. The applications will be assessed by the Financial Assistance Working Group in September with final recommendations for funding being provided to the September Council meeting.

1.2.5 Devonport Jazz

Council wrapped up a successful Devonport Jazz 2018. The festival, which ran from 26-29 July 2018 saw thousands flock to over 35 events in 21 venues in and around Devonport.

Highlights were Czech a Cappella group, Skety, hosting a performance and a vocal workshop, Sydney Crooner Gregg Arthur and the always popular Muso's in the Mall event, supported by 7AD.

The festival also saw a live Broadcast, undertaken by ABC North Tasmania and a series of Community events including a mid-winter Street Eats food truck event, Providore Place's Speakeasy Bar and a jazz themed Sunday Market also at Providore Place.

Initial feedback has been highly positive with patrons praising the festival vibe within Devonport, the diversity within the program and the quality of venues and artists.

1.2.6 Devonport Food and Wine

Work progressed on developing a program of Events for Devonport Food and Wine. Early interest has been good with a variety of events being scheduled.

The 2018 festival will focus on connecting the community through events and increasing food literacy throughout Devonport. Events will be designed to appeal to all ages and backgrounds, highlighting our local food champions and food culture.

Initial discussions around media and in-kind partnerships have been positive with great support from the festival with local media outlets and suppliers.

1.2.7 New Year's Eve

Initial plans have been developed for Council's SKYFIRE New Year's Eve celebrations. A theme is being developed driven by activity ideas, and quotes have been obtained for key elements such as staging, sound and marquee infrastructure. A headline act has been approached and is nearing confirmation.

The event will follow a similar structure to previous years with food and beverage vendors, free and low cost interactive children's activities, two fireworks shows and carnival rides.

An entertainment program will feature local talent and a headline act playing covers and will include roving entertainment.

The venue will be an open licence however fencing will allow for designated entrances and therefore bag checks on entry. This structure worked well for the 2017 event.

1.2.8 Natural Resource Management

Several programs have been held with community groups/schools with good attendance which saw the replanting of some foreshore areas.

Program	Attendance
Friends of Don	12
Don College, planting along Don River	44
Devonport South East Rotary Club, planting along East Devonport Foreshore	20

1.3 Upcoming Community Development Events 2018

1.3.1 Community Development Events 2018

Seniors Week 15 – 21 October 2018

Seniors week will be celebrated during the week 15-21 October. Planning has commenced to deliver a week of events with community partners. Council is calling for external submissions of activities/events and will collate a calendar of what's happening in Devonport for Seniors week.

Sister Cities – Koinobori Project

Devonport's Sister City Minamata proposed an art exchange project based around Koinobori (carp kites). The Devonport Sister Cities Association are facilitating the Devonport portion with local Primary School students.

Koinobori are flown annually around the time of Children's Day, (Kodomo no Hi) 5 May. The project is scheduled to be shipped to Minamata in March 2019 for exhibiting. Japanese created kites are scheduled to be on display in Devonport April/May 2019.

1.3.2 Council and Community Partnerships

Council partners with a diverse range of community-based organisations to achieve shared objectives.

Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Lions Club	2 year Agreement 29 November 2019	\$ 5,000 P/A
Devonport Brass Band	2 year Agreement 30 June 2019	\$12,000 Year 1 \$10,000 Year 2 \$ 8,000 Year 3
Devonport Community House	2 year Agreement 30 June 2019	\$18,000 P/A
Devonport - Cradle Country Marketing Group	3 year Agreement June 2018 Committee agreed to extend current partnership till June 2019	\$15,000 P/A
Devonport Men's Shed	2 year agreement June 2019	\$7,000 P/A
Devonport Motor Show	3 year Agreement 19 January 2021	\$2,500 P/A
Tasmanian Arboretum	2 year Agreement 1 July 2020	\$22,000 P/A
National Trust of Australia – Home Hill operations	3 year Agreement October 2018	\$28,000 P/A
Youth and Family & Community Connections	5 year Agreement 9 July 2018	Rental agreement/ Youth services - in kind funding

1.4 Recreation, Health and Wellbeing

1.4.1 Grant Programs

Levelling the Playing Field

Council was unsuccessful in its application for funding to upgrade facilities at Byard Park. An application will now be made under the Federal Government's Building Stronger Communities funding program.

State Government Grants Program

A Minor Grant through the State Government's Sport and Recreation Grant Program for the replacement of 16 netball goals at the Spreyton Netball Centre has been submitted.

1.4.2 Participation Across Community Service Facilities and Events

Levels of participation are a determinant of an inclusive, strong and robust community. Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following table shows activities delivered across Council recreation and sport facilities over the past two months.

Facility	Customers through the Door	Customers through the Door
	July 2018	August 2018
Devonport Recreation Centre	9,558	12,490
East Devonport Recreation Centre	4,035	6,580

TOTAL	13,593	19,070
TOTAL 2017	15,957	19,691

1.4.3 Recreation Facilities Usage

Usage for facilities for July and August are listed in the table below:

Recreation Usage			
Facility	Room/Ground	Number of Bookings July	Number of Bookings August
Devonport Recreation Centre	Judo Room	13	14
	Meeting Room	14	19
	Sauna	37	27
	Squash	37	50
	Stadium	76	82
	Table Tennis Building	64	92
	Youth Centre	85	99
East Devonport Recreation and Function Centre	Community Room	28	35
	Stadium	39	51
Ground/Reserve	Reserves – Vietnam Vets Memorial	0	1
	Reserves – Bluff	2	1
	Reserves – Roundhouse Park	0	0
	Coles Beach	0	0
	Reserves - Don	0	0
	Reserves - Lighthouse	0	0
	Reserves – Kelcey Tier	1	1
	Reserves – Cenotaph	0	1
	Skate Park	1	0
	Reserves – Pioneer Park	1	0
	Byard Park	2	1
	Devonport Oval	1	1
	Don Rec Ground	2	2
	Girdlestone Park	1	1
	Maidstone Park	1	1
	Meercroft Park & Eugene	2	3
Valley Road Soccer Centre	1	1	
Total		408	483

Special recreational events held at the DRC and EDR&FC for July and August are as listed in the table below:

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	NWBU Finals Series – Stadium Show Court	3 July
	NWBU Finals Series – Stadium Show Court	10 July
	NWBU Finals Series – Stadium Show Court	17 July
	NWBU Grand final – Stadium Show Court	24 July
	DCC School Holiday Program	10 July
	BTAS School Holiday Clinic	11-12 July
	NW Thunder – SEABL Game - Stadium Show Court	14 July
	Devonport Strikers School Holiday Soccer Clinic	18-19 July

	Professional Squash Association – Tasmania Open	27-29 July
	Rhee Taekwondo Grading – Youth Centre	29 July
	Devonport Open – Racquetball Tournament – Squash Courts	11-12 August
	NWBU Junior Intertown Grand Finals - Stadium Show Court	19 August
	Devonport Basketball Council Primary School Tournament	24-26 August
	Tech Steps Dancing Exams – Table Tennis Building	25-26 August
East Devonport Recreation and Function Centre	Stamp & Coin Expo	7 July
	DCC School Holiday Program	9 July
	Council Meeting	27 August

1.4.4 Splash Aquatic and Leisure Centre

Attendances including YTD comparison:

Year to date comparison			
Attendees	Jul-18	Jul-17	YTD
Casual Entry	5,010	3,735	5,010
Fitness Members	11,974	7,927	11,974
Learn to Swim	5,010	3,432	5,010
Lane Hire	1,140	915	1,140
Bookings	640	521	640
Total	23,774	16,530	23,774

1.4.5 Upcoming Sporting Events 2018

Remaining sporting events for the 2018 calendar year are provided in the table below. All events are sponsored by Council.

