



*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 Council Chambers, on Monday 16 July 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

**11 July 2018**

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE  
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 16 JULY 2018  
AT THE COUNCIL CHAMBERS 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 at the Council Chambers, 17 Fenton Way, Devonport on Monday 16 July 2018 commencing at 5:30pm.

**PRESENT**

		<b>Present</b>	<b>Apology</b>
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**

The following apology was received for the meeting.

Ald L M Laycock	Leave of Absence
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**2.0 DECLARATIONS OF INTEREST**

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### 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 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA - ANNUAL GENERAL MEETING AND GENERAL MEETING - 25 JULY 2018**

File: 30415 D532911

#### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

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

#### **SUMMARY**

This report has been prepared to inform Council of items listed for consideration on the upcoming Local Government Association of Tasmania (LGAT) Annual General Meeting and General Meeting to be held on Wednesday 25 July 2018.

#### **BACKGROUND**

The Annual General Meeting, followed by a General Meeting, is to be held at the Wrest Point Casino, Hobart on 25 July 2018.

The agendas can be downloaded at:

<http://www.lgat.tas.gov.au/page.aspx?u=333> (AGM agenda)

<http://www.lgat.tas.gov.au/page.aspx?u=840> (General Meeting Agenda)

Attachments are available at:

<http://www.lgat.tas.gov.au/webdata/resources/files/AGM%202018%20All%20Attachments-1.pdf> (AGM attachments)

<http://www.lgat.tas.gov.au/webdata/resources/files/Gen%20Meet%20July%202018%20All%20Attachments.pdf> (General Meeting Attachments)

#### **STATUTORY REQUIREMENTS**

Council as a member of the LGAT is entitled to vote in accordance with the Rules of the Association at any meeting. A number of the items to be debated relate to either State or Federal Government legislation or responsibility.

#### **DISCUSSION**

The purpose of this report is to allow Council, where it considers necessary, to provide some direction to the Acting Mayor in relation to how she might vote as Council's delegate at the LGAT Annual General Meeting and General Meeting.

The Acting Mayor is the authorised delegate of Council for the purpose of LGAT meetings.

#### **ANNUAL GENERAL MEETING AGENDA:**

The agenda items listed for the meeting are:

1. Minutes of 105<sup>th</sup> Annual General Meeting
2. President's Report
3. Financial Statements to 30 June 2017
4. Budget and Subscriptions 2018/19

*GM Note: The subscriptions have transitioned to the new subscription formula agreed at the 2017 AGM. Going forward the formula comprises a flat fee of 40% and population and revenue fees of 30% each. During the transition there is also a 10% collar and cap on the amount of change in the overall subscription paid by Councils. In addition, the increase LGAT has applied to the overall subscriptions is 2.42%.*

*The total subscription to be applied for 2018/19 is \$61,994 and increase of \$4,992 (8%) over the previous year. This amount is consistent with Council's budget.*

5. President and Vice President's honorariums
6. Rules of the Local Government Association of Tasmania
  - 6.1 Voting at Meetings

*GM Note: Update of the Rules to allow for the use of electronic voting.*

7. LGAT/LG Professionals Conference
8. Annual Plan
9. Reports from Board Representatives

#### **GENERAL MEETING AGENDA:**

The agenda items (apart from normal procedural matters) listed for the meeting are classified under the heading of:

#### **8. Items for Decision**

- 8.1 Waste Management

*GM Note: The proposal is for LGAT to undertake a feasibility study into the establishment of a state-wide Waste Management arrangement. The background suggests that to engage a consultant to undertake this work would be around \$80,000. Explanation of how this would be funded needs to be explained as part of the discussion.*

*Currently the Cradle Coast Waste Management Group have appointed a Project Officer to undertake a review of Waste Governance arrangements in the North West. There is a concern that this may be a duplication of the work already underway.*

- 8.2 Review of Councillor Allowances
- 8.3 Board of Enquiry Recommendations
- 8.4 Sale of Anglican Churches

#### **9 Items for Noting**

- 9.1 Local Government Elections
- 9.2 Code of Conduct
- 9.3 Planning Reform
- 9.4 Local Government Sustainability
- 9.5 Council Camping and Competitive Neutrality
- 9.6 Credit Card Policy
- 9.7 Mentoring for New Councillors
- 9.8 Climate Change
- 9.9 TasWater
- 9.10 Foreshadowed Training
- 9.11 Performance Improvement Strategy
- 9.12 Roads and Transport
- 9.13 EPA Memorandum of Understanding and Workforce Development Project

9.14 Communications, Media and Events Update

9.15 Policy Update

Gifts and Benefits

Emergency Management

Energy

Procurement

LGAT Development Standards

Cats

Youth Local Government

## 10. Roads and Infrastructure

### 10.1 Interpretive Tourist Signage – Circular Head

That LGAT seek that the State Government provides a strategic commitment of a 4-year resources funding program for the implementation of international (non-English) visitor interpretive signage to ensure the dispersal of the increased international tourism economic benefits across the state.

## 11. Sector Profile and Reform

### 11.1 Elected Members Election to State Government – Devonport City Council, Break O’Day Council and Glamorgan Spring Bay Council

That LGAT pursue legislative changes which would:

1. Require a councillor who is standing for State or Federal Parliament to take a leave of absence from Council for the period between accepting the nomination and declaration of the poll.
2. Require a councillor who is elected to State or Federal Parliament to resign their council position following declaration of the poll.

### 11.2 Mayoral Vacancies – Burnie City Council

That LGAT lobby for a change to the Local Government Act 1993 to allow for a recount on the previous election to be used to fill a vacancy of Mayor at any time throughout the term, instead of the current provision for a by-election which applies up to six months prior to the next ordinary election, which can be costly for a community.

### 11.3 Code of Conduct – City of Hobart

That LGAT lobby the State Government to remove the ‘materiality’ test as it relates to conflict of interest set out in Part 2 of the Model Code of Conduct.

### 11.4 Qualified Advice for General Manager Contracts – Glenorchy City Council

That the Local Government Association of Tasmania recommends that the Local Government Act 1993 be amended to allow a Mayor (or their delegate) to qualify a Council or council committee agenda item that relates to the performance of or contractual arrangements with the General Manager.

### 11.5 Elected Member Titles – Burnie City Council

That LGAT lobby for a change to the Local Government Act 1993 to remove the word alderman from the Act entirely, leaving only councillor.

## 12. Sector Capacity

### 12.1 Environmental Health Officer Training – Latrobe Council

That the Local Government Association of Tasmania lobby the University of Tasmania for the continuation of the Bachelor of Health Science (Environmental

Health) or similar tertiary degree that is eligible for the Environmental Health University Course Accreditation with Environmental Health Australia.

### **12.2 State Wide Training and Employment – Circular Head Council**

That LGAT seek that the State Government provides a strategic commitment of a 4-year resources funding program working with Local Government and established industry training providers for the implementation of targeted VOC Training initiatives to ensure the dispersal of employment and apprenticeship opportunities from all emerging industry investment and expansion opportunities across the state.

## **13. Financial Sustainability**

### **13.1 Accounting Standards – Break O’Day Council**

That LGAT lobby the State Government to amend the Local Government Act to provide the Tasmanian Audit Office with the power to consider whether an Australian Accounting Standard should be applied to Local Government and to what extent.

### **13.2 Accounting Standard – Depreciation – Circular Head Council**

That LGAT seek that the State Government, in conjunction with the Tasmanian Audit Office, provides a strategic commitment to lobby for a new change in accounting standards for depreciation calculation and management of all state and federal government funded projects, as the present model significantly disadvantages low growth communities and undermines opportunities to reinvigorate and re-energise local economic prosperity and community wellbeing.

### **13.3 Accounting Methodologies – George Town Council**

- a) That Councils and the Local Government Association of Tasmania work with the Local Government Division of the Premier and Cabinet to review the various accounting methodologies being used by Councils with a view to developing standardised reporting; and
- b) Address some of the complexities such as volume/length of reporting driven by disclosures required in the Local Government Act and International Accounting Standards which are not necessarily relevant to Council operation and reporting.

### **13.4 Fire Service Levy – Burnie City Council**

That LGAT:

1. Advocate on behalf of all Councils the deep concern at the level of the Fire Service Contribution that councils are expected to collect from ratepayers each year on behalf of the State Fire Commission; and
2. Seek justification for the excessive level of financial burden that has been imposed over the last five years.

## **14. Land Use Planning and Environment**

### **14.1 Stream Management – Break O’Day Council**

That LGAT lobby the State Government to take greater responsibility for the management of streams.

### **14.2 Building Act 2016 – Break O’Day Council**

That LGAT request that the State Government provide the necessary resources and undertake an urgent review of the Building Act 2016 to address the

shortcomings being experienced by Local Government in relation to the operation of the Act.

**14.3 Single Use Packaging – City of Hobart**

That the Local Government Association of Tasmania lobby the State Government for the introduction of legislation to ban the provision of petroleum based single use take away food packaging currently used to enable prepared food or beverages to be carried from the retailer's premises.

**14.4 Recycling – City of Hobart**

That LGAT urgently consider through its appropriate body a response to the recent increase in costs of recycling to Local Government as a consequence of changes to the Chinese Government's policies and consider development of a range of responses, including collective negotiations between the Federal and State Governments and other stakeholders, to prompt a market response for recycling opportunities in Tasmania.

**14.5 Sustainable Council Events – City of Hobart**

That LGAT lobby all councils to adopt the use of reusable and compostable items for use in council sponsored events.

**14.6 Tourism Destination Action Plans – Circular Head Council**

That LGAT seek from the State Government a strategic commitment of a 4-year resources funding program for the implementation of all Tourism destination action plans to ensure the dispersal of the increased tourism economic benefits across the state.

**14.7 Container Deposit Scheme – Glamorgan Spring Bay Council**

That Tasmanian Councils, through LGAT, support a container deposit scheme within Tasmania and call on the State Government to investigate the best model for implementation within the state.

**14.8 Implementation of a Statewide Planning Scheme – Circular Head Council**

That LGAT seek from the State Government a strategic commitment to developing and implementing in the new state-wide planning scheme provisions to allow the as of right development of existing small titles of land in the rural production zone that does not compromise or fetter agricultural production capacity and provides opportunities to diversify and reinvigorate local economic prosperity and community wellbeing.

**14.9 Telecommunications Towers – Break O' Day Council**

That Members note a lack of input into the location of telecommunications towers and other similar infrastructure emitting radiation/microwave links and request that LGAT investigate options to allow council to have more input prior to the submission of the Development Application.

**14.10 Fruit Tree Management – Derwent Valley Council**

That Local Government consult with Fruit Growers Tasmania and the State Government regarding the biosecurity risk with roadside fruit trees on state and local roads.

**15 Public Policy General**

**15.1 Decentralised Action Plan – Circular Head Council**

That LGAT seek from the State Government a strategic commitment, resources and a funding program for the implementation of a State and Federal



Government services decentralisation action plan to leverage and ensure the dispersal of employment opportunities across the state.

**15.2 Spirit of Tasmania – Northern Midlands**

That LGAT lobby the State Government and Spirit of Tasmania to ensure the availability of sailings adequately meets demand of Tasmanian residents, tourists and other users and that affordable pricing is available to users.

**15.3 Affordable Housing – Southern Midlands Council**

That the Local Government Association of Tasmania be requested to lobby the State Government to ensure that the State is taking sufficient measures and allocating sufficient resources to provide affordable, low cost housing, particularly in rural and outer suburban areas.

**COMMUNITY ENGAGEMENT**

Background information on all of the items listed can be found in the agenda papers.

LGAT has a communication protocol which it uses to disseminate information and decisions as a result of General Meetings of the Association.

**FINANCIAL IMPLICATIONS**

Council contributes to LGAT through payment of subscriptions. Any decisions reached at General Meetings may have an impact on Council's finances.

Council's 2018/19 budget has sufficient provision for the subscriptions payable by Council to the LGAT.

**RISK IMPLICATIONS**

There are no risks which have been identified in relation to the contents of this report. Any risk is dependent on the outcome of decisions which are reached at the General Meeting.

**CONCLUSION**

The LGAT Annual General Meeting and General Meeting agenda items have been listed for the information of Aldermen and to allow comment and/or direction to be provided to the Council's voting delegate in relation to any matter.

**ATTACHMENTS**

- [1.](#) AGM Agenda July 2018
- [2.](#) Agenda General Meeting July 2018

**RECOMMENDATION**

That it be recommended to Council that the agendas for the Local Government Association of Tasmania Annual General Meeting and General Meeting to be held on 25 July 2018 be received and noted.

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



## **ANNUAL GENERAL MEETING**

# **AGENDA**

To be submitted to the

**ONE HUNDRED AND SIXTH SESSION  
OF THE ASSOCIATION**

Will be held on  
25 July 2018

Commencing  
11.00am

**Wrest Point Casino  
Hobart**

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\* Denotes Attachment

**FORMAL NOTICE OF MEETING**

**NOTICE IS HEREBY GIVEN THAT**

***The Annual Conference of  
Local Government in Tasmania  
will be held  
commencing  
Wednesday 25 July, 2018***

**NOTICE IS ALSO GIVEN THAT  
One Hundred and Sixth Annual General Meeting  
of the Association  
will be held at  
Wrest Point  
Hobart**

**Commencing at  
11.00am  
on  
Wednesday 25 July, 2018**

**NOTICE IS ALSO GIVEN THAT THE  
Association's General Meeting  
will be held at  
Wrest Point  
Hobart  
commencing immediately following  
the conclusion of the  
AGM  
on Wednesday 25 July, 2018**

**To consider  
Local Government Policy and Motions  
from Member Councils**

**Katrena Stephenson  
CHIEF EXECUTIVE OFFICER**

## 2018 CONFERENCE PROGRAM

### WEDNESDAY 25 JULY 2018

11.00am	AGM	
	General Meeting	Commences immediately following the conclusion of AGM
12.30pm	Lunch	
1.30pm	Meetings continue	
5.00 6.00pm	Welcome Reception	With thanks to <b>Page Seager</b>

### THURSDAY 26 JULY 2018

8.00am	Conference Registration	
8.45am	Welcome and Opening	
9.00am	Scott Rankin	
9.40am	Sally Curtain	
10.20am	Corporate Wellness - Dr Matt Constable	
10.35am	Morning Tea	With thanks to <b>Dial Before You Dig</b>
11.10am	Brook Dixon	
11.40	Mayor David O'Loughlin – ALGA President	
12.10	Speed Networking	
12.30pm	Lunch	With thanks to <b>Dial Before You Dig</b>
1.30pm	Workshop Program	
3.00pm	Afternoon Tea	With thanks to <b>Commonwealth Bank</b>
3.30pm	Craig Reucassel	
4.30 – 5.30pm	Happy Hour	With thanks to <b>Commonwealth Bank</b>
7.15pm	<b>MAV</b> Conference Dinner	

### FRIDAY 27 JULY 2018

8.30am	The Rewind Walking Tour – Tasmanian Heritage Council	
9.00am	Workshop Program	
10.30am	Morning Tea	With thanks to <b>Jardine Lloyd Thompson</b>
11.15am	2018 Local Government Awards for Excellence	
11.55am	Genevieve Lilley	
12.50pm	Conference wrap up	
1.00pm	Lunch With thanks to <b>Jardine Lloyd Thompson</b>	

## 2018 ANNUAL GENERAL MEETING

The President, Mayor Doug Chipman, will welcome Members, declare the Annual General Meeting open and accept apologies.

### 1 MINUTES OF 105<sup>TH</sup> ANNUAL GENERAL MEETING \*

#### Decision Sought

**That the Minutes of the 105<sup>th</sup> Annual General Meeting, held 26 July, 2017 be confirmed.**

The Minutes of the 105<sup>th</sup> Annual General Meeting of the Local Government Association of Tasmania, held in Hobart on 26 July, 2017 as circulated, are submitted for confirmation.

The Minutes are at **Attachment to Item 1.**

### 2 PRESIDENT'S REPORT

#### Decision Sought

**That the President's report be received.**

The President will present his report to the 2018 Annual General Meeting.

**3 FINANCIAL STATEMENTS TO 30 JUNE 2017 \*****Decision Sought**

**That the Financial Statements for the period 1 July 2016 to 30 June 2017 be received and adopted.**

The General Management Committee recommends consideration and adoption of the Association's Financial Statements for the period 1 July 2016 to 30 June 2017, an abridged version of which are included at **Attachment to Item 3**.

A full version is available from the Association's offices on request.

A copy of the Association's Profit and Loss report for the period 1 July 2017 to 22 June 2018 is also included at **Attachment to Item 3** to provide members with an indication of the current financial position of the Association.

At the time of preparation of this report one week remained to the end of the financial year with year-end adjustments also pending. It is anticipated that there will be a surplus (approx. \$60,000) with items below being of note –

- With the decision to revamp the Community Satisfaction Survey, the survey will not be undertaken until the 2018/19 financial year, resulting in an underspend of \$30,000 this financial year.
- Additional staffing were incorporated into the budget for 2017/18 to accommodate changes to the communications and events role and general staff changes. Consequently, a full year was not been worked in all positions. This resulted in a reduction in overall wages and superannuation costs.
- We were able to secure some excellent speakers for the July 2017 Annual Conference at a low-cost which, combined with some other cost cutting initiatives, resulted in less expense overall to hold the event.

<b>4 LGAT BUDGET AND SUBSCRIPTIONS 2018/2019 *</b>
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<b>Decision Sought</b>
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<b>That the Meeting endorse the adoption of the Budget and Subscriptions as presented.</b>
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**Subscriptions**

This year we have transitioned to the new subscription formula agreed at the 2017 AGM. That formula comprises a flat fee of 40 per cent and population and revenue fees of 30 per cent each, 8 revenue categories and 8 population categories and a 10 per cent collar and cap.

In this first year, many councils trigger either the collar or cap provisions but, testing on outer years has demonstrated that the formula stabilises and that the number of councils triggering the 10% cap will reduce substantially.

Additionally, to smooth the first year when so many councils triggered caps and collars, a small adjustment against total subs has been made to ensure alignment between the formula and budget.

However, mindful of the impacts of the formula change, LGAT has applied an overall subscription increase (including the survey/advertising components) of 2.42%<sup>1</sup>.

**Budget**

There are no strongly significant areas of variation to the budget this year but some moderate variations as follows:

- Staff outputs and productivity continue to be high and therefore in line with most council EBAs a 2% pay increase has been budgeted for across all second year plus staff. Staff in their first year receive a post probation period increment as per their contracts.
- There has been a change in the way conference registrations and trade and general sponsorship have been reflected in the budget to better reflect our new approach to sponsorship but overall only a modest increase in this income stream (\$10,000) is projected given the competitive conference and sponsorship environment.
- We have continued to focus on generating our own income and while it remains a relatively small component as compared to subscriptions, it is increasing. A further small but steady increase in income is predicted in relation to our events and commissions.
- Owing to a re-examination of the format of the community satisfaction survey, it was not conducted during the 2017/18 financial year but will be conducted during the 2018 calendar year. It should be noted that LGAT subscriptions allow for a portion of the costs of the four yearly survey to be captured each year so there is not a neat offset between income and expenditure in a single year. This is further exacerbated as we are still in the transition period

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<sup>1</sup> In line with Council Cost Index.



between a two-yearly survey and a four-yearly survey. The collection of a portion of funds each year reduces the impact for councils in a survey year.

- The allocation to TV advertising has been reduced this year based on the planned program of activity and the use of some unspent advertising funds. This has helped keep the overall subscription increase in line with the Council Cost Index.
- Interest rates remain low and projected interest earnings reflect that this is unlikely to change in this financial year.
- LGAT is shifting providers for telecommunications (mobile and data) and we anticipate significant savings over time, with a smaller offset this first year because of equipment transition costs.
- There is no significant building maintenance work scheduled for this year.
- A new budget line item has been introduced for HR/IR which relates to a new contracted support service to LGAT on these matters. This will be partially offset by a reduction in consultancy costs (related to legal fees).
- Budget for a short-term mentoring project has been established to support the post-election environment.

A copy of the Budget and Subscriptions for the 2018/2019 Financial Year are at **Attachment to Item 4.**

<b>5 PRESIDENT AND VICE PRESIDENT HONORARIUMS</b>
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**Decision Sought**

**That the President's and Vice President's allowance for the period 1 July 2018 to 30 June 2019 be adjusted in accordance with the movement in the Wages Price Index.**

The Rules of the Association provide that the Annual General Meeting will grant an annual allowance to the President and Vice President.

In the past an independent review of allowances was undertaken in the same financial year as the review of allowances for Local Government Elected Members, with the last review undertaken in 2009. The result of that review was to retain the basis of the present allowances unchanged for the two positions with movements to be in conjunction with the wages price index. This brought the escalation factor for allowances in line with Elected Member allowances across councils.

The escalation factor used for elected member allowances remains the wages price index and it is deemed appropriate that the President and Vice President Honorariums continue to escalate on the same basis.

A review of Elected Member allowances has been undertaken in the 2017/18 Financial Year but is not yet finalised. If, as anticipated, the review determines that the escalation of Elected Member Allowances will not alter, the Honorariums will not require review.

The resultant application of the wages price index has meant allowances for 2017/18 were:

- President allowance \$47,304 per annum.
- Vice President allowance \$11,826 per annum.

GMC sitting fees will also be adjusted by the wages price index.

## 6 RULES OF THE LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

### Decision Sought

**That Members agree to amend the Rules to reflect electronic voting practices as outlined in Option One.**

### Background

LGAT introduced electronic voting for the AGM and General Meeting in July 2017.

At the November 2017 Meeting Members agreed to the practice of publishing the vote record on decision items by the Council in the General Meeting and AGM Minutes. Members also agreed that the electronic vote would be used for all items (with cards only to be used in the case of technology failure).

It is timely then to amend LGAT's rules to reflect this practice, the changes proposed are highlighted in red below.

### Option 1

#### 16. VOTING AT MEETINGS

- (a) Voting at any Meeting of the Association shall be upon the basis of each Voting Representative being provided with, immediately prior to the meeting, **an electronic voting button or** placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according to **voting entitlement and the voting buttons will be coded according to voting entitlement:**

Population of the Council Area	Number of votes entitled to be exercised by the Voting Representative	Colour placard to be raised by the Voting Representative when voting
Under 10,000	1	Red
10,000 – 19,999	2	White
20,000 – 39,999	3	Blue
40,000 and above	4	Green

- (b) Electronic voting buttons will be the first choice for voting on all decisions, with placards only to be used if the technology fails.
- (c) Voting buttons allow councils to vote for or against a motion or formally abstain from voting. An abstain is not to be taken as a negative vote.
- (d) The Chair of the meeting shall be entitled to rely upon the electronic vote or the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
- (e) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes for a motion. If there is an equal number of votes upon any question, it shall be declared not carried.
- (f) (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes cast by Members present at the meeting.
- (ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the meeting or not.
- (iii) When a vote is being taken to amend these Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the meeting or not.
- (e) A Voting Representative or his or her proxy in the name of the Member is entitled to vote on any matter considered at a Meeting of the Association.
- (f) The electronic record of votes cast for decision items will be provided with the Minutes of the Meeting.

A critical point to understand is that when voting cards were used, it was not possible to know who abstained from voting. On that basis LGAT has simply carried a motion based on a majority of votes. The proposed amendments would continue to work on that basis. That is, to abstain is not considered a vote in the negative. If Members determined that to abstain is considered a vote in the negative, then the following Rule Amendments would apply.

## Option 2

## 16. VOTING AT MEETINGS

- (g) Voting at any Meeting of the Association shall be upon the basis of each Voting Representative being provided with, immediately prior to the meeting, **an electronic voting button or placard** which is to be used for the purpose of voting at the meeting. The placard will be coloured according to **voting entitlement and the voting buttons will be coded according to voting entitlement:**

Population of the Council Area	Number of votes entitled to be exercised by the Voting Representative	Colour placard to be raised by the Voting Representative when voting
Under 10,000	1	Red
10,000 – 19,999	2	White
20,000 – 39,999	3	Blue
40,000 and above	4	Green

- (h) **Electronic voting buttons will be the first choice for voting on all decisions, with placards only to be used if the technology fails.**
- (i) **Voting buttons allow councils to vote for or against a motion or formally abstain from voting. An abstain is to be taken as a negative vote.**
- (j) The Chair of the meeting shall be entitled to rely upon **the electronic vote or** the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
- (k) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes cast, **with an abstain to be counted in the negative.** If there is an equal number of votes upon any question, it shall be declared not carried.
- (l) (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes cast by Members present at the meeting.
- (ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the meeting or not.
- (iii) When a vote is being taken to amend these Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the meeting or not.
- (g) A Voting Representative or his or her proxy in the name of the Member is entitled to vote on any matter considered at a Meeting of the Association.

- (h) **The electronic record of votes cast for decision items will be provided with the Minutes of the Meeting.**

Members should note that as the voting software is not currently set up to count 'abstains' as a negative vote, this rule amendment would not apply until the December General Meeting.

**LGAT Policy**

Does not apply.

**Budget Impact**

Does not apply.

**7 LGAT/LG PROFESSIONALS CONFERENCE**

**Decision Sought**

**That Members note the intent to undertake scoping work with LG Professionals Tasmanian with respect to combining our conferences in future.**

**That Members further note, that should conferences combine, it may be prudent to shift the AGM and General Meeting to a separate date.**

**Background**

During the organization of the LGAT Annual Conference, we have experienced the withdrawal of some of our regular sponsors and trade exhibitors, demonstrating a continued tightening of the market. Some of the withdrawing sponsors are citing a move to sponsoring Local Government Professionals Tasmania (LG Professionals Tas) which is surprising given that over the last two years, the numbers attending the LG Professionals Tas Conference has dropped dramatically. Small attendance numbers might make both sponsorship and trade significantly more difficult for LG Professionals Tas to attract in future.

Both LGAT and LG Professionals Tas are providing increased networking and professional development opportunities and in essence may be cannibalizing our big events with more tailored events. Combined with greater workloads/fewer resources in councils, more alignment with technical/professional roles and training opportunities related to those (eg PIA, IPWEA, EHA), tighter council budgets restricting paid professional development opportunities, low interest rates, tighter market conditions, more focused spend by sponsors, not to mention competition between our two organisations, the pressure on our key revenue raising events will continue.



In 2017, while LGAT and LG Professionals Tas shared a resource, LGAT undertook and funded, a sponsorship workshop with an independent consultant which highlighted the potential benefits of a joint approach to sponsorship and conference but the timing was not quite right to pursue from either a LGAT or LG Professionals Tas perspective. However, both the GMC and the LG Professionals Tas Board have agreed that if we continue to delay these discussions there is a significant risk to the viability of both events.

Both organisations have agreed to work together to develop a proposed model for a joint 2019 conference as well as a proposed model for a joint sponsorship prospectus, that is in tune with the principles of our MOU.

Before a decision can be made on whether to combine events, both organisations require some independent advice, particularly as relates to assessing historical income generation and resourcing and determining a fair methodology for distributing income and an understanding of who/how sponsorship and conference would be managed ongoing. There are implications for both organisations financially and in terms of human resource that would need to be considered. This preliminary investigative and modelling work will be funded by both organisations equally. A consultant has been engaged and a workshop will be held with representatives of both organisations in late September as part of that process.

At the November 2017 General Meeting, the CEO informally canvassed views about separating the AGM from the LGAT Annual Conference. The rationale was two-fold, it could reduce the cost of attendance of the AGM significantly and it could free up the conference to include other streams and partners as outlined above. Members indicated the viability of this should be explored. As it currently stands, there is a risk to the conference viability generally in separating the AGM and General Meeting because of the additional resourcing costs internally to LGAT (related to two separate events), the potential loss of registered participants and the subsequent loss in trade and sponsorship. Consideration of the timing of the AGM will be part of LGAT's overall considerations when modelling a partnership approach to the conference.

#### **Budget Implications**

Up to \$5000 for the initial scoping study.

#### **Current Policy**

Focus Area: Developing capacity and capability to deliver

Priority Area 9: Host an excellent Annual Conference, AGM & General Meetings

There is nothing in the rules which prevents separation of the AGM and General Meeting from the Annual Conference.

<b>8 ANNUAL PLAN *</b>
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<b>Decision Sought</b>
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<b>That Members note the following report.</b>
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**Background Comment:**

LGAT has made significant progress on the strategic priorities identified in the Strategic Plan for 2017-18, thanks to a small but high functioning team. There were 10 priorities:

1. Influence the State Government agenda for TasWater.
2. Shape the Code of Conduct Review.
3. Drive the planning reform agenda.
4. Build upon the resources available for Elected Members and staff.
5. Prepare communities and Councils for Local Government Elections in 2018.
6. Position the Local Government agenda in the State Government election.
7. Promote the good work of Local Government to the broader community.
8. Ensure LGAT systems and IT are fit for purpose.
9. Host an excellent Annual Conference, AGM and General Meetings.
10. Continue to expand the Procurement Program.

In particular, it should be noted that work was successfully completed in relation to TasWater advocacy, the Code of Conduct review, preparing for Local Government elections and State Government election advocacy.

In addition, internally LGAT completed significant IT upgrades and transitioned to a new staffing structure.

The GMC will soon agree the key strategic priorities for the year ahead and a new annual plan will be developed around those.

It is anticipated that training of new councillors, Federal elections, future Local Government reform and Waste Management will feature as new priorities but that planning, building resources and training and sector promotion will remain as priorities.

A report against the progress of the LGAT Annual Plan and a copy of the LGAT Strategic Plan are at **Attachment to Item 8.**

<b>9 REPORTS FROM BOARD REPRESENTATIVES *</b>
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<b>Decision Sought</b>
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- |   |
|---|
| <p>(a) That the reports from representatives on various bodies be received and noted.</p> <p>(b) That Conference acknowledges the time and effort put in by all Association representatives on boards, working parties, advisory groups and committees etc.</p> |
|---|

Listed below are the bodies on which the Association had statutory representation in the 2017/2018 financial year.

Representatives on Bodies are requested to provide a report for Conference and are also requested to provide regular reports back to the Association during the year.

- **Animal Welfare Advisory Committee**  
Clr David Moser
- **Community Review Committee - Threatened Species Protection Act 1995**  
Ms Liz Quinn, Kingborough Council
- **Family Violence Consultative Committee**  
Clr Mary Knowles OAM, Northern Midlands Council
- **LGAT Assist**  
Mrs Jill Taylor
- **Local Government Board**  
Mr Greg Preece
- **State Fire Commission**  
Clr Hannah Rubenach, Break O'Day Council
- **State Fire Management Council**  
Ms Melanie Kelly, Kingborough Council
- **State Grants Commission**  
Mr Grant Atkins and Mr Rodney Fraser
- **State Marine Pollution Committee**  
Mr Andrew Brown, Clarence City Council
- **Tasmanian Heritage Council**  
Ms Danielle Gray, Kingborough Council; Ald Robin McKendrick, City of Launceston
- **Tasmanian Library Advisory Board**  
Ald Sandra French, Burnie City Council, Clr Dick Adams, Northern Midlands Council; Ald James Walker, Clarence City Council; Ms Amanda Davison, Waratah Wynyard Council
- **Tasmanian Planning Commission**  
Mr Michael Stretton, Launceston City Council
- **Tasmanian Suicide Prevention Committee**  
Acting Mayor Annette Rockliff, Devonport City Council

The reports received for presentation are at **Attachment to Item 9.**

<b>10 CLOSURE</b>
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**GENERAL MEETING**

**AGENDA**

**Wrest Point  
Hobart**

**Wednesday 25 July 2018**

**Commencing  
Immediately Following the  
Conclusion of the AGM**

**PROCEDURAL MATTERS.  
RULES REGARDING CONDUCT OF MEETINGS**

**13. WHO MAY ATTEND A MEETING OF THE ASSOCIATION**

- (a) Each Member shall be entitled to send a voting delegate to any Meeting of the Association, such voting delegate exercising the number of votes determined according to Rule 16(a).
- (b) After each ordinary Council election, the Chief Executive Officer shall request each Member to advise the name of its voting delegate and the proxy for the voting delegate for Meetings of the Association until the next ordinary Council elections.
- (c) Members may change their voting delegate or proxy at any time by advising the Chief Executive Officer in writing over the hand of the voting delegate or the General Manager prior to that delegate taking his or her position at a Meeting.
- (d) A list of voting delegates will be made available at the commencement of any Meeting of the Association.
- (e) Members may send other elected members or Council officers as observers to any Meeting of the Association.

**14. PROXIES AT MEETINGS**

- (a) Up to 1 hour prior to any Meeting of the Association, a Member may appoint another Member as its proxy.
- (b) The form of the proxy is to be provided by the Chief Executive Officer and is to be signed by either the Mayor or General Manager of the Council appointing the proxy.
- (c) The Chair of the meeting is not entitled to inquire as to whether the proxy has cast any vote in accordance with the wishes of the Member appointing the proxy.
- (d) Proxies count for the purposes of voting and quorum at any meeting.

**15. QUORUM AT MEETINGS**

At any Meeting of the Association, a majority of the Member Councils shall constitute a quorum.

**16. VOTING AT MEETINGS**

- (a) Voting at any Meeting of the Association shall be upon the basis of each voting delegate being provided with, immediately prior to the meeting, a placard which is to be used for the purpose of voting at the meeting. The placard will be coloured according to the number of votes to which the Member is entitled:

Population of the Council Area	Number of votes entitled to be exercised by the voting delegate	Colour placard to be raised by the voting delegate when voting
Under 10,000	1	Red
10,000 – 19,999	2	White
20,000 – 39,999	3	Blue
40,000 and above	4	Green

- (b) The Chairman of the meeting shall be entitled to rely upon the raising of a coloured placard as the recording of the vote for the Member and as evidence of the number of votes being cast.
- (c) Except as provided in sub-rule (d), each question, matter or resolution shall be decided by a majority of the votes capable of being cast by Members present at the Meeting. If there is an equal number of votes upon any question, it shall be declared not carried.
- (d)
  - (i) When a vote is being taken to amend a Policy of the Association, the resolution must be carried by a majority of the votes capable of being cast by Members, whether present at the Meeting or not.
  - (ii) When a vote is being taken for the Association to sign a protocol, memorandum of understanding or partnership agreement, the resolution must be carried by a majority of votes capable of being cast by Members and by a majority of Members, whether present at the Meeting or not.
  - (iii) When a vote is being taken to amend the Rules of the Association, the resolution must be carried by at least two-thirds of the votes capable of being cast by Members, whether present at the Meeting or not.