Upcoming Sporting Events		
Facility	Event	Date
Devonport Recreation Centre	BTAS U12 State Championships	1-2 September
Valley Road Soccer Centre	National Premier League Play-off; Devonport Strikers (TAS) V Heidelberg (VIC)	8 September
Mersey Bluff Precinct	Tour of Tasmania Cycling Event	October
Victoria Parade - Bluff	Devonport Cycling Criterium	29 December
Devonport Oval	Summer Carnival	30 December
Mersey Yacht Club	2019 Oceania and Australian Laser (yacht) Championships	1-9 January 2019

2 ARTS AND CULTURAL DEVELOPMENT

2.1 Arts and Cultural Development July and August Events/Programs

2.1.1 Gallery Exhibitions

Play On: The Art of Sport/Ten Years of the Basil Sellars Art Prize

Curated by Jacqueline Doughty, Samantha Comte & Alyce Neal

A NETS Victoria and Ian Potter Museum of Art touring exhibition

7 July – 19 August

Opening Attendance: 32

Play On: The Art of Sport celebrates 10 years of the Basil Sellers Art Prize, the prestigious and distinctively Australian biannual exhibition that reflects upon Australia's national obsession with sport. Featuring key works from a decade of the Prize, *Play On: The Art of Sport* brings together diverse explorations of the personal and collective significance of sport and sporting culture from some of Australia's most accomplished artists.

From Here to There

Celebrating over three decades of Devonport Regional Gallery at 45 Stewart Street

25 August – 30 September

Opening Attendance: 86

After its beginnings in 1966 in Jean Thomas' Little Gallery, in 1984 the Devonport Regional Gallery opened its doors in the former Baptist Church on Stewart Street. In this final exhibition before the Devonport Regional Gallery relocation to the parnaple arts centre, we look back on the exhibitions, collection, people and events that have shaped the Gallery.



Kelly Slater: Mersey Bluff: The Marks That Make The Place

25 August – 30 September

The Little Gallery Project Space and Middle Gallery

Opening Attendance: 86

Kelly Slater has spent time exploring the Mersey Bluff. She began to understand how inevitable it is that humans mark the landscape they inhabit.

Her photographic images allow people to consider the legacy of the marks people leave on the Mersey Bluff and consider how it will be experienced by generations to come.

2.1.2 Committee Update

The Droogs

The Droogs participated in the 2018 Jazz Festival by providing pre-cut lanterns for people to assemble at the Street Eats Mid-Winter Fiesta on 26 July. This activity was popular with visitors of all ages. During August the Droogs met to plan and execute an indoor mural in the Gallery to celebrate and depict the

Gallery's history to date and the Gallery's future at the paranapple arts centre. The mural is a work in progress and visitors to the Gallery are invited to add written comments. Students partaking in the Little Aesthetics program are adding artworks produced during their Gallery visit.

Friends of the Gallery

Nomination forms, an invitation to attend the AGM and an agenda were distributed to all Friend's members prior to their AGM, held in the Gallery on Thursday, 23 August. All office bearing positions were filled. The Committee also gained several new members.

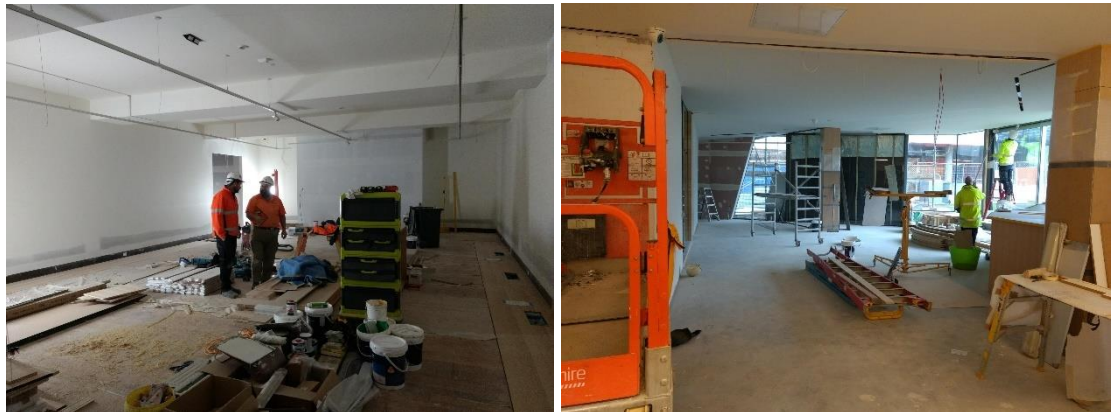
The Friends are planning a final function at the gallery on Saturday 22 September at 2pm. A list of people who have been affiliated with the gallery over the years is being compiled.

Devonport Regional Gallery Advisory Board

The Advisory Board continue to meet bi-monthly to discuss the strategic direction of the Gallery. In August, the Advisory Board approved a donation of a work by artist Owen Lade.

2.1.3 Gallery Relocation

Construction continued on the paranapple arts centre, with the completion of the internal lining in August and the commencement of the internal painting. The external painting continues with the installation of a yellow aluminium rainscreen over the entrance to be completed by end of September. Works are expected to be complete by mid-October, with the intention to open the new Devonport Regional Gallery on Friday 2 November to coincide with the opening of *Tidal: City of Devonport Art Award*.



2.1.4 Bass Strait Maritime Centre

Media Attention

A social media post on the anniversary of the grounding of Empress of Australia boosted the Centre's media profile with articles in the Advocate and a radio interview in Hobart. In the same week, a media release about new education programming had the Centre in the news again; both in the Advocate newspaper and on local radio.

MOU

The Centre hosted the signing of a memorandum of understanding between the Federal Government, University of Tasmania, the Australian Maritime College and industry partners on Tuesday 17 July. The event allowed the Centre to connect and strengthen relationships within the sector and begin discussions regarding the future development of the Woniora ship simulator housed at the Centre.

Café

Operating models for the café are being investigated.

Collection Management

Work with the Past Perfect database and digitising of the photographic collections continues. Storage areas have been audited and a program of continuous improvement is underway, bringing these spaces up to museum best practice.

2.1.5 Bass Strait Maritime Centre Upcoming Exhibitions**Temporary Exhibition Space**

The 'new wing' of the BSMC has been designated as a temporary exhibition space. The shipping container *'The Box That Changed The World'* will be moved in September allowing the space to house a touring exhibition for two months. The rest of the space will be audited and adapted to suit the new temporary exhibition programme, with the exception of the Woniora simulator and jetty.

Submerged: Stories of Australia's Shipwrecks

14 September – 15 November

Stories of Australian shipwrecks were compiled from maritime museums around the country into this touring exhibition. The BSMC will complement the banners with a contribution written by Jim Rouse, as well as registered shipwreck artefacts and interpretation about their ships.