**Schedule**

11.20 approx.	General Meeting <b>Commences immediately following the conclusion of the Annual General Meeting.</b>
11.30	The Hon Peter Gutwein MP Treasurer Minister for Local Government Minister for State Growth
12.30	Lunch

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\* DENOTES ATTACHMENT

**1 MINUTES \*****Decision Sought**

**That the Minutes of the General Meeting held on 18 May 2018, as circulated, be confirmed.**

The Minutes of the Meeting held on 18 May 2018, as circulated, are submitted for confirmation and are at **Attachment to Item 1.**

**2 CONFIRMATION OF AGENDA & ORDER OF BUSINESS****Decision Sought**

**That the agenda and order of business be confirmed.**

Members are invited to confirm the agenda and order of business as presented.

**3 PRESIDENTS REPORT****Decision Sought**

**That Members note the report on the President's activity since the last General Meeting (18 May to 22 June Inclusive).**

**Meetings**

- General Meeting
- General Management Committee Meeting
- Premier's Local Government Council
- TasWater General Meeting
- Minister Elise Archer – Waste issues
- Minister Peter Gutwein – Local Government catch-up
- Senator Steve Martin - Local Government catch-up
- Mayors' Workshop
- Anita Dow - Economic Development
- ALGA Board Meeting
- ALGA Regional Cooperation and Development Forum
- ALGA National General Assembly

**Media/Communication**

- Pulse articles
- MR- State of the Regions

**4 CEOs REPORT****Decision Sought**

**That Members note the report on the CEO's activity since the last General Meeting (18 May to 22 June Inclusive).**

**Meetings**

- ALGA Board Meeting
- ALGA National General Assembly
- Anita Dow - Economic Development
- General Management Committee Meeting
- LGAT Assist Board Meeting
- Local Government Division – regular monthly meetings
- Local Government Professionals (Tas) Board meeting
- MAV Insurance Board - teleconference
- Mayors' Workshop
- Meeting of Association CEOs
- Meeting with the ALP regarding *Residential Housing Supply Bill*
- Minister Elise Archer – Waste issues
- Minister Peter Gutwein – Local Government catch-up
- Premier's Local Government Council
- Road Safety Advisory Council Meeting
- Senator Steve Martin - Local Government catch-up
- TasCOSS, Shelter and Tourism Industry Council re short term visitor accommodation
- TasWater General Meeting
- Teleconference Minister Jaensch re short term visitor accommodation
- UTAS re short planning course

**Policy and Projects**

- Scoping new councillor mentor program
- Review and sign off LGAT submissions including *Emergency Management Amendment Bill*, TasNetworks Pricing Reset, *Residential Housing Supply Bill*.
- Scoping workshop - community survey
- Follow up Church Sale/Burials Act
- General advice on Local Government matters



**Events**

- Volunteering Tasmania Awards
- State Budget Breakfast

**Training/Development**

- Candidate Information Forums (Huon Valley, Ulverstone, Hobart) and preparation of a range of information materials for the LGAT website. Preparation for West Tamar, Flinders and East Coast.
- Mayors' Workshop
- Preliminary work with Local Government Professionals on partnership opportunities.

**Operational**

- Preparation of the Budget and preparation of subscription calculations using a new formula

**Media and Messaging**

- Budget Priorities- comment to the Mercury
- Cost of extreme weather events – comment to ABC
- Container Deposit Levy – comment to Fairfax
- Joint Media Release (TasCOSS, Shelter, Tourism Industry Council) - Air BnB Data and related media, TV, print and radio coverage
- Letter to Editor – Planning (Mercury)
- Letter to Editor – Sale of Churches (published all three papers)
- Media Release – Tasmanian Planning Commission Report on short stay accommodation
- Media Release - Free Candidate Information Sessions
- Meeting with Chris Jones – Editor of the Mercury (background briefing Local Government).
- Op Ed – LG Candidates – submitted widely
- Pulse
- Rates – comment to The Mercury
- RSPCA Shelter Closure – comment to the Mercury
- Waste Management – comment to the Advocate
- Woodheaters – comment to the Mercury



**5 BUSINESS ARISING \*****Decision Sought**

**That Members note the following information.**

At **Attachment to Item 5** is a schedule of business considered at the meetings held on 18 May 2018 and the status thereof.

**6 FOLLOW UP OF MOTIONS \***  
Contact Officer: Dion Lester**Decision Sought**

**That the meeting note the report detailing progress of motions passed at previous meetings and not covered in Business Arising.**

**Follow up on outstanding motions**

A matrix indicating progress to date on motions passed at General Meetings, which remained outstanding at the last General Meeting, is at **Attachment to Item 6**.

**7 MONTHLY REPORTS TO COUNCILS \*****Decision Sought**

**That Members note the reports for April and May 2018.**

**Background comment:**

Monthly reports to Councils that briefly outline the Associations activities and outcomes for the previous months are at **Attachment to Item 7**.

## 8 ITEMS FOR DECISION

### 8.1 Waste Management \* Contact Officer – Dion Lester

#### Decision Sought

**That Members agree to a feasibility study into the establishment of a state-wide Waste Management arrangement.**

On 18 May 2018, at the Local Government Association of Tasmania (LGAT) General Meeting, the following motion was passed:

*That Members agree in principle to a feasibility study into the establishment of a Local Government statewide waste management arrangement.*

*If supported LGAT will liaise with the relevant regional Waste Management Arrangements and State agencies to develop a detailed scope, terms of reference and costs to councils for presentation at the July General meeting of the association.*

#### **Why would Local Government undertake this work?**

Tasmania lags well behind most mainland jurisdictions in our resource recovery. This poor waste management presents a risk to public health and the environment, negatively impacts on the public image of our State and represents a significant lost opportunity associated with the economic benefits that come from greater resource recovery.

A range of further issues have been identified in the current system that prevent greater resource recovery. These were outlined in the May 2018 General Meeting paper and are also discussed in the LGAT Waste and Resource Management Strategy (the Strategy) , which can be found at:

[http://www.lgat.tas.gov.au/webdata/resources/files/LGAT%20Waste%20and%20Resource%20Management%20Strategy\\_Final%20.pdf](http://www.lgat.tas.gov.au/webdata/resources/files/LGAT%20Waste%20and%20Resource%20Management%20Strategy_Final%20.pdf)

The Strategy, endorsed by the sector at the April 2017 General Meeting, was provided to the Minister for Environment in early 2017. Since that time the State Government is yet to provide its policy setting for waste management, via the promised State waste action plan.

A critical factor for improving resource recovery and waste management in Tasmania is the establishment of state-wide arrangements. Tasmania requires an organisation to lead and provide oversight of the implementation of improvements to waste management and funding to deliver programs and or strategic actions. For example, Sustainability Victoria, Green

Industries South Australia and the Western Australian Waste Authority all have a strategic planning and program delivery roles.

The three regional waste management groups generally have a common purpose however, their governance arrangements differ across the state as do their functions, resources and funding.

Local Government has the opportunity (and experience) to investigate the benefits and risks of moving to a state-wide approach and if feasible, what roles and functions a state-wide waste organisation should perform.

#### **Proposed Scope**

In preparing this scope, LGAT proposed separate and distinct tasks to ensure appropriate consultation is undertaken, an evidence base is collected and analysis completed, to adequately inform a decision by members with respect to the feasibility and benefits of establishing a state-wide waste management arrangement (state-wide arrangement). Once the need and benefits are established the purpose, role and function of the state-wide arrangement will be identified as part of the feasibility study.

The need will be established primarily through engagement with Local Government and the three regional waste authorities, a review of existing regional waste organisations and arrangements in other jurisdictions. Once the need and benefits are established then this will set the foundation for developing the governance arrangements.

To frame the scope of works and provide guidance to consultants bidding for this work, LGAT proposes that as a minimum, the consultant be asked to consider the state-wide arrangement's role and functions within the context of planning, co-ordination and delivery of state-wide waste policies, strategies, programs and services.

LGAT is aware that establishment of a state-wide arrangement risks duplication of the role and functions of existing regional organisations. However, we propose that the feasibility study carefully consider the differing governance arrangements, roles and functions of these organisations, any gaps and how the regional organisations might integrate within a future framework that includes state-wide arrangements supporting better waste management in Tasmania.

In light of the significant importance of the consultation component of this work we will be asking tenderers to cost separately for the workshop/engagement as opposed to report drafting elements. We will also be seeking tenderers to demonstrate the level of expertise of the facilitator proposed.

As part of a feasibility study, careful consideration must be given to the constitutional/governance arrangement of the state-wide arrangement to ensure that the proposed arrangement has delegated authority and powers to make decisions aligned with its role and functions.

The detailed scope of works that is proposed can be found in **Attachment to Item 8.1**.

#### **Budget Impact**

An independent consultant in the waste sector was asked to cost the proposed scope of work. The total estimated cost for the scope of works is between \$80,000 and \$90,000 ex GST.

#### **Current Policy**

Strategic Plan:

- Facilitating change
- Building Local Government's reputation
- Fostering collaboration
- Developing capacity and capability to deliver

#### **8.2 Review of Councillor Allowances**

**Contact Officer: Katrena Stephenson**

#### **Decision Sought**

**That the Meeting note the update on the Review of Councillor Allowances.**

**That the Meeting agree that LGAT pursue a review of the further areas identified.**

**That the Meeting agree that any such review should be completed in the next 12 months.**

#### **Background Comment:**

On the 22 May the Minister for Local Government, Peter Gutwein, advised Members that the Board of Inquiry into councillor allowances undertaken by the Tasmanian Industrial Commission (TIC) was complete.

The TIC did not recommend any significant changes to allowances. Specifically, they recommended that the wage price index continue to be applied to the current base allowances.

They also deferred consideration of issues around the methodology for calculating base councillor allowances, including the categorisation of councils as well as consideration of disadvantage factors, suggesting this be a matter for a further review to be completed within three years but not acted upon until the next review in 4 years.

There was not significant input by councils or councillors into a LGAT submission, however based on the feedback received as well as past discussions and General Meeting resolutions, in follow up correspondence with councils, LGAT suggested that *the deferral of consideration of categories and disadvantage factors was disappointing and should have been a key component of the review given the length of time between reviews* and indicated there would be merit in addressing that with the Minister. However, at this stage there has been little response from Members and this might suggest *a general satisfaction with the status quo*.

At the Premier's Local Government Council Meeting on 31 May it was noted that the Minister will consider all submissions from the sector before deciding on allowances. Any changes to allowances will be captured in regulations and take effect following council elections in October 2018. The PLGC also tasked LGAT and the Local Government Division (LGD) to develop a scope for the TICs recommended review of the methodology for calculating base councillor allowances, including the categorisation of councils and disadvantage factors and to identify effective ways of attracting councillors from more diverse backgrounds.

As there has been limited feedback to date, prior to mapping a process and timeframes around a further review it seems prudent to seek direction through the General Meeting process.

The Minister has sought feedback on the TIC recommendations by 6 July, however LGAT has sought an extension so as to allow incorporation of feedback from this Meeting.

#### **Budget Implications**

A second review process may come at a direct cost to the sector and is currently unbudgeted for by LGAT or the Local Government Division.

#### **Current Policy**

Does not relate to current strategic priorities however:

Core Purpose 1: Protect and represent the interest and rights of councils in Tasmania

Core Purpose 2: Provide services to Members, Councillors and employees of Councils.



**8.3 Board of Enquiry Recommendations**  
**Contact Officer – Katrena Stephenson**

**Decision Sought**

**That Members determine that the feedback to the Director of Local Government on the sector wide recommendations arising from the Glenorchy City Council Board of Inquiry (below) is that they are not system issues and a legislative response is not endorsed.**

- **Provide the Mayor with the power to approve the agenda prior to its release by the General Meeting;**
- **Provide the Mayor with the power to approve the release of draft minutes to other councillors;**
- **Provide the power to the Mayor to approve the General Manager’s leave;**
- **Mandatory requirement for all council meetings to have audio recordings;**
- **The Minister may direct a council to terminate the employment of a General Manager;**  
**and**
- **The General Manager is to consult with the Mayor and councillors on senior executive appointments.**

**Background Comment**

At the March General Meeting LGAT presented a summary of the recommendations arising through the Glenorchy City Council Board of Inquiry that have sector wide implications. At the time we noted that a number had already been dealt with through the targetted review. LGAT also noted that –

“recommendations need closer assessment as they may be more reflective of an issue specific to Glenorchy City Council (GCC) rather than changes which need to be made across the sector. It would be important to understand unintended consequences from any of the proposed changes”.

In June this year, the Minister wrote to LGAT seeking feedback on some of the recommendations arising that have sector wide implications.

In doing so, he notes that the Government would need to be convinced of the existence of systemic issues that would justify the implementation of sector-wide reform as distinct from the specific recommendations resulting from the unique circumstances of Glenorchy City Council.

Further he states that the Government will work closely with the sector to jointly consider what response, if any, is required to address these particular recommendations, noting that a number of sector-wide reforms have already been implemented as a result of changes to the Act from the Targetted Review.

This General Meeting provides the opportunity to secure a position from Members in relation to the remaining recommendations.

LGAT provides some advice and recommendations on the recommendations in question below.

<b>Provide Mayor with the power to approve the agenda prior to its release by the General Meeting.</b>	<b>Do not endorse - not a sector wide issue.</b> As noted at the March 18 General Meeting, LGAT does not agree with this recommendation as it could see the Agenda becoming politicised. The General Manager prepares the agenda for the whole council, not solely the Mayor. There is a difference in having a Mayor being well informed about the agenda versus solely controlling the agenda. This issue was substantially addressed through Targetted Review/requirements to liaise.
<b>Provide Mayor with the power to approve the release of draft minutes to other councillors.</b>	<b>Do not endorse - not a sector wide issue.</b> Many councils already release draft/unconfirmed minutes publicly.
<b>Provide the power to the Mayor to approve the General Manager's leave.</b>	<b>Do not endorse - not a sector wide issue.</b> A more common approach across councils is for there to be a policy decision of council in relation to the management of the General Managers leave including approval processes and acting arrangements.
<b>Mandatory requirement for all council meetings to have audio recordings.</b>	<b>Do not endorse - not a sector wide issue.</b> This matter was considered as part of the Targetted Review in 2016 and was not supported by the majority of councils.
<b>Minister may direct a council to terminate the employment of a General Manager.</b>	<b>Do not endorse- not a sector wide issue.</b> This was considered during the Targetted Review of the Local Government Act and was not widely supported. The Council as the employing body and contract managers should collectively make any decision to terminate.

<p><b>GM consultation with the Mayor and councillors on senior executive appointments.</b></p>	<p><b>Do not endorse- not a sector wide issue</b>  This was considered during the Targetted Review and Members agreed it is not a matter for prescription. The Ministerial Orders which strengthen the requirements to liaise already provide enough support for such activity to occur as required.</p>
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**Budget**

Does not apply.

**Policy**

Aligns with sector feedback represented through the submission on the Targetted Review of the Local Government Act undertaken 2016/17.



**8.4 Sale of Anglican Churches \***

Contact Officer: Katrena Stephenson

**Decision Sought**

That Members note the actions taken since the May General Meeting with respect to the sale of churches and cemeteries.

That Members note that LGAT will coordinate a response to any proposed changes to the *Burial and Cremation Act 2002*.

That Members agree that LGAT should provide appropriate support to Mayors of affected areas as requested.

That Members note the request from a member of the Uniting Church that Local Government explore taking over control of Tasmanian Cemeteries.

That Members agree that it is not the role of Local Government to take over cemeteries established by religious organisations.

That Members discuss and determine any further actions for LGAT.

**Background Comment:**

At the General Meeting on the 18 May 2018, Members considered a motion from the floor in relation to the sale of Anglican churches and cemeteries in Tasmania.

The following resolution was passed:

*That the LGAT issue a public statement on behalf of Members -*

- *Acknowledging the importance of redress for victims of abuse;*
- *Noting the concern being expressed across a number of Tasmanian communities about the sale of their local churches and cemeteries;*
- *Seeking that the Anglican Church ensure that those communities are not being made to pay unfairly for the actions of leaders in the Church; and*
- *That there is a genuine consideration given to the huge impact on communities particularly rural and regional Tasmanian.*

During the discussion it was noted that in some communities:

- The churches represent significant spiritual, cultural and heritage centres;

- There is a high level of concern about loved ones buried in cemeteries earmarked for sale;
- Some constituents will now have to travel considerable distances to a place of worship;
- There has been heavy investment in the maintenance and care of facilities and limited reliance on church funding and/or, that the land or buildings may have initially been donated to the Church; and
- That in general there has been a poor process with a lack of community engagement and an unwillingness of the Anglican Church to participate in community meetings denying parishioners the ability to directly raise their concerns.

Subsequently LGAT wrote to The Right Reverend Dr Richard Condie seeking greater engagement with councils and communities. That letter and his reply were circulated to councils and a copy is at **Attachment to Item 8.4 for reference**. Further a letter to the editor of the three regional newspapers outlining the position of the Members was supplied and published.

On 1 June the Anglican Synod passed the full list of 108 properties, including 76 churches, earmarked for sale. Parishes are able to seek a review of the decision to sell and make a case for exemption until 1 September and final decisions will be made by the Diocesan Council in December.

The process, also outlined at **Attachment to Item 8.4**, was provided by Bishop Condie in response to a second letter from LGAT seeking clarification on said process.

The State Government have committed to a review of the *Burial and Cremation Act 2002*, with a focus on preserving, protecting, and where appropriate, strengthening both the rights of community members and the obligations on cemetery managers to ensure:

1. The continued appropriate, safe and responsible management of cemeteries;
2. The honouring of exclusive burial rights; and
3. Continued public access for relatives and friends of the deceased.

The Government is currently considering legislative changes to support this commitment. In particular, potential amendments will be examined and assessed which:

- Provide greater clarity regarding the 'fit and proper person' test that is applied to prospective cemetery managers, to ensure that the community can be confident that purchasers can and will meet their significant obligations under the *Burial and Cremation Act 2002*;
- Increase sanctions for the failure of cemetery managers to perform their legal duties, and allow for the issuing of infringement notices to support compliance and enforcement; and

- Clarify how the rights of community members and religious and cultural organisations interact with the rights of cemetery owners on a range of matters following the sale of a cemetery.

At the GMC Meeting held on 30 May there was subsequent discussion on this issue, particularly around the impacts that loss of ownership will have to largely rural and regional communities and the consequent issues that will be created in relation to cemeteries located within church grounds.

As several councils are having to take a strong role in relation to this issue, GMC felt that it was appropriate that LGAT provide an appropriate level of support to the Mayors of the affected areas as requested. This includes procuring and providing information and potentially facilitating a meeting between the Anglican Diocese and Mayors. GMC also felt however, that the matter should be brought back to this Meeting for further discussion.

#### **Uniting Church**

The CEO received an email from Mr Ivan Badcock, a member of the Uniting Church, seeking to explore the possibility of Tasmanian Councils taking over control of Tasmanian Cemeteries (**refer Attachment to Item 8.4**). This approach appears largely to be in a personal capacity, not as a formal representation by the Church. It would be useful in responding, to have a clear position from Members about any such proposition, noting that other religious organisations may follow.

#### **Budget Implications**

Within existing resources.

#### **Current Policy**

Does not relate to current strategic priorities however:

Core Purpose 1: Protect and represent the interest and rights of councils in Tasmania

Core Purpose 2: Provide services to Members, Councillors and employees of Councils

## 9 ITEMS FOR NOTING

### 9.1 Local Government Elections

Contact Officer: Katrena Stephenson

#### Decision Sought

**That Members note LGAT's activity in support of the upcoming Local Government elections.**

**That Members note the imminent changes to the Local Government Regulations with respect to 'gifts and benefits' and 'election advertising'.**

#### LGAT Activity

The Association has already commenced activity designed to support Local Government elections in October. This work will be delivered in two phases. Phase 1 is focussed on attracting and informing candidates and Phase 2 is encouraging voter turnout and supporting newly elected councillors.

#### Phase 1:

- Review and update the Becoming a Councillor Handbook;
- Development of new web-based materials for candidates including video, audio and text;
- Delivery of regional and remote candidate information sessions in partnership with the Local Government Division, the Tasmanian Electoral Commission, the Audit Office and the Australian Local Government Women's Association (Tas); and
- Broadcast of the LGAT TV commercial during late May/June with an end title "Stand for Council" and direction to the LGAT website.

Phase 1 is substantially complete. The new materials are available at [www.lgat.tas.gov.au](http://www.lgat.tas.gov.au) (go to Quick Links), the commercial is airing and information sessions will have been completed in each of the three regions (Ulverstone, West Tamar, Hobart) as well as the two Islands, the East Coast and Huon Valley.

It is hoped that any councils running local sessions can make use of the new materials.

#### Phase 2:

- Review and update the Mayoral Handbook and Councillor Resource Kit and Induction Checklist;
- Develop new web-based materials to supplement those provided for candidates, including more in-depth information on functions, including Land Use Planning, Meeting Procedures, Code of Conduct and Good Governance;

- Run the *LGAT* television commercial during October with an end title encouraging people to vote in council elections;
- A Professional Development workshop for new councillors (with a special session for new Mayors) will take place on Saturday 17 November. This is intended to be run in partnership with the Local Government Division, Integrity Commission and Audit Office;
- Establishment of a short-term, regionally based mentoring program for newly elected Mayors and Councillors (see Agenda Item 9.7);
- Elected Member Weekend February; and
- Short planning course for elected Members (in partnership with University College) delivered regionally early 2019.

LGAT has been granted \$4000 by the Local Government Division towards the renewal of our materials and establishment of new webpages.

At its December 2018 meeting, the Premier's Local Government Council agreed to include in its official Communique a statement of principle that affirmed the commitment of both levels of government to promoting, in the lead-up to the 2018 council elections:

1. The important, and increasingly complex role of Local Government in serving and representing the interests of local Tasmanian communities, whilst discharging statutory obligations such as acting as a planning authority;
2. The encouragement of candidates from a diverse range of backgrounds, so that elected members reflect a broad cross-section of the community and the value diversity brings;
3. The continuous improvement in the professionalism, capacity and integrity of councils and councillors;
4. A recognition of the valuable role that a councillor plays in local communities and the personal satisfaction councillors can gain from helping their communities; and
5. An increase in active community engagement and participation at the Local Government level, both at and between council election.

#### **Changes to the Regulations**

Following consultation with the sector, changes to the Local Government (General) Regulations are due to be gazetted on Wednesday 27 June 2018. At that time a copy of the final Regulations will be circulated to councils.

The Amendment Regulations amend the General Regulations to:

1. Prescribe the requirements for the keeping of a gifts and donations register by the general manager including classes of gifts and donations to be disclosed by elected members to the general manager' the monetary threshold for disclosure (\$50 or more), the details to be contained in a notice to the general manager and the



timeframe (14 days) for the provision of this notice, and the information to be recorded in the register;

2. Amend regulation 21 to remove the requirements prescribing poster size and number;
3. Amend regulation 22 to remove the restrictions in regard to limitations on television, radio and newspaper advertising;
4. Amend regulation 22 to remove two separate electoral expenditure limits, replacing these with a single expenditure limit of \$8,000 for a candidate, regardless of whether they are running for mayor or deputy mayor or councilor, this amount will be increased each year by CPI; and
5. Amend the Declaration of Office such that elected members are required to engage in ongoing professional development and abide by the principles of good governance.

The Amendment Regulations and Part 3 of the Local Government (Targetted Review) Amendment Act 2017 (other than sections 44(b), 46 and 47) will be proclaimed on 1 August 2018.

#### **Budget Implications**

Within existing resources.

#### **Current Policy**

Strategic Plan Priority 5:

Prepare communities and councils for the Local Government elections in 2018.

#### **9.2 Code of Conduct \*** **Contact Officer – Dion Lester**

#### **Decision Sought**

**That Members note the State Government's response to the sector's recommendations.**

#### **Background Comment**

The new code of conduct framework commenced on 13 April 2016.

In early 2017, the Tasmanian Government agreed to a request by the sector for a review of the framework at the end of its initial twelve months of operation. The aim of the review was to investigate whether the framework is proving to be effective and identify and address any aspects of the framework that have not operated as intended. LGAT led consultation with

councils, while the Local Government Division (LGD) has led consultation with members of the Code of Conduct Panel and Executive Officer.

Members endorsed a series of recommendations at the November 2017 General Meeting. These recommendations and those provided by the Panel members have been considered by the LGD and a package of recommendations have been presented to the Minister. The State Government's response to the recommendations and also how they will be implemented is contained in **Attachment to Item 9.2.**

#### **Budget Impact**

Being undertaken within current resources.

#### **Current Policy**

Strategic Plan:

- Facilitating change
- Fostering collaboration
- Developing capacity and capability to deliver

### **9.3 Planning Reform \***

**Contact Officer: Dion Lester**

#### **Decision Sought**

**That Members note the following report on the State Government's Planning Reform Agenda and related matters.**

#### **Background Comment:**

The State Government's number one planning reform priority is to establish the Tasmanian Planning Scheme, which they accept can best be achieved by supporting councils in the preparation of their Local Provisions Schedules. The other key area of reform will be the introduction of a set of Tasmanian Planning Policies to inform the planning system.

Other aspects of Government reform related to planning are the Government's proposal to facilitate affordable housing via fast track rezoning of Crown Land and the recent media and community attention to the regulation of visitor accommodation.

#### **Tasmanian Planning Scheme**

Councils are currently preparing their Local Provision Schedules (LPSs) with it anticipated that 17 of the 29 LPSs will be submitted to the Tasmanian Planning Commission by the end of 2018, with the remainder in 2019.

**Tasmanian Planning Policies (TPPs)**

As part of its planning reform agenda the Government is developing a suite of new TPPs to support and inform the planning system. The new policies are anticipated to provide the long overdue strategic direction to the planning system. In mid-2017 the Government consulted on the draft Bill (the *Land Use Planning and Approvals Amendment (Tasmanian Planning Policies) Bill*), which establishes the mechanism to create the TPPs.

The Government has indicated the Bill will be introduced to Parliament in the autumn session of 2018. Once the Bill is passed by Parliament formal consultation will then begin on the actual Policies.

**Housing Supply – Crown Land Rezoning**

On 30 April, the Minister for Housing released the draft *Residential Housing Supply Bill* for a very limited (2 week) consultation period. This was in response to a key commitment emerging out of the Premier's Housing Summit earlier in the year. LGAT and several other key stakeholders raised significant concerns with the draft Bill, both in our written submission and also directly with the Minister's Office. As a result, a substantially reduced (and improved) Bill was introduced into Parliament on the 12 June. The draft Bill sought to establish a power for the Minister to directly rezone specific parcels of Crown land, approve related subdivision applications and to issue 'Temporary Emergency Residential Planning' Permits to allow the immediate provision of emergency accommodation. The final Bill was reduced in scope to only involve a power for the Minister to directly rezone specific parcels of Crown land and set specific planning controls for that land, as well as providing a number of other improvements to what was originally proposed. It is expected the Bill will be debated in Parliament following the Budget Estimates.

**Visitor Accommodation**

On 7 June the Tasmanian Planning Commission (TPC) released its report on the *draft Planning Directive 6 – Visitor Accommodation Standards in Planning Schemes*. Members will recall that the previous Minister for Planning introduced an Interim Planning Directive early last year and directed the TPC to undertake an assessment. The key findings of the TPC's assessment were that both the exemption for true home sharing (principal place of residence) and the Permitted pathway for investment properties/shacks should remain, however the floor area limit be reduced from 300m<sup>2</sup> to 200m<sup>2</sup>. The exception to this will be investment properties within strata title developments, where the TPC introduced a new discretionary pathway in response to concerns that the sharing of common areas and closer proximity to residences introduced a greater risk of land use conflict and amenity impacts when compared with free standing dwellings. The TPC also re-introduced the prohibition on visitor accommodation in the Battery Point Heritage Area.



The Minister has accepted these recommendations, although it is important to note that the Minister can only:

- Accept the recommendations in full, with no modification;
- Reject the recommendations (leaving us with the draft Planning Directive); or
- Remove the Planning Directive completely, returning to what was in Planning Schemes prior to last year.

LGATs media release following the TPCs report can be found at **Attachment to Item 9.3.**

Further to this and immediately prior to the opposition parties seeking to have a motion passed on the floor of Parliament related to the regulation of visitor accommodation, LGAT and a number of the other peak bodies issued a joint media statement. This can also be found at **Attachment to Item 9.3.**

The media attention and public debate surrounding the impact visitor accommodation may be having on housing affordability and availability has prompted the Legislative Council to appoint a Select Committee to look at the growth of short-term accommodation in Tasmania and the changing character of the market, the impact it is having on the residential housing sector and tourism sector and any regulatory issues including customer safety, land use planning, neighbourhood amenity and licensing conditions.

The inquiry will take evidence in the three regions and LGAT will be preparing a whole of sector submission, councils are invited to **provide input to Dion Lester by Friday 3 August.**

#### **Budget Impact**

Being undertaken within current resources noting this accounts for a significant workload.

#### **Current Policy**

Strategic Plan:

- Facilitating change
- Building Local Government's reputation
- Fostering collaboration
- Developing capacity and capability to deliver

**9.4 Local Government Sustainability \***

Contact Officer: Katrena Stephenson

**Decision Sought****That Members note the following report on future Local Government sustainability.**

At the Premier's Local Government Council Meeting on 31 May 2018, there was discussion of the lessons learnt from the recent feasibility studies into council voluntary amalgamations and shared services arrangements. The PLGC also discussed the debate occurring within the sector, both in Tasmania and nationally, on long-term sustainability in the context of councils' changed and increased roles and expectations. This discussion is currently being mirrored and extended in public debate with statements recently on the need for council amalgamation coming from the Tasmanian and Launceston Chamber of Commerce's and Deloitte Economics in its Be Bold Tasmanian Report calling for mandatory and strategic Local Government reform as one of its 7 key actions. The report notes that -

*"We need a clear, stronger and more strategic reform agenda for Local Government. Amalgamations are one source of reform and should be actioned as a minimum."*

The question of council sustainability and need for amalgamations has also been raised in public discussion regarding Glenorchy's proposed 12% rate rise and also in the Mayoral race at Launceston.

The Minister noted that feasibility studies conducted for most councils during the State Government's first term indicated significant opportunities through new shared service arrangements.

While some progress is being made, the implementation of new shared service arrangements was acknowledged as slower than desired. Shared service arrangements have the ability to redirect back office resources to customer facing services that directly benefit communities.

This does not mean that there has been no progress of course. Aside from the significant growth and future opportunities for efficiencies and savings through LGAT's participation in the national procurement network (**Refer Item 9.15**), clear dividends are being realised through the close collaboration of councils such as Kentish/Latrobe, Sorell/Tasman, Burnie/Waratah-Wynyard/Circular Head and the Tasmanian Local Government Common Services Model initiated by Brighton Council.

Regardless, the public debate continues and it is important the sector engages in the discussion. At the May PLGC meeting the Minister and Premier invited Local Government via

LGAT to develop ideas which could address these challenges. In order to effectively do this, we need to continue to build our understanding and evidence base in relation to the key features and attributes of efficient, effective and sustainable Tasmanian councils in the 21st century.

It is important to understand the lessons learned not only here (through the feasibility studies) but in other jurisdictions and around the world. Work such as that recently released by the Victorian Government on rural and regional councils sustainability reform program (**see Attachment to Item 9.4**).

To that end, LGAT suggests a general discussion on this issue (to share ideas, suggestions and frustrations) at the July General Meeting, to be followed up by a body of work, including a proposed process, that we would like to workshop in some detail at the next General Managers Workshop in September 2018 and the General Meeting in December 2018.

We think the key question is:

*Are Tasmanian councils best orientated<sup>1</sup> to service the needs of modern Tasmanian Communities?*

To answer the question above, it is suggested we build the evidence base in four key areas:

1. **Roles**
  - What expanded roles will councils have in serving modern communities?
  - What functions and services need to be considered?
  - What implications do modern communications and infrastructure create for our understanding of communities and how they want to receive services?
2. **Communities**
  - How are communities defined?
  - What shape and form do they take?
  - How will Tasmanian communities look in the future (demographic trends)?
3. **Representation**
  - What level of importance do communities place on representation and local democracy?
  - How is local engagement in democracy delivered in other places?
4. **Sustainability**
  - What criteria best indicate the likely success and sustainability of councils?

These questions could be progressed through a Research Advisory Group comprising expertise both internal (LGAT, Councils, State Government) and external to the sector (eg UTAS, UTS, past practitioners), similar to the recently established Digital Advisory Group.

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<sup>1</sup> Or structured, aligned, organised, arranged

Whatever process we finally land on as a sector, it is important that the evidence base is built methodically and that councils are engaged along the way through the development and workshopping of papers.

#### **Budget Implications**

This depends largely on what process is agreed going forward.

For example, while a Research Advisory Group would scope, commission, direct and review the research task, there would need to be resourcing to review and critically analyse current research and practice, to collaboratively develop and workshop papers and, to produce a final report consolidating the work across all focus areas in to a strategic framework for the sector.

LGAT could provide secretariat support within current budget but significant additional tasks will likely need separate funding.

#### **Current Policy**

Strategic Plan Focus Area

Promoting Financial Sustainability

### **9.5 Council Camping and Competitive Neutrality**

Contact Officer – Dion Lester

#### **Decision Sought**

**That Members note the following report on the State Government’s review of National Competition Policy as it related to council-owned RV parking and camping facilities.**

#### **Background Comment**

At the December 2017 Premier’s Local Government Council meeting, the State Government agreed to establish a stakeholder group to provide advice to Government on the practical application of competitive neutrality principles to council-owned RV parking and camping facilities. This was in response to Local Government concerns on the interpretation and application of National Competition Policy principles.

Competitive neutrality principles are part of a series of economic policies introduced in Australia in the 1990s to encourage competition and the efficient use of resources. The principles are set out in the Competition Principles Agreement entered into by the Australian Government and governments of each state and territory in April 1995.

In Tasmania the principles form part of the *Economic Regulator Act 2009*. The Act established the Tasmania Economic Regulator as the independent body responsible for conducting investigations into complaints of breaches of the competitive neutrality principles.

These principles are designed to ensure that no government business, including those run by councils, operates with an unfair competitive advantage over a private firm operating in the same market.

The current review is examining the practical application of competitive neutrality principles to council-provided camping facilities to ensure that the current arrangements strike the right balance between Tasmania's ongoing commitment to national competition policy and the efforts by both levels of government to support and grow the visitor economy.

This review is being oversighted by senior representatives from the Departments of Premier and Cabinet, Treasury and Finance and State Growth. As part of the process a stakeholder reference group has been established with representatives from LGAT and Local Government generally, caravan park operators and RV tourists and camping facility consumers. The stakeholder group has met on two occasions, the first to outline issues and concerns and second to provide feedback on a draft options paper developed by Treasury.

The draft options paper canvassed a range of options including no change, removal of the implicit assumption that competitive neutrality is always in the public benefit and improving clarity on how to conduct a public interest assessment, amending the definition of a business activity, introduction of a threshold for determining significance and, enabling a review of the Economic Regulator's decision.

The State Government is now considering stakeholder feedback and finalising their recommendations, which may be one or a combination of the options presented. A final report is anticipated by the end of June.

**Budget Impact**

Being undertaken within current resources.

**Current Policy**

## Strategic Plan

- Facilitating change
- Building Local Government's reputation
- Developing capacity and capability to deliver



**9.6 Credit Card Policy \***  
**Contact Officer: Michael Edrich**

**Decision Sought**

**That Members note the final draft of the Model Credit Card Policy.**

**Background Comment:**

LGAT has completed consultation on its draft Model Credit Card Policy with input from Tasmanian Audit Office (TAO), the Local Government Division (LGD) and all councils. Feedback was also offered by a private banking institution and this external perspective was welcomed.

In further refining the policy LGAT aimed to harmonise the variety of individual policies, frameworks and document styles of councils, while also sufficiently meeting the TAO requirements. With 29 councils, TAO and LGD this was a balancing act between 31 different parties.

As the LGD and TAO's endorsement is fundamental to the introduction of the policy, their feedback and the recommendations of the Auditor-General's Report informed the minimum requirements for the model policy to meet. Many of the TAO's comments were useful and improved the policy and it was clear the TAO had a strong appreciation for the significant benefit that the purchasing and operational efficiency of credit cards offers to Local Government.

Nonetheless, LGAT has suggested alternatives where the TAOs recommendations do not appropriately reflect the Local Government situation, or restrict unnecessarily the ability for the policy to be customised, or do not provide sufficient additional security in relation to the operational burden they would impose. For example, the TAO suggested:

- Regular policy review cycle of as little as 3-6 months.
  - The model policy retains a 2-year review cycle, with trigger events for out-of-cycle review.
- Full reconciliation by cardholders, rather than delegated financial personnel.
  - The model policy retains reconciliation by financial personnel.
- Statutory declaration (signed by a JP) for every purchase missing a tax invoice, regardless of value.
  - The model policy only requires a statutory declaration for higher value undocumented purchases (e.g. \$150), with the value adjustable by councils.

- Incorporating LGAT's policy guidance material on travel expenses and entertainment expenses into the main body of the policy, rather than as supplementary guidance material for councils to adapt to their policy environment.
- The model policy retains guidance material in an Appendix.

The LGD's feedback closely followed the TAO's comments, with no unique response required.

Three councils provided feedback in the second-round consultation. Their comments include seeking items such as:

- Separating policy statements and procedural steps into two separate documents.
  - While some councils follow this format, the majority dispense with separating a policy topic and dealt with policy and procedure in a single document.
  - The model policy remains as a single document but councils may choose to reformat to suit their needs.
- A change of tone in the model policy from viewing credit cards as a risky and undesirable purchase method to a viewing them as a highly efficient and traceable one that, managed effectively, can improve LG operation and service delivery.
  - The tone of the model policy has been changed to reflect this.
- Permitting non-cardholders to use a credit card (an office or departmental credit card).
  - This practice is highly insecure and opens an easily exploitable loophole for misuse (intentional or otherwise) that is very difficult to manage and clearly contrary to the A-G Report.
  - It is also very simple to facilitate secure purchasing by a cardholder on behalf of non-cardholders, diminishing the need to open the door to non-cardholder use.
  - Facilitating this practice would reduce the likelihood of the model policy achieving TAO and LGD endorsement.
  - The model policy does not permit this practice. A council could attempt to create a customised procedure around this but it is not recommended.
- Removing the ability to top-up credit card accounts if the credit limit is reached and further purchasing is needed.
  - Removing top-ups offers no benefit to councils and requires higher (and more risky) monthly credit limits to compensate for this loss of operational flexibility.
  - Using top-ups with an approval process allows tighter, more secure monthly credit limits with more flexibility in practice.
  - The model policy provides guidance around these options and recommends using top-ups as a flexible way of maintaining secure credit limits.

- Permitting Councillors and Aldermen to hold a credit card.
  - The A-G Report concluded that “credit cards were not a necessary payment method for all elected members” and very few councils employ this practice.
  - The model policy does not permit this practice. Any council could allow this within their own policy if sufficient justification exists.
- Other minor formatting details.
  - The model policy is a model that can be formatted to any council’s requirements.

The draft Model Credit Card Policy has been updated to reflect the latest feedback. In our opinion, the model policy in its current form best represents the combined positions and policy frameworks of the 29 councils while also achieving the minimum requirements of the Auditor-General’s Report and subsequent comments from the TAO and LGD. This version has the best chance of achieving endorsement by the TAO with negligible further changes.

LGAT will engage the TAO and LGD for confirmation of the Model Credit Card Policy for implementation by councils. LGAT will continue to advocate for the policy not to be mandatory to allow councils to customise the approach to their individual policy environments.

A copy of the Draft Model Credit Card Policy is at **Attachment to Item 9.6**.

#### **Budget Impact**

Being undertaken within current resources.

#### **Current Policy**

Strategic Plan

- Facilitating change
- Building Local Government’s reputation
- Fostering collaboration
- Promoting financial sustainability
- Developing capacity and capability to deliver



**9.7 Mentoring for New Councillors**  
**Contact Officer: Katrena Stephenson**

**Decision Sought**

**That Members note LGAT's plans to establish a mentoring program for new councillors.**

At the request of Members, LGAT has considered various proposals for mentoring of councillors, particularly new councillors, over the years. Without a strong understanding of likely uptake, limited resources and pressure to keep subscription increases to a minimum as well as the impact of a four yearly election cycle, it has been difficult to land on an appropriate response.

With Local Government elections to take place, LGAT has commenced work on a short-term mentoring program based on a simple model that has been undertaken in other jurisdictions.

The model in brief:

- Appointment, following an expression of interest process, of a mentor for each of the three regions for a period of six months (November 2018 to May 2019);
- The focus would be on recruiting Mayors (former or current) to fill these roles;
- The Mentor will be a person of public standing, experienced in the practical, real world of the day to day Mayoral and Councillor role in Local Government operations and political environment and have a reputation for fair and honest dealing and the ability to apply relevant Local Government law;
- The Mentor will visit each council in the region at least once during the period and provide a confidential advice service (verbal, telephone, email, written responses) for newly elected Mayors and Councillors (with support from LGAT staff as required);
- The focus will be on the political and relationship aspects of the role with LGAT and the Local Government Division continuing to provide advice on the Act and related legislation;
- Each regional mentor would receive \$4,000 for the 6-month period (paid monthly) with direct travel and telephone costs reimbursed;
- The role will operate independently but with access provided to LGAT resources.
- LGAT will require a regular report from the mentors, suitably redacted to remove details that might allow identification of Councils or persons, to enable analysis of issues and areas which would benefit from additional explanation and training for people in Local Government; and
- Because the demand period is not clear it is proposed that the position be remunerated under a base retainer with the initial appointment on a "contract of service" or "consultancy" basis.

At the time of writing, a position description was being finalised prior to calling for expressions of interest.

**Budget Implications**

Within budget.

**Current Policy**

Strategic Plan

Priority Area 4: Build upon the resources for Elected Members and staff.

Priority Area 5: Prepare communities and councils for the Local Government elections in 2018.

**9.8 Climate Change**

**Contact Officer: Michael Edrich**

**Decision Sought**

**That Members note the following report.**

**Background Comment:**

LGAT has been providing advocacy and representation for the Local Government sector on matters that relate to climate change.

In particular, LGAT has been informing the Tasmanian Climate Change Office's (TCCO) approach to Local Government targetted projects and programs. This has involved providing advice and feedback on draft documentation to promote effective and efficient use of Local Government time, as well as recommending areas of study likely to be of most benefit to Local Government. Our advice to the TCCO thus far has been generally as follows:

- Areas of study relating to climate of most use to Local Government are likely to be in the areas of:
  - Local Government risk and liability;
  - Asset management best practice;
  - Planning and delivery of new infrastructure; and
  - Community resilience to natural hazards.
- That projects should:
  - Focus on practical use and tangible outcomes to Local Government and their communities, such as natural hazards;
  - Make efficient use of Local Government time;

- Need not be explicitly focused on 'climate change' per se but rather on the end outcome to communities (e.g. resilience to natural hazards, energy or cost/resource efficiency, etc); and
- Seek to address resourcing issues of councils with funding opportunities and seek collaborative solutions.

LGAT has also been supporting individual councils in developing their own local approaches to climate change policy and planning, as well as attending regional council forums to inform LGAT's support for the sector.

In addition, several councils are increasingly dealing with issues of coastal hazards, erosion and management. This is a growing issue nationally and frequently very difficult to tackle, because coastal infrastructure:

- Is expensive to construct;
- Is prone to failure or requiring continual work to deal with changed circumstances;
- Can cause unintended consequences in current flows, sediment movement and land stability;
- Imposes a substantial long-term asset management commitment on councils;
- Requires heavy investment to deliver benefits to a limited number of properties; and
- Often involves no Local Government land, with coastal processes originating from State land and impacting private property.

Any council dealing with coastal issues should be mindful that, in deciding to intervene in coastal processes and embark on an expensive piece of infrastructure, a community expectation can be set that councils will always step in to provide coastal protection and this expectation could flow onto all councils in Tasmania.

Councils should also consider:

- What is Local Government's role, especially in cases where no Local Government land is involved?
- What is the State Government's role, if:
  - The problem is on and originates from State Land? Should it assist in funding solutions?;
  - The State originally created the private freehold land being affected, presumably with the implication that the land was suitable for private freehold use?; and
  - At the time of council approval (of the land use or development), there was likely no State planning direction regarding building in the coastal zone and no widespread awareness and understanding of either coastal processes and the effect of climate variability on this?;

- What is the role and responsibility of private land owners, considering their choice to locate themselves in such proximity to the waterline and their enjoyment of its value?;
- That deciding to build protective infrastructure carries an ongoing commitment to maintain the infrastructure, or improve it if it does not work as expected;
- That there is the question of responsibility and liability in the event of failure;
- That there is a question of equity in use of public funds to construct infrastructure to protect the value of properties of a small number of individuals.
- That there is a question of a sustainable response to the cause of the problem, whether the problem is isolated storms in a static climate or an ongoing trend of sea level changes as a result of climate variability; and
- That the prudent value of choosing to either defend or retreat should be answered in every instance, prior to further investment, both for new infrastructure and to continue maintaining existing infrastructure.

The issues around coastal infrastructure and community expectations suggest that councils should consider how their neighbouring councils are choosing to respond and how the State Government is supporting their decisions.

LGAT is aware of these challenges and is facilitating discussions around them with the Tasmanian Climate Change Office. Discussions are ongoing.

**Budget Impact**

Being undertaken within current resources.

**Current Policy**

Strategic Plan:

- Facilitating change
- Building Local Government's reputation
- Fostering collaboration
- Promoting financial sustainability
- Developing capacity and capability to deliver

**9.9 TasWater**  
**Contact Officer: Katrena Stephenson**

**Decision Sought**

**That Members note the report on TasWater.**

**Background Comment**

As outlined at the General Meeting on 18 May 2018, an MOU with the State Government was signed on 1 May by the Chief Owner Representative, Mayor David Downie.

The MOU outlines that:

- The State Government will contribute \$20 million a year for 10 years in exchange for equity in TasWater;
- As a shareholder they will have a role in the Board and CEO selection and the signoff of the corporate plan;
- The State Government will not take distributions but councils' current distributions are preserved;
- The injection of funding will allow price increases for consumers to be capped and some acceleration of the capital program; and
- There will be a collaborative approach to progressing Macquarie Point, the Launceston combined system and Cameron Bay.

The principles outlined in the MOU were developed with consideration of the key concerns raised by LGAT Members which formed LGAT's advocacy and informed our legislative council submission. These included maintaining Local Government ownership, revenue/rating impacts, cost of living concerns, independent oversight, skilled board, ease of raising issues with TasWater, ensuring all community needs are considered (avoiding pork barrelling) and so on.

The detail will now be fleshed out and as advised at the General Meeting, councils will receive a full information pack which includes financial modelling and proposed constitutional and legislative changes in July, with regional forums open to all elected members (convened by Chair of TasWater) early to mid-August. There will be a special meeting on 27 September to vote on the constitutional changes, by which time councils will have needed to form a position and formally authorise their owner representative to vote on those matters.

No	Milestone	Timing
1	Board approval of Information Memorandum for release to Owners	Early July – exact date TBC
2	Release of Information Memorandum to Owner Councils	16 July 2018
3	Regional Meetings with councillors	Week beginning 6 August 2018
4	Special Meeting of Owner Council representatives to approve new ownership and governance arrangements	27 September 2018 (TBC)

TasWater are currently working on the revisions to the governance documents, as well as the financial modelling that will support the Information Memorandum. Government are similarly working on the necessary drafting of legislative changes. You will note that some of the dates in the table above are “TBC”, TasWater is hoping to lock these in ASAP and will of course advise Owner Councils.

#### **Budget Implications**

Advocacy support and actions have been funded without an additional call on Members but total direct expenditure on consultancy and advertising costs was \$40,000.

#### **Current Policy**

Advocacy against the State takeover of TasWater has been a strategic priority for LGAT. Assuming that councils ratify the MOU it was agreed at the General Meeting that LGAT’s role gradually reduce, with a focus on ensuring sector feedback on key issues, especially legislative changes as well as any support required to the Chief Owner Representative that cannot be provided by TasWater.

#### **9.10 Foreshadowed Training** **Contact Officer: Dion Lester**

##### **Decision Sought**

**That Members note the following training activities currently under development for the 2018/19 year.**

#### **Background Comment:**

Historically LGAT has always provided regular training throughout the year for Elected Representatives and council staff. This will continue and be expanded over the next twelve months as, in our recent Performance Survey (**Refer Item 9.11**), increasing training and workshops received very strong support, plus with Local Government elections in October this year, there will be new a cohort of new Elected Representatives.



Alongside our regular offerings of Mayor, General Manager and “2IC” workshops and the Elected Representative weekend, the following training and development activities are planned or currently being scoped, and are progressively being added to.

#### **Procurement**

Throughout the next twelve months LGAT will run a series of procurement sessions providing practical tips about what can be done to improve procurement/purchasing processes in your council. These sessions will provide support to all staff within councils involved in any form of procurement and purchasing.

In the first of these LGAT, with the support of Vendor Panel, will run a Procurement Workshop alongside our Annual Conference on the 26 July in Hobart. In this session experienced Australian Local Government procurement specialists will present information about why it is important to manage procurement effectively in a council.

#### **Health and Wellbeing**

To support our Health and Wellbeing project we have a series of workshops we are preparing. The first is **Creating and funding great playgrounds and play spaces**.

This full-day forum will be held in both the north and south of the state. It will feature a range of local council officers speaking about the development of innovative playground and play space projects, a speaker from the Tasmanian Community Fund about developing great grant applications and a keynote speaker to inspire big picture thinking about play spaces.

Other sessions we are planning to deliver to support this project over the next 2 years will be:

- Working in partnership;
- Engaging with groups whose voices often aren't heard;
- Community development for health and wellbeing;
- Evaluating community development work;
- Collective impact;
- When council's role is to advocate (to other levels of government);
- Developing and implementing a community health and wellbeing plan; and
- Data sources and using data.

The other training and workshop sessions throughout the year will include:

- Welcoming Cities and Communities Project
- Training and support for councils in expanding their capacity to respond to the needs of people from culturally, linguistically and religiously diverse backgrounds.

- Save the Tasmanian Devil Partnership  
A workshop for road managers to determine councils' understanding of roadkill, known hot spots, what mitigation works have been used and what further information or support is required to better address roadkill in their area.
- New Councillor Training  
17 November, Launceston.
- Financial and Asset Management  
Providing best approaches to a range of asset and financial management practices to promote consistency and efficiency.
- Communications Series  
How to get your message heard across multiple media (print, social media and TV and radio and the subtle art of story telling.
- Audit Panels  
Best Practice approaches for Local Government in Tasmania.
- Rate, Revenue and Value Capture
- Waste Management
- Economic Development
- How to be a Smart Council
- The Future of roads  
Innovation in road user charging, autonomous vehicles and heavy vehicles and what it will mean for Tasmanian Councils

**Budget Impact**

Being undertaken within current resources.

**Current Policy**

## Strategic Plan

- Facilitating change
- Fostering collaboration
- Promoting financial sustainability
- Developing capacity and capability to deliver



**9.11 Performance Improvement Survey**  
**Contact Officer: Michael Edrich**

**Decision Sought**

**That Members note the following report on preliminary findings from LGAT's performance improvement survey.**

**Background Comment:**

LGAT uses an annual Performance and Improvement Survey to assess how good a job we are doing for members and how we can continually improve our service. The survey was open to all Tasmanian Local Government staff and Elected Members from 15 May to 8 June 2018.

The results indicate a significantly higher response rate than previous years at 129 respondents, compared with 81 respondents in 2017. This year, 69% of respondents were council staff (excluding General Managers), 6% were General Managers and 24% were Elected Members. There was an excellent representation from all three regions, with respondents from almost every council.

There was a high level of satisfaction in all of LGAT's current communications methods and their frequency, with indications of appetite for more training/workshops/events (43% of respondents), more in-depth discussion papers, technical reports and policy analysis (36%) and more in-person meetings, phone calls, webinars, and teleconferences (20%). There were indications of a slight preference for more email communications (24%) and social media (18%) and less printed media (16%). On publications, there is strong potential for growth in readership of LGATs publications (particularly perhaps among council staff) of LGATs communications including Twitter<sup>2</sup>, Extranet<sup>3</sup>, LG Noticeboard<sup>4</sup>, and Year in Review<sup>5</sup>.

In reviewing LGAT's performance in the six major areas of work, respondents indicated a high level of satisfaction in policy work, communications, and representation/advocacy but there was room for improvement in engaging councils, projects and innovation and in providing workshops, training, templates and toolkits.

<sup>2</sup> Twitter: <https://twitter.com/LGATasmania>

<sup>3</sup> LGAT Extranet: <http://www.lgat.tas.gov.au/page.aspx?u=623>

<sup>4</sup> LG Noticeboard: <http://www.lgat.tas.gov.au/page.aspx?u=820>

<sup>5</sup> Year in Review (Annual Report): <http://www.lgat.tas.gov.au/page.aspx?u=637>

	<b>Good or Excellent</b>	<b>Needs Improvement</b>
Policy research and development	64%	15%
Communications, media publications and public relations for LG	68%	15%
Representation and advocacy to other levels of government	67%	16%
Council consultation and engagement	56%	28%
Workshops, training, templates and toolkits for LG	52%	31%
Projects and innovation, including procurement contracts, bulk purchasing	47%	22%

However, when it came to re-allocating LGAT's resources, there was negligible desire to decrease resourcing in any area of work and overwhelmingly a desire to increase resourcing across all areas.

In reflecting on LGAT's greatest recent achievements, respondents valued the following achievements the most:

- Maintaining Local Government ownership of TasWater (70%)
- Saving money for councils with the LED street lighting replacement, energy efficiency and bulk energy purchase projects (50%)
- Informing the Planning Reform process (37%)
- The Better Councils Better Communities campaign and TV advertisement (37%)
- Expanding the LGAT Procurement contracts to save money for councils (29%)

Qualitative commentary suggests that for some respondents there is a lack of awareness of LGAT's activities and role in achieving these outcomes.

A more comprehensive analysis is being prepared for the LGAT GMC, including by respondent type, in order to review LGAT's review of Strategic Plan Priority Areas for the year ahead.

#### **Budget Impact**

Being undertaken within current resources.

#### **Current Policy**

Does not apply.

**9.12 Roads and Transport**  
**Contact Officer: Michael Edrich**

**Decision Sought**

**That Members note the following report on policy activity related to roads and transport.**

**Electric Vehicles**

LGAT has been representing councils on the Tasmanian Government Electric Vehicle Working Group<sup>6</sup> (EVWG), coordinated by the Tasmanian Climate Change Office (TCCO) of the Department of Premier and Cabinet. The EVWG was formed in late 2017 to:

- Identify and explore barriers to electric vehicle uptake;
- Review relevant policy and regulatory settings relating to each barrier;
- Identify priority areas of action to support electric vehicle uptake;
- Understand the impact of electric vehicle uptake on Tasmania's electricity sector;
- Assess approaches to support the rollout of electric vehicle charging infrastructure in Tasmania; and
- Investigate ways to improve electric vehicle data collection.

Because Tasmania is a significant energy producer, electric vehicles offer some unique advantages for Tasmania by improving our energy self-sufficiency and resilience, reducing import costs and improving our terms of trade. As a result, there is an opportunity for Local Government to be a leader in achieving these outcomes for Tasmania.

LGAT, in its role on the EVWG, has supported the development of TCCO's documentation, including *Electric Vehicles in Tasmania: Current State of Play*<sup>7</sup>, a draft options paper and the TCCO's funding initiatives. LGAT recently promoted the TCCO's the ChargeSmart<sup>8</sup> workplace EV charger grant program, which received a high level of interest, resulting in the full funding quota being allocated. Four councils achieved funding to support their electric vehicle initiatives:

- City of Launceston
- Meander Valley Council
- Central Coast Council
- Huon Valley Council

<sup>6</sup> See TCCO website:

[http://www.dpac.tas.gov.au/divisions/climatechange/Climate\\_Change\\_Priorities/reducing\\_emissions/transport/tasmanian\\_government\\_electric\\_vehicle\\_working\\_group](http://www.dpac.tas.gov.au/divisions/climatechange/Climate_Change_Priorities/reducing_emissions/transport/tasmanian_government_electric_vehicle_working_group)

<sup>7</sup> Available here::

[http://www.dpac.tas.gov.au/divisions/climatechange/Climate\\_Change\\_Priorities/reducing\\_emissions/transport/supporting\\_electric\\_vehicle\\_uptake\\_in\\_tasmania](http://www.dpac.tas.gov.au/divisions/climatechange/Climate_Change_Priorities/reducing_emissions/transport/supporting_electric_vehicle_uptake_in_tasmania)

<sup>8</sup> See:

[http://www.dpac.tas.gov.au/divisions/climatechange/Climate\\_Change\\_Priorities/reducing\\_emissions/transport/chargesmart\\_grants](http://www.dpac.tas.gov.au/divisions/climatechange/Climate_Change_Priorities/reducing_emissions/transport/chargesmart_grants)

Another round of funding might be considered, so if your council is interested in taking advantage of this, please contact LGAT in the first instance to discuss your EV ambitions. Understanding the interest and objectives of councils is crucial to advocating for the right outcomes.

In addition, the EVWG has been a productive forum for communicating and disseminating other initiatives and opportunities regarding electric vehicles, such as TasNetworks' Electric Vehicle Fast Charger Scheme<sup>9</sup>, another funding stream that councils are ideally placed to take advantage of.

There is a growing sense that as charging infrastructure becomes ever more available and convenient, the spread of electric vehicles is going to rapidly increase. Interest in EVs from all sectors is increasing and technology is rapidly improving appeal to all markets.

Further initiatives and opportunities for Local Government are expected to emerge from the EVWG.

#### **Heavy Vehicles**

LGAT has been actively working with the Department of State Growth (DSG), as well as the National Heavy Vehicle Regulator (NHVR), to maintain smooth progress on implementation of the Heavy Vehicle National Law (HVNL) and to ensure Tasmanian councils are well supported throughout the process.

The NHVR issued the National Class 2 B-double Authorisation Notice 2018<sup>10</sup>, which is seeking road manager (including local road manager) consent to continue access on existing B-double networks and general access arrangements for B-doubles. The aim of the notice is to simplify and reduce the number of access conditions across Local Government and state boundaries.

Providing consent is an important step in maintaining economic flow of goods and services in local areas and lawful access for these vehicles. Tasmania is performing well with all council road managers having served their consent well within the 28-day consultation process and well ahead of other states.

Tasmania is ahead of the game in managing safe and lawful access for heavy vehicles. This is largely a result of hard work and a proactive and collaborative engagement process between State and Local road managers, led by the DSG. This has allowed for the smooth economic flow of goods and services delivered by heavy vehicles to support local economies in a manner that optimises safety, lawful access and road condition, while promoting positive relationships with private sector operators.

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<sup>9</sup> See: <https://www.tasnetworks.com.au/industry-and-development/electric-vehicle-fast-charger-scheme/>

<sup>10</sup> See: <https://www.nhvr.gov.au/files/201806-0847-local-government-update-june-2018.pdf>

**Road Safety**

LGAT has been liaising with Austroads to access their technical expertise for Tasmanian councils. Austroads personnel have indicated they are keen to deliver road safety training to Local Government across Australia and this year are presenting a workshop at the LGAT Conference.

As members of LGAT, all Tasmanian councils are members of Austroads through LGAT's membership in the Australian Local Government Association (ALGA). This also means that many of Austroads' documentation, such as the Austroads Guide to Road Safety, are free for councils to access and use<sup>11</sup>.

LGAT has also been working with DSG and the Road Safety Advisory Council (RSAC) in promoting road safety events. In the year to date, DSG and RSAC have delivered the following events:

- Safe System Training in the North and North-West regions, covering:
  - Safe System Approach – aimed at non-technical decision makers, including elected members, management, communications and policy personnel;
  - Safe Systems Technical Training – technical training that expands on the Principles course targeting technical personnel, including engineers, planners, designers and road safety practitioners;
- Young Driver Symposium – addressing the overrepresentation of young drivers in road trauma.

Further Safe System training courses are planned for the southern region in September, including;

- Safe System Approach (17 Sept);
- Safe System Technical Training (18 Sept);
- Making Roads Motorcycle Friendly (19 Sept) – Safe System technical course targeted at motorcycle safety.

DSG is also working on adapting an Infrastructure Risk Rating model to Tasmanian roads to assist councils in assessing road safety risk, predicting road sections with elevated safety risk. The model analyses roads in 3-5 km sections and assigns a risk rating to each. Although there are a number of risk rating models, most are extremely resource intensive and unfeasible for many councils to employ. If suitable the model DSG is exploring, is far more practical and accessible for councils to apply to local roads. While traditionally risk has been determined by crash history, these models take proactive approach and identify risk potentially before crashes occur. LGAT will keep an eye on progress and update councils as information is supplied.

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<sup>11</sup> See: <http://www.austroads.com.au/road-operations/road-safety/resources/guide-to-road-safety>



LGAT also assisted DSG on the assessment panel for the Community Road Safety Grants Program<sup>12</sup>.

**Budget Impact**

Being undertaken within current resources.

**Current Policy**

Strategic Plan

- Facilitating change
- Building Local Government's reputation
- Fostering collaboration
- Developing capacity and capability to deliver

**9.13 EPA Memorandum of Understanding and Workforce Development Project  
Contact Officer: Penny Finlay**

**Decision Sought**

**That Members note the following report on the Association's Memorandum of Understanding with the Environment Protection Authority and other work to support Environmental Health Officers.**

**Background Comment:**

In December 2017 LGAT and the Environment Protection Authority (EPA) signed a Memorandum of Understanding (MOU) to clarify the roles and responsibilities of the EPA and Local Government in Tasmania and establish the principles on which the relationship between the parties is based. The 2018/19 work plan to support the MOU is almost complete following consultation with Environmental Health Officers (EHOs) and Environmental Health Australia (Tas). The broad focus areas are:

- Incident response and emergency management;
- Complaints handling (eg air quality, noise and asbestos);
- Strategic waste management;
- Identification of statutory and regulatory changes;
- Capacity building and skills development; and
- Supporting the implementation of the Tasmanian Planning Scheme.

<sup>12</sup> See: [https://www.transport.tas.gov.au/roadsafety/community\\_road\\_safety](https://www.transport.tas.gov.au/roadsafety/community_road_safety)

In a separate project, LGAT is also seeking funding to prepare a workforce development plan for EHO's that identifies the current capacity of the Tasmanian EHO workforce to meet their legislative requirements and ensure public and environmental health. The plan will:

- Summarise the roles and responsibilities of an EHO;
- Document the statutory roles EHOs undertake on behalf of councils particularly with respect to the Food Act, Public Health Act and EMPCA;
- Define the 'other' work EHOs do (or are capable of doing) such as health promotion and health-related strategic planning;
- Establish a picture of workforce levels across Tasmania and identify resource gaps; and
- Provide suggestions for supporting increased recruitment of EHOs in Tasmania.

#### Budget Impact

Being undertaken within current resources.

#### Current Policy

Strategic Plan:

Developing capacity and capability to deliver

### 9.14 Communications, Media and Events Update

Contact Officer: Kate Hiscock

#### Decision Sought

That Members note the following report on LGAT communications and events.



#### 106<sup>th</sup> Annual LGAT Conference - "Re-inventing the Three Rs"

25-27 July at the Wrest Point Casino, Hobart

#### Thank you for Registering!

Please note the 5% discount for 4 or more full registrations per council will be processed as a refund.

#### What's new at our 106<sup>th</sup> Annual Conference to look out for?

- Download the Conference App – visit the App store and download "Eventbase" (free), then search 106<sup>th</sup> LGAT Annual Conference;
- With the focus on minimising waste this year we are aspiring to produce as little waste as possible as part of our conference activities. Examples you will notice include:

- Reusable coffee cups at the coffee corner;
- Reusable calico delegate bags;
- Trade Exhibition displays embracing less waste and reusable giveaways;
- Easy and quick access to speaker and workshop evaluation forms through the conference App, using survey monkey - no more paper forms!;
- Refillable water bottle station; and
- Enjoy our Plenary Session with Craig Reucassel from the ABC's War on Waste.
- A focus on healthy, Tasmanian produce for our Conference menu;
- Art from Trash Exhibition;
- Look out for the big screens in the Trade Exhibition Display and in the Foyer to update you on the Conference Program and sponsor information;
- Speed networking -Trade Exhibition  
Meet many new faces in the Trade Exhibition Display (and some old friends too); and
- Find out about LGAT procurement savings opportunities and meet several of our National Procurement Network partners in the Trade Exhibition Display.

#### **LGAT Branding Update**

LGAT is undergoing a small branding refresh, at minimal cost, by modernising our logo with a simplified colour scheme and updated font. Our refreshed logo will be seen on your Conference delegate bags and other Conference materials and displays. The Pulse e-newsletter, our website, Twitter, letterhead and business cards will be progressively updated with the new logo.

#### **Media**

- The LGAT CEO and the Strategic Communications Director met with the Editor of the Mercury Newspaper in May to encourage positive interest in Local Government and raise awareness of Local Government activities;
- LGAT is continuing to develop Opinion Editorials specifically for the Examiner Newspaper in addition to 'current issues' Opinion Editorials for all newspapers;
- LGAT is developing shareable content for social/web-based media for Members on whole of Local Government issues such as:
  - Becoming a Councillor Information Sessions;
  - 2018 Local Government Elections;
- Broadcast of the LGAT TV commercial during late May/June with an end title "Stand for Council" and direction to the LGAT website (See item on Elections); and
- Did you know all LGAT Media Releases are published on our website under 'Latest News' on the front page of our website once released?



**Becoming A Councillor Information Sessions**

LGAT, in partnership with the Local Government Division, the Tasmanian Electoral Commission, the Audit Office and the Australian Local Government Women's Association (Tas), delivered several regional Information Sessions on Becoming a Councillor. Sessions were held in Huon Valley, Ulverstone, West Tamar and Hobart. A good turnout was received, with numbers of up to 40 participants at each session. Thank you to Elected Members who gave their time to participate in the Information Sessions, offering valuable insights and advice.

**Budget Impact**

The LGAT Annual Conference is funded through Sponsorship and Trade Exhibition.

**Current Policy**

LGAT Strategic Plan

- Building Local Government's reputation
- Fostering collaboration
- Developing capacity and capability to deliver

**9.15 Policy Update**

**Contact Officer: Dion Lester**

**Decision Sought**

**That the Meeting note the general policy update.**

**Customer Satisfaction Survey**

A new LGAT state-wide Customer Satisfaction Survey has been drafted and will be run in the State by an independent research company. Results will be available in report form in October this year.

The main purpose of the survey is to gain high level information about Tasmanian residents' views in relation to:

- How satisfied they are with council performance;
- How they rate the image of Local Government;
- How has their opinion of Local Government changed over the past four years;
- Which Local Government services they rate as most important and how satisfied they are with those services;
- What services they rate as least important;
- What is the best thing about their council; and
- What key thing could be done to improve council performance.

The survey will provide reliable information at the regional level (North, South and North West) and at the city, urban and rural level. It will not provide reliable information at the individual council level.

The intent is that elements of the survey could be run by individual councils but that these elements be complemented by questions that operate at a more detailed level about individual council performance.

LGAT is considering (subject to council interest) drafting a survey instrument that can be used consistently at the individual council level post October 2018.

### **Gifts and Benefits**

In late 2017 the *Local Government Act 1993* was amended as part of the targeted review. A key amendment was the inclusion of a head of power to provide that elected members notify the general manager of receipt of gifts or donations and that the general manager maintains a gifts and donations register.