2.1.6 Bass Strait Maritime Centre Public Programming

Planning for a suite of public programs to take place during the Submerged exhibition in September and October is underway. Themed talks, watercolour workshops, simulated archaeological digs and an after dark tour is being planned.

2.1.7 Julie Burgess

The Julie Burgess sailing season ended in June and will resume in October. Several new volunteers have expressed interest in being part of the crew.

2.2 Participation Across Arts and Cultural Development Facilities

Levels of participation are a determinant of an inclusive, strong and robust community. Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following table shows the customers across Council Cultural facilities over the July and August period.

	Customers through the Door July 2018	Customers through the Door August 2018
Devonport Regional Gallery	584	628
Visitor Information Centre	1,835	1,640
Bass Strait Maritime Centre	466	227
Julie Burgess	0	2 Gift Vouchers Purchased
Devonport Entertainment & Convention Centre - audience	978	1,196
TOTAL 2018	3,863	3,691
TOTAL 2017	7,110	8,041

2.2.1 Theatre Performances & Events

During July and August, the DECC hosted numerous performances including ballet, jazz, children's entertainment, music and the first two days of the Devonport Eisteddfod. The theatre also hosted a community memorial service for Mary Binks in early August.

Melbourne City Ballet (DECC season)

Newcomers to the DECC program, the MCB presented *Madame Butterfly*. A workshop was held in the theatre the afternoon prior to the performance and several young dancers were invited to perform on stage with the dance troupe that evening. The workshop attracted approximately 60 dancers.

Peppa Pig Surprise – Andrew Kay & Associates (touring show)

Two performances were held on Friday 20 July during the second week of the school holidays. Both shows were well attended and saw many children attend the theatre for the first time.

Devonport Jazz

The headline act for Devonport Jazz, Skety, held a workshop and concert in the theatre.

Herman's Hermits (touring show)

This performance proved to be extremely popular and was sold out 3 weeks prior. This show was part of a national tour, with all shows being scheduled for an early 6pm start.

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	<i>Madame Butterfly</i>	Melbourne City Ballet	153
	<i>Peppa Pig</i>	Andrew Kay & Associates	618
	Skety - Devonport Jazz	Devonport City Council Events	207
	<i>Hermans Hermits</i>	DECC & Monkey Baa Theatre Company	404
	Dance Eisteddfod (2 days)	Devonport Eisteddfod Society	792

The following table shows the DECC hire for the July and August period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	2	3	1,022
Community Hire	3	8	999
DECC Entrepreneurial Program	1	1	153
Totals	6	12	2,174

2.2.2 DECC Ticketing

Outside Ticketing

Devonport Jazz - the Box office ticketed the Jazz festival passes and the Pure Jazz events held at the Lifeway Auditorium and the Gospel Song event at the Gateway Church.

Devonport Strikers - The Box office sold tickets for the upcoming National Premier Leagues Final Series game between the Devonport Strikers and the Heidelberg United to be held at Valley Road on Saturday 8 September 2018.

A summary is provided for all performances and events sold through the DECC Box Office for the July and August period.

Box Office/Agency Sales	Number of Tickets Sold
DECC Performances & Events	1,359
Ticketmaster Events	156
Ticketek Events	145
Totals	1,660

2.2.3 Education & Public Programs

Education Programs & Public Programs – July and August

Gallery Education and Public Programs		
Program	Attendance	Date
Out Reach: Orana Day Service	15	2 July
Public program: Exhibition Opening: Play On: The Art Of Sport/ Ten years of the Basil Sellars Art prize	32	6 July
Books + Art	6	16 July
Education: 1,2,3 Create	2	25 July
Education: Art Spark	15	31 July
Education: Art Spark	12	7 August
Books + Art	6	13 August
Education: Art Spark	11	14 August
Public program: Twilight Talk	10	16 August
Public program: Exhibition Opening: From Here to There: Celebrating over three decades of Devonport Regional Gallery at 45 Stewart Street; Kelly Slater: Mersey Bluff: The Marks That Make The Place	86	24 August
Education: Art Spark	13	28 August
Education: Little Aesthetics Lady of Lourdes Gr 2	34	28 August
Education: Little Aesthetics Lady of Lourdes Gr 2	33	28 August
Education: 1,2,3 Create	3	29 August
Public program: Life drawing	11	29 August
Public program: Orana Day Service	10	30 August

2.3 Tourism

2.3.1 Tourism Development Strategy

Council sent a representative to the Tasmanian Cruise Exchange held at the Devonport Surf Life Saving Club on 25 July. Cruise lines and tour operators were given information on the LIVING CITY and the paranapple precinct.

Following on from the Tourism Tasmania visit in June, Council has been contacted about upcoming travel stories to feature Devonport and the surrounding areas.

Council's Visitor Services Coordinator attended the Tasmanian Visitor Information Network [TVIN] meeting in Wynyard in August and a Visitor Centre staff member attended the Annual TVIN Conference and Forum held on the East Coast.

Council representatives have met with Cradle Coast Authority to discuss the new consumer website and sub-regional branding opportunities. Council

representatives continue to attend the local tourism association meetings providing tourism operators with up to date information.

2.3.2 Cradle Country Marketing Group (CCMG)

The group met in August to discuss the Cradle Coast Authority's new consumer website, sub-regional areas and associated branding. Discussions were held around online marketing opportunities for the group and how to align with Cradle Coast Authority's marketing efforts.

COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that the Community Services, Arts and Culture report be received and noted.

Author:	Karen Hampton/Geoff Dobson	Endorsed By:	Paul West
Position:	Community Services Manager/ Convention & Art Centre Director	Position:	General Manager

7.4 GOVERNANCE & FINANCE REPORT

File: 29468 D542491

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report provides a summary of the activities undertaken during the months July and August 2018 in the following areas of Council:

- Organisational Performance; and
- Corporate Services

BACKGROUND

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

- | | |
|-----------------------------------|-------------------------------------|
| • Governance | • Property Management |
| • Financial Reporting | • Legal Issues |
| • Strategic and Operational Plans | • Customer Service |
| • Corporate Communication | • Financial Strategy and Management |
| • Human Resources | - Revenue and Rating |
| • Partnerships | - Grants |
| • Information Technology | - Loan Borrowings |
| • Budget Management | - Compliance |
| • Car Parking | - Related Policies |
| | - Financial Reporting |

STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation.

DISCUSSION

1. ORGANISATIONAL PERFORMANCE

1.1. Common Seal Register

The following documents have been signed under Council's seal for the period July and August 2018:

Report to Governance, Finance & Community Service Committee meeting on 17 September 2018

REG/410	Renewal - Agreement for Lease - Unit 7 Fenton Villas - 92 North Fenton Street, Devonport - Ms Maureen Armstrong	2/07/2018
REG/411	Part 5 Agreement - 26 Loone Lane Spreyton	5/07/2018
REG/412	Sale - 169 Steele Street, Devonport - former Maternity Hospital - Devonport City Council to KCB Developments Pty Ltd	12/07/2018
REG/413	Variation of Lease - DCC and Crown Land Services - Waste Transfer Station	16/07/2018
REG/414	SUPERSEDED Discharge of Encumbrance - Garry Kenneth Anderson and Robyn Annette Anderson - Volume 155738 Folio 7 - Mangana Drive Subdivision - SA2005.0019 - 119 Tugrah Road	19/07/2018
REG/415	Discharge of Encumbrance - TU Nominees Pty Ltd - Vol 155738 Folio 7 - Mangana Drive Subdivision - SA2005.0019 - 119 Tugrah Road	30/07/2018
REG/416	Transfer of Title - 1-3 North Caroline Street, East Devonport	31/07/2018
REG/417	Grant Deed - Black Spot Programme 2018-2019 - The Crown in Right of Tasmania and Devonport City Council - Ronald Street - Parker Street, Devonport	20/08/2018
REG/418	Transfer of Title - 169 Steele Street, Devonport	27/08/2018
REG/419	Sale and GST Agreement - Lot 65 24-26 Triton Road, East Devonport	29/08/2018

1.2. Property Management Update

The sale of properties at 169 Steele Street and 1-3 North Caroline Street have settled and funds transferred to Council's bank account.