Consequential amendments to the *Local Government (General) Regulations 2015* (General Regulations) are now required to prescribe the classes of gifts and donations, the monetary threshold for disclosure, notification requirements and the details recorded in the register.

The draft *Local Government (General) Amendment Regulations 2018* were released for formal consultation during May, with LGAT providing a submission on behalf of the sector. As outlined in item 9.2, Gazettal will be 27 June, at which time the final regulations will be circulated by the Local Government Division. The draft amendments to the General Regulations included:

- A period for notification of receipt of a gift or donation of 14 days. If a councillor receives a gift or donation while overseas, the 14-day period will commence on the councillor's return to Australia;
- Amending regulation 21 to remove unnecessary prescriptions for the size and number of electoral posters and signs;
- Amending regulation 22 to introduce a single electoral expenditure limit of \$10,000 for a candidate, regardless of whether they are running for mayor or deputy mayor or councillor, increased each year by CPI; and
- Amending regulation 22 to remove restrictions on the conditions of advertising, specifically in relation to the limits on television, radio and newspaper advertising.

### **Emergency Management**

Significant activity has occurred in the Emergency Management policy area this year. Of note:

- The State agreed to  $\frac{1}{3}$ :  $\frac{1}{3}$ :  $\frac{1}{3}$  contributions as part of the flood studies grant program to be run through the Tasmanian Flood project;

- Consultation and submissions provided in relation to the Local Government Relief and Recovery Policy, *Emergency Management Bill*, Evacuation Framework, and State Special Plan on Recovery;
- DPAC has agreed to engage with Crown land to address the current gap in roles and responsibilities around the clean-up of crown land post emergencies; and
- Funding was secured by LGAT to update the Municipal Emergency Management Guidelines to better support councils in understanding the plethora of changes to the arrangements in recent years.

### Energy

LGAT continues to actively engage in the Southern Lights LED Project with councils and TasNetworks. This project has not been as smooth as the Northern Lights Project but issues are being worked through and project roll out is likely to begin in the coming months. LGAT has also entered into a partnership with the Municipal Association of Victoria to tender for energy efficient street lighting and installation. Contracts will be in place for councils in July.

LGAT has been very active in its advocacy role on the TasNetworks network and distribution pricing reset, particularly in relation to street lighting. The work and liaison with the Australian Energy Regulator (AER) and the Consumer Advocacy Panel has resulted in some reduction in pricing from TasNetworks. It is hoped that the AER will recommend a further review of the pricing when it hands down its draft determination in September.

### Procurement

LGAT Contract/panel arrangement activity for 2017/18:

- New Fuel contract – commenced February 2018
- New Mobile Garbage Bin contract – commencement 1 September 2018
- New Energy Efficient Street Lighting contract – commencement July 2018
- Extension of Telecommunications contract to April 2019
- Extension of Corporate Wardrobe contract to 1 July 2019

Each of these contracts are now available for councils to purchase from.

The total council spend through LGAT/NPN contracts/panel arrangements from the end of March 2017 to the end March 2018 was \$6.5m, with total estimated savings for councils over the same period being \$1.08m. This equates to an estimated saving per council (total savings divided by 29 councils) of \$372,413.

Eight Councils made savings that were sufficient to fully offset their LGAT annual subscriptions and a further seven made savings that covered more than 50% of their LGAT annual subscription.

The key LGAT/NPN panel arrangements used over the 12 months to end March 2018 includes:

- Plant Machinery and Equipment;
- Trucks and Specialised Trucks and Bodies;
- Telecommunications; and
- Corporate Wardrobe.

The total savings negotiated for electricity (street lighting), was in the order of \$820,000 for the period 2017/18.

The total LGAT procurement savings for 2017/18 was \$1.08 (LGAT/NPN) plus \$820,000 (electricity), a total of \$1.9m.

#### **LGAT Development Standards**

LGAT has been collaborating with the Institute of Public Works and Engineering Australasia (Tasmania) regarding improving the technical engineering and development standards documentation available to councils. There are four documents, three of which are currently complete and available on the LGAT website<sup>13</sup>. The documents assist councils in infrastructure planning and development, or in communicating the standards required for development, typically through conditions of approval.

Currently, documentation is being administered by LGAT and IPWEA staff, with the actual document production and updating relying on the expertise and time of IPWEA members, who are typically technical council staff. To do this work, the IPWEA/council staff donate their time and technical expertise, which is in addition to their core daily tasks. This means that this work is not in their main workflow and not prioritised, so new or updates to existing documents can take a very long time. In addition, as the time is generously donated, LGAT and IPWEA have no authority to get results in a timely manner, so progress can often languish.

To remedy this, LGAT and IPWEA primarily need the ability to procure timely action, so propose to use consultants to undertake the work, rather than rely on internal council staff donating their time. To do this, LGAT proposes to raise a small annual fee of \$500 per council to undertake the work. The subscription would cover production and ongoing updating and maintenance, including the following:

- 1) Stormwater System Management Planning (2016)  
The document exists but requires ongoing maintenance.
- 2) Update of the Subdivision Guidelines (2013)  
The document exists but needs a general update, plus a longer term more complete overhaul;

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<sup>13</sup> See: <http://www.lgat.tas.gov.au/page.aspx?u=658>

- 3) Standard Drawings (2013)  
Document update in progress;
- 4) Municipal Specification  
Document not yet produced but close to completion. This will be a supporting document for the Standard Drawings;
- 5) Any other additional sector-wide engineering or development documentation required, as needs arise and budget allows.

This proposal was canvassed with General Managers earlier this year at the March workshop and received strong support from all those present. LGAT will be writing to each council in late June to confirm the arrangements.

### Cats

In 2017 the State Government released the Cat Management Plan. This plan had several key focus areas, including a shared responsibility for cat management across all levels of government, business and the community. The plan included seven objectives:

- Tasmanian pet cat owners manage their cats responsibly;
- Increased community awareness, participation and commitment in cat management;
- Best practice techniques are used to guide the planning, management and control of stray and feral cats;
- Improved knowledge about feral, stray and domestic cats to better inform management;
- Minimise impacts of cats in areas with important conservation values and agricultural assets;
- Undertake legislative change to create an effective framework for managing cats and support other objectives; and
- Roles and responsibilities related to cat management are clearly defined and understood by the Tasmanian community.

To support Local Government, the Plan included \$1.44m, or \$360,000 annually over four years, to fund three regional coordinators. Three coordinators are now employed at the Cradle Coast Authority, NRM North and Kingborough Council. The coordinators will:

- Develop and implement awareness and education programs to improve levels of responsible cat ownership across the coordinator's region;
- Assist councils in the development of policies linked to the implementation of the Tasmanian Cat Management Plan, including the development of by-laws;
- Assist councils to develop and implement compliance programs for the *Cat Management Act 2009*;
- In conjunction with council animal management officers, undertake compliance activities under the *Cat Management Act 2009*; and
- Encourage participation by other organisations with an interest in cat management.



An Advisory Committee with representatives from DPIPW, LGAT, Ten Lives (formally Hobart Cat Centre), RSPCA and the regional coordinators host organisations will meet at least three times a year to guide the project.

In addition, existing regulatory powers for the management of cats will be strengthened through a new legislative framework that includes both the *Cat Management Act* and the proposed *Biosecurity Act*.

#### **Local Government Community Health and Wellbeing**

The Local Government Community Health and Wellbeing Project is a three-year project that commenced at the beginning of this year funded by the Department of Health and Human Services. The project's key aim is to support councils in improving the health and wellbeing of their communities. To date, meetings have been held with 45 council officers from 27 councils to discuss how the project can best support their work. Three key focus areas have been identified:

- The facilitation of a series of Local Government forums on topics related to community health and wellbeing;
- Support for councils interested in developing community health and wellbeing plans; and
- Acting as a conduit for sharing information between councils and also external organisations.

Planning has commenced for the first Local Government forums in the north and south of the state.

#### **Youth Local Government**

Tasmanian Youth Local Government (TYLG) came about in 2017 through Tasmanian youth identifying the need for a platform for their voice to be heard at the Local Government level. A very successful conference was delivered with LGAT's support in late 2017, with some of the priorities including waste management, youth employment, public transport and smoke free areas.

Planning for the 2018 conference has commenced, with the conference to be held in October at the Hobart City Council chambers. The target group (Year 9 and 10 high school students) will also be involved in workshops in the north-west, north and south prior to the conference itself. All councils have been asked to support the involvement of two students from their local area to attend the program. Last year's participants were from Flinders Island, George Town, City of Hobart, Kingborough, Meander Valley, Break O'Day, Southern Midlands, Dorset, Clarence City, Brighton, Glenorchy City, Latrobe and Huon Valley Councils.

LGAT is supporting the TYLG with a full day training program for the youth facilitators running the workshops and conference. They will learn about the functions and processes of Local Government. Presenters include Mayor Doug Chipman, Katrena Stephenson, Kate Hiscock and Penny Finlay (LGAT), Alex Tay (Local Government Division), Andrew Hawkey (Tasmanian Electoral Commission).

**Budget Implications**

Being undertaken within current resources.

**Current Policy**

Strategic Plan

- Facilitating change
- Building Local Government's reputation
- Fostering collaboration
- Promoting financial sustainability
- Developing capacity and capability to deliver



## Motions For Which Notice Has Been Received

### 10 ROADS AND INFRASTRUCTURE

#### 10.1 Interpretive Tourist Signage Council – Circular Head

##### Decision Sought

**That LGAT seek that the State Government provides a strategic commitment of a 4 year resources funding program for the implementation of international (Non English) visitor interpretive signage to ensure the dispersal of the increased international tourism economic benefits across the state.**

##### Background Comment

This motion relates to regional tourism. The strategic development and funding for international interpretive signage is not a visible priority for the State Government. International and domestic based non-English speaking visitors are a strategic economic development opportunity for the whole state and to promote better international tourism experiences in Tasmania across all areas, especially the North West. This emerging opportunity is not a current policy priority, but a significant untapped market of opportunity for all the state regions to leverage higher levels of visitation and positive economic growth.

The multicultural demographic changes to the Australian population & market sectors in traditionally targetted promotional destinations requires, a clear and targetted multicultural language response to maximise the positive nature of a welcoming visitor experience to Tasmania. The presence of positive self-identification non-English way finding signage, provides the greatest example of promoting a truly global welcome to high value tourists to the entire Tasmanian market place. This initiative will provide broader market acceptance and promoting inclusive cultural links and increasing positive visitor experiences

##### LGAT Comment

LGAT received the following related motion in 2016:

*That LGAT call on the State Government to provide funding for upgrades, maintenance and provision of tourism infrastructure in areas where tourist numbers have increased significantly in recent years and that the process for providing this funding be an open and transparent process.*

The Tasmanian Government 2018-19 Budget Papers<sup>14</sup> state that the Tasmanian Government has allocated funding of \$16 million over four years for “Improved State-wide Visitor Infrastructure”. This includes a range of works in national parks and on heritage assets but visitor interpretive signage or a grants program is not specifically listed. It is not known if there are any unallocated portions of this budget stream.

There are some tourism-related grants programs<sup>15</sup> in operation, however it is not clear that this proposal would be considered by any of them.

**Tasmanian Government Agency Comment**

With an increase in international visitors to Tasmania, particularly from China, a number of strategic actions have been taken regarding the provision of information in languages other than English. The *Be China Ready* booklet helped businesses to understand the importance of the growing Chinese market and outlined a number of cultural differences to be aware of. Welcome stickers translated into Chinese were distributed to businesses across the state and a series of workshops saw participants gain a deeper understanding of the needs of Chinese customers.

To support international visitors’ safe travel on our roads, a Chinese language campaign has been run explaining Tasmania’s road rules and the Road Safety Advisory Council’s website presents this information in 20 languages.

Destination Action Plans were prepared through a facilitated workshop process involving business and community representatives. These groups considered and reached consensus on tourism development, marketing and management opportunities and challenges for their destination. With different visitor patterns throughout the state, initiatives such as non-English visitor interpretive signage would be best addressed region by region through inclusion in the local DAP.

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<sup>14</sup> See: <http://www.treasury.tas.gov.au/budget-and-financial-management/2018-19-tasmanian-budget>

<sup>15</sup> See: <https://www.tourismtasmania.com.au/industry/grants> and <https://www.business.tas.gov.au/finances-tax-and-insurance/seeking-finance-and-funding/applying-for-grants>

## 11 SECTOR PROFILE AND REFORM

### 11.1 Elected Members Election to State Government

#### Decision Sought

That LGAT pursue legislative changes which would:

1. Require a councillor who is standing for State or Federal Parliament to take a leave of absence from Council for the period between accepting the nomination and declaration of the poll.
2. Require a councillor who is elected to State or Federal Parliament to resign their council position following declaration of the poll.

There is some similarity and cross over between the motions presented by Break O'Day, Glamorgan Spring Bay and Devonport City Councils. LGAT suggests this could be considered collectively through the motion above (to be voted on in two parts).

The three councils were amenable to this suggestion but as they were unable to formally ratify the proposed approach through a council meeting or workshop, all three motions, as well as LGAT Comment and Tasmanian State Government comment are provided below.

#### A) Devonport City Council

**That LGAT pursue a legislative change which would require an elected councillor to immediately, following the declaration of the poll, resign their council position if they are elected as a member of either the State of Federal Parliaments.**

#### Background Comment

The *Local Government Act 1993* was amended to include the following:

#### Vacation of Office

1. The office of councillor becomes vacant if the councillor:
  - (eb) becomes, after the day on which he or she begins to hold that office, a member of the Legislative Council, or the House of Assembly, and is such a member for 12 months continuously during that term of office as councillor.

At present, a councillor is entitled to stay in office for 12 months as both a councillor and a member of the Tasmanian Parliament. There is no such coverage for a Federal Member, they can be both a councillor and a member of Federal Parliament with no requirement to resign their council position.

The Act should be amended to provide a consistency for both State and Federal Parliamentarians. Preference is that a Local Government elected member, once declared elected to either State or Federal Parliament, should immediately resign their council position.

#### **LGAT Comment**

In 2012, Members considered a number of proposed amendments to the legislation around Local Government Elections. The following motions were passed:

“That the Meeting support a move to prevent people, in future, from serving on Council and in State Parliament at the same time”.

In 2013 legislation was passed that meant that Members of Parliament could not service as elected members of local councils, however the legislation allows someone who is on council, who is elected to State Government, up to 12 months more service as a councillor.

#### *Schedule 5*

##### *(3) Vacation of office*

*(1) The office of a councillor becomes vacant if the councillor –...*

*(ea) is, on the day on which he or she begins to hold that office, a member of the Legislative Council, or the House of Assembly, and is such a member for 30 days continuously during that term of office of the councillor; or*

*(eb) becomes, after the day on which he or she begins to hold that office, a member of the Legislative Council, or the House of Assembly, and is such a member for 12 months continuously during that term of office as a councillor; or*

*(f) is no longer eligible to nominate as a candidate under [section 270](#).*

There are no specific provisions related to election to councillors/Federal Parliament in either the Local Government Act or the Commonwealth Electoral Act.

#### **Tasmanian Government Agency Comment**

The Tasmanian Government notes that the policy rationale that underpins the provision in the Act that prevents a State Parliamentarian from remaining a councillor for more than 12 months (i.e. the clear conflict in seeking to simultaneously represent multiple levels of government) applies equally to Federal Parliamentarians. The Government supports amending the Act to achieve consistency of treatment in this regard.

The Government proposes to amend the Act at the same time as it is making legislative changes to implement recommendations emanating from the Code of Conduct Review (anticipated to occur in late 2018).

## **B) Break O’Day Council**

**That Councillors who stand for State and/or Federal Office on a party-political platform are to stand aside from their Council role from the acceptance of nomination until the conclusion of the poll.**

**Background Comment**

In the past some Councillors have elected to take leave of absence in the lead up to an election. At the last Local Government election, all councillors stood as independent candidates for Break O’Day Council. They did not stand on party platforms. If they run for a political party at State or Federal level, this could be perceived as influencing their stance on issues.

If we look at the rules relating to candidacy for Federal Parliament, there was recently some uncertainty around the position of local Councillors being allowed to run for Federal Parliament which gave rise to the matter being considered by the Federal Court. Section 44 of the Constitution sets out the restrictions on who can be a candidate for Federal parliament. All public servants (both federal and state) are regarded as excluded by S.44 subsection (iv.) which reads-

*“Holds any office of profit under the Crown, or any pension payable during the pleasure of the Crown out of any of the revenues of the Commonwealth”.*

By requesting Councillors to stand down during an election campaign at which they are running on a party platform, would provide a similar safeguard as that afforded to Public Servants.

Therefore, if Councillors should choose to stand for State and /or Federal office for a given political party, they should request leave of absence from the acceptance of nomination until the conclusion of the poll. This would provide for greater transparency, it would avoid any perceived conflict of interest during the election period, and would offer a standardised policy for dealing with the situation outlined above.

**LGAT Comment**

Refer comment provided for the Devonport City Council motion above.

**Tasmanian Government Agency Comment**

Councillors are not currently required by law to resign or take leave from their position as councillor when they nominate for election to office for either the Tasmanian or Australian Parliaments. However, it is noted that some councillors do decide that this is an appropriate course of action to avoid perceived or actual conflicts where a councillor is also actively campaigning for election to office for another level of government. The risk of such conflicts can emerge irrespective of whether the individual is standing as an independent or party-aligned candidate.



It should be noted that the Code of Conduct for councillors contains several relevant provisions that are relevant to the scenario where councillors are standing as candidates for election to State or Federal Parliament. For instance:

- Part 2 of the Code requires councillors to declare conflicts and, where such a conflict is material, physically remove themselves from discussions of Council. The non-declaration of a conflict of interest between a person's role as a candidate in a State or Federal election and their role as councillor could therefore constitute a breach of the Code, depending on decisions or policy positions they take; and
- Part 8 (3) of the Code provides that a "...councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body". This means that a councillor who used their position as councillor to promote their own interests as a candidate in a State or Federal Election would likely be in breach of the Code.

This motion would require an amendment to the *Local Government Act 1993* to implement. The Government will further consider this and other motions relating to electoral provisions following the conclusion of the 2018 local government elections.

Further consideration would need to be given to the detail of how a formal, statutory requirement for councillors to take a leave of absence would be implemented, including whether or not councillors would remain eligible to receive their allowance during that period.

#### C) Glamorgan Spring Bay Council

**That any elected member currently serving as a Councillor be required to request a "Leave of Absence" from their respective Council if that person wishes to nominate and run for a State or Federal Parliament seat if that election falls within their term of office and that the Councillors position on their Council remains unfilled until after the election results are known and should this person be successful they resign from their Local Government office within six weeks of the polls being declared.**

#### Background Comment

The recent State Election caused total confusion in the mind of the community with some Councillors resigning, some requesting leave of absence while others continued on with their Local Government roles including being spokesperson for the Council.

#### LGAT Comment

Refer comment provided above for both the Devonport City and Break O'Day Council motions.

#### Tasmanian Government Agency Comment

Refer to comments provided for both the Devonport City and Break O'Day Council motions above.

**11.2 Mayoral Vacancies  
Council – Burnie City**

**Decision Sought**

**That LGAT lobby for a change to the Local Government Act 1993 to allow for a recount on the previous election to be used to fill a vacancy of Mayor at any time throughout the term, instead of the current provision for a by-election which applies up to six months prior to the next ordinary election, which can be costly for a community.**

**Background Comment**

In the event a Mayor's position becomes vacant it is mandatory that a by-election is held by virtue of s308(4) of the *Local Government Act 1993*, unless it is during the period six months before any forthcoming Local Government election.

This places Mayors in a difficult position especially when considering election in a higher office, with on one hand, a suggestion of unfair advantage and on the other, an accusation of placing an unnecessary financial burden on ratepayers. This could equally be the same for any reason associated with a vacancy. It is unfair for elected members to be placed in such a position when they are determining what may be in their best interest and those of the broader community.

With regard to the recent by-elections in Burnie the cost was \$47,531 for the by-elections of positions of Mayor and Alderman.

It is suggested that the *Act* should be modified so that if a Mayor was to resign, for any reason that the Mayoral vacancy be determined, if possible, by a recount of the previous election of the Mayor.

This would allow a Mayor to make a decision without placing a financial burden on ratepayers. It is accepted that a by-election would still be necessary should there be no other candidate in the prior election or none willing to be nominated in a recount, or alternatively this could be done by a ballot as per a Deputy Mayor vacancy.

**LGAT Comment**

In 2014 the following motion was passed: 7.1

*That the LGAT request a change to the Local Government Act to ensure a Mayoral vacancy does not trigger a by-election if the vacancy occurs within 12 months of an election.*

The issue was not raised in any significant way during consultation on the targetted review of the Act.



**Tasmanian State Government Agency Comment**

The Tasmanian Government appreciates the salience of this issue in light of the recent resignation of a number of Mayors who have taken up positions as State or Federal Parliamentarians.

The issue of costs associated with by-elections needs to be balanced against democratic considerations and the broader community interest. The Act currently supports the policy position that the community should be given the opportunity to elect a replacement Mayor, except where the next scheduled election is due to occur within the next six months and cost and inconvenience of a stand-alone mayoral election would therefore outweigh any democratic benefit.

It is noted that there was not a strong appetite from the sector during the recent Targetted Review of the *Local Government Act 1993* to amend the current electoral provisions relating to Mayors and Deputy Mayors.

This motion would require an amendment to the *Local Government Act 1993* to implement. The Government will further consider this and other proposals relating to electoral provisions following the conclusion of the 2018 Local Government elections.

**11.3 Code of Conduct  
Council – City of Hobart**

**Decision Sought**

**That LGAT lobby the State Government to remove the ‘materiality’ test as it relates to conflict of interest set out in Part 2 of the Model Code of Conduct.**

**Background Comment**

The City of Hobart has noted that there are particular concerns with the operation of the Code of Conduct as it relates to conflicts of interest and materiality, in that a two-stage requirement is necessary with an Alderman first identifying a conflict of interest and then secondly determining whether or not that conflict is ‘so material that it requires removing himself or herself physically from any Council discussion and remaining out of the room until the matter is decided by Council’.

The current process is out of step with the way in which non-pecuniary conflict of interest is dealt with in other jurisdictions and it is recommended that a legislative change be made to remove the ‘materiality’ test from the Model Code of Conduct.

**LGAT Comment**

In November 2017 the following motion was supported:

*That Members note the report from the Code of Conduct review.*

*That Members endorse the recommendations as outlined in the record of discussion table.*

*That a review of Part 5 of the Local Government Act be implemented.*

The final list of recommendations did not include removal of the 'materiality' test from Part 2 of the Model Code. This suggestion was discussed at the November 2017 meeting; however it was not one of the recommendations that was supported at that meeting.

**Tasmanian State Government Agency Comment**

The Model Code of Conduct currently provides that elected members are to –

*“...act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remaining out of the room until the matter is decided by the Council”.*

The 'materiality test' attracted a range of diverging views from stakeholders during the recent Code of Conduct review process. While removing the test would provide clear and unambiguous direction to elected members, it also has the potential to diminish the autonomy of elected members in making judgments as to whether conflicts are significant enough to warrant physically removing themselves from deliberations.

As part of its response to the Code of Conduct Review, the Government has determined that further consultation will be undertaken as part of the forthcoming process to amend the Model Code before any changes are made to Part 2(6).

#### 11.4 Qualified Advice for General Manager Contracts Council – Glenorchy City

##### Decision Sought

That the Local Government Association of Tasmania recommends that the Local Government Act 1993 be amended to allow a Mayor (or their delegate) to qualify a Council or council committee agenda item that relates to the performance of or contractual arrangements with the General Manager.

##### Background Comment

The Local Government Act 1993 provides that:

##### **Section 65. Qualified persons**

- (1) *A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.*
- (2) *A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –*
  - (a) *the general manager certifies, in writing –*
    - (i) *that such advice was obtained; and*
    - (ii) *that the general manager took the advice into account in providing general advice to the council or council committee; and*
  - (b) *a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.*

Logically, in order for the General Manager to fulfil their obligations under section 65 the General Manager must have knowledge of the advice, information or recommendations in order to establish to their satisfaction that it has been given by a qualified or experienced person. Furthermore section 65 requires the General Manager to take that advice into account when providing advice.

Section 65 provides an important mechanism for ensuring that Council and Council committees receive quality and reliable advice on which to base their decisions on. However, it is also important to ensure that advice to Council is not tainted by conflicts of interest.

##### **Section 55 of the Local Government Act 1993 provides that:**

##### *Section 55. Interests of employees and general manager*

- (1) *An employee of a council must notify the general manager, or in the case of the general manager the mayor, in writing of having an interest as referred to in [section 49](#) in any matter in respect of which he or she–*
  - (a) *provides advice to the council or council committee; or*

- (b) makes a decision or determination; or
- (c) makes a recommendation to the council or council committee.

Penalty: Fine not exceeding 50 penalty units.

- (1A) [Section 51](#) applies as if a reference to a councillor were a reference to an employee or a general manager.
- (2) The general manager is to –
  - (a) advise the council of the existence of any interest notified under [subsection \(1\)](#); and
  - (b) keep a register of any such interest.
- (3) Any register kept under [subsection \(2\) \(b\)](#) is exempt from the provisions of the [Right to Information Act 2009](#).

Where an agenda item relates to the General Manager (e.g., an assessment of their performance or renewal/termination of contract) the General Manager would have a clear conflict of interest which ought be declared and appropriately managed.

It is well established that when such a pecuniary conflict of interest exists the only appropriate mechanism for managing it is to excuse oneself from all aspects of the advice, discussion and decision. Unfortunately a pure interpretation and implementation of section 65 does not permit the General Manager to do this unless by delegation of that function to another Council Officer (under section 64).

Although the function under section 65 could be delegated to another Council Officer this in turn would create a conflict of interest whereby a staff member of the General Manager is asked to provide and/or qualify advice in relation to their direct supervisor.

This is a highly undesirable outcome and this practice has been the subject of criticism from the Glenorchy City Council Board of Inquiry and Glenorchy City Council Ministerial Directions.

As noted above the issue arises when the General Manager is required to qualify reports for both Council and Council Committees.

By way of practical example, Glenorchy City Council now has its General Manager's Performance Review Committee (GMPRC) constituted as a Council Committee in compliance with the Ministerial Directions. All matters discussed by the GMPRC relate in some way to the contract and performance of the General Manager. In complying with the *Local Government (Meeting Procedures) Regulations 2015* and the *Local Government Act 1993* the GMPRC have been issuing Council committee agendas and have identified the need to have them qualified. The GMPRC considered at its meeting on 14 February 2018 that the need to have the General Manager qualify reports relating to him is a direct pecuniary conflict of interest and sought the advice of the Division of Local Government.

The Assistant Director of the Division of Local Government provided advice to the Mayor to the effect that in order to remove the General Manager's conflict of interest the General Manager should delegate this function. GMPRC further considered this advice at its 16 March 2018 meeting and considered this to be an unsatisfactory resolution as it merely created a new and different conflict of interest.

To date the General Manager has been qualifying the reports as authored by the Chair of the GMPRC (the Mayor) however GMPRC are of the view that it is not appropriate that the General Manager or a Council Officer be placed in a position of conflict.

Glenorchy City Council has considered this issue and has formed the view that to rectify the situation the Local Government Act needs to be amended such that in the specific circumstances where a report relates to the performance of or contractual arrangements with the General Manager that the Mayor (or their delegate) may provide the necessary qualification to agenda items.

Glenorchy City Council requests that LGAT agree to advocate for this important amendment to the Act.

**LGAT Comment**

This issue has not been raised previously but it would appear that prevalent practice in relation to performance review reports to council is not well aligned with the Act or good governance practices around conflict of interest. It would be important to consult broadly on any proposed changes to ensure there are no unintended consequences and on that basis, it may be better to direct LGAT to advocate for a solution to the problem as opposed to advocate on a particular solution. That will be a matter for Members to decide at the Meeting.

**Tasmanian State Government Agency Comment**

This issue has largely arisen out of the Ministerial Directions provided to the Glenorchy City Council in January 2018, which directed that if the Council chose to establish a review committee, it must be established as a council committee. The Tasmanian Government is aware that other General Manager Review committees are established as Special Committees, which are not subject to the section 65 requirements.

This would require a legislative amendment. The Tasmanian Government will consider any such amendment if there is sector wide concern on this issue.



**11.5 Elected Member Titles  
Council Burnie City**

**Decision Sought**

**That LGAT lobby for a change to the Local Government Act 1993 to remove the word alderman from the Act entirely, leaving only councillor.**

**Decision Sought**

In the interests of inclusiveness for all those currently serving in Local Government in Tasmania, and all those who potentially seek to serve as councillors or alderman, the removal of this gender specific descriptor is warranted.

There is precedent for this to occur. It is understood that the introduction of the *Local Government Act 1993*, replaced the word 'chairman' with the word 'chairperson'. This motion seeks to achieve a similar goal. A former president of MAT/LGAT has contacted the General Manager since this motion received media attention recalling the replacement of the term "aldermen" to "councillor" being a policy position, and argued in the drafting for such a change. This statement would need clarification from the LGAT archives.

The word 'alderman' appears in the *Act* on two occasions.

Firstly under definition of councillor in s3:

*"councillor means a person elected to a council and includes the Lord Mayor, Deputy Lord Mayor, mayor, deputy mayor and alderman;"*

The second mention is in s25(2) under constitution of council:

*"A person elected to a city council is a councillor but may be known as an alderman."*

Such an amendment would affect the six councils that are defined cities under Schedule 3B; Burnie; Clarence; Devonport; Glenorchy; Hobart; and Launceston.

This may seem like semantics and while some may argue that "alderman" is gender neutral by default, this motion seeks to make the language used in the *Act*, truly neutral and inclusive for any person that may wish to serve their local community.

It is understood that in around 1994 Queensland reverted to the use of the term councillor for both country and city councils. The largest council in Australia "Brisbane City Council" have councillors not aldermen. The term alderman is used in other states, however Melbourne City Council are known as councillors.

**LGAT Comment**

There have been no previous motions on this matter.

**Tasmanian State Government Agency Comment**

While the Act provides that city councillors may also be 'known as Aldermen', there is nothing to prevent individual city councils determining that their elected members should be referred to as 'councillors', rather than 'aldermen'. Therefore, the Tasmanian Government considers that this matter should appropriately be determined by individual city councils.

**12 SECTOR CAPACITY****12.1 Environmental Health Officer Training  
Council - Latrobe****Decision Sought**

**That the Local Government Association of Tasmania lobby the University of Tasmania for the continuation of the Bachelor of Health Science (Environmental Health) or similar tertiary degree that is eligible for the Environmental Health University Course Accreditation with Environmental Health Australia.**

**Background Comment**

In Tasmania, legislation including the *Local Government Act 1993*, *Public Health Act 1997* and the *Food Act 2003* all refer to Environmental Health Officers. The *Environmental Management and Pollution Control Act 1994* recognises the EHO as a Council officer who is suitably qualified to apply this legislation on behalf of Local Government.

Minimum educational qualifications are required to be an authorised officer under the *Food Act 2003* and *Public Health Act 1997*. The University of Tasmania has offered a Bachelor of Health Science (Environmental Health) since 2008. This course was accredited by Environmental Health Australia (EHA) under the *Environmental Health University Course Accreditation* system and provided the minimum educational qualifications for the aforementioned legislation.

The Bachelor of Health Science (Environmental Health) was a professionally accredited 3.5 year program designed to produce graduates who will work as EHO's in State and Local Government and specialised allied health fields.

EHA is the premier environmental health professional organisation in Australia which advocates environmental health issues and represents the professional interests of all environmental health practitioners. EHA is committed to the professional development and



status of its members and the enhancement of environmental health standards and services to the community through advocacy, promotion, education and leadership. The professional organisation has been in existence since 1936 and is a member of the International Federation of Environmental Health (IFEH).

There are currently only six (6) Australian universities offering accredited undergraduate degrees, three (3) offering post-graduate studies in environmental health and one (1) university offering a masters degree in environmental health. All graduates from the University of Tasmania's Bachelor of Health Science (Environmental Health) have obtained employment in the environmental health profession.

In February 2016 the Tasmanian EHA board (EHA Tas) was made aware that the University of Tasmania was undertaking a review of a number of Health Science courses it provided. It was announced in February 2016 that the intake for the Bachelor of Health Science (Environmental Health) course was suspended for a year pending a successful business case for a revised course. In January 2017 the University announced the course was in teach out mode.

EHA Tas played a key role in the establishment of the degree course in 2008 and have provided ongoing commitment to its success. The course does not produce high numbers of graduates but produces significant benefits to environmental health in Tasmania, including:

- Increasing the number and quality of local graduates;
- Increasing the profile and credibility of the environmental health workforce in Tasmania;
- Ensuring the profession can meet future capacity challenges;
- Providing opportunities for existing practitioners to improve and upgrade their qualifications in a local setting; and
- Provides mechanisms for specialisation in allied fields.

EHA (Tas) met with the Head and Deputy Head of the School of Health Science to discuss this decision to teach out the degree. We expressed our immediate concern regarding the decision as this is the only course offered in Tasmania which meets the minimum qualification under the *Food Act 2003* and *Public Health Act 1997* for EHOs in Tasmania.

EHA (Tas) has also met with the Minister for Health, Michael Ferguson MP on several occasions to discuss the university degree. The Minister for Health and the Leader of the Opposition have both provided written support for localised education and training pathways for statutory health protection roles.

Local Government is the largest employer of EHOs in Tasmania and Local Government is required to provide statutory and other essential community services regarding environmental health matters. There are currently (April 2018) 73 EHOs employed in Local

Government in Tasmania. At present there are many Councils understaffed or without an EHO to uphold the important health protection roles our communities need. This situation will be exacerbated with the ageing EHO workforce. A study conducted by EHA (Tas) in 2015 indicated that approximately 40% of EHOs surveyed will be retiring over the next 15 years.

The lack of a University course specific to this key profession in Tasmania, providing quality local graduates, will have a significant impact on the environmental health profession and the capacity of Local Government to deliver public health regulation in Tasmania.

#### **LGAT Comment**

There have been no previous motions on this matter.