A further two properties are currently under contract for sale - Lot 65 24-26 Triton Road and 35 Loane Avenue – both will settle in coming months.

The property known as Fenton Villas remains under contract for sale with completion expected before the end of the year.

Crown Land Works approvals since July include Cenotaph Car Park improvements; shared pathway improvements at Victoria Parade; Light installation on the shared pathway at Victoria Parade; demolition and re-build of toilet block, near Melrose Street East Devonport; all abilities access ramp at East Devonport Beach.

1.3. Insurance Summary 2018-2019

1.3.1. Summary

This report will provide summary details of the insurance program as negotiated for the 2018-2019 financial year.

1.3.2. Renewal Highlights

Property

- Minimal. Each and every deductible is being maintained.
- Unfortunately, minimal surplus is unavailable for rebate due to claims in 2017/18 exhausting the aggregate fund on estimates. JMAPP will continue to work to reduce these estimates and distribute applicable surplus funds along with interest disbursements later in 2018.

Motor Vehicle

- Premium increases across the portfolio minimised in comparison to loss ratio over the past five years and market movements.
- Councils with 5-year loss ratios increase may be higher than the overall portfolio increase.
- Motor fleet risk engineering services and support continue to be available via Zurich.
- Dedicated Zurich claims personnel available to ensure claims are dealt with on a timely basis and
- achieve best outcome for Council.

Councillors and Officers Liability

- Premium increases across the portfolio minimised as compared to a stand alone purchase.
- Changes to operational clauses in the policy wording to streamline the claims process.

Cyber Liability

- Incident Response excess reduced from \$5,000 to Nil for most Councils.
- Premium as per expiring regardless of turnover increases declared for 2018/19.
- Chubb's incident response hotline again available for Councils use in the event of an incident.

Community Liability Pack

- Significant premium reductions achieved following a marketing exercise to benchmark coverage,
- pricing and programme structure against other insurers offering similar programmes.
- Key Underwriting via QBE insurance recommended to retain the portfolio in view of premium
- reductions and on-going relationship with Councils and product knowledge and operation.

Personal Accident

- Coverage enhancements including: Kidnap/Ransom/Extortion Cover increased to \$1,000,000
- Loss of Baggage & Travel document Cover increased to \$30,000
- Rental Vehicle Excess Cover increased to \$15,000
- Bodily Injury Resulting in Surgery Benefits Cover increased to \$30,000
- Key Underwriting via Chubb insurance recommended insurer following a 20% reduction from expiring terms from Chubb.

Workers Compensation

- Renewal at a rate of 2.30% remains unchanged from the 2017-18 policy period.
- Claims experience discount will apply (approx. \$22000).

Marine Hull

- Amended deductible structure - higher each claim but lower Additional Machinery Deductible.
- Higher rate but including Additional Perils
- Continuity Credit allowance \$1709.

Public Liability/Professional Indemnity

- Contributions have increased on average by as little as five per cent this year.
- Coverage of \$600m for each and every public liability and professional indemnity claim.

1.4. Aldermen's Attendance

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

Report to Governance, Finance & Community Service Committee meeting on 17 September 2018

No. of Meetings Attendance	Council	Planning Authority		Governance & Finance		Infrastructure & Works		Workshops
	2	2		1		1		4
		Member	Non Member	Member	Non Member	Member	Non Member	
Acting Mayor Ald A L Rockliff	2	2	0	1	0	1	0	4
Ald D C Emmerton	2	2	0	1	0	0	1	4
Ald G F Goodwin	2	1	0	1	0	1	0	3
Ald A J Jarman	2	0	1	1	0	1	0	4
Ald L M Laycock	1	0	2	0	0	1	0	3
Ald J F Matthews	1	1	0	0	1	1	0	2
Ald T M Milne	2	2	0	1	0	0	1	3
Ald L M Perry	2	2	0	0	1	1	0	3

1.5. Human Resources

1.5.1. Recruitment

Staff positions advertised July 2018 to August 2018

Position	Department	Work Location
Environmental Health Officer	Infrastructure Works & Development	paranaple centre
Marketing and Events Officer (Maternity Relief position)	Community Services	paranaple centre
Technician (casual)	Convention & Arts	paranaple arts centre
Administration Officer – part time (Internal applicants only)	Convention & Arts	paranaple arts centre
Development and Health Services Manager	Infrastructure Works & Development	paranaple centre

Staff Appointments July 2018 to August 2018

Position	Name	Department	Work Location
Creative Learning and Public Programs Officer	Debbie Qadri	Convention & Arts	paranaple arts centre
Civil Works Serviceperson	Fletcher Kent	Infrastructure Works	Works - Civil
Waste Management Serviceperson	Adrian Frankcombe	Infrastructure Works	Works - Waste
Administration Officer	Megan Burton	Convention & Arts	paranaple arts centre
Environmental Health Officer	Madeline McKinnell	Infrastructure Works & Development	paranaple centre
Technician (casual)	Matthew Lake	Convention & Arts	paranaple arts centre
Technician (casual)	Bryce Ryan	Convention & Arts	paranaple arts centre

Staff Departures July 2018 to August 2018

Position	Name	Department	Work Location	Date Effective
Waste Management Service Person	Michael Lynd	Infrastructure Works & Development	Works – Waste	31/7/2018
Parks and Reserves Serviceperson	Leigh Rockliff	Infrastructure Works & Development	Works – Parks	3/8/2018
Development and Health Services	Brian May	Infrastructure Works & Development	Development – City Office	17/8/2018
Environmental Health Officer	Andrew Choveaux	Infrastructure Works & Development	Development – City Office	31/8/2018

Workers Compensation

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Gross value incurred by the Insurer (including estimates)
30/6/2019 *	2 claims	1	\$ 30,233.78
30/6/2018 *	6 claims	1	\$ 20,615.66
30/6/2017 *	7 claims	0	\$ 84,325.27
30/6/2016 *	20 claims	0	\$141,872.72
30/6/2015	12 claims	0	\$201,329.20
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$327,897.14

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

Two new claims lodged in July 2018.

No new claims lodged in August 2018.