LGAT is already supporting the Environmental Health Australia (Tas) negotiations with UTAS for continuation of the Bachelor of Science, via letters of support and also direct and on-going discussions with the Director of Public Health.

LGAT is also seeking funding to prepare a workforce development plan for EHOs that identifies the current capacity of the Tasmanian EHO workforce to meet their legislative requirements and ensure public and environmental health. Please refer to the Policy Update in this meeting for more information.

#### **Tasmanian Government Agency Comment**

No State Government comment was sought.

### **12.2 State Wide Training and Employment Council – Circular Head**

#### **Decision Sought**

**That LGAT seek that the State Government provides a strategic commitment of a 4 year resources funding program working with Local Government and established industry training providers for the implementation of targeted VOC Training initiatives to ensure the dispersal of employment and apprenticeship opportunities from all emerging industry investment and expansion opportunities across the state.**

#### **Background Comment**

This motion relates to regional education. Provision of targeted regional VOC training for a minimum of 4 years to address trades skills shortages in regional areas, is vital to state wide economic prosperity. Sound industry-based training support will advance regional employment and support current and emerging industries with skill shortages.

A key regional training focus in supporting the current and emerging skills shortages will reinvigorate state wide communities with the opportunity to grow state prosperity and effect change to support all industries in the state with quality trades and vocational workers. This strategy initiative when implemented will affect meaning full community opportunity and change, reinforcing community prosperity through higher education standards for generations to come.

**LGAT Comment**

There have been no previous motions on this matter.

Since the writing of the State Government comment, Skills Tasmania has also announced funding of \$400,000 to go to the South East Regional Development Association (SERDA) to support implementation of the 2017 workforce planning report. The approach being trialled in the SERDA region offers significant potential for it to be rolled out in other regions to support regional training and workforce development.

**Tasmanian Government Agency Comment**

Supporting education and training is a key government mechanism to enable regions to meet local challenges and build on the opportunities presented by a modern, connected economy. Building the skills of our regions will help more Tasmanians participate in the workforce and ensure businesses have access to the skilled labour they need to be productive, create jobs and grow.

The Government, through Skills Tasmania in the Department of State Growth, funds workforce development and training activities throughout the State, including training delivered by the public provider TasTAFE. Skills Tasmania funds training activity through a range of programs, with funding targetted in a flexible and responsive way to support regional priorities.

Skills Tasmania's workforce development program is supporting regional development through a range of initiatives, including:

- 2018 regional workforce development projects for King Island Regional Development Organisation and Break O'Day Council;
- 2017 workforce planning reports with South East Regional Development Association (SERDA) and the Southern Central Sub-Region (around the Brighton area);
- Developing local solutions based on regional needs such as the Huon Valley Works local employment hub; and
- Working with Regional Development Australia on supporting workforce development capability in the economic development sector.

Tasmania's regions are unique and have differing industry, demographic and business mixes, which means a 'one-size-fits-all' approach does not work. In July 2017 the Government launched a \$4.1 million Jobs Action Package: Employment Partnership with TasCOSS and the TCCI. This partnership commits to work in four regional communities - Derwent Valley, north-east, south-east, west coast, with businesses and local people who are looking for work, to build their capacity to take advantage of growing employment opportunities.

In regional locations, Trade Training Centres (TTC) offer specialised trade training facilities managed by Department of Education that enable school students and adult community members to undertake accredited training in purpose built facilities. There are eight such facilities in regional Tasmania.

The objectives of the Trade Training Centres are to:

- Increase the proportion of students achieving a Year 12 or equivalent qualification;
- Address national skills shortages in traditional trades and emerging industries by improving relevance and responsiveness of trade training programs in secondary schools,
- Improve student access to industry-standard trade training facilities;
- Improve the quality of education offered to secondary students undertaking trade related pathways; and
- Assist young people to make a successful transition from school to work or further education/training.

## 13 FINANCIAL SUSTAINABILITY

### 13.1 Accounting Standards Council - Break O'Day

#### Decision Sought

**That LGAT lobby the State Government to amend the Local Government Act to provide the Tasmanian Audit Office with the power to consider whether an Australian Accounting Standard should be applied to Local Government and to what extent.**

#### Background Comment

Recently the Tasmanian Audit Office (TAO) made General Managers aware of a forthcoming change in relation to reporting in Financial Statements, the application of AASB 16 Leases to Local Government activities. Whilst it is logical that it apply to operating leases which have some significance and materiality, say lease of vehicles or premises, the relevance of applying this to the multitude of crown land leases which Councils hold is highly questionable and of little material relevance.



The TAO indicated that as an Office they could see the impact but due to the Local Government Act provisions they have no latitude in the application of Accounting Standards. Apparently in some other Australian states this latitude exists and is used

**LGAT Comment**

There have been no previous motions on this matter.

**Tasmanian Government Agency Comment**

AASB 16 Leases was issued by the Australian Accounting Standards Board in February 2016 with an application date for annual reporting periods beginning on or after 1 January 2019 (for councils this means it will apply for year ending 30 June 2020). The likely effects of the revised leasing standard have been presented by the Tasmanian Audit Office at client information sessions since 2015. Most councils have already presented their assessment of the impact of AASB 16 in their financial statements. As such, councils have had significant lead time to prepare for implementation of this new standard.

Under AASB 16, lessees will be required to recognise leased assets with a value of US \$5,000 as a right to use asset with a corresponding liability for the future lease payments. This could result in a number of assets being recognised by councils, including crown land leases.

The new standard sets out the principles for the recognition, measurement, presentation and disclosure of leases. The objective is to ensure that lessees and lessors provide relevant information in a manner that faithfully represents those transactions. This information gives a basis for users of financial statements to assess the effect that leases have on the financial position, financial performance and cash flows of an entity.

Section 17 of the Audit Act 2008 requires State entities, including councils, to submit financial statements to the Auditor-General each year. Section 17 (4) requires that unless otherwise required by any other written law, the financial statements are to be prepared in accordance with the accounting standards and other requirements issued by the Australian Accounting Standards Board which is defined as the body of that name continued in existence under the Australian Securities and Investments Commission Act 2001 of the Commonwealth.

The Local Government Act 1993 at section 84 requires the general manager to prepare and forward to the Auditor-General a copy of the council's financial statements for each financial year in accordance with the Audit Act 2008.

As neither piece of legislation provides for exemption from application of the accounting standards or are there any other written law that enables this, councils are required to comply with all accounting standards, including AASB 16. Divergence from Australian Accounting Standards is not supported, as the framework facilitates for users consistent, comparable, transparent and useful financial statements.

The Tasmanian Audit Office advises that it is not aware of any other jurisdictions planning not to apply the requirements of AASB 16. Were Tasmania to legislate to allow councils not to comply with all accounting standards, this would create divergence from other jurisdictions and associated loss of comparability. In addition, this would place the Auditor-General in a position where councils could “lobby” for relief from compliance with accounting standards, which would compromise the independence of Auditor-General.

### **13.2 Accounting Standard - Depreciation Council – Circular Head**

#### **Decision Sought**

**That LGAT seek that the State Government, in conjunction with the Tasmanian Audit Office, provides a strategic commitment to lobby for a new change in accounting standards for depreciation calculation and management of all state and federal government funded projects, as the present model significantly disadvantages low growth communities and undermines opportunities to reinvigorate and re-energise local economic prosperity and community wellbeing.**

#### **Background Comment**

This motion relates to regional economic development and prosperity. Accounting standards amendment is required to reflect the opportunity to grow regional economic development. If depreciation could be deferred for the grant components of infrastructure, as the present policy substantially disadvantages low growth regional communities by placing an unsustainable burden upon financial resources. This is a major burden to local community prosperity, growth and advancement moving forward. The present model of accounting standards significantly disadvantages low growth communities and undermines opportunities to reinvigorate economic prosperity and community wellbeing. Currently the acceptance of project based state and federal grant assistance in low growth regional economies drives a targetted reduction in the capacity to pay for local communities.

As an example, the state election promises of funding to community groups does not come with a depreciation expectation in perpetuity. Yet all funds to projects in the Local Government context have the expectation of fully funded depreciation in perpetuity. In effect community innovation and adaption is constrained and reduced by the limiting policy position as communities are bound to retain like for like as there is limited opportunity to reinvigorate and re-energise local socio-economic prosperity.



**LGAT Comment**

In December 2013 the following motion was supported:

*That the Meeting endorses the proposed responses to the issues raised at the jobs forum subject to additional information being sought from councils and included in the response in relation to their past and future 4-year capital spends. Details should also be sought as to the extent to which councils are meeting their depreciation obligations and an assessment be made as to whether this is relevant in terms of inclusion in any response.*

In July 2014 the following motion was supported:

*That the Local Government Association of Tasmania request the State Government to advise of their strategic asset management plans for the funding of depreciation e.g. asset replacement of roads and bridges, for the Dept of State Growth (formerly DIER) as per the expectations that are being required of Local Government .*

**Tasmanian Government Agency Comment**

The motion seeks to have the Government and the Tasmanian Audit Office provide a strategic commitment to lobby for a new change in accounting standards for depreciation calculation and management of all State and Federal Government funded projects.

Depreciation is the systematic allocation of the current replacement cost of an asset (a valuation technique that reflects the amount that would be required to currently replace the service capacity of an asset) over its useful life. Current replacement cost is the cost to acquire or construct a substitute asset of comparable utility, adjusted for obsolescence. As such, the current replacement cost can be adjusted to reflect comparable utility and any obsolescence, thereby reducing the annual depreciation expense. It may be difficult for a council to justify a large decrease in an asset's current replacement cost soon after it is acquired or constructed, if for example it had excess capacity based on council's needs. If an asset has been acquired and is in use there should be an annual depreciation expense reflecting the service capacity of the asset consumed each year. How the asset is funded is not of relevance to the depreciation expense.

It is unclear from the motion how depreciation expense can disadvantage low growth communities and undermines the opportunities to reinvigorate and re-energise local economic prosperity and community wellbeing. It seems that the question is implying that because of the future depreciation expense associated with such assets, councils are likely not to take up opportunities, such as those arising from grants, to acquire or construct them, thereby disadvantaging communities. Decisions to construct or acquire assets should reflect an analysis of total whole of life costs of such assets, including depreciation expenses, compared to benefits accruing to the community.

The Tasmanian Audit Office does not have a policy-making role. Divergence from the application of Australian Accounting Standards is not supported for the reasons outlined under motion 1.1.

### 13.3 Accounting Methodologies Council – George Town

#### Decision Sought

- a) That Councils and the Local Government Association of Tasmania work with the Local Government Division of Premier and Cabinet to review the various accounting methodologies being used by Councils with a view to developing standardised reporting; and
- b) Address some of the complexities such as volume/length of reporting driven by disclosures required in the Local Government Act and International Accounting standards which are not necessarily relevant to Council operation and reporting.

#### Background Comment

Council officers have spent the last nine months carrying out an extremely thorough audit on Council's operating procedures and finances. This has included, but not limited to, a complete overhaul of the long term financial plan, an organisational review and a financial asset management review. During this process, which included discussions with officers from the Audit Office and with external financial specialists, it became obvious that there can be quite a disparity between the way Councils operate and report financially. The differentiation between the application of standards and report can make a vast difference to a Council's bottom line.

Both the New South Wales (NSW) Office of Local Government and Local Government Victoria provide a great deal of guidance in this area to the respective Councils and Shires and promote consistent application of various methodologies.

While each Council in Tasmania is required to comply with the preparation of financial reports in accordance with Australian Accounting standards and are subject to independent auditing, the application of various methodologies within those standards have a reasonable degree of flexibility. This has become more apparent as various financial management indicators have been produced in recent years which has provided opportunity to carry out a higher-level comparisons across Councils.

#### Identified Areas of Difference

It has been identified that the key areas of divergence across Councils are where there is some judgement needed to recognise a liability or asset and its value. Other differences are tied to

the way Councils capitalise wages and equipment, apply on-costs and determine what is Capital Works versus Operational.

More areas of focus include:

- Landfill rehabilitation provisions;
- Improvements to land – whether to depreciate or not, eg sports fields or aesthetic earthworks such as garden beds;
- Regularity of asset valuations and consistency between Councils eg: one Council could be on 2013 values, another on 2017 values;
- Identification and valuation of assets without any future service potential to the community eg: some town halls;
- Valuation and depreciation of assets that would be replaced but with a different type of asset; and
- Valuation and depreciation of assets that cannot be replaced eg: Heritage assets.

One suggestion to identify these differences is to provide comparison tables for each area of reporting. This would highlight areas where variances in methodology may be present. For example, a table showing a comparison of useful lives for each for each Council would highlight those outside of average which would then require justification.

#### **Simplifying Accounting Reports**

If Local Government were to commence reviewing various accounting processes in an attempt to align reporting more closely, it would also be an opportunity to address some of the complexities such as volume or length of reporting. The financial instruments disclosures for example are not particularly useful and take up a lot of pages. The reports are largely driven by disclosures required in the Local Government Act and International Accounting standards but there may be a way to obtain dispensation from certain disclosures through legislative means if they are irrelevant to Council operation and reporting.

#### **Potential Benefits of a More Standardised System**

A standardised reporting system for Local Government would create a number of opportunities, not only for possible resource sharing and efficiencies but also for the Audit Office. In fact, one suggestion provided to Council was that if every Council reported in the same manner using the same methodology, a centralised system could eventually be established and information could be lodged through a self-service type portal which is then checked by the Audit Office rather than having them spend days on site, trawling through reports and checking methodology to ensure the same is applied each time.

The process could be much more simplified and more cost effective for both the TAO and Council.

**Financial Implications**

No financial implications are identified in submitting the proposed motion for inclusion on the Agenda for the July LGAT General Meeting. Should the motion be supported at the LGAT General Meeting and pursued at a State/Federal level potential benefits to Councils could be greater confidence in performance comparisons, reduction in variation of reporting processes and possible reduction in cost of auditing due to Councils using a more consistent approach. There would also be less work if the requirement to report to standards not applicable to Local Government were removed.

**Legislation**

Council is required to prepare annual financial statements in accordance with Part 8 Division 3- 84 of the Local Government Act 1993, Part 4 Division 1 – 17 of the Audit Act 2008.

The statements are to be prepared in accordance with the accounting standards and other requirements issued by the Australian Accounting Standards Board.

**LGAT Comment**

There have been no previous motions on this matter.

However, LGAT has previously delivered joint projects with the Tasmanian Audit Office and Local Government Division on matters similar to this motion. For example, earlier this year additional resources were developed to support Council Audit Panels (including a practice guide, model code of conduct and panel charter) and, last year a model Related Parties Disclosure Policy was developed for councils. Both projects facilitated support for the sector in changes to either legislation or accounting standards and were also designed to facilitate greater consistency in approach.

**Tasmanian Government Agency Comment**

The proposal is in two parts which will each be addressed in turn.

- a) *That Councils and the Local Government Association Tasmania work with the Local Government Division of Premier and Cabinet to review the various accounting methodologies being used by Councils with a view to developing standardised reporting.*

As a result of the *Local Government Amendment (Targetted Review) Act 2017* model financial statements will be issued by the Director of Local Government each year. These model financial statements will be provided to the Director by the Auditor-General. Councils will be required to adopt these statements, which will effectively represent minimum disclosure requirements. These model statements, which are set to apply from year ending 30 June 2020 will do much to alleviate concerns expressed by part (a) of this proposal.

- b) *Address some of the complexities such as volume/length of reporting driven by disclosures required in the Local Government Act and International Accounting standards which are not necessarily relevant to Council operation and reporting.*

The model financial statements noted previously may assist councils to reduce the volume/length of disclosures to some extent, especially through greater decluttering to remove immaterial or irrelevant disclosures.

As noted previously under motion 1.1, divergence from Australian Accounting Standards is not supported, as this framework facilitates for users consistent, comparable, transparent and useful financial statements.

#### **13.4 Fire Service Levy Council - Burnie City**

##### **Decision Sought**

##### **That LGAT:**

- 1. Advocate on behalf of all Councils the deep concern at the level of the Fire Service Contribution that councils are expected to collect from ratepayers each year on behalf of the State Fire Commission; and**
- 2. Seek justification for the excessive level of financial burden that has been imposed over the last five years.**

##### **Decision Sought**

The State Fire Commission determines the fire service contribution and advises Council in May each year. In Burnie there are three rating districts in 2018/19 and contribution has been advised as follows:

- |  |             |
|--|-------------|
| - Composite Brigade Rating District (Burnie)     | \$1,809,476 |
| - Volunteer Brigade Rating District in (Ridgley) | \$10,609    |
| - General Land                                   | \$87,817    |

**TOTAL** **\$1,907,902**

This is a 7.36% increase on the fire service contribution of \$1,777,079 in 2017/18.



The table below shows the level of the contribution for Burnie compared to CPI since 2014.

Fire Service	Contribution	CPI for Hobart (June)
2014	3.94%	2.8%
2015	5.05%	0.6%
2016	4.49%	1.2%
2017	6.84%	2.3%
2018	5.40%	2.1% (to March)
2019	7.36%	

The State Fire Commission sources their operating costs of all brigades from three sources in accordance with the *Fire Services Act 1979*.

**s77A of the Act states:**

*77A.Sources of contributions towards operating costs of all brigades*

*The operating costs of all brigades shall be defrayed out of contributions to be paid to the Commission –*

- (a) by insurance companies as provided in Division 2B;*
- (b) by the Treasurer as provided in Division 2C ; and*
- (c) by local councils as provided in Division 3 .*

**s77A of the Act states:**

*79. Contributions payable by local councils*

- (1) The local councils in the State, for the financial year commencing on 1 July 1995 and for each subsequent financial year, must contribute an amount determined in accordance with this Division towards the operating costs of brigades, being operating costs that are included in the Commission's estimates for the relevant financial year and approved by the Minister.*
- (2) The Commission, for a financial year to which subsection (1) applies, must provide for the recovery from councils of such an amount as will be sufficient to cover the operating costs of brigades for that year, as approved by the Minister, less the prescribed amount.*
- (3) For the purposes of subsection (2) the prescribed amount means the aggregate of the following amounts:*
  - (a) the contribution towards the operating costs of brigades required to be made for the relevant financial year by insurance companies under Division 2B ;*
  - (b) the contribution towards the operating costs of brigades required to be made for the relevant financial year by the Treasurer under Division 2C ;*
  - (c) any contribution towards the operating costs of brigades made or expected to be made in respect of the relevant financial year by the Commonwealth; and*
  - (d) any money received or expected to be received by the Commission in respect of the relevant financial year from its marketing activities.*



Division 3 of the Act determines the provisions relating to contributions payable by local councils towards operating costs of brigades. The contribution is determined by the Act, being operating costs that are included in the Commission's estimates for the relevant financial year and approved by the Minister.

The contribution is to provide for the recovery from councils of such an amount as will be sufficient to cover the operating costs of brigades for that year, as approved by the Minister, less the prescribed amount. The prescribed amounts are any contributions from insurance companies, Treasurer, Commonwealth and/or marketing activities.

The calculation in Division 3 of the Act is complex with its methodology and irrelevant for the purpose of this report. A requirement on council in s81A is that the allowable annual increase or decrease calculated in s81 is to be no more than 5%. This is 5% after the increase imposed by the State Fire Commission that has been verbally advised 5.5% for 2018/19. Therefore the increase/decrease imposed by Local Government may be between 0.5% - 10.5%.

Burnie has a target in the Financial Management Strategy to reduce rate revenue in Burnie to close the "rates per capita" gap against the state average while maintaining acceptable levels of service. Council has no control over the amount of the fire rate, however this is calculated as rate revenue in rates per capita calculations. The purpose of this Strategy is to reduce the burden being placed on the residential and business community of Burnie an approach not dissimilar to the State Government with regard to energy pricing and TasWater.

Another challenge for Burnie is the disparity between houses on either side of the Cam River. A house with an AAV of \$18,200 in the Burnie municipality will pay a fire levy of \$260 while the same value house across the river in Somerset only attracts a levy of \$75. The reason being the various fire rating districts, however the response can come from either brigade, volunteer or permanent, as they rightly cross districts to ensure the most appropriate and timely response.

The amount of the increase in the fire service contribution to the State Fire Commission is well and truly above CPI for the last five years, without any explanation or accountability. Council merely receives notification each year and while explanation has been sought each year, nothing meaningful is provided.

The 2017/18 State Budget detailed the State Fire Commission and shows that the taxation collected (including Local Government contribution) is \$68.2m in 2017/18 compared to \$67.2m in 2016/17. This is an increase across Tasmania of 0.2% while in Burnie the increase was 5.4%. The forward estimate for 2018/19 was \$71.1m, an increase of 4.2% compared to actual increase of 7.36% in Burnie.

It is difficult to ascertain from the publicly available information whether the increases experienced in Burnie are in isolation to the rest of Local Government, however it is assumed most communities are experiencing the same pain.

A review of the Annual Report for the State Fire Commission reveals that the actual revenue increases in the Local Government contribution across Tasmania is as follows:

2015	5.5%
2016	5.5%
2017	5.5%

This shows that the State Fire Commission has placed a standard increase of 5.5% on the state fire service contribution without having regard to the allocation necessary for the operating costs for the various brigade district around Tasmania.

The Act clearly states that the contribution must provide for the *recovery from councils of such an amount as will be sufficient to cover the operating costs of brigades for that year, as approved by the Minister, less the prescribed amount*. Is it a coincidence that the operating costs of all brigades have consistently risen by 5.5% from 2015?

It is timely for the sector to review the governance arrangements for determining the fire service contribution as increases are high and placing a financial burden on ratepayers with no justification or transparency as to reasons.

#### **LGAT Comment**

In 2006 the following motion was supported:

*That the LGAT take up the matter of the increased fire levy contribution from Local Government with the State Government, with a view to persuading the State Government to:*

- *Acknowledge Local Government's disappointment in the increased contributions at a time when most councils have entered into Partnership Agreements with the State, with no indications given during these (Partnership) discussions of the pending increase; and*
- *That Local Government indicates that it no longer wishes to be a collection agency for the State Government and requests the State government to collect the levy via its own means.*

Concern has been raised in relation to the level of increase and also the role of Local Government in collecting a State Tax. Over the last decade, LGAT has lobbied the Government of the day as well as independent upper house representatives around the issue. The issue of significant increases to the fire levy, at a rate greater than the State Government contribution to the Fire Commission through recurrent funding is also of concern and given the integration of SES with TFS it is important that processes are put in place to ensure the government is not

using the Fire Levy as a blunt mechanism to boost its budget. It is understood that the current budgeting process for the State Fire Commission does not include consultation with Local Government, except through the Local Government representation on the Commission. The *Fire Services Act* is currently up for review and this is an opportunity for the sector to lobby for processes to be put in place to ensure engagement with Local Government in relation to the Fire Service Levy.

**Tasmanian Government Agency Comment**

*The Fire Service Act 1979* (the Act) prescribes the revenue sources for the Tasmania Fire Service (TFS). The broader Tasmanian community, as recipients of this service, are required to meet the operating expenses of TFS in order to maintain a modern, effective and responsive fire service to protect all Tasmanians.

Section 79 of the Act requires Councils to contribute an amount formulated by Part VI of the Act towards the operating costs of the TFS brigades included in the Commission's corporate plan and approved by the Minister. During the 2017 financial year the gross Fire Service Contribution was \$41.0M.

Section 91 of the Act entitles Councils to a prescribed collection fee for collecting the Contribution, this is currently set at 4 per cent and in 2017 the total collection fee was \$1.64M. The Contribution net of the collection fee and pensioner discounts (\$1.3M), was \$38.06M and this represented 42 per cent of the total revenue (\$89.6M) of the State Fire Commission.

A review of the Act is currently in progress and this includes a review of the funding of the Commission. This review was approved by Cabinet in April 2017 and one of the outcomes is to ensure that there is sustainable, stable and equitable funding for TFS, with the sources of that funding aligning with the functions that they need to perform.

A Discussion Paper is currently out for consultation until September. Councils, LGAT and all other interested stakeholders are encouraged to make submissions in response to the Discussion Paper.

Further details about the review can be found by visiting this link:  
<http://www.fire.tas.gov.au/Show?pageId=colFireServiceActReview>

## 14 LAND USE PLANNING & ENVIRONMENT

### 14.1 Stream Management Council – Break O’Day

#### Decision Sought

**That LGAT lobby the State Government to take greater responsibility for the management of streams.**

#### Background Comment

Over a number of years successive State Governments have reduced the resources applied to the overall management of streams (rivers etc) and increasingly relied upon Local Government to take responsibility to address stream management issues as they arise and to play the lead role on addressing problem areas and locations. The Break O’Day Council is actively working on two local issues, St Marys township and the Lower Georges River catchment next to St Helens.

Through discussions with the Water & Marine Resources Division of DPIPW E it is clear that they are relying on Local Government to enforce and regulate works through planning schemes. Specifically they have advised in one instance that they are only interested in unauthorised levee bank works.

Philosophically it could be argued that streams are an important piece of infrastructure which is transporting a tradeable commodity (water) which the State Government is more than happy to regulate access to and charge accordingly, but are unwilling to actively participate in the management of the infrastructure.

#### LGAT Comment

There have been no previous motions on this matter.

This motion refers to two separate functions in managing streams, approval and regulation and management. Councils have a role through the land use planning system (planning schemes) in approving streamside developments and will have a role in compliance and prosecuting illegal works. The responsibility for the management of streambanks and streams is the responsibility of various land managers including a number of State Government departments such as Crown Land Services, Parks, Sustainable Timber Tasmania. The former of these is well defined via the land use planning system however the maintenance and management of waterways (and beaches in instances such as coastal erosion from sea level rise) is not well articulated in State Legislation and receives little attention from State Agencies.



A number of councils have raised concerns previously with the uncertainty regarding responsibility for clean-up and rehabilitation of waterways following flood events (most recently following the 2016 floods). This issue was also noted in the Blake Review. LGAT has recently raised this through the Premier's Local Government Council Officials meeting. The Office of Security Management has been asked to work with Crown Land Services to review the current arrangements, with the aim of providing greater clarity. In practice, Crown Land Services provided assistance and advice to landowners in relation to recovery and clean-up after floods. However, the Blake review highlighted that "this role may need to be formalised with clear objectives and priorities, and a review undertaken of whether funding arrangements to Crown Land Services are sufficient to fulfil this role".

**Tasmanian Government Agency Comment**

The *Water Management Act 1999* and the *Water Management Regulations 2009* outline the management and regulation of Tasmanian water resources and the permitting of dam and well works. The Act and Regulations do not regulate or outline responsibilities for maintenance of streams and rivers.

In particular, the Act is to provide for the use and management of freshwater resources in Tasmania having regard to the need to:

- Promote sustainable use and facilitate economic development of water resources;
- Recognise and foster the significant social and economic benefits resulting from the sustainable use and development of water resources for the generation of hydro-electricity and for the supply of water for human consumption and commercial activities dependent on water;
- Maintain ecological processes and genetic diversity for aquatic and riparian ecosystems;
- Provide for the fair, orderly and efficient allocation of water resources to meet the community's needs;
- Increase the community's understanding of aquatic ecosystems and the need to use and manage water in a sustainable and cost-efficient manner; and
- Encourage community involvement in water resources management.

The Water and Marine Resources Division have assisted many stakeholders with the development and improvements of properties and infrastructure through the water licencing and dam permitting processes. At times the Division is called upon to clarify or determine the legality of river works and whether the correct permits or procedures have been followed. The Division did assist Break O'Day Council to resolve issues with particular levee works approved by Council, however this is not the sole focus of the Division.

The Water and Marine Resources Division and the Natural Cultural Heritage Division (NCH), are addressing relevant recommendations from the Blake flood review, of interest for this topic NCH is undertaking the following:

- Actively liaising with the Forest Practices Authority regarding the progress of work to examine the Forest Practice Code 2015 for relevant concepts to farming and other activities near rivers, streams and dams.
- Working closely with NRMs and Crown Land Services in the clarification of responsibility for river restoration and riparian management and how this is communicated to the wider community, through delivery of the Agricultural Landscape Rehabilitation Scheme, Flood Recovery Concessional Loans Program, Primary Producer Clean-up, Grants and Transport Subsidies and through engagement with Local Government in effected municipalities.

The Department also provides access to and promotes several resources that provide information on river management and maintenance.

The Waterways and Wetlands Works Manual (link provided below) provides environmental best practice guidelines for undertaking works in these sensitive areas. Guidelines are available on practical strategies to minimise environmental harm when undertaking works on waterways and wetlands in Tasmania. The manual covers works in waterways and wetlands that are often undertaken by government, industry, farmers and community groups. These include activities such as constructing bridges and other stream crossings, excavating the stream bed and banks and operating machinery in these areas, constructing drainage channels, managing large woody debris, and riparian vegetation management.

The manual also outlines the legislative and policy requirements in Tasmania when undertaking works in these areas. The manual has been developed to give council staff guidance on the environmental issues that should be considered when undertaking works in waterways and wetlands and the ways the risk of causing environmental harm can be minimised. It is also a resource for other groups and individuals planning to undertake works. The manual was developed by the Department in partnership with the Local Government Association of Tasmania, with funding from the Natural Heritage Trust.

<http://dpiwwe.tas.gov.au/conservation/flora-of-tasmania/tasmanias-wetlands/wetlands-waterways-works-manual>



**14.2 Building Act 2016  
Council – Break O’Day**

**Decision Sought**

**That LGAT request that the State Government provide the necessary resources and undertake an urgent review of the Building Act 2016 to address the shortcomings being experienced by Local Government in relation to the operation of this Act.**

**Background Comment**

The new Building Act 2016 has now been in operation since 1 January 2017 and a number of deficiencies have been identified which are resulting in either an over-complication of processes or the Act not meeting present day requirements. A number of these issues have been raised with Consumer, Building and Occupational Services (CBOS) through various working groups but these matters are not getting resolved.

By way of examples:

**Introduction of Category 2 – Low Risk Work**

This category of work does not require approval from Council but does require the submission of a Form 80 – Notification of Low Risk work. This form is problematic because Council has no legal requirement to require the form and therefore works can be carried out without Council Building or Plumbing Approvals, examples of this work include:

- Porches less than 18m squared;
- Kit sheds less than 36m squared;
- Non prefab sheds less than 18m squared; and
- Most stormwater works to non-habitable structures.

These are the type of structures that have less ‘red tape’ however they can be constructed without Councils knowledge which may leave issues for future owners and encourages illegal works and means land use planning requirements are not addressed.

**Standard of Work Certificate - Standard of Work Certificate**

No one really knows if this plumbing certificate is going to stand up if challenged in relation to defective work, similarly to other parts of the poorly written legislation. The government wanted the ‘self-certification’ removed so that Councils could no longer rely on such certification and instead they want Councils inspecting all of the ‘High Risk’ plumbing works.. This has had a significant impact on the resource requirements of smaller rural Councils like BODC. The research by BODC has highlighted that rural Councils were heavily affected by requiring additional resources yet the City Councils now have less work because of the introduction of ‘Low Risk Work’ and Form 80’s (Notification of Low Risk Work).

The plumbing maintenance requirements are unnecessary in Council's view. The intent was for home owners and businesses to become aware of any ongoing maintenance requirements but no one takes any notice of a 'plumbing permit'. The additional resource is for the plumbing permit authority to go through all of the maintenance requirements and cut/shut the ones that are relevant for each application/development.

#### Plumbing Authority

1. The Introduction of the New Building Act 2016 has seen a major shift in responsibility from the General Manager to the Permit Authority Roles.
2. The Major impact for BODC has been the introduction of the additional assessment process with the implementation of the Certificate of Likely Compliance – Plumbing Work (an extra form under the Building Act 2016).
3. The introduction of the new legislation has put additional responsibility onto the Plumbing Permit Authority to carry out **ALL** High Risk Plumbing Work (examples of high risk work are, waste water systems, works involving Tas Water Consent, Commercial Projects, Trade Waste Applications, pumped systems etc).
4. The technical assessment has evolved over time due to the required detail that the Act requires Licenced designers to provide on proposed plumbing plans resulting in a shift of responsibility onto the Council's Plumbing Permit Authority to check for compliance when issuing the Certificate of Likely Compliance – Plumbing.

The Plumbing Permit Authority must be 'competent' to carry out the Duties and Functions under the Building Act 2016. This means that the General Manager must be comfortable that the officer delegated is experienced with the National Construction Code and Australian Standard 3500 – Plumbing and Drainage. BODC has had to introduce further resources to cover for technical plumbing assessment and High Risk plumbing inspections

#### LGAT Comment

There have been no previous motions on this matter.

Following the introduction of the Building Regulatory Framework at the beginning of 2017, LGAT raised concerns (directly to the Minister and via the Premier's Local Government Council) related to the implementation of the *Building Act 2016* (the Act) and the associated transitional arrangements.

This prompted fortnightly meetings with the Director of Building Control to allow LGAT to raise the sectors concern and try to work out the best way forward. In response to the concerns raised, the Department of Consumer and Building Occupational Services (CBOS) offered to meet individually with each council to provide training for Permit Authorities, almost all councils accepted this offer. In addition, CBOS also re-established the Technical Reference Groups, held targetted forums for practitioners and looked at other activities for streamlining and clarifying processes and roles.

These activities were all undertaken in mid-2017. One of the things LGAT called for when initially raising our concerns with the State Government in early 2017 was a review of the Building Act to occur in 2017. The previously discussed responses from CBOS rendered the review unnecessary at that time, however if this motion is passed, it may be timely to review how the Act and related instruments are performing.

#### **Tasmanian Government Agency Comment**

- A new package of legislation to regulate the building industry was introduced on 1 January 2017. Four reference groups were convened to review implementation of this legislation. The reference groups represented technical specialists, local council, industry associations and the plumbing industry. In addition, face to face meetings were conducted with 25 of the 29 Local Government councils in Tasmania, including Break O' Day Council.
- Issues raised by these reference groups and via other stakeholder feedback, have been worked through by the Department of Justice, resulting in some minor deficiencies and omissions being identified in the legislation.
- The Government is currently drafting amending legislation to rectify these issues and improve the operation of the Act. These amendments are in direct response to the issues identified and raised by stakeholders.