1.5.2. Staff Training (includes completed training since last report including June)

Issued Date	Training Description	No. of employees	Department	Location
20/6/2018	Provide Basic Emergency Life Support, CPR & Provide First Aid	2	Convention & Arts	paranaple arts centre
27/6/2018	InDesign Introductory	1	Organisational Performance	Communications - paranaple centre
28/6/2018	Confined Space entry	5	Infrastructure Works	Works - Depot
3/7/2018	Pavement Recycling & Stabilisation	1	Infrastructure Works	Engineering - paranaple centre
17/7/2018	Right to Information Act 2009	8	Various	Various

18/7/2018	Chainsaw Training – Operate & Maintain Chainsaws	1	Community Services	NRM - paranapple centre
7/8/2018	CPD 1 day event – Electricians & Plumbers	1	Infrastructure Works	Works - Depot
15/8/2018	Responsible Serving of Alcohol	1	Convention & Arts	BSMC
22/8/2018	Diploma in Business Administration	1	Community Services	paranapple centre
26/8/2018	Licence to perform high risk work	1	Convention & Arts	paranapple arts centre
28/8/2018	Wiring Rules Update	1	Infrastructure Works	Works - Depot

1.5.3. Health & Wellbeing

The 2018/2019 Health and Wellbeing program was actively promoted to staff referring to the activities and initiatives undertaken within the workplace that are designed to impact positively on the general health and wellbeing of employees and their families. This has included:

- Promotion of the Red Cross Blood Challenge from 1 July to 30 September 2018;
- Discounted Splash gym memberships;
- Promotion of the R U OK? Day Conversation Convoy held in Devonport;
- Promotion of Women's Health Week electronic resources;
- Promotion of Women's Adventure Film Tour 18/19; and
- Promotion of Council's Bike Program

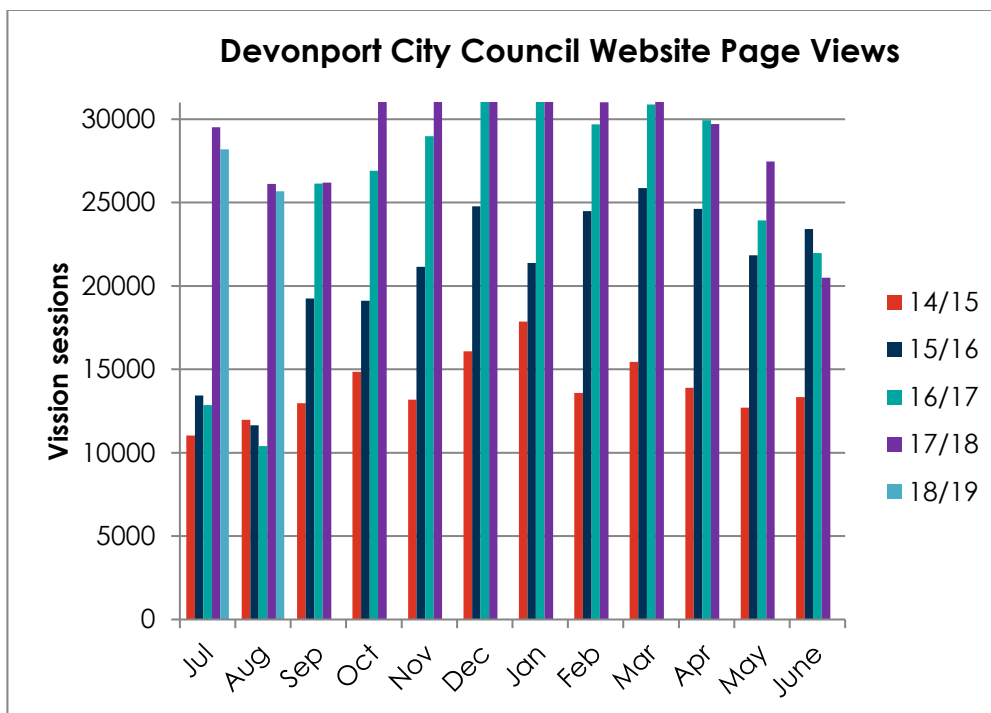
1.6. CORPORATE COMMUNICATION – JULY TO AUGUST 2018

1.6.1. Devonport City Council Website

Visitation to Council's website for the month of July showed a minor (4.5 per cent) decrease year-on-year with very little change (-1.6 per cent) in August.

Site content is refreshed on an on-going basis, through the addition of new public notices, planning applications, news stories and events.

Interestingly, desktop usage increased over the two-month period, but it is too soon to know if this is any sort of a trend.



Content relating to how to contact Council, employment opportunities, events, some news events and Mersey Vale Cemetery continue to rank highly in terms of pages visited during the reporting period.

Devonport City Council Website Statistics	July 2018	August 2018
Total Visitor sessions	9,502	8,617
Total page views	28,194	25,674
Average daily sessions	306.51	396.5
Average session duration (minutes)	2:01	1:57
Average page views per visit	2.97	2.98
Device Category		
• Desktop	47.25%	52.5%
• Mobile Phone	42.47%	37.3%
• Tablet	10.29%	10.3%
Top 10 Pages	<ol style="list-style-type: none"> Home Page Contact Us/How to Contact Us Council/Employment/Careers/Employment Opportunities Council/Employment/Careers Contact Us Council/Our City/Our Cemeteries/Mersey Vale Devonport Cemetery Search 	<ol style="list-style-type: none"> Home Page How to Contact Us Council/Our City/Cemetery Search Council/Employment/Careers Planning/Development Planning/Development/Applications on Public Exhibition

	7. Work/Employment opportunities 8. News-media/Council to gift land for social housing initiative 9. Live/Parking-Roads-Transport/Parking in Devonport 10. Live/Pets-Animals/Registering your dog	7. Planning/Development/Planning 8. Live/parking/parking in Devonport 9. Council/Employment/Careers 10. Council/Agenda and Minutes
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1.6.2. Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council community consultations. During the reporting period one community consultation was undertaken:

- Coles Beach and Back Beach pedestrian links

1.6.3. Social Media

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

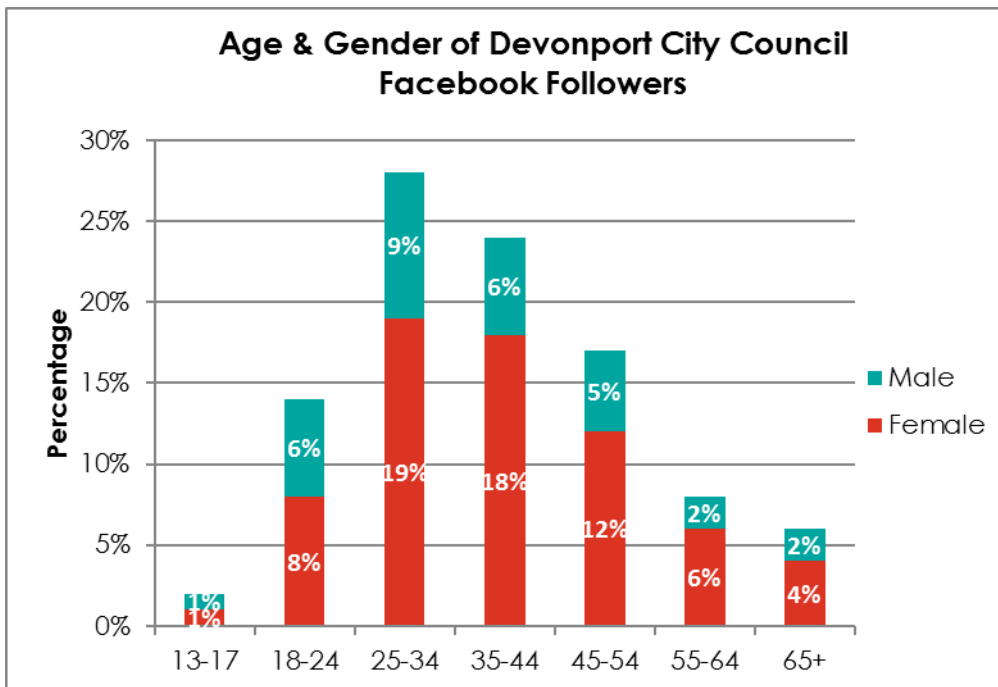
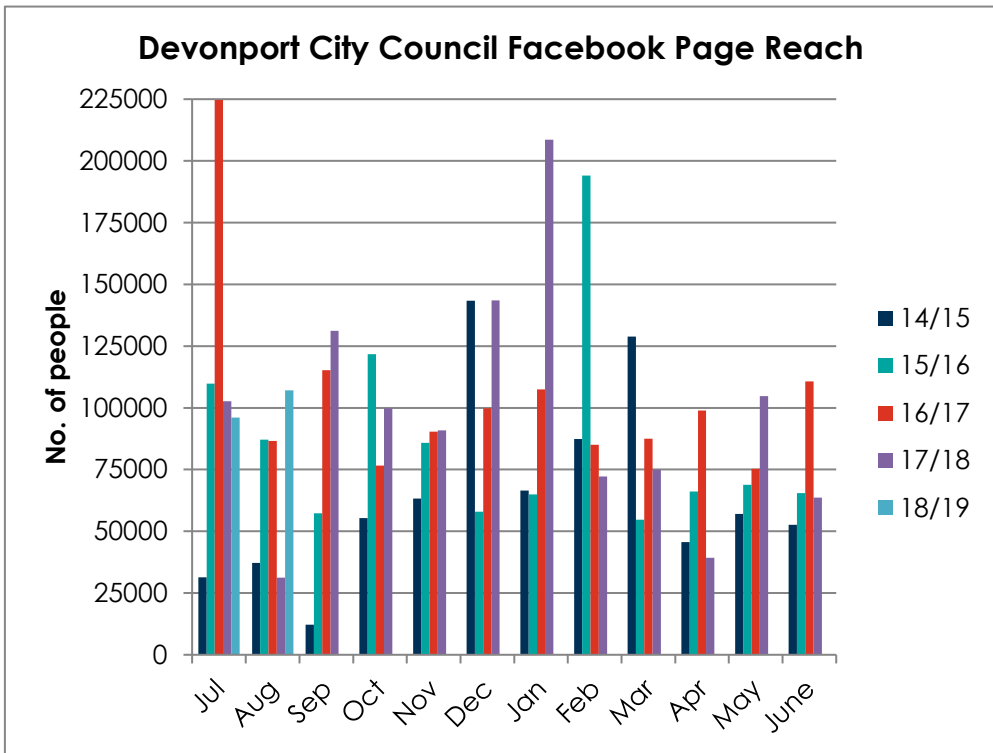
Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 551 followers at the end of the reporting period. It is actively used to 'break' news to the media.

Council currently operates thirteen (13) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Food Connection, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, Devonport Entertainment & Convention Centre, Living+Learning Devonport, Devonport Regional Gallery, Tasmanian Masters Games, Devonport Recreation, Diamonds of Devonport and The Julie Burgess). Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

The Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, events, weather events, Council decisions, community initiatives and road works. The community can use the page to ask questions of Council and find out what is happening in Devonport. Key questions or matters raised by the public are generally around Council's services, opening times and reports of community infrastructure needing repairs. Activity remains at its highest between 2.00pm and 9.00pm.

DCC Facebook Page Statistics	July 2018	August 2018
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	6,668 TY (5,740LY) +16.2%	6,748 TY (5,776 LY) +16.8%
Facebook Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	96,050 TY (102,644 LY) -6.4%	107,076 TY (31,262 LY) +242.50%
Facebook Engaged Users:	12,082 TY (13,888 LY) -13.0%	11,279 TY (4449 LY) +153.5%

Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.		
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During July and August 2018 the top 10 page posts each month in terms of audience reach were:

July 2018	August 2018
1. Looking for a job – Then come along to the Jobs Fair – 10/7/18 – 16.3K	1. High tide impact warning – 15/8/18 – 10.8K

2. Council to sell former maternity hospital – 18/7/2018 – 7.6K	2. Southern Rooke Street work to begin – 20/08/18 – 10.7K
3. Council to gift land for social housing initiative – 11/7/2018 – 7.1K	3. Victoria Parade path renewal works – 08/08/18 – 9.6K
4. High tide concerns – 17/7/2018 – 6.2K	4. Take a sneak peek at the paranapple centre – 02/08/18 – 8.0K
5. Council welcomes Federal Government commitment to LIVING CITY – 23/7/2018 – 5.6K	5. Positions vacant Marketing and Events Officer – 07/08/18 – 7.2K
6. Path closed due to storm debris – 18/7/2018 – 5.5K	6. Ratepayers' luncheon – 14/08/18 – 5.2K
7. Roadworks at Quoiba – 11/7/2018 – 4.4K	7. Final Stewart Street exhibition for Gallery – 14/08/18 – 4.4K
8. Positions Vacant – Development and Health Services Manager – 20/7/2018 – 4.4K	8. Sports ground status – 09/08/18 – 4.2K
9. Walking track and bridge closed – 18/7/18 – 4.1K	9. Memorial Service for Mary Binks – 01/08/18 – 3.9K
10. Applications open for financial assistance – 3/7/18 – 3.7K	10. All the best Strikers – 21/08/18 – 3.9K

1.6.4. Publications & Media

During the month of July 2018, Council published:

- Nine (9) media releases, alerts, comment statements and invitations:
 - Financial Assistance Scheme grants open
 - Council reappoints its general manager
 - Community feedback sought of Coles Beach and Back Beach pedestrian links
 - Council to gift land for social housing initiative
 - Council to sell former maternity hospital site
 - Planning Tribunal hands down decision on Optus Tower appeal
 - Community events a focus of Devonport Jazz
 - Council welcomes further Federal Government commitment to LIVING CITY
 - Devonport Jazz gets the blues

During the month of August 2018, Council published:

- Eight (8) media releases, alerts, comment statements and invitations:
 - Public invited to a paranapple centre sneak peek
 - Luncheon for 50-year plus ratepayers
 - Media comment in relation to proposed bikie legislation
 - Media comment in relation to plover nesting season
 - From Here to There exhibition
 - Kelly Slater exhibition
 - Old hospital site contamination
 - Car Park signage query