#### **Introduction of Category 2 - Low Risk Work**

- Low Risk Work is a category similar to the work that was previously "exempt" from a building permit, under the previous legislation. There is no requirement for any "approvals" of Low Risk Work, in the same way that the "exempt" work did not require building approval and were "constructed without council knowledge".
- Councils had asked the Department that they be notified of the completion of certain types of Low Risk Work. The intent was that it would enable surveillance of building or plumbing work in their community, and ensure collection of statutory fees and levies if the building work was \$20,000 or more.
- The Government responded by the introduction of a new Form called "Notice of Low Risk Work (building or plumbing)". The Building Regulations 2016 requires owners to submit that form and a failure to do so is an offence. The Form 80 and reporting process is intended for some larger types of Low Risk Work such as swimming pools, sheds, garages, farm sheds and internal shop fit-outs.
- The process is that the Notification Form is provided to the council after completion work for its records. It provides details of the nature of the work, including as-constructed plans and who the builder was. The council does not need to do anything with it.

- No building approval does not mean that this work is exempt from planning laws or plumbing approval if required. The Director's Determination on Categories of Building and Demolition work specifically warns owners about those issues before they commence any work.
- It should be noted that absence of council documentation about a Low Risk structure is not evidence that it was illegally erected.
- No amendment of the Act can replace Council land use compliance activities, which are subject to the Land Use Planning and Approvals Act 1993.
- The low risk building work category and associated control process in the Act allows Councils to focus limited resources on the higher risk building permit projects.
- Building approval processes under the previous legislation did not prevent illegal building work occurring and as such, a return to that process seems unlikely to have the desired effect.

#### **Standard of Work Certificate**

- The Standard of Work Certificate is a statement given by the responsible licensed plumber (or builder) that the work is complete and complies with legal standards (the National Construction Code).
- It also serves as information to a homeowner that the residential work contracted for complies with the statutory warranties given by the new Residential Building Work Contracts and Dispute Resolution Act 2016.
- Inspections of plumbing work by councils have always been a requirement of building legislation. However some councils previously relied on a Certificate of Plumbing Compliance (Form 33) given by the plumber and did not inspect work that they granted a plumbing permit for. That old system of an informal "self-certification" by plumbers was dropped from the Building Act 2016, as it was an abuse of the former Act by some councils and plumbers and potentially failing community expectations. Therefore, councils should not "rely" on the receipt of a Standard of Work Certificate in the same way as they had in the past.
- It is unfortunate that many smaller councils are in rural areas, where many owners rely on on-site wastewater management systems that will require inspections. However, councils have always had a community obligation to allocate appropriate resources to inspect plumbing work, especially those types of "high risk" plumbing work.

#### **Plumbing Maintenance**

- Few councils would agree that proper maintenance of high-risk plumbing installations is unnecessary. Failure to maintain them may pose significant threats to public health and the environment.
- The requirements in the Building Act 2016 for the maintenance of plumbing



installations are not new. The Act has carried forward Councils' previous obligations to ensure that on-site wastewater management systems, backflow prevention devices or similar high-risk installations are being properly used and maintained in good order.

- Maintenance requirements were previously performed under a system called "special plumbing permits ". The requirements of the Building Act 2016 place clearer enduring obligations on owners and it does not mention concepts associated with issuing of "permits".
- The new system focusses on maintaining all types of plumbing installations that pose a high risk, regardless of when they were installed on the owner's premises.

#### **Plumbing Permit Authority**

- The Permit Authority has been the council's key regulator of building or plumbing work since 2004, through issuing of permits. The Building Act 2016 transferred the role of undertaking compliance activities to the Permit Authority from the General Manager. However, that change reflected the fact that the Permit Authority will know what work is either illegal, or non-compliant with the permits it issued, and best placed to take action.

Introduction of additional assessment process with the implementation of the Certificate of likely compliance

- The changes in the Building Act 2016 are mainly to the format, rather than the substance, of the approvals process for a plumbing permit. The Council still has the responsibility for assessing and giving its approval for the work.
- The Certificate of Likely compliance is the step for the technical assessment of the plans.
- Granting the plumbing permit then requires consideration of some other elements, such as will the work be performed by a licensed plumber.
- Effectively both assessment steps may be performed using one application and done concurrently.

Additional responsibility onto the Plumbing Permit Authority

- This comment appears to mean that "inspections" of all high risk plumbing work have to be carried out or arranged by the permit authority. It is entirely appropriate that the council's compliance resources are allocated to these types of work. Thorough inspections of work is what council's should have been doing all along. A failure could pose an immediate threat to building occupants, the community and the environment.
- The separation of plumbing work approval processes based on risk, allows Councils to focus resources on the highest risk work and use less resources on lower risk work.
- It is incorrect to suggest that there has been any significant "shift of responsibility

onto the Council" under the new Act. The council has always been the regulator of plumbing work in its municipality and part of that role is the technical assessment of plumbing plans for their compliance with the National Construction Code, prior to granting permits. That function is required prior to granting a Certificate of Likely Compliance.

- Tasmania has a system for the licensing of hydraulic designers and plumbers who are capable of designing plumbing work and installations. However, it is the role of the permit authority to be the independent regulator and Tasmania's building legislation has never provided for a formal "self-certification" system by the practitioners of their designs or their work.
- The role of the plumbing permit authority is a technical regulator, therefore councils must ensure that persons performing that role are competent, skilled and knowledgeable on plumbing matters, or else the permit authority has access to technical advice from another party, such as a council engineer or plumbing inspector.
- This role has not changed under the various building legislation that has been in force during the past half century and councils have traditionally employed plumbing inspectors for this role.

#### **14.3 Single Use Packaging Council – City of Hobart**

##### **Decision Sought**

**That the Local Government Association of Tasmania lobby the State Government for the introduction of legislation to ban the provision of petroleum-based single-use take-away food packaging currently used to enable prepared food or beverages to be carried from the retailer's premises.**

##### **Background Comment**

In August 2017 the City of Hobart resolved to tackle the issue of single-use plastic items and packaging associated with takeaway food. The decision to ban plastics either through a local by-law or statewide legislation was based on an acknowledgement that plastic pollution of the marine environment is a real and global issue and there is considerable public momentum for a reduced availability of such products including plastic straws, cutlery, cups, lids, bags and food containers.

Takeaway packaging is a major contributor to the litter stream in Tasmania. Whilst a ban on plastic items is not the sole solution to litter, the transition to the use of suitable replacement products which are readily available and affordable is a key ingredient to minimising



environmental harm. The City's preferred option is for any ban to be as fair and as effective as it can be, which is why a statewide approach is considered vital.

The City wrote to the Minister for Environment and Parks late in 2017 to inform her of the Council resolution and to commence to lobby for a statewide approach. The Minister's main concerns were that the impacts on small business be comprehensively considered, as well as the cost and availability of alternative products. The Minister welcomed further information on the benefits and impacts.

Officers have conducted significant research into replacement products, suppliers, costs and relevant certifications of compostability. A database of products has been developed and will continue to be refined and expanded and made available to businesses and the public to assist them to make informed choices.

A face-to-face business survey was completed over the period December to March 2018 examining current knowledge, attitudes and perceptions of Hobart businesses in choosing packaging products, investigating packaging types, reasons and usage levels. The survey results indicate that -

- 56% agreed that single-use packaging is unsustainable and 74% agreed that plastic packaging has a negative environmental impact;
- Businesses chose products predominantly based on functionality;
- Very few businesses believe a Local Government by-law is the best way to reduce single-use packaging; and
- Most businesses would prefer to see a statewide ban.

The City conducted an online community survey in February and March 2018 to which 2923 responses were received. The survey sought feedback from the community on support for a ban and asked questions about choices and behaviours. The survey results indicate that-

- 96% of the community do not think it is appropriate to use single use plastics;
- 69% make choices about where to buy takeaway food based on packaging options offered;
- 90% are happy to pay more to ensure sustainable packaging is used and 45% are happy to pay between 2-5% more; and
- A statewide law was rated the most effective way to reduce single-use packaging, with 58% of respondents selecting this option above a local by-law or an educational approach.

The City also engaged LGAT to survey the Local Government sector informally. Responses were received from 10 councils (comprising a mixture of officer level and council responses), with all respondents indicating they would support a statewide approach to the issue.

Challenges and issues raised included the potential resourcing impact on councils, impacts on small business and concerns about a lack of commercial composting facilities. Solutions to some of these issues are better explored through a statewide process or policy.

As a result of all of the above and in line with the City's ambitious Waste Management Strategy, the City remains committed to phasing out single-use plastic items. The City seeks sector support to achieve real outcomes for the community and the environment by pushing for statewide legislative change.

#### **LGAT Comment**

At the November 2017 General Meeting, the issue of plastics was discussed in detail following a Kingborough Council motion. The following motion was passed:

*That Members reaffirm their commitment to improving waste management and raise with the State Government -*

- *The importance of Waste Management, in particular plastics;*
- *Our disappointment in the lack of progress of the waste strategy; and*
- *The need for additional resourcing to be implemented.*

In late November LGAT wrote to the Minister for the Environment, Elise Archer, to highlight this motion and re-emphasize the sector concern over lack of action on waste management from the State Government. The lack of any progress of the development of a state waste strategy or "State Waste Action Plan" was also raised at the December 2017 and May 2018 Premier's Local Government Council meetings. The President, CEO and Policy Director recently met with the Minister for the Environment, where the Minister indicated that the State Waste Action Plan was almost complete but was being reconsidered in light of the recent challenges to recycling emerging out of the Chinese Policy Change (the National Sword Policy).

Better waste management remains a key advocacy area for LGAT.

In Tasmania our landfill diversion rate of 37% is significantly lower than the national average of 58% and almost half that of the ACT, NSW, Victoria and South Australia. This poor waste management practices are presenting a risk to public health and the environment and are soon likely to negatively impact on the public image of our State. The recent issues resulting from the Chinese policy changes and its impact on kerbside recycling further highlights the need for there to be leadership and action on waste management in Tasmania. This motion offers one area where Tasmania could be nation leading and for that reason, if this motion is supported, it is appropriate Local Government works with the State Government to introduce the legislation as an immediate priority.

#### **Tasmanian Government Agency Comment**

The City of Hobart is undertaking a comprehensive survey and should be commended for the detail of their investigation. DPIPWE is aware that the work is being looked at closely at the national level and in particular, by the Australian Packaging Covenant Organisation (APCO) as a potential demonstration project, or "local" case study.

The national Meeting of Environment Ministers (MEM) recently set the ambitious target of 100 per cent of Australian packaging being recyclable, compostable or reusable by 2025 or earlier. Governments will be working with the Australian Packaging Covenant Organisation (APCO), representing over 900 leading companies, to deliver this target.

In addition, Ministers endorsed:

- The development of targets for the use of recycled content in packaging, which will be closely monitored;
- Encouraging waste reduction strategies through greater consumer awareness, education and with industry leadership;
- Increasing recycling capacity and in particular, to grow our domestic capabilities; and
- Increasing the demand for recycled products by advocating for increased use of recycled materials in the goods that government and industry buy such as paper, road materials and construction materials and to collaborate on creating new markets for recycled materials.

DPIPWE (EPA Tasmania) will continue to work collaboratively with Local Government in the areas of national policy development and delivery as the most efficient way of delivering outcomes in Tasmania. It is also intended that a new Waste Action Plan for Tasmania be developed collaboratively with Local Government and will be the means of strategically coordinating our actions to deliver both the national and Tasmanian-specific waste management priorities. As such, the work of the City of Hobart is best progressed through the national partnerships with APCO and will seek to be included as appropriate in Tasmania's waste action plan.

#### **14.4 Recycling Council – City of Hobart**

##### **Decision Sought**

**The LGAT urgently consider through its appropriate body a response to the recent increase in costs of recycling to Local Government as a consequence of changes to the Chinese government's policies and consider development of a range of responses, including collective negotiations between the Federal and State Governments and other stakeholders, to prompt a market response for recycling opportunities in Tasmania.**

##### **Background Comment**

The Chinese Government, through their National Sword Policy, has restricted the volume and quality of recycled product that can enter China.

These decisions have a flow on effect for the price of recycled products across the world that is affecting the commercial viability of contractors providing services for the receipt of recyclable products to councils throughout Australia.

If the commercial viability associated with the processing of recyclable materials falls further, councils could face cost increases to provide a kerbside recycling service to the community.

Given this, a collective response between Councils, State and Federal Governments and other stakeholders is required in relation to this issue.

#### **LGAT Comment**

There have been no previous motions on this matter.

LGAT has been extremely active in responding to the changes to the Chinese Government's policies. This has included leading joint negotiations with the Southern Material Recovery Facility operator, submissions to State Government and input into Federal Government deliberations. For further information please refer to the Waste policy item in this agenda.

#### **Tasmanian Government Agency Comment**

State Government comment was not sought.

### **14.5 Sustainable Council Events Council – City of Hobart**

#### **Decision Sought**

**The LGAT lobby all councils to adopt the use of reusable and compostable items for use in council sponsored events.**

#### **Background Comment**

Councils can reduce the harm caused by plastics which end up in the marine environment by using reusable and compostable items for events.

The City of Hobart's Waste Management Strategy 2015-2030 contains an action to implement mandatory recycling and waste diversion requirements on all City coordinated events.

The Council's undertaking sets an example for other event organisers to follow as we aim to reduce waste and improve the environment. Local Governments have the ability to set parameters for events they undertake or contribute to and this should include measures to protect the environment such as using compostable and reusable products.

**LGAT Comment**

There have been no previous motions on this matter.

In addition to City of Hobart, a number of councils are already progressing waste avoidance or minimisation at events. For example, Kingborough Council recently adopted a Waste Wise Events Policy to support the *Kingborough Waste Management Strategy 2018*. The policy will be applied to all Council run events, Council supported events and all public events held on Council owned or managed property within the Kingborough municipal area.

Amongst other things, event organisers are required to promote and practice waste avoidance principles by:

- Prohibiting the sale and/or distribution of single-use plastic products and single use sachets, polystyrene, plastic bags, plastic straws, bottles and/or balloons; and
- Having an emphasis on the use of reusable, recyclable or compostable/biodegradable products.

There may be benefit in having a motion which rather than seeking LGAT to lobby councils, seeks to have Members commit to increase the use of reusable and compostable items for use in council sponsored events.

Refer Item 8.1 Waste Management.

**Tasmanian Government Agency Comment**

State Government Comment was not sought.

**14.6 Tourism Destination Action Plans  
Council – Circular Head****Decision Sought**

**That LGAT seek from the State Government a strategic commitment of a 4 year resources funding program for the implementation of all Tourism destination action plans to ensure the dispersal of the increased tourism economic benefits across the state.**

**Background Comment**

This motion relates to regional tourism. Currently limited dedicated and or targetted funding is available for any Destination Action Plan implementation from the state Government. To secure progress on the developed action plans for the next 4 years funding is a vital component of making any significant progress and stimulating local economic betterment from the increased state tourism visitation.



A clear investment and action strategy is required from the State Government to give effect to the local community effort already invested in developing and empowering communities with the current suite of destination action plans around the entire breadth of the state. The release of a clear funding strategy for the next 4 years will give voice and inspire the passion of local communities to embrace the opportunities of increased tourism development and produce new and innovative product for the growing state tourism market.

**LGAT Comment**

In July 2016 the following motion was supported:

*That LGAT call on the State Government to provide funding for upgrades, maintenance and provision of tourism infrastructure in areas where tourist numbers have increased significantly in recent years and that the process for providing this funding be an open and transparent process.*

LGAT has been engaging with the State Government on a number of related topics in this space and has urged the State Government to include Local Government when considering funding allocations and tourism infrastructure priorities within the State. Funding of tourism infrastructure is named as one of the five key areas which build successful regional tourism which are delivered by Local Government.

LGAT specifically highlighted tourism infrastructure as part of its 2017/18 budget submission to the State Government.

**Tasmanian Government Agency Comment**

Destination Action Plans (DAPs) are an implementation initiative of the T21 – the Tasmanian Visitor Economy Strategy. The DAPs were prepared through a facilitated workshop process involving business and community representatives. These groups considered and reached consensus on tourism development, marketing and management opportunities and challenges for their destination.

The Tourism and Hospitality Supply Unit (THSU) within the Department of State Growth established a grant program to support the implementation of active Destination Action Plans (DAPs). This fund leverages public and private funding sources to support priority visitor engagement projects that must clearly demonstrate direct links to DAPs and/or the Strategy. Destination leadership groups need to work with their Regional Tourism Organisation (RTO) to access the fund.

The DAPs are strongly supported and funding of \$250,000 was initially allocated to support the delivery of actions, which has seen the delivery of a number of projects. Funding continues to be offered and the THSU is actively working with the four RTOs to encourage applications and support the leadership groups.



**14.7 Container Deposit Scheme  
Council – Glamorgan Spring Bay**

**Decision Sought**

**That Tasmanian Councils, through LGAT, support a container deposit scheme within Tasmania and call on the State Government to investigate the best model for implementation within the State.**

**Background Comment**

For many years the people of Tasmania have been calling upon the State Government to commence some form of investigation into a container deposit scheme.

Our clean green image is tarnished by roadside rubbish mainly consisting of drink containers. Coles Bay was the first to be plastic bag free and now this has spread to the whole of Tasmania. Our Councils need to be leading the way in this area within Tasmania

**LGAT Comment**

In July 2017 the following motion was supported:

*That the Local Government Association of Tasmania lobby the State Government to introduce container deposit legislation for the state.*

Under the 2017/18 State Budget, the EPA received \$100,000 to develop a model framework for the implementation of a Container Deposit Scheme in Tasmania. Recognising the importance of Local Government, LGAT was invited to sit on the Steering Committee for this project. The consultants have completed their work and the report is currently being considered by the Minister.

**Tasmanian Government Agency Comment**

In the May 2017 Budget, \$100,000 was provided to DPIPW (EPA Tasmania) to develop a model framework for the implementation of a Container Refund Scheme that complements other mainland jurisdictions. Marsden Jacobs and Associates were contracted to undertake the work, which has been finalised and their report is now being considered by the Government.

Analysis has been previously undertaken on the best-fit scheme for Tasmania, in light of the schemes being implemented or considered in other States. This new initiative builds upon that work.

The model framework for Tasmania has been developed in consultation with Local Government and industry to ensure the most appropriate coverage and access to a beverage container refund scheme. In a small jurisdiction such as Tasmania, it is important to be sure that the implementation of a container refund scheme will be cost effective and in the public interest. Being nationally consistent is also particularly important.

Introducing a container refund scheme in Tasmania will have a range of benefits but will also incur a range of costs. The Government has indicated it will not be rushed into implementing a scheme that is not right for Tasmania. This includes being sure that the material collected under a container refund scheme will be recycled or re-processed in the most appropriate way.

#### **14.8 Implementation of Statewide Planning Scheme Council - Circular Head**

##### **Decision Sought**

**That LGAT seek from the State Government a strategic commitment to developing and implementing in the new state-wide planning scheme provisions to allow the as of right development of existing small titles of land in the rural production zone that does not compromise or fetter agricultural production capacity and provides opportunities to diversify and reinvigorate local economic prosperity and community wellbeing.**

##### **Background Comment**

This motion relates to Regional Economic Development. The State-wide planning scheme and legislation requires changes to promote small scale development activation and development of small rural holdings which does not compromise core agricultural production. This would potentially release across the state some significant development potential and diversify employment opportunities into new and emerging market sectors.

The development of existing holdings as of right will facilitate the reinvigoration of state wide economic prosperity through land use diversity and promote more targetted small scale entrepreneurial development across the state. Releasing the opportunity to invigorate all communities should be the priority of the state-wide planning scheme and not as it presently operates and as a reduction in community prosperity and wellbeing.

Clear leadership to inspire community opportunity is required to maximise the diversity of land use and investment into the future. Current restrictions are hampering banking and financial sector support for development investment and regional growth.

**LGAT Comment**

There have been no previous motions on this matter.

The State Policy on the Protection of Agricultural Land (the PAL Policy) provides the Government position on the protection (and development) of agricultural land.

Its purpose is:

*“To conserve and protect agricultural land so that it remains available for the sustainable development of agriculture, recognising the particular importance of prime agricultural land.”*

The nature of what development is permitted (or “as of right”) is set out in the Interim Planning Schemes and also provided for in the State Planning Provisions, once they commence. Any changes to either of these instruments must be consistent with the PAL Policy.

**Tasmanian Government Agency Comment**

- The motion includes references to the way the ‘state-wide planning scheme’ is presently operating, however the Tasmanian Planning Scheme is not yet operational. It is presumed that the comments relate to the operation of the current interim planning schemes, which were drafted by the councils at a regional level without State Government involvement.
- The State Policy on the Protection of Agricultural Land (the PAL Policy) provides overarching direction to both the interim planning schemes and the Tasmanian Planning Scheme. This acknowledges the importance of protecting agricultural land and not fettering agricultural activity. Residential use in productive rural areas sets up a fundamental land use conflict, which is often intensified by modern agricultural operations.
- The Tasmanian Planning Scheme provides for two zones for application to areas suitable for agriculture, the Agriculture Zone and the Rural Zone. While the Agriculture Zone is the primary zone for more intensive agriculture, the Rural Zone provides opportunities for a range of complimentary uses. In both cases, residential use must be tested to determine its impacts on or relationship to agricultural activity. This is consistent with the qualifications that the Motion seeks to provide but does require the issuing of a permit. It is not appropriate to provide ‘as of right status’ where there needs to be assessment against certain issues. ‘As of right’ or no permit required and permitted uses are assigned where the use is fundamentally consistent with the zone purpose and there is no risk of establishing a land use conflict.
- While allowing increased residential activity in rural areas may suggest increased economic prosperity and community well-being, the reality is that it is a recipe for ongoing and increased constraints on agriculture especially as it becomes more mechanised, with associated declines or foregone opportunities for growth of the

agricultural sector, as well as having a range of implications for the provision of services and infrastructure by the local councils and other infrastructure providers. Irrespective of the impacts on agriculture, the impact of uncontrolled settlement through residential uses being 'as of right', does not represent good planning.

The settings in the SPPS for allowing residential use in the Agricultural and rural zones is considered to reflect the right balance.

#### 14.9 Telecommunication Towers Council – Break O'Day

##### Decision Sought

**That Members note a lack of input into the location of telecommunications towers and other similar infrastructure emitting radiation/microwave links and request that LGAT investigate options to allow councils to have more input prior to the submission of the Development Application.**

##### Background Comment

Recently Break O'Day Council has been faced with a development application for an nbn tower on the outskirts of St Helens but located within a residential area.

When acting as a Planning Authority Council have no parameters within the current planning scheme to refuse such an application on any grounds.

Representations are often received on the grounds of health risks associated with such towers in populated areas, however Council has no grounds to take these sorts of matters into consideration nor negotiate with the provider to find a more suitable location.

##### LGAT Comment

Telecommunications companies have some powers to enter land and install and maintain some types of telecommunications facilities and some immunities from some state and territory legislation. In using their powers and immunities carriers need to meet the requirements in the [Telecommunications Act 1997](#) and the [Telecommunications Code of Practice 2018](#).

In June 2017 the Federal Government's Department of Communications sought comments on possible changes to telecommunications carrier powers and immunities. LGAT, with the other State Associations, provided input into an ALGA submission on this review. On 1 March 2018, the Federal Government announced that it was proceeding with 9 of the 24 proposed changes to telecommunications carrier powers and immunities. However, a number of the proposals

that were opposed by ALGA and State Associations were amongst the 9 changes endorsed.

There will be further consultation with stakeholders on the other amendments proposed, as well as other issues raised in the consultation process. A further update on developments in this area is expected to be provided by the Federal Government later this year, with the Department indicating it will meet with ALGA in the near future and discuss how best to consult further with Local Government. Throughout this process ALGA has developed strong links with the Federal Communications Department and so if this motion is supported this will be the best avenue to progress it.

#### **Tasmanian Government Agency Comment**

The siting of telecommunications is a matter that is subject to Commonwealth legislation and regulation. There is no response from the State Government in the management of the planning system that can meet the request for “more input prior to submission of the Development Application”. The State Government is required to give effect to Commonwealth legislation.

Comment on this item may be more appropriately addressed to the Commonwealth Government as the level of government that is responsible for the administration of relevant telecommunications legislation.

#### **14.10 Fruit Tree Management Council – Derwent Valley**

##### **Decision Sought**

**That Local Government consult with Fruit Growers Tasmania and the State Government regarding the biosecurity risk with roadside fruit trees on state and local roads.**

##### **Background Comment**

Feral roadside fruit trees growing on public land are a biosecurity hazard by providing a home for common orchard pests like codling moth, light brown apple moth, aphids and black spot.

In the terrible event of another fruit fly outbreak in Tasmania they would provide habitat for fruit fly making control and eradication significantly harder and more expensive.

Local Government can significantly help the fruit industry in Tasmania by putting removal of feral fruit trees into the normal daily works programs of its outdoor crews. For example if a works crew is trimming a gumtree back from overhanging a road/blocking a sight line they could cut down and poison a nearby feral fruit tree at the same time. This would not impose much cost on Local Government but would be a huge help to industry.



The other more complex issue is neglected orchards throughout the state, for all the same reasons as feral roadside trees, these provide a biosecurity hazard for industry as well as being an eyesore for the community in general. Is there anything that can be done to encourage the removal of these without getting people badly offside.

**LGAT Comment**

LGAT understands that the management of roadside vegetation is usually managed by contractors for State Roads. The objective of this program would be to ensure roadside safety through the management of weeds and any other debris.

**Tasmanian Government Agency Comment**

The two issues highlighted by this motion, feral fruit trees and abandoned orchards, are genuine biosecurity risks.

Including feral fruit trees into normal daily works by councils would be a positive step in the management of that particular risk. Abandoned and neglected orchards are more problematic. However, Biosecurity Tasmania hopes that developments in the proposed new Biosecurity Act will provide some tools to address this risk.

Industry has come to recognise that a system for understanding who grows fruit and where would be of great value to our biosecurity system in much the same way as Property Identification Codes for livestock producers is. The Biosecurity Bill allows for such a system.

The other principle which will be underpinned by the new Act is that of the General Biosecurity Duty, which effectively requires a duty of care by orchard owners and provides enforcement tools giving authorities powers to manage the problem.

Further work is required prior to implementation of these kinds of tools, including extensive stakeholder consultation.



**15 PUBLIC POLICY GENERAL****15.1 Decentralised Action Plan  
Council – Circular Head****Decision Sought**

**That LGAT seek from the State Government a strategic commitment, resources and a funding program for the implementation of a State and Federal Government services decentralisation action plan to leverage and ensure the dispersal of employment opportunities across the state.**

**Decision Sought**

This motion relates to regional economic development. An effective decentralisation policy for State and Federal Government services can advance regional communities diversity and employment opportunities through skills mixing and leveraging information technology platforms which creates new centres of regional excellence. On line service centres can now be in any location which has access to a sound telecommunications network. Locating services more regionally in Tasmania will limit some of the housing pressure in the state capital.

The opportunity to think and act differently in the knowledge economy by promoting strong decentralisation outcomes will reduce housing and other social pressures on the state's major cities whilst promoting a strong centres of excellence culture in the regions. Decentralisation promotes greater state-wide equity and gives voice to a bright future in the knowledge economy for the entire state.

**LGAT Comment**

LGAT, via our State Election Priority Statement, have called on the State Government to recognise that the Tasmanian community must be thought of as resulting from the combination of connected and interdependent smaller locations. We must focus locally to effect positive social and economic change at the regional and state level. Rather than call for decentralisation of Government Services, LGAT has indicated to the State Government that we need a coordinated approach to locally based initiatives, via establishment of regionally based community infrastructure roles. To support this, we have called on the State Government to provide additional funding to support connectivity and digital transformation across the State and importantly, to enable responses to be scaled so they can suit both larger urban areas and smaller regional locations.

**Tasmanian Government Agency Comment**

Tasmania has the most regionalised and dispersed population of any state in Australia with 56 per cent of the population living outside the greater capital city area. Regional development is a key economic driver in Tasmania with variation in the economic and competitive advantage spread across the different regions of the State.

The 2016 Census identified 37,425 persons employed in the public sector (Commonwealth, State and Local Government) in Tasmania. This includes 5,893 people in the Commonwealth government and 28,190 working for State Government, 41.6 per cent of these positions are located outside of Hobart.

The Tasmanian Government has committed to supporting regional locations establishing the Office of the Coordinator General in Launceston and relocating Mineral Resources Tasmania to Burnie. In addition, the more recent announcement of the relocation of 100 positions from the Department of Primary Industries, Parks, Water and Environment to Launceston and Devonport are part of the Government's strategy to stimulate economic growth and innovation in North and North-West Tasmania.

The Government is also committed to building economic development in the regions. Initiatives such as the Launceston City Deal, Devonport Living Cities and supporting the move of the University of Tasmania into the Burnie CBD aim to increase jobs and population in regional locations.

Decentralisation of Commonwealth Entities through a regional hub model provides people in regional locations with access to more diverse, high quality employment opportunities. The co-location and collaborative model adopted by the Tasmanian Government in Launceston is one example. The sharing of office space between Australian Government departments, including the Department of Industry, Innovation and Science, the Major Projects Approval Agency and Regional Development Australia Tasmania has provided an opportunity for government colleagues to interact and collaborate.

The delivery of government programs such as the Australian Government's Entrepreneurs Programme by regionally based personnel highlights the benefits of decentralising government services. Programmes such as this, delivered regionally, support local businesses to grow and improve productivity and are improved through the local relationships forged by regional based staff.

The Tasmanian government's submission to the Parliamentary Inquiry into regional development and decentralisation, advocated for the decentralisation of Commonwealth government entities or functions as it has the potential to deliver significant opportunities and positive outcomes for regional areas with diversification of employment opportunities helping to boost economic confidence and support population growth.

Tasmania also has a strong and positive history with specialised facilities such as the colocation of the CSIRO and the Antarctic Climate and Ecosystem Cooperative Research Centre with the University of Tasmania's Institute for Marine and Antarctic Studies (IMAS). Hobart is also home to the Bureau of Meteorology's Antarctic Office, the Australian Antarctic Division and the Commission for the Conservation for Antarctic Marine Living Resources.

**15.2 Spirit of Tasmania  
Council – Northern Midlands**

**Decision Sought**

**That LGAT lobby the State Government and Spirit of Tasmania to ensure the availability of sailings adequately meets demand of Tasmanian residents, tourists and other users and that affordable pricing is available to users.**

**Background Comment**

It is noted that Tasmanians are finding it increasingly difficult to secure a booking on the Spirit of Tasmania ferries within desired timeframes. Tourism operators have also noted that visitors to Tasmania have difficulty in securing bookings.

Concern has also been raised about the cost of the service.

This service was touted as being an extension of Australia's national highway, however, the costs associated with travel on the service are far greater than the toll which any traveller would expect to have to pay, this is especially evident when making a booking for a vehicle with trailer/caravan or vehicle of extended length. It is understood that extra length vehicles compete directly with freight and cargo carriers and therefore attract a premium rate.

Decreased cost and an increase in the number of sailings would likely be a boon to Tasmania tourism, with a likely increase to the number of users of the service.

Council would like to see the State Government and Spirit of Tasmania undertake a comprehensive assessment of the adequacy of the availability of sailings and costings for Tasmanian residents/tourists, including costs and availability relative to longer vehicles and those towing caravans/trailers.

**LGAT Comment**

In the November 2012 General Meeting the following motion was carried:

*That LGAT take the necessary approach to State and Federal Governments for equal treatment of Tasmania (compared with all other states of Australia) in relation to all aspects of freight transport and travel costs associated with Bass Strait.*

*Further, that LGAT lobby for costs to be equivalent to those associated with the national highway infrastructure which currently exists for all other states of Australia.*

LGAT notes that this motion raises issues of capacity and supply in the existing Bass Strait vehicle ferry service, in addition to the cost of the service. Increased cost is often associated

with constrained supply, so increasing supply may also improve the service cost to consumers.

LGAT also notes that there has previously been two Bass Strait crossing services, including the Spirit of Tasmania and the Devil Cat. It is understood that two new Spirit of Tasmania vessels with increased passenger and freight capacity are due to come on line in 2021<sup>1617</sup> reported to be two years ahead of schedule. Information from the Tasmanian Government indicates that the next-generation vessels will be 30% larger, accommodate 1800 passengers and up to 600 passenger vehicles, accounting for a 43% increase in passenger capacity and 39% increase in freight capacity.

#### **Tasmanian Government Agency Comment**

TT-Line has recently signed a contract with European shipbuilder Flensburger Schiffbau-Gesellschaft (FSG) to build two new roll on/roll off ships to replace the current Spirit of Tasmania vessels for delivery in 2021. These new vessels will have greater capacity to carry caravans and motorhomes than the current vessels. The uplift in capacity will be around 40 per cent for both passengers and freight. Priority will be given to passenger movements, with freight capacity increased in line with uplift in the time sensitive freight market.

Whilst Spirit of Tasmania fares fluctuate according to passenger demand, on average, fare prices have dropped by 15 per cent over the last four years.

The cost of travelling across Bass Strait is also reduced through the Australian Government's Bass Strait Passenger Vehicle Equalisation Scheme (BSPVES). The BSPVES assists in reducing the cost of sea travel across Bass Strait for passengers accompanying an eligible vehicle. The fare rebate for a standard vehicle as at 1 July 2018 is \$229 each way, while motor homes are eligible for a rebate of \$459 each way and eligible passenger vehicles towing a caravan are eligible to a rebate up \$459 each way.

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<sup>16</sup> See: [http://www.premier.tas.gov.au/releases/the\\_next\\_generation\\_spirits\\_of\\_tasmania](http://www.premier.tas.gov.au/releases/the_next_generation_spirits_of_tasmania)

<sup>17</sup> See <https://www.spiritoftasmania.com.au/company-information/media/media-releases/major-investment-new-ships-for-spirit-of-tasmania>



**15.3 Affordable Housing  
Council – Southern Midlands**

**Decision Sought**

**That the Local Government Association of Tasmania be requested to lobby the State Government to ensure that the State is taking sufficient measures and allocating sufficient resources to provide affordable, low cost housing, particularly in rural and outer suburban areas.**

**Background Comment**

When it comes to affordable housing the State Government should take an active role in conjunction with the Federal Government to address the significant issue regarding the shortage of affordable/low cost housing that exists in all States and our respective rural and urban communities, (especially when it comes to retirees). Many retirees are living below the poverty line due to high rental payments, in many cases the rental cost is more than two thirds of their pension.