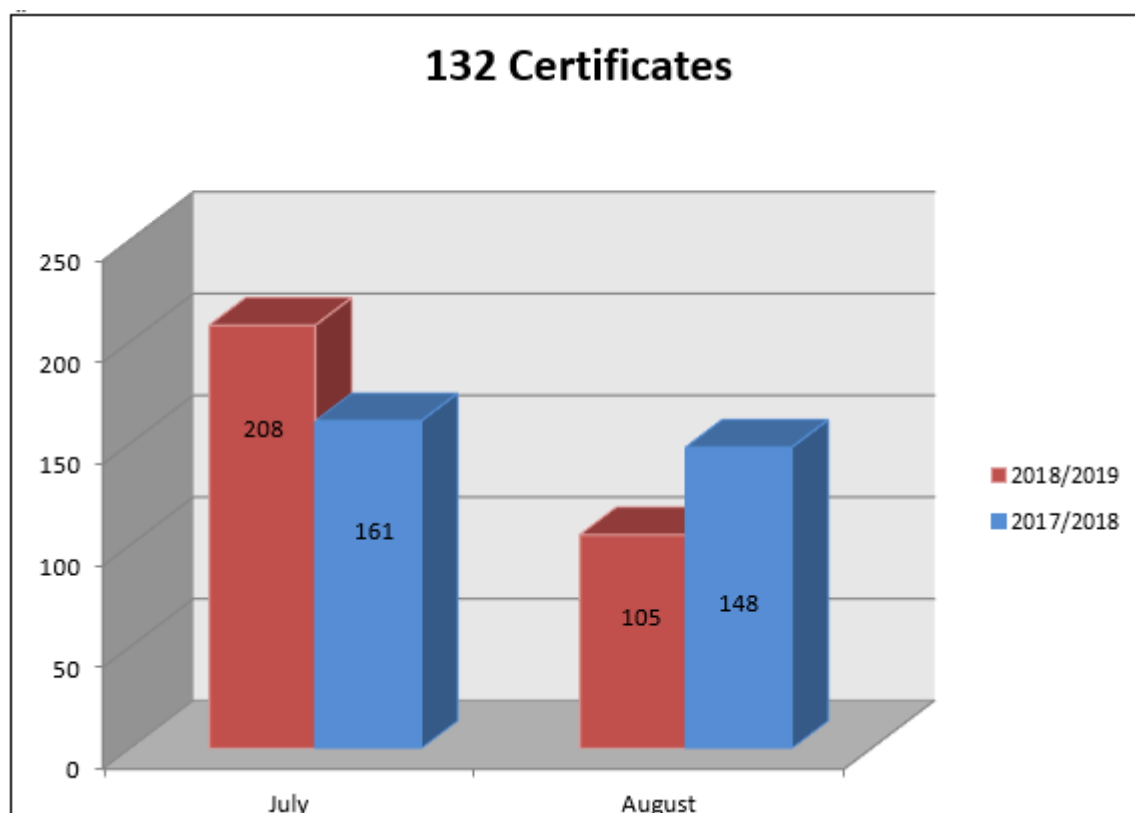
There were also two two-page features in The Advocate during the month organised by Council – one related to the sneak peek and the other to the planned opening to the public.

2. CORPORATE SERVICES

2.1. Finance

2.1.1. S132 Certificates

During the months of July and August 2018, the Finance Team issued 313 Section 132 certificates under the *Local Government Act, 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



2.1.2. Rate Statistics

Percentage of Rates Paid*

	2018/2019	2017/2018	2016/2017
July	13.90%	14.93%	15.30%
August	38.63%	35.87%	35.38%

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

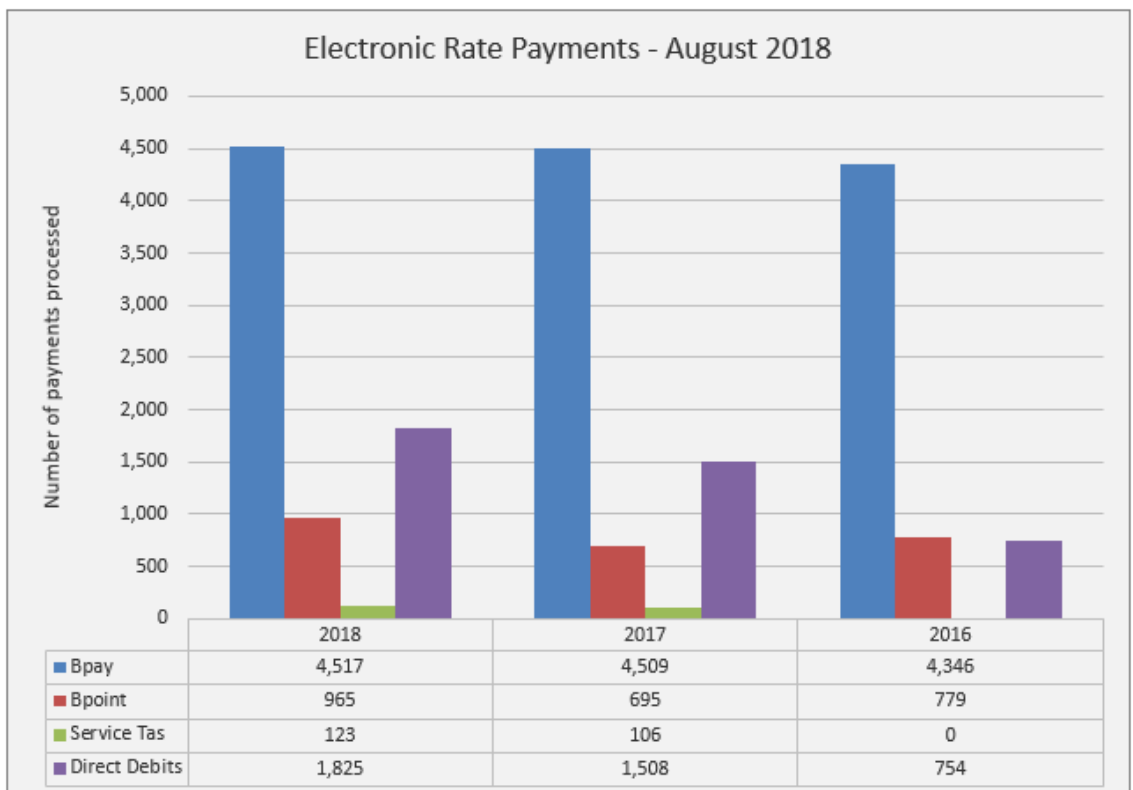
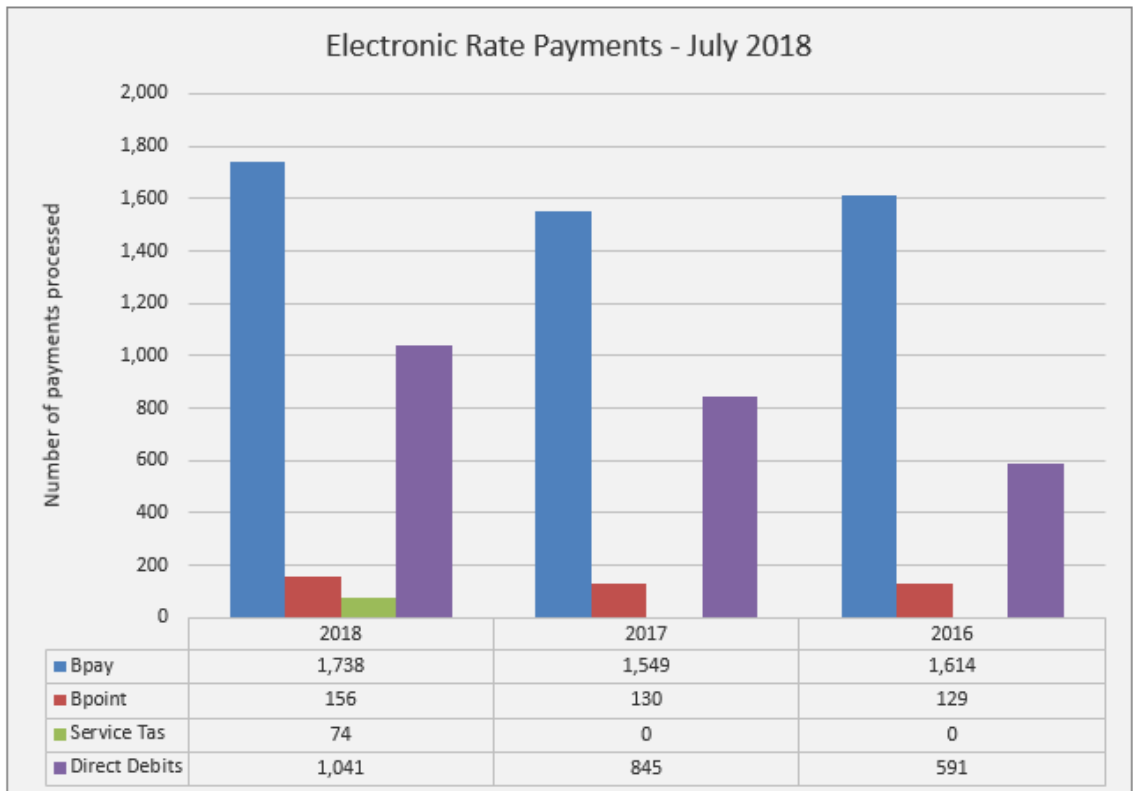
Number of Properties Paid in Full