**LGAT Comment**

It is clear that there is a deepening shortage of affordable and social housing across Tasmania. Often fingers are pointed at councils in relation to land use planning but the causes are complex and multifaceted. The University of Tasmania analysed Hobart data and found that there has been a decline in housing completions relative to the 5-year average since 2016, that there has been population growth and that there have been significant increases in short stay accommodation listings across the State. This has led to a gap in housing supply which includes low rental vacancy rates, rising rents and declining affordability.

The Government are in the process of implementing Tasmania's Affordable Housing Strategy 2015-2025 and Action Plan 2015-2019 and this includes significant investment in housing supply but it is widely acknowledged that further growth in the supply of public and community housing is required.

The CDC data clearly demonstrates that permit assessment times in Tasmania, including in the South, are well and truly within the statutory limits. Despite claims to the contrary, planning schemes do not appear to be the most significant inhibitor to supply as data has shown there is a failure to convert planning applications to building permit stage.

The planning and planning systems under which Local Government operates are defined by the State Government. There has already been agreement by the State and Local Government that the residential provisions in the Tasmanian Planning Scheme need review, as they are modelled on those that were required to be introduced in interim planning schemes. The

feedback from councils is that the current provisions, developed by the State, trigger significantly more discretionary applications which must be considered by the full council.

LGAT has been keeping a close watching brief on housing affordability issues and participated in the Premier's Housing Summit. The Minister for Housing and Planning, Roger Jaensch was invited to address the last General Meeting.

There has not been a motion on housing affordability and housing supply since 2003.

**Tasmanian Government Agency Comment**

New supply and access to affordable homes will continue to be a focus under the next Affordable Housing Action Plan 2019-23 (AHAP). While priority is being given to locating housing close to services, rural areas are not being overlooked.

The Regional Supply Initiative aimed to achieve 50 new units of accommodation in rural areas by June 2019. Response to the initiative was excellent, resulting in potentially an additional 25 units of accommodation being achieved from the additional resources contributed by successful proponents.

Up to 75 new affordable and appropriate units of accommodation will be built in 10 rural locations, with construction to be completed by June 2019. The units are to be made available to vulnerable client cohorts with applicants taken from the Tasmanian Housing Register. It is likely that this initiative will continue under the next AHAP.

Consultation for the next AHAP is commencing in June 2018 and invitations to participate will be sent to a range of government, community and industry stakeholders, including local councils and the Local Government Association of Tasmania.

**16**            **CLOSE**



## **4.2 STATE EMERGENCY SERVICES - MEMORANDUM OF UNDERSTANDING**

File: 30209 D534232

### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

Strategy 4.4.4 Facilitate and support a collaborative approach to community safety

### **SUMMARY**

To consider the renewal by Devonport City Council (DCC) of a Memorandum of Understanding (MOU) with the State Emergency Service (SES) and Latrobe Council (LC) for the continued provision of facilities for the Devonport and Latrobe (Mersey) SES unit.

### **BACKGROUND**

The purpose of the MOU is to define the responsibilities of the SES, DCC and LC solely in relation to the provision and maintenance of the volunteer Mersey SES Unit established for the Devonport and Latrobe municipalities.

The draft MOU is appended to this report and reflects current practice and clarifies expectations. It is principally an update to the 2014 MOU. Latrobe Council will also need to consider the proposed agreement.

### **STATUTORY REQUIREMENTS**

An MOU is not a legal requirement and its contents are not enforceable. The scope of the MOU does not extend into broader emergency management issues or otherwise remove the legislative or accepted responsibilities of either Council in relation to emergency management as detailed in the Emergency Management Act 2006, Mersey/Leven Emergency Management Plan (MLEMP) or any other associated plans.

### **DISCUSSION**

The revision and update of documentation, including agreements, is an important element of any organisation. This document continues to develop and strengthen the relationship between SES and Devonport and Latrobe Councils.

Council have a number of options when considering this agreement:

1. Agree to sign the final version of the MOU.
2. Request specific changes prior to signing the finalised version of the MOU. These changes will need to be discussed with Latrobe Council and the SES before the document is returned for formal endorsement.
3. Advise the SES and Latrobe Council that Council is unwilling to enter into an updated MOU and state the reasons why.

On balance, however, the MOU is simply a formalisation of an agreement that is already in place and which is vital for an efficient joint response across both municipal areas in the event of an emergency.

It is recommended therefore that this new agreement be endorsed.

**COMMUNITY ENGAGEMENT**

Latrobe and Devonport City Council's Municipal Emergency Management Co-ordinators have met a number of times with the SES Regional Co-ordinator to develop and refine the MOU.

**FINANCIAL IMPLICATIONS**

Providing an SES Unit base and basic supplies is a requirement of each Tasmanian Council and Devonport City Council has undertaken this on a shared basis with Latrobe Council for many years. Whilst the future funding of SES volunteer units may potentially be sourced through a levy similar to the Fire Services contribution currently collected by Councils, it is considered highly unlikely this will be implemented within the proposed MOU term of three years. Typically, the costs incurred by Council to support the SES are in the order of \$17,500 pa. This is likely to continue under this new MOU and an allocation has been made in Council's 2018/19 operational budget.

**RISK IMPLICATIONS**

MOU's between SES and municipal Councils are common practice, and the agreement is in line with others. This draft 2018 MOU follows the 2012 and 2014 versions and includes minor updates.

**CONCLUSION**

It is recommended that the Council authorise the General Manager to sign the final version of the MOU as per the latest draft attached.

**ATTACHMENTS**

- [1.](#) SES - Devonport & Latrobe MOU V1 2018 FINAL

**RECOMMENDATION**

That Council authorise the General Manager to sign the revised version of the State Emergency Services – Memorandum of Understanding between Devonport City Council and Latrobe Council.

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

# MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN THE

**TASMANIA  
STATE EMERGENCY SERVICE**

AND

**DEVONPORT CITY COUNCIL**

AND

**LATROBE COUNCIL**



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**01 August 2018**

**A Memorandum of Understanding**

**THIS MEMORANDUM** is made this 1<sup>st</sup> day of August 2018

**BETWEEN:**

**THE TASMANIA STATE EMERGENCY SERVICE**, as maintained under Section 25 of the Emergency Management Act 2006, of Cnr Argyle & Melville Streets, Hobart in Tasmania

**AND**

**THE DEVONPORT CITY COUNCIL** established pursuant to the Local Government Act 1993

**AND**

**THE LATROBE COUNCIL** established pursuant to the Local Government Act 1993

**SIGNED** for and on behalf of  
**TASMANIA STATE EMERGENCY SERVICE**  
By Mr A Lea,  
Director  
SES

} \_\_\_\_\_

**SIGNED** for and on behalf of the  
**DEVONPORT CITY COUNCIL**  
By Mr P West,  
General Manager  
Devonport City Council

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**SIGNED** for and on behalf of  
**LATROBE COUNCIL**  
By Mr G Monson,  
General Manager  
Latrobe Council

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## Section A- Administrative Details

### 1. Definitions

"**Council**" means the Devonport City Council (DCC) and Latrobe Council (LC) as established under the *Local Government Act 1993*.

"**SES**" means the Tasmanian State Emergency Service as maintained under Section 25 of the *Emergency Management Act 2006*.

"**Mersey SES Unit**" means that part of the SES with responsibilities within the Council areas of Devonport and Latrobe as defined under the Local Government Act 1993, with its headquarters at MacFie St Devonport. This Unit is staffed by volunteers who operate under the supervision and guidance of permanent staff of SES North West Region Headquarters.

"**Parties**" means the Tasmania State Emergency Service, the Devonport City Council and Latrobe Council.

### 2. Purpose and Scope of Memorandum of Understanding

The purpose of this Memorandum of Understanding (MOU) is to define the responsibilities of the SES, DCC and LC solely in relation to the provision and maintenance of the volunteer Mersey SES Unit established for Devonport and Latrobe municipalities.

As such, the scope of this MOU does not extend into broader emergency management issues or otherwise remove the legislative or accepted responsibilities of either council in relation to emergency management (eg planning, Municipal Emergency Management Coordinator (MC) responsibilities; emergency coordination centre management; provision of public information; road closures; provision of resources and maintenance of public infrastructure as detailed in either the *Emergency Management Act 2006*, Mersey Leven Emergency Management Plan (MLEMP) or any other associated plans.

In addition, the parties agree that this MOU and any future derivations of the same may initiate amendment, as required, to the MLEMP, to ensure consistency of roles stipulated in all related documentation.

### 3. Term of MOU

Both parties commit to the provision of support detailed in this MOU for an initial period of three (3) years, commencing in August 2018.

### 4. Review of MOU

Both parties commit to the following management review procedure:



- Annual review to confirm successful performance of responsibilities and identify any issues for discussion; and
- Detailed review upon completion of term of agreement stipulated in Section 3. This review will create an opportunity to consider future arrangements, either through extensions to this MOU or through the development of a new MOU which may be negotiated by relevant parties.

## **5. Level of Service**

Mersey SES will respond to emergencies in accordance with its roles detailed within the Mersey Leven EM Plan and associated documents eg storm and flood responses, rescues and associated emergency support roles.

In addition and at the request of other lead agencies, Mersey SES may also, provide support in response to other emergency situations in support of lead agencies within both council areas eg search and rescue, fires etc.

During emergency operations where Regional SES management provide a coordinating function, the Mersey SES Unit may be required to assist other council areas within the Region or State. This mutual obligation clause means that when the Latrobe and Devonport City Council areas require additional resources or capability, it will be forthcoming from other SES Units within the Region or State.

All services provided by Mersey SES Unit volunteers will be conducted by persons trained and assessed by the SES and deemed competent to conduct the services required.

## **6. Volunteer Training and Management**

All Mersey SES Unit volunteers providing support within the Devonport/Latrobe municipal areas will be recruited, trained and managed under the supervision of permanent staff of SES North West Region Headquarters, located at 88 Wilson Street, Burnie.

## **7. Insurances**

All volunteers of the Mersey SES Units will at all times be appropriately insured by the Department of Police, Fire and Emergency Management while conducting SES - related work. Vehicle and equipment insurances are detailed in Section B.

## **8. Legal Relationship**

Nothing in this MOU will be taken as creating the relationship of principal and agent or that of a partnership.

## **9. Reporting**

Parties to this MOU agree to commit to a framework for two-way reporting (details included at Section B), to enable a thorough understanding of all relevant issues

such as Council and other funding available to the Mersey SES Units, the number and nature of any training activities and call outs conducted, membership status and any issues identified for discussion in the maintenance of the MOU.

## **10. Administration**

This MOU will be administered by the Municipal Emergency Management Coordinators for Devonport City and Latrobe Councils and the SES Regional Manager (North West).

## **11. Communication Protocols**

Normal communication protocols as they apply to all emergency management incidents will continue to apply in accordance with relevant plans.

# **Section B- Commitments**

## **1. SES**

SES agrees to the following commitments made under this MOU:

### **(a) Establish vehicle and equipment standards**

SES will investigate and determine standards and classifications for all vehicles, equipment and uniform to be issued to SES Units.

These standards will apply to all SES Units and will include the development and implementation of policies and procedures to manage such standards eg development and management of appropriate vehicle and equipment replacement programs based on priorities agreed to by relevant parties.

The SES Unit has a responsibility to ensure vehicles and equipment are in good working order and shall report defects or arrange repairs, maintenance and servicing to ensure all equipment meets the relevant standards.

### **(b) Contribution to the purchase of primary rescue vehicle**

The vehicles are for the exclusive use of Mersey SES Unit, in the performance of its role.

State contribution will be provided on a needs basis in negotiation with Council. Suitable replacement vehicle will be as determined by SES in 1(a) above.

This contribution will be part of a state-wide, cyclic vehicle replacement contribution program and will be based on priorities and needs agreed between the parties with a maximum replacement age of 20 years for any primary rescue vehicle purchased.

Special case by case additional funding considerations may be negotiated for additional secondary vehicles where this does not disadvantage other municipal SES Units.

Vehicles provided will be commissioned with signage, lighting and communications as required by standards determined in Section 1(a) above.

The parties acknowledge that the current appropriate fleet comprises two primary and two secondary support vehicles.

**(c) Purchase of other major items of rescue equipment**

SES agrees to fund other major items of general equipment for the exclusive use of the Mersey SES Unit in accordance with funding availability and priorities agreed to by relevant parties. Such items may include radios, pagers, ladders, power tools, ropes, chain saws, pumps etc.

**(d) Review of equipment holdings and scheduled replacement**

An inventory of all equipment will be maintained and updated regularly and provided annually to Council for insurance purposes.

SES in consultation with the Mersey SES Unit Manager, will, where necessary, review the Mersey SES Unit holdings of all major items of equipment and, subject to funding availability, replace outdated or unrepairable equipment.

Where SES funding is not available, alternative funding options may be explored to replace or upgrade equipment.

The parties agree that the SES will take possession of any replaced equipment funded by the State for redeployment/reassignment or disposal.

**(e) Uniform and Personal Protective Equipment (PPE)**

SES will provide selected items of uniform and protective equipment to SES volunteers in accordance with standards determined in 1(a) above and as detailed in the SES Dress and Uniform Manual.

This commitment will help ensure a safe personal working environment for all SES volunteers, a standardised uniform code throughout the SES and minimise uniform costs for volunteers.

**(f) Radio Equipment**

SES will assist with the provision and maintain radio communication equipment as deemed appropriate for the Unit's requirements.

**(g) Training**

SES Regional Staff, in consultation with the Mersey SES Unit Manager, will determine the training needs of the Unit. This will form the basis for training design, development and delivery to national standards.

SES Regional Staff will support the development of Annual Training Programs to meet the needs of the Mersey SES Unit volunteers as determined in prior training needs analysis.

The SES, as a Registered Training Organisation (RTO) agrees to provide nationally recognised training support to the Mersey SES Unit. This includes the maintenance of training records and the issue of any certificates of competence for SES volunteers in accordance with national standards.

SES and Council will consider opportunities for joint training of Council staff and Unit members (eg chainsaw, driving, first aid).

SES, through collaboration between the Mersey Unit Manager and Regional Staff, will ensure the completion of formal documentation for owner/occupier approval of any training on or in non-SES properties or facilities.

**(h) Annual Budget**

The Unit Manager will be responsible for the preparation of an Annual Budget for approval by the Regional Manager, prior to being submitted to Council by mid- March of each year.

The Budget should also include a 5 Year Strategic Plan forecasting the replacement/upgrade of equipment and vehicles.

This Plan will assist the parties in determining annual funding requirements as provided by SES and Councils.

**(i) Reporting**

The Mersey SES Unit Manager, in conjunction with the NW Regional Manager, will prepare a brief annual report for Councils which outlines the membership status, training and operational activity for the Mersey SES Unit.

The Annual Report will be for the previous financial year (01 July – 30 June) and is to be submitted by mid-August in that year.

The Regional Manager is responsible for approving the annual report prior to it being submitted to Council.

## **2. DEVONPORT CITY AND LATROBE COUNCILS**

DCC and LC agree to the following commitments:

**(a) Facilities and Infrastructure**

DCC and LC will contribute toward facilities for the Mersey SES Unit. This includes: office spaces, training areas, operational command centre/s, stores areas, social/catering amenities and ablutions, radio communication areas, secure garage/s suitable for storage of operational rescue vehicles and large items of rescue equipment, secure outdoor training areas suitable for SES skills training such as general rescue, emergency roofing repair etc.

This includes costs associated with any MOU between Tasmania Police and SES relating to shared station facilities.

DCC and LC, in consultation with SES, will contribute an amount of \$1000 per annum toward costs associated with rates and taxes, property maintenance, telecommunications, water and power charges for facilities utilised by the Mersey SES Unit.

**(b) Registration**

DCC and LC will register all vehicles allocated to the Mersey SES Unit.

**(c) Insurance**

DCC and LC will at all times appropriately insure all rescue vehicles and equipment allocated to and for the use of the Mersey SES Unit in accordance with existing replacement values (on an old for new basis).

**(d) Maintenance and Running Costs**

DCC and LC will maintain all vehicles (inclusive of running costs eg fuels) and equipment provided by SES in a safe and fully working condition in accordance with manufacturers instructions and where applicable Australian Standards and Tasmanian Workplace Standards and Regulations.

Vehicle maintenance and modifications are to be approved by SES Regional Management.

**(e) Training**

DCC and LC will support Mersey SES Unit training activities through assisting in the provision of training venues and facilities by arrangement e.g. allowing use of council land, buildings etc, and, where possible, by including SES volunteers in appropriate Council conducted training.

This will help ensure that Unit has access to the most suitable local training resources.

**(f) Recurrent Costs - Summary**

DCC and LC will make budgetary provision for and fund any recurrent costs associated with the day to day running of the Mersey SES Unit.

This budget will be determined in discussions between DCC and LC Emergency Management Coordinators, Mersey SES Unit Manager and the SES Regional Manager (NW).

Any funds allocated by DCC and LC will be accounted for in accordance with existing financial management procedures for councils. DCC and LC will provide

at least quarterly reporting of such accounts to the Mersey SES Unit Manager and Regional Manager to enable future planning to be conducted.

Recurrent costs would normally include but not be limited to costs associated with the following areas:

- any purchase, lease, rates, taxes, insurance and maintenance charges associated with designated Mersey SES Units facilities;
- telephone rental, internet access and official telephone calls;
- vehicle registration, insurance, running and maintenance costs;
- maintenance and or replacement of any equipment where alternative funding options are not available or able to be utilised eg equipment from the approved budget allocation;
- insurance policies for all SES equipment;
- administrative costs related to printing, postage, photocopying and similar office requirements;
- providing consumable safety material and products to SES volunteers eg first aid kits, sunscreen; gloves, batteries and safety glasses;
- the purchase and maintenance of any pagers in addition to the five (5) issued to the Unit by SES;
- accommodation and meal allowance costs associated with meetings, training and operational activities;
- Operational training and event catering;
- operational consumable / disposable equipment e.g. sand and sandbags; tarpaulins, ropes and roping equipment and various tools;
- any other items deemed necessary within the current budget.



## **6.0 COMMUNITY SERVICES REPORTS**

### **6.1 ENVIRONMENT STRATEGY 2019-2024**

**File: 33966 D529010**

#### **RELEVANCE TO COUNCIL'S PLANS & POLICIES**

Council's Strategic Plan 2009-2030:

- 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

#### **SUMMARY**

To present the Environment Strategy 2019-2024 to Council for adoption.

#### **BACKGROUND**

The City of Devonport's 2019-2024 Environment Strategy provides a framework to assist Council deliver Goal 1 of the Devonport Strategic Plan 2009-2030:

*Through the integration of sustainable practices, we will ensure Devonport's viability socially, economically and environmentally, preserving our natural geography and landscapes for future generations. Planned and sustainable management of energy, air, water and waste will assist in the delivery of a healthy environment.*

The Strategy replaces Council's Environmental Sustainability Strategy, Energy Efficiency Strategy and Weed Strategy. 70% of activities under these strategies have been completed or are active. Of the 127 actions, 43 have been completed, 38 are ongoing, 8 are in progress, 22 are under consideration and 16 are no longer required due to change in Council policy.

Council resolved at their meeting held 28 May 2018 (Min No 90/18 refers) to endorse the draft strategy for a 30-day consultation period.

#### **STATUTORY REQUIREMENTS**

There are no specific statutory requirements relating to this report.

#### **DISCUSSION**

Development of the Strategy has involved:

1. Analysis of key environmental values and threatening processes in the Devonport municipality;
2. Community consultation in the form of an online survey and workshops;
3. Establishment of an Environment Strategy Working Group comprising two Devonport Aldermen and four community members. The Group identified priority areas for action and solutions based on analysis of community input;
4. Consideration of current best practice environmental management opportunities for local government potentially applicable to the size of municipality and resourcing options; and
5. Development of strategic outcomes, actions, and targets in consultation with the Environmental Strategy Working Group and Council officers.

Council will be responsible for facilitating the implementation of the Strategy. Review of Strategic Focus Areas and Actions will occur on an annual basis by a working group comprising key stakeholders/partners and Council officers.

The group will review current actions; identify changing issues, needs, and opportunities; and plan for future and upcoming activities.

Progress of the Strategy will be reported to Council annually and to the wider community via a range of Council communication mediums.

### COMMUNITY ENGAGEMENT

Invitation to comment on the draft Strategy was provided to the public through Council's on-line engagement portal, Speak Up Devonport, from 1 June to 1 July inclusive. Two submissions with multiple comments on the Strategy were received. Unedited comments with Council officer responses are provided in detail in the attachment. Recurring comments received are detailed below.

Comments (grouped)	No. times raised	Response
What is the difference between a Master Plan and an Environmental Management Plan?	2	A Master Plan includes a wider scope than an Environmental Management Plan taking into account social and recreational uses in addition to environmental matters.
An education program should be implemented to educate the community and Council on the value of the natural landscape.	2	Noted.
Who will be recognised as key stakeholders as outlined in 1.2 Implementation?	1	As outlined in 1.1 Methodology, an Environmental Strategy Working Group will be established comprising two Devonport Alderman and four Community Members. When the strategy is adopted Council will undertake a process to appoint interested members.

### FINANCIAL IMPLICATIONS

Recommended actions in the Strategy require resourcing from a combination of existing and future operational and capital funding. Given the broad nature of the proposed actions, estimates cannot be provided. Estimates will be provided, however, on an annual basis for Council's consideration as part of the operational and capital expenditure program. 17 of the 36 actions have the potential to attract external funding or in-kind support to assist with implementation.

### RISK IMPLICATIONS

- Environmental Sustainability  
There is a risk that without a strategic approach to managing Devonport's natural assets and addressing key sustainability challenges, it may lead to negative environmental outcomes.
- Consultation and/or Communication  
Given the community input and interest in improving management of our natural resources the community would likely have an expectation that Council delivers a strategy reflective of shared concerns and ideas for improvement. There is a low reputational risk that not having an environment strategy may signal to the community that investment in environmental sustainability is a low priority of Council.

**CONCLUSION**

The development of the Environment Strategy 2019-2024 reflects the work of the community and Council officers to improve the management of Devonport's natural resources over the next five years. Further feedback from the community would assist to determine the relevance and feasibility of the Strategy and proposed actions.

The action plan will be reviewed annually with a full review of the Strategy to occur in 2024.

**ATTACHMENTS**

- [1.](#) Draft Environment Strategy 2019-2024 Consultation Outcomes Report
- [2.](#) Environment Strategy 2019 - 2024

**RECOMMENDATION**

That it be recommended to Council that in relation to the Environment Strategy 2019-2024:

- a) it be noted that no modifications to the original document have been made in light of community feedback;
- b) the Strategy be adopted;
- c) Ald \_\_\_\_\_ and Ald \_\_\_\_\_ be appointed to the Environmental Strategy Working Group; and
- d) that a public Expression of Interest process be undertaken for the community members to be appointed to the Environmental Strategy Working Group.

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



## Community Consultation Outcomes Report

### ENVIRONMENT STRATEGY 2019-2024

## 1.0 Introduction

Invitation to comment on the draft Environment Strategy 2019-2024 was provided to the public through Council's on-line engagement portal, Speak Up Devonport, from 1 June to 1 July inclusive. Two submissions containing multiple comments on the Strategy content were received.

This report presents the unedited comments received and Council responses.

## 2.0 Consultation Outcomes

Unedited Comments	Council Response
The focus areas of the strategy are, conserving our biodiversity, healthy waterways and coasts and living lightly. In addition, Page 6, Item 2.2, Devonport City Council Areas of Responsibility states that DCC abides with relevant local, state and national legislation. Therefore, it appears to be imperative that environmental impact and Aboriginal relics assessments be completed prior to commencement of developments to ensure the focus areas are not compromised and that legislation is complied with. This has not always happened in the past.	The purpose of this strategy is to outline Council's environmental management activities for the next five years.
Page 6, Item 3.1, Flora and Fauna states that much natural vegetation is held in the two largest formal reserve areas, Don Reserve and Kelcey Tier Greenbelt. An Environmental Management Plan is in place for Don Reserve, but not for Kelcey Tier Green Belt. A Master Plan is now proposed for Kelcey Tier Green Belt (Page 20, Biodiversity Health), what is the difference between this and an Environmental Management Plan? Both reserves are recognised as of high conservation value supporting many native species including endangered, threatened and vulnerable species.	A Master Plan includes a wider scope than an Environmental Management Plan taking into account social and recreational uses in addition to environmental matters.
Comments made by certain Aldermen at a recent Council meeting revealed that they do not understand the importance of preserving biodiversity. It is suggested that all Aldermen and Council staff be required to undertake education to help them recognise the	Comment Noted.

Unedited Comments	Council Response
importance of the three focus areas of the Environment Strategy.	
Page 20, Biodiversity Health Item 1.9 states that undertaking revegetation to support biodiversity will be of high priority. Will this include rehabilitation of illegally constructed tracks within Council reserves?	Any illegal tracks identified in Council reserves will be assessed for their need for revegetation or rehabilitation on a case-by-case basis.
Page 21, Item 1.14. Monitor priority species and habitat. Is this to be reported only every 10 years? Why is the priority only medium? Who will be undertaking the monitoring?	Council NRM staff will facilitate a program to monitor priority species and habitat.
Page 22, Healthy Waterways and Coasts, Item 2.5. Why is unauthorised activity on beaches/coasts considered to be of Low priority when many shorebirds are struggling to compete with uncontrolled dogs, cats and vehicles on beaches?	Council has limited resources to monitor and police beaches and coasts. Where Council has lead agency responsibility, we will continue to monitor and police these areas where resources allow.
Page 26, Living lightly. 5% reduction in greenhouse gas emissions across Council operations by June 2024 based on June 2019 levels. This is not a very ambitious target, nowhere near enough to help reduce the impacts of climate change.	Comment Noted.
1.2 Implementation It is important to have wide community consultation during the annual review. Who will be recognised as the key stakeholders? It is critical that progress is reported in a way that ensures broad community awareness.	As outlined in 1.1 Methodology, an Environmental Strategy Working Group will be established comprising two Devonport Alderman and four Community Members. When the strategy is adopted Council will undertake a process to appoint interested members. This process is likely to be advertised publicly.
Policy Context It is essential that Council's activities comply with all the legislation and that Councillors and staff are educated about their responsibilities within the legislation.	Comment Noted.
Our Environment The table listing the known endangered, threatened or vulnerable species should include the reserves where they are found.	Comment Noted and will be Considered by the working Group to be included in future editions of the strategy.
3.2 Because of the connectivity they provide, it is essential that vegetation corridors along the Mersey and Don Rivers are maintained and re-established where they have been removed.	Council is currently undertaking a process to revegetate the Don River. As resources allow, Council NRM staff will continue to deliver revegetation programs where required.
3.6 Because the value of the natural landscape is not properly understood by many people in the community, including I believe members of Council staff and Councillors, it is essential that an education program be commenced as soon as possible to rectify this situation.	Comment noted.
Guiding Principles I believe these are all fine, except point 4 which has the potential to undermine the other	Noted. The Working Group will review the strategy annually and consider the principles in future editions.

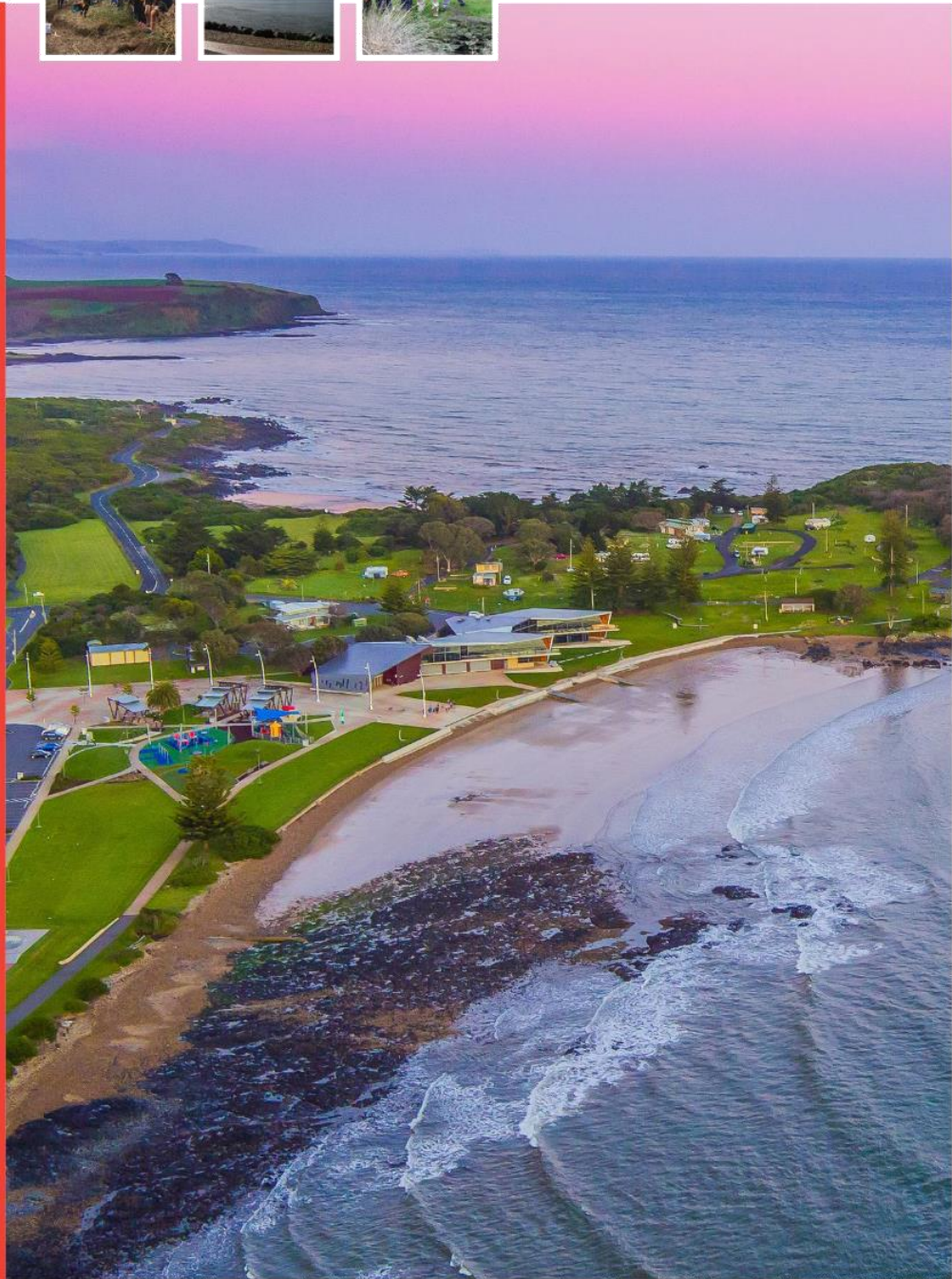
Unedited Comments	Council Response
principles by indicating that environmental issues may not always have top priority.	
Strategic Directions 6.1 Biodiversity Health - A definition should be given of 'Master Plan'. Does it equate to a 'Management Plan'? Does it have any legal status?	A Master Plan includes a wider scope than an Environmental Management Plan taking into account social and recreational uses in addition to environmental matters. A Master Plan has no legal status and is a guiding document to determine future actions.
Appendix 1 - Action Plan Why is the Action Plan an appendix to the Strategy? Surely it should be part of the main body of the Strategy	It is common practice for an Action Plan to be an appendix to a strategy, this allows for more frequent review and updating of actions as circumstances change.
Action 1.7 - Move to high because it should be easy to implement.	Noted.
Action 1.8 - How does a 'Master Plan' differ from an environmental management plan?	Answered above.
Action 1.14 - Needs to be shifted to high with continuing monitoring of priority species	Noted.
Action 2.5 - Needs to be shifted to high.	Noted.
Targets First point needs a deadline. All targets are far too low.	Noted.



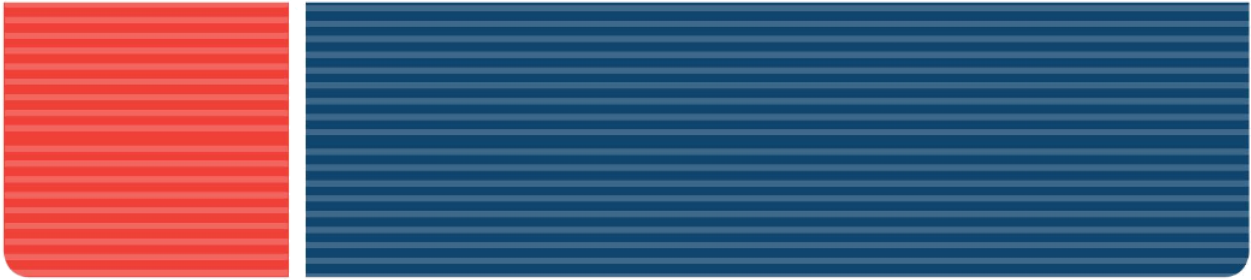
Devonport City Council



*The City with Spirit*



Environment Strategy 2019-2024



**Next Date of Review:** July 2024  
**Document Controller:** Community Services Manager  
**Document Reviewer:** General Manager  
**Date Adopted by Council:**

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## 1. Purpose

The City of Devonport's 2019-2024 Environment Strategy provides a framework to assist Council deliver Goal 1 of the Devonport Strategic Plan 2009-2030:

*Through the integration of sustainable practices, we will ensure Devonport's viability socially, economically and environmentally, preserving our natural geography and landscapes for future generations. Planned and sustainable management of energy, air, water and waste will assist in the delivery of a healthy environment.*

This strategy outlines Council's environmental management activities over a five-year period commencing 2018-19, grouped under three focus areas:

1. Conserving our Biodiversity
2. Healthy Waterways and Coasts
3. Living Lightly

### 1.1 Methodology

Development of this strategy has involved:

1. Analysis of key environmental values and threatening processes in the Devonport municipality;
2. Community consultation in the form of an online survey and workshops;
3. Establishment of an Environmental Strategy Working Group comprising two Devonport Aldermen and four community members. The Group identified priority areas for action and solutions based on analysis of community input;
4. Consideration of current best practice environmental management opportunities for local government potentially applicable to the size of municipality and resourcing options; and
5. Development of strategic outcomes, actions, and targets in consultation with the Environmental Strategy Working Group and Council officers.