	2018/2019 [^]		2017/2018*		2016/2017*	
	Number	Percentage	Number	Percentage	Number	Percentage
July	1,171	9.32%	1,037	8.34%	1,040	8.43%
August	3,093	24.61%	2,323	18.69%	2,231	18.09%

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

[^] In 2018/19 Housing Tasmania paid their 779 properties in full by the end of August.

2.1.3. Number of Electronic Rate Payments Processed



2.2. Parking**2.2.1. Parking Statistics****July**

Income – Car Parks (Total)	17/18	18/19
July	\$57,630	\$70,832

Income from Meters	17/18	18/19
July	\$31,969	\$19,965

Infringements Issued	17/18	18/19
July	1,163	1,555

August

Income – Car Parks (Total)	17/18	18/19
August	\$72,001	\$100,328

Income from Meters	17/18	18/19
August	\$55,893	\$52,850

Infringements Issued	17/18	18/19
August	1,333	1,465

2.3. Information Technology and Customer Service**2.3.1. ATO Reporting Requirements**

Taxable Payments Annual Reporting (TPAR); Allows Council to comply with an ATO requirement for reporting on accounts paid to non-ABN entities. This involved the installation of new Technology One packages, adding new fields/descriptors, populating new fields for all accounts and creation of a new worksheet. Council is compliant, and the first report was submitted by the required deadline of 28 August.

2.3.2. Information Technology

Council will commence comprehensive ICT Strategic Planning, Digital Security Planning and Disaster Recovery Planning in October, which is designed to further enhance and develop the plans currently in place. Progress reports will be provided during the term of the financial year.

2.3.3. Business System Roadmap

Council continues to pursue opportunities to leverage its core business system, TechnologyOne, to drive increasing levels of efficiency, productivity and improved service delivery to the community. A review has commenced to develop a multi-year roadmap to target increased utilisation and delivery of modules that will drive operational efficiency. Progress reports and next steps will be presented as the plan develops.

2.3.4. Customer Service Integration

The Customer Service Integration project stage 1 has concluded. Service Tasmania began delivering 32 of Council's services on 3 September, which was the opening day for the parnaple centre. Survey feedback from the community has been positive as indicated by the following stats.

1. The service I received was Professional, Friendly and Helpful

[More Details](#)

36

Responses



4.42 Average Rating

2. The service I received was Efficient, Responsive and met my expectations

[More Details](#)

36

Responses



4.19 Average Rating

3. My wait time before being served was acceptable

[More Details](#)

36

Responses



4.11 Average Rating

Service Tasmania's Concierge role and the Greeters, which are located at the parnaple centre entry points have made a positive impact on the delivery of services.

Service Tasmania and DCC Customer Service Officers are efficiently managing the automated queuing system to position customers at the right counter to support their needs.

Stage 2 of the Customer Service Integration project will commence in October with a review of services that are suitable for delivery by Service Tasmania.

COMMUNITY ENGAGEMENT

The information provided above provides details relating to community engagement.

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

Any specific risk implications have been outlined in the commentary above. Any specific risk that becomes an issue for Council may become the subject of a separate report to Council.

CONCLUSION

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

ATTACHMENTS

- [1.](#) Summary of Insurance Costs 2018-2019

RECOMMENDATION

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

Author: Position:	Kym Peebles/Jeff Griffith Executive Manager Organisational Performance/Executive Manager Corporate Services	Endorsed By: Position:	Paul West General Manager
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SUMMARY OF INSURANCE COSTS 2018-2019

Class of Insurance	Premium including statutory charges and invoice administration fee (excludes GST)						Budget	Comments	
	Expiring Years	Premium	Stamp Duty	Fee	Service Levy	Premium Total			
Community Liability Pack (Public Products Liability)	\$2,743.66	\$970.00	\$32.01	\$125.00		\$1,127.01	(\$1,616.65)	\$3,000.00	Reduction due to marketing exercise to benchmark coverage
Councillors & Officers Liability	\$10,248.20	\$9,530.40	\$1,084.34	\$125.00		\$10,739.74	\$491.54	\$12,300.00	Market related increase
Motor Vehicle	\$33,573.74	\$31,200	\$3,432.00	\$125.00		\$34,757.00	\$1,183.26	\$38,700.00	Claims related across the market
Marine Hull	\$23,110.10	\$20,136.00	\$475.00	\$250.00		\$20,861.00	(\$2,249.10)	\$26,400.00	No claims (see below continuity credit)
Personal Accident	\$1,089.87	\$677.60	\$74.32	\$125.00		\$876.92	(\$212.95)	\$1,200.00	
Workers Compensation	\$229,608.20	\$224,581.76		\$500.00	\$6,734.44	\$231,816.20	\$2,208.00	\$253,000.00	Reduction in wages renewal rate remains at 2.30%
Broker fee	\$7,500.00			\$7,658.00		\$7,658.00	\$158.00	\$7,500.00	
JLT Discretionary Trust	\$74,303.33	\$72,846.44	4,315.64	764.63	6,097.03	\$84,023.74	\$9,720.41	\$82,000.00	Heavy impact of major events
Public Liability	\$135,008.00	\$141,758.00				\$141,758.00	\$6,750.00	\$149,000.00	Expected slight increase
Cyber Liability	\$6,368.75	\$5,625.00	\$618.75	\$125.00		\$6,368.75	\$0	\$7,005.00	Unchanged
Julie Burgess Continuity Credit		(\$1,709.04)							Continuity credit
Total	\$523,553.85					\$539,986.36	\$16,432.51	\$580,105.00	

Crime Insurance not included (\$6,310 budget) – expiry January 2019

8.0 CLOSED SESSION

RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
8.1	Rates Owing - Landslip Property	15(2)(j)

OUT OF CLOSED SESSION

RECOMMENDATION

That the Committee move out of Closed Session.

9.0 CLOSURE

There being no further business the Chairman declared the meeting closed at pm.