### 1.2 Implementation

Devonport City Council will be responsible for facilitating the implementation of the Strategy. Review of Strategic Focus Areas and Actions will occur on an annual basis by a working group comprising key stakeholders/partners and Council officers. The group will review current actions; identify changing issues, needs, and opportunities; and plan for future and upcoming activities.

Progress of the Strategy will be reported to Council annually and to the wider community via a range of Council communication mediums.



## 2. Policy Context

### 2.1 Relevant Legislation and Plans

There are a host of strategies, policies and legislation that influence and guide Council in the management of our natural resources, the following are of relevance to this Strategy.

#### **Federal Government**

- Environment Protection & Biodiversity Conservation Act 1999
- Aboriginal Relics Act 1975

#### **Tasmanian Government**

- Cat Management Act 2009
- Crown Lands Act 1976
- Dog Control Act 2002
- Living Marine Resources Management Act 1995
- Natural Resource Management Act 2002
- Nature Conservation Act 2002
- State Coastal Policy 1996
- State Policy on Water Quality Management
- Tasmanian Planning Scheme
- Threatened Species Protection Act 1995
- Weed Management Act 1999

#### **Regional Level – Cradle Coast**

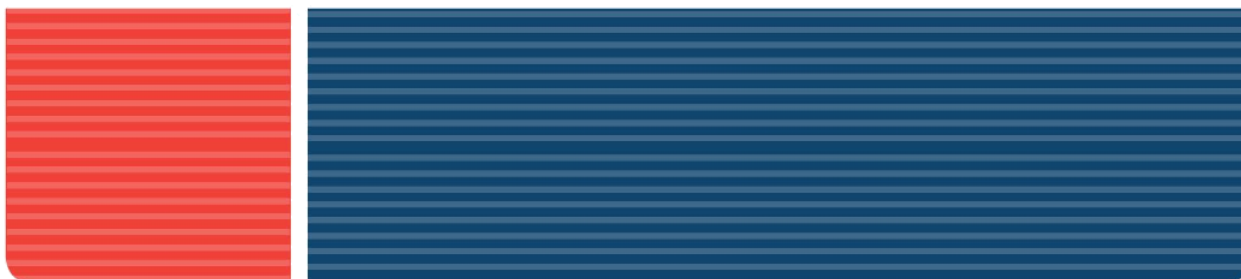
- Natural Resource Management Strategy, Cradle Coast 2015–2020
- Cradle Coast Waste Management Group Strategic Plan 2017-2022

#### **Local Government - Devonport City Council**

The Strategy replaces Council's Environmental Sustainability Strategy, Energy Efficiency Strategy and Weed Strategy. 70% of activities under these strategies have been completed or are active. Of the 127 actions, 43 have been completed, 38 are ongoing, 8 are in progress, 22 are under consideration and 16 are no longer required due to change in Council policy.

Several existing Council plans and policies complement the Environmental Strategy including:

- City of Devonport Strategic Plan 2009-2030
- Bike Riding Strategy 2015-2020
- Corporate Climate Change Adaption Plan 2018-2023
- Digital Strategy 2017-2021



- Don Reserve & Kelcey Tier Fire Management Plans 2017
- Don Reserve Environmental Management Plan 2015-2020
- Live & Learn Strategy
- Pedestrian Strategy 2016-2021
- Procurement Policy
- Public Open Space Strategy
- Dog Management Policy
- Waste Strategy 2018-2023

## 2.2 Devonport City Council Areas of Responsibility

Council's role and areas of responsibility regarding environmental management, include:

- Planning - developing and implementing planning policies and strategies that promote sustainability;
- Regulation – abiding with relevant local, state, and national legislation;
- Owner - as the owner and manager of public land Council has an important investment in and impact on balancing management of environmental assets with community use;
- Services - provision of services to the community and local businesses, that minimises Council's (and the broader community) impact on the environment, e.g. waste management;
- Partnerships and Engagement - Council facilitates initiatives to improve environmental management by providing advice, raising community awareness and co-ordinating and supporting community efforts; and
- Advocacy - advocating for environmental issues of concern on behalf of the Devonport community

## 3. Our Environment

Devonport is one of 29 local government areas in Tasmania, located in the centre north of the state. The municipality is 114 square kilometres in size and predominately urban in nature surrounded by productive agricultural landscapes. The primary legislation to which Council must comply is the *Local Government Act 1993*.

### 3.1 Flora and Fauna

Much of the City's natural vegetation is held in the two largest formal reserve areas – Don Reserve and Kelcey Tier Greenbelt. Smaller public reserves containing remnant vegetation in varying condition include the Clayton Drive Reserve, Turners Wetland Reserve, Hiller Street Flora Reserve, Mary Street Wetlands and Bluff Road Coastal Reserve. There are also



unreserved areas of remnant vegetation on public and private land.

Our two larger reserves are of high conservation value due to significant remnant vegetation and faunal communities. These support a high number of recorded native species:

- 148 flora species
- 75 bird species
- 15 mammal species
- 8 bat species
- a range of reptile, amphibians, invertebrate and fish species – the number of which has not been verified

Known endangered, threatened or vulnerable species include:

Common name	Scientific Name	Status under Nature Conservation Act 2002	Status under Threatened Species Act 1995	Status under Environment Protection & Biodiversity Conservation Act 1999
Spotted-tailed Quoll	<i>Dasyurus maculatus maculatus</i>		Rare	Vulnerable
Eastern Quoll	<i>Dasyurus viverrinus</i>		Not listed	Endangered
Eastern Barred Bandicoot	<i>Perameles gunnii gunnii</i>		Not listed	Vulnerable
Tasmanian Devil	<i>Sarcophilus harrisii</i>		Endangered	Endangered
Grey Goshawk	<i>Accipiter novaehollandiae</i>		Edangered	Endangered
Tasmanian Wedge-tailed Eagle	<i>Aquila audax fleayi</i>		Endangered	Endangered
Australasian Bittern	<i>Botaurus poiciloptilus</i>		Not listed	Endangered
Tasmanian Azure Kingfisher	<i>Ceyx azureus diemenensis</i>		Endnagered	Endangered
White-bellied Sea Eagle	<i>Haliaeetus leucogaster</i>		Vulnerable	Marine
Swift Parrot	<i>Lathamus discolor</i>		Endangered	Critically Endangered

Common name	Scientific Name	Status under Nature Conservation Act 2002	Status under Threatened Species Act 1995	Status under Environment Protection & Biodiversity Conservation Act 1999
Hooded Plover	<i>Thinornis rubricollis</i>		Not listed	Vulnerable
Masked Owl	<i>Tyto novaehollandiae castanops</i>		Endangered	Vulnerable
Green and Golden Frog	<i>Litoria raniformis</i>		Vulnerable	Vulnerable
Giant Freshwater Crayfish	<i>Astacopsis gouldi</i>		Vulnerable	Vulnerable
Central North Burrowing Crayfish	<i>Engaeus granulatus</i>		Endangered	Endangered
Australian Grayling	<i>Prototroctes maraena</i>		Vulnerable	Vulnerable
Blue Pincushion	<i>Brunonia australis</i>		Rare	Not listed
Showy Willowherb	<i>Epilobium pallidiflorum</i>		Rare	Not listed
Fragrant Hempbush	<i>Gynatrix pulchella</i>		Rare	Not listed
Slender Waterpepper	<i>Pescicaria decipiens</i>		Vulnerable	Not listed
Slender Curved Riceflower	<i>Pimelea curviflora var. gracilis</i>		Rare	Not listed
Northern Pinkbells	<i>Tetralthea ciliata</i>		Rare	Not listed
Black Gum forest and woodland	<i>Eucalyptus ovata forest and woodland</i>	Threatened		Not listed
Coast Paperbark swamp forest	<i>Melaleuca ericifolia swamp forest</i>	Threatened		Not listed
Wetlands or saltmarsh	<i>Subtropical and temperate coastal saltmarsh</i>	Threatened		Vulnerable

Common name	Scientific Name	Status under Nature Conservation Act 2002	Status under Threatened Species Act 1995	Status under Environment Protection & Biodiversity Conservation Act 1999
Black Peppermint forest and woodland	<i>Eucalyptus amygdalina</i> forest and woodland on sandstone	Threatened		Not listed
White Gum and Blue Gum coastal forest	<i>Eucalyptus viminalis</i> – <i>Eucalyptus globulus</i> coastal forest and woodland	Threatened		Not listed
White Gum wet forest	<i>Eucalyptus viminalis</i> wet forest	Threatened		Not listed
Riparian Scrub	<i>Riparian scrub</i>	Threatened		Not listed

### 3.2 Waterways

The Devonport municipality has two main waterways flowing through it – the Mersey River and Don River – which are part of the larger Mersey River Catchment that flows into the Bass Strait. Waterways and associated tributaries and wetlands play an integral role in the landscape, sustaining flora and fauna, and providing connectivity between bushland areas to allow for the movement of animals across the landscape.

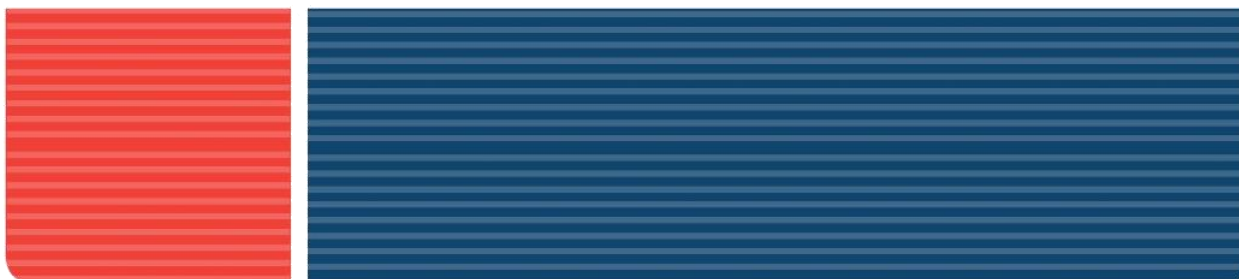
### 3.3 Coastal Areas

Coastal areas are commonly defined as the interface or transition areas between land and sea. Devonport's coastlines support a range of vegetation types and significant fauna such as penguin and resident and migratory seabird colonies. A large proportion of the coastal zone is owned by the Crown, with Council leasing areas to manage public infrastructure (for instance, walkways).

### 3.4 Climate

Devonport has a temperate climate with a moderate temperature range (average daily maximum is around 21.5°C in February and 12.7°C in July). Average temperatures have risen since the 1950s, at a rate of up to 0.15 °C per decade.

Devonport's average annual rainfall is around 750 to 1000 mm per year with a distinct seasonal cycle with most of the rain falling in the winter. For example, Devonport Airport receives an average of 41 mm in January, 96 mm in July. There has been a decline in average annual rainfall since the mid-1970s, and this decline has been strongest in autumn.



### 3.5 Cultural Heritage

Tasmania's Aboriginal cultural heritage provides a spiritual connection for Tasmanian Aboriginal people today and valuable information about one of the oldest living cultures in the world. Aboriginal cultural heritage is the tangible and intangible legacy of Tasmania's Aboriginal people. It refers to those places, objects and traditions that have been passed down to us from past generations.

It also includes intangible places where there may be no physical evidence of past cultural activities. These include places of spiritual or ceremonial significance or trade and travel routes. Any major projects or development within the municipality must comply with the Aboriginal Relics Act 1975.

European heritage places are listed under the Tasmanian Heritage Register. The Tasmanian Heritage Council and Department of Primary Industries, Parks, Water and Environment, work with the community to identify and promote sustainable use and sensitive development of heritage places so they can be used and enjoyed now and in the future. The majority of Devonport's listed heritage places comprise of built infrastructure.

### 3.6 Community Use

The natural landscape provides a range of values and uses by residents and visitors – recreational, scenic, spiritual, and as an educational resource. However, the level of community awareness and value placed on the role of our natural environment, and the effects of urban impacts, varies considerably in the community.

## 4. Consultation Outcomes - Key Findings

The Strategy draws on community comments raised through three main avenues:

1. Community survey – resident and broader community survey, March 2018 (21 respondents)
2. Youth workshops – two workshops held at Don College, March - April 2018 (18 participants)
3. Environmental Strategy Working Group workshops, April – May 2018 (6 participants)

The main findings are summarised below, in no order of importance. Refer to the Consultation Outcomes Report for unedited feedback.



Focus Area	Issues of Concern	Opportunities
Biodiversity	Invasive species – weeds, cats, dogs, biosecurity	Dog/cat/animal control Weed control Education
	Waste – litter, dumping green waste	Compliance, education, green waste bins
	Climate change	Monitoring impact
	Urban development encroaching on natural habitat / fragmentation	Bushland conservation / revegetation Sensitive development
	Illegal clearing of vegetation Planting non-native species in reserves Unauthorised tracks through reserves Bushfires	Compliance, education
	Native animal / plant diseases	Reporting, biosecurity
	Decline in biodiversity health	Monitoring Bushland conservation - revegetation, weed control Wildlife corridors Planting natives in Council reserve's and private gardens
Waterways & Coasts	Stormwater, sewerage, agricultural run-off	Use natural pesticides Gross pollutants traps
	Pollution – plastics, litter	Regular beach clean ups – community involvement More bins near waterways / beaches Promotion/education re impact on marine life
	Climate change – sea level rise, erosion, and flooding	
	Uncontrolled animals (dogs) disturbing habitat Uncontrolled vehicular access on beaches Vandalism	Signage, education, compliance

Focus Area	Issues of Concern	Opportunities
Energy	Lack of public and active transport	Carpool / ride sharing Bike hire system Improved timetabling
	Low level of renewable energy uptake by Council and residents	Provide incentives, education Community / privately funded generation schemes
	Reliance on cars, fossil fuels	Electric vehicles, bikes etc
	Human induced climate change - greenhouse emissions	Energy efficient buildings/appliances LED public / street lighting
Sustainable Living	Waste – food waste, green waste, lack of recycling, landfill, illegal dumping/litter	Less packaging Green waste bins Communal compost bins Establish partnerships to collect/use business food waste, supermarkets etc Recycling bins in public spaces Container Deposit Scheme Education re recycling, composting, reuse etc Produce veg/fruit beds instead of flower beds in public gardens Biodegradable products Zero waste policies
	Overconsumption	Water reuse Smart technology to minimise water use Water efficient appliances
General	Lack of knowledge and education	Incentives, volunteerism, awareness programs, target schools
	Anti-social behaviour	Knowledge, education, compliance Community wide ownership/pride programs
	Lack of resources to address environmental issues	Partnerships, grants, education (preventative approach)



## 5. Guiding Principles

The following principles will guide Council's approach, in partnership with other organisations, in the delivery of actions outlined in this strategy.

1. Devonport's natural resources should be used in a sustainable manner for the benefit of all people, in a way that is compatible with and does not impact, on ecological health and biodiversity.
2. Council will aim to ensure that our activities do not adversely impact the state of the environment beyond the Devonport local government area.
3. Consultation and engagement shall be undertaken where the public and stakeholders have an interest in decisions or activities impacting the natural environment.
4. Community expectations to deliver stronger environmental performance are to be balanced with other community priorities and resources available.
5. Integrated management, protection and appropriate use of environmental resources is a shared responsibility between all sectors of the community.
6. Council will have the courage to innovate and take risks if it means making a difference. In doing so, approaches taken will not diminish the potential of Devonport's environmental resources for future generations.

## 6. Strategic Directions

The goal of the Strategy over the next five years is:

*Through the integration of sustainable practices, we will ensure Devonport's viability socially, economically and environmentally, preserving our natural geography and landscapes for future generations. Planned and sustainable management of energy, air, water and waste will assist in the delivery of a healthy environment.*

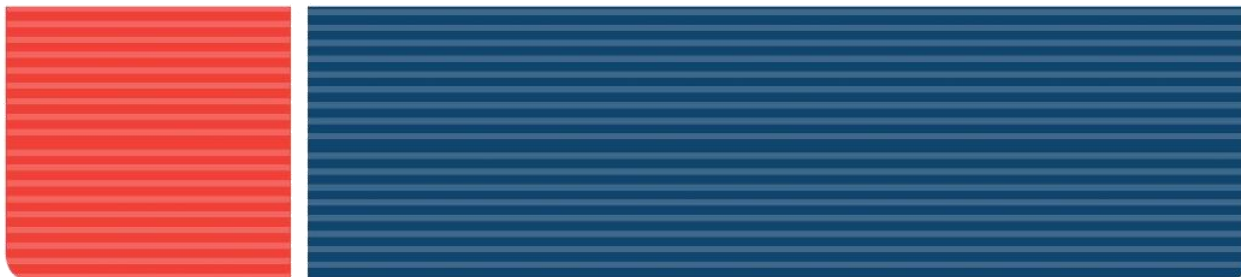
This will be achieved by undertaking several actions grouped under three focus areas:

- 1. Conserving Our Biodiversity**
- 2. Healthy Waterways and Coasts**
- 3. Living Lightly**

Key challenges, desired outcomes and suggested actions have been developed from consideration of community, working group and Council officer input; current and future trends in the state of the natural environment and environmental management practice; as well as relevant policy frameworks. A detailed action plan is provided in Appendix A.

### 6.1 Strategic Focus 1: Conserving Our Biodiversity

Biodiversity is the variety of all life forms on earth - the different plants, animals and micro-organisms and the ecosystems of which they are a part. This focus area includes activities that aim to improve the health of Devonport's biological resources and address threatening processes in a way that ensures their long-term resilience, health, and viability.



#### Key Challenges and Threatening Processes:

- Urban development and use
  - Encroachment of private properties into bushland reserves
  - Unauthorised clearing of bushland understorey including creation of lawn and excessive mowing
  - Unauthorised poisoning and clearing of trees/native vegetation
  - Creation of new tracks and walking shortcuts in bushland reserves
- Invasive flora and fauna
  - Spread of weeds
  - Dumping of domestic and garden refuse in or near bushland reserves;
  - Lack of control of domestic pets
  - Introduced species / biosecurity
- Bushfires
- Climate variability and change altering ecosystems
- Potential for increase in native plant and animal diseases

#### Desired Outcomes:

- Reduction in the extent of declared and environmental weeds
- Habitat sites and threatened species are protected, and the area of revegetation is increased
- Greater community awareness and participation
- Increase in the extent of weed hygiene practices of Council
- Responsible pet ownership
- Decrease in illegal dumping of garden waste, clearing native vegetation, planting of non-local native species in or near bushland reserves

#### Actions:

##### Invasive Flora and Fauna

- Develop and implement an annual works plan for the control of priority and declared weeds
- Maintain public awareness of, and engagement in, weed identification and control activities
- Encourage responsible pet ownership
- Work with state agencies and relevant partners to plan and manage the control of stray and feral animals
- Report sightings of introduced species to DPIPW

- Target identified priority weeds on Council roads as part of the roadside maintenance weed spraying program
- Increase the extent of hygiene practices into DCC contract process, operations, and activities on Council land to minimise the risk of weed spread into new or sensitive areas.

#### Biodiversity Health

- Develop a Master Plan for the Kelcey Tier Greenbelt
- Undertake revegetation where required to support biodiversity
- Manage known threatened species populations to best-practice standards
- Encourage community awareness of and involvement in conservation activities
- Address through compliance, incentives, or education:
  - illegal dumping of (garden) waste;
  - removal/degradation of native vegetation
- Manage bushfire hazard reduction burns with consideration of ecological priorities
- Monitor priority species and habitat

## 6.2 Strategic Focus 2: Healthy Waterways and Coasts

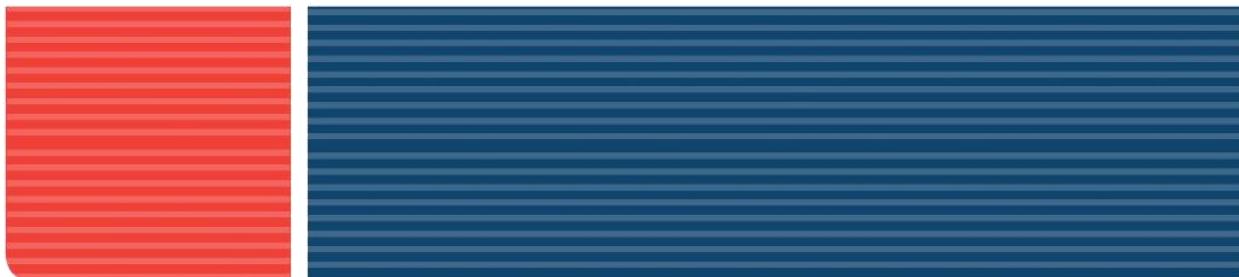
Our waterways and coasts are important ecological, cultural, aesthetic, and recreational components of the landscape. Waterways have intrinsic ecological value and provide a wide range of ecosystem services. Ecosystem services result from a waterway's hydrology, landforms, vegetation, fauna, and micro-organisms, which function together as an ecosystem to provide beneficial outcomes for people, and other ecosystems.

This focus area includes initiatives that aim to improve water quality and reduce urban activities on the sensitive coastal environment.

#### Threatening Processes and Key Challenges:

- Water pollution from land use activities, e.g. stormwater runoff, contamination
- Erosion and siltation
- Ecosystem degradation - litter, lack of control domestic pets
- Coastal zone / beaches - unauthorised motorised vehicles on beaches, uncontrolled pets, horse riding, inappropriate placement of walking tracks, resulting in:
  - Direct impacts on flora through loss of vegetation cover and subsequent erosion
  - Direct impacts on fauna such as migratory and resident shorebirds include disturbances (causing birds to leave nests, eggs and chicks or feeding and roosting areas), collisions, nest destruction and the crushing of chicks and hatchlings
  - Direct impacts on cultural heritage sites
  - Indirect impacts on native flora and fauna through the introduction of weeds and pests competing for habitat and/or out-competing native species. Possible implications of vehicle hygiene and the transmission of diseases such as Phytophthora.



**Desired Outcomes:**

- Reduction in land pollution entering waterways
- Reduction in streambank erosion
- Increase in health of riparian zones
- No disturbance to shorebird breeding patterns
- Increase in community awareness and engagement in protecting waterways and coasts

**Actions:**

- Revegetate and /or improve health of riparian zones
- Engage volunteers in activities to protect our waterways and coasts
- Progressively extend installation of Gross Pollutants Traps across the stormwater system
- Integrate Water Sensitive Urban Design into new Council projects and developments where possible
- Unauthorised activity on beaches/coastline – advocate for improved understanding of the issue's significance and develop appropriate responses

**6.3 Strategic Focus 3: Living Lightly**

Australia ranks as the country with the 6th highest ecological footprint in the world, at 6.6 global hectares person. A global hectare is the amount of land required to support a community's demand for goods and services and absorb its waste including greenhouse gasses. This is over 3 times the average global footprint. This is based on average per capita consumption of food, transport, housing, goods, and services.

The 'Living Lightly' focus area includes projects that focus on reducing our ecological footprint through more efficient use of energy and water, reducing waste and use of more environmentally friendly goods and services.

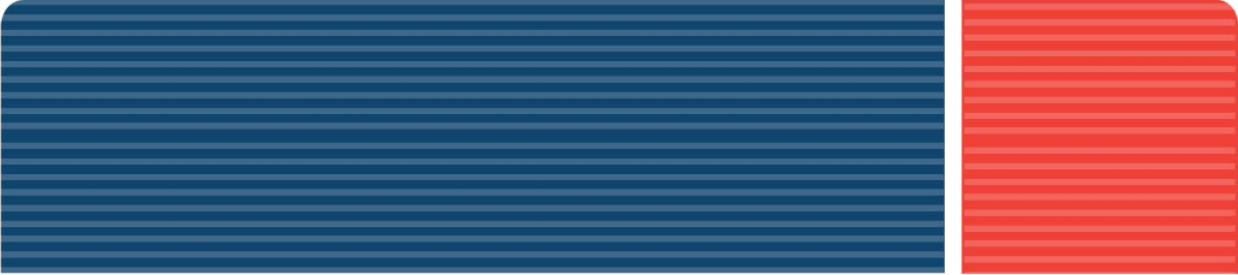
**Threatening Processes and Key Challenges:**

- Overconsumption of water, energy, goods, and services
- Human induced climate change

**Actions:**

## Energy Efficiency

- Progressively upgrade Council-owned building, street and park lights with energy efficient light emitting diode (LED) lights
- Investigate alternative power generation opportunities
- Continue to undertake building retrofits (general energy efficiency) for large facilities
- Investigate electric vehicle charging infrastructure

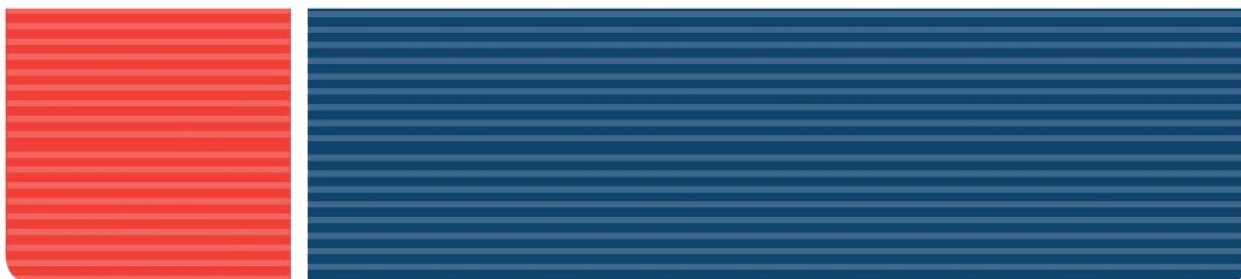
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- Promote or deliver active transport and energy efficiency community education programs
  - Reduce Council fleet emissions by transitioning to low carbon vehicles, reviewing service schedules, exploring alternative transport options
  - Embed energy efficiency across DCC operations
  - Provide advice, advocate, or facilitate community scale enterprises that utilise alternative energy generation and consumption
  - Support new community or business initiatives that utilise low carbon approaches
  - Continue to support TasNetworks to roll out street light LED changeover program

#### Water Sensitivity

- Promote water saving/efficiency programs/opportunities for residents
- Install smart technology for high water-using properties / facilities
- Progressively retrofit high water-using properties with water-efficient fixtures and fittings

#### Liveable City

- Implement actions in the Waste Strategy that aim to firstly reduce the amount of waste generated and secondly reduce the amount of landfill through resource recovery and recycling
- Implement the DCC Corporate Climate Change Adaptation Plan to improve climate resilience
- Ensure sustainability considerations in procurement decisions, including mandatory weightings in tenders, where appropriate
- Identify, collect, and report on environmental data that will inform future decision-making and achievement of all targets in this Strategy



## Appendix 1 - Action Plan

### Action:

The activity or output to be undertaken

### Responsibility:

The department in the Devonport City Council that will lead the action

### Priority:

Actions assessed using two criteria:

1. Level of importance / strategic impact (community benefit)
2. Ease of implementation (considering time, resources, complexity)
  - High: Critical importance, high impact, easy to implement. Complete within 1-2 years.
  - Medium: Complimentary to existing services, high impact, more difficult to implement. Complete within 3-5 years.
  - Low: Limited impact, difficult to implement. Complete within 5+ years.

### Resources Required:

The level of human or financial resources required:

- A-OPEX: Annual operational expenditure by Council – staffing or operational resource allocated as part of the annual plan
- F-OPEX: Future operational expenditure by Council – identified increased requirements for future consideration in annual allocation.
- CAPEX: 2017/18 allocated capital expenditure – identified infrastructure requirements of Council
- F-CAPEX: Future capital expenditure – no current allocation, would need to be considered in future capital budget
- External: Cash or resources sourced outside of Council, e.g., grants, sponsorships, in-kind support from partners

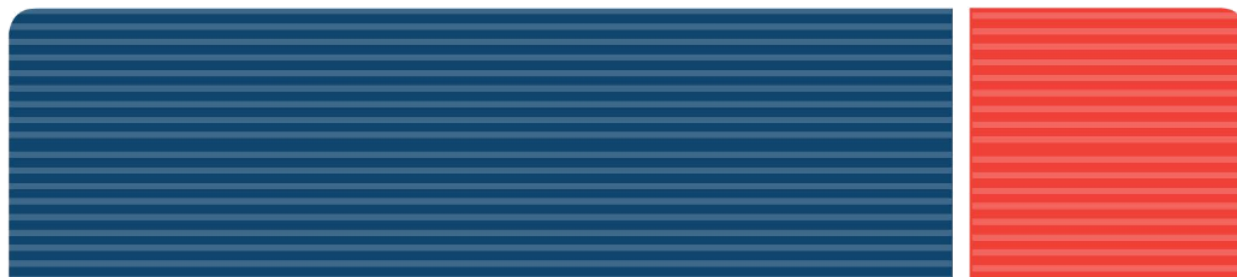
### STRATEGIC FOCUS 1. CONSERVING OUR BIODIVERSITY

Action	Details	Responsibility	Priority	Resources	
Invasive Flora and Fauna					
1.1	Develop and implement an annual works plan for the control of priority and declared weeds	<ul style="list-style-type: none"> <li>• Annual mapping of weed distribution</li> <li>• Explore low impact weed control methods</li> </ul>	Community Services	High	A-OPEX



Action	Details	Responsibility	Priority	Resources	
1.2	Maintain public awareness of and engagement in weed identification and control activities	<ul style="list-style-type: none"> <li>Provide advice to private property owners when requested</li> <li>Work with private property owners with declared weeds to contain or eradicate infestation</li> <li>Deliver education and hands-on programs</li> </ul>	Community Services	High	A-OPEX External
1.3	Encourage responsible pet ownership	<ul style="list-style-type: none"> <li>Cat management</li> <li>Promote on-leash dog control in Council parks and reserves as per the Dog Management Policy (includes updating signage)</li> </ul>	Risk Management Infrastructure & Works	High	A-OPEX
1.4	Work with state agencies and relevant partners to plan and manage the control of stray and feral animals	<ul style="list-style-type: none"> <li>Work with DPIPWE / Cradle Coast NRM to implement the Tasmanian Cat Management Plan</li> </ul>	Risk Management	High	A-OPEX
1.5	Report sightings of introduced species to DPIPWE	<ul style="list-style-type: none"> <li>Assist DPIPWE to raise community awareness and reporting of introduced species</li> <li>Where required manage potential impacts in consultation with DPIPWE</li> <li>Includes threatening pathogens</li> </ul>	Risk Management	High	A-OPEX
1.6	Target identified priority weeds on Council roads as part of the roadside maintenance weed spraying program	<ul style="list-style-type: none"> <li>On non-Council roads, advise the property owner of the priority weeds as required</li> </ul>	Infrastructure & Works Community Services	Medium	F-OPEX

Action		Details	Responsibility	Priority	Resources
1.7	Increase the extent of hygiene practices into DCC contract process, operations, and activities on Council land to minimise the risk of weed spread into new or sensitive areas	<ul style="list-style-type: none"> <li>• May require wash down facilities in strategic locations</li> <li>• Determine areas considered 'sensitive'</li> </ul>	Infrastructure & Works Community Services	Medium	A-OPEX F-CAPEX
<b>Biodiversity Health</b>					
1.8	Develop a Master Plan for the Kelcey Tier Greenbelt	Considers natural, social, recreational, and cultural values	Community Services	High	A-OPEX
1.9	Undertake revegetation where required to support biodiversity	<ul style="list-style-type: none"> <li>• Use local native species</li> <li>• Encourage development of flora and fauna corridors</li> <li>• Consider use of local native species on nature strips and in parks &amp; reserves in accordance with Council policy</li> </ul>	Community Services Infrastructure & Works	High	A-OPEX External
1.10	Manage known threatened species populations to best-practice standards	For instance, continue to manage Clayton Drive Reserve to increase habitat health for the translocated Central North Burrowing Crayfish	Infrastructure & Works Community Services	High	A-OPEX
1.11	Encourage community awareness of and involvement in conservation activities	<ul style="list-style-type: none"> <li>• Support volunteer and school participation</li> <li>• Deliver community events celebrating biodiversity e.g. National Tree Day, Clean up Australia Day, Biodiversity month, Bioblitz</li> <li>• Develop or review relevant promotional material, consider using digital platforms</li> </ul>	Community Services	High	A-OPEX External



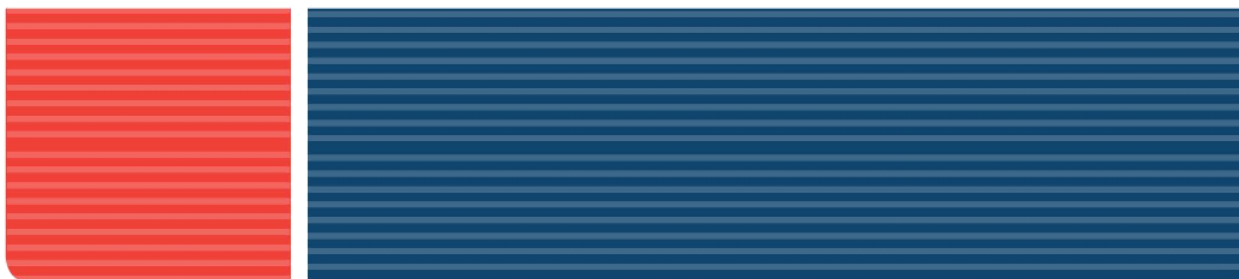
Action	Details	Responsibility	Priority	Resources	
1.12	Address through compliance, incentives, or education: <ul style="list-style-type: none"> <li>illegal dumping of (garden) waste</li> <li>removal/degradation of native vegetation</li> </ul>	Includes: <ul style="list-style-type: none"> <li>Planting of non-native species in reserves</li> <li>Planting environmental weeds in gardens</li> </ul>	Risk Management Community Services	High	A-OPEX
1.13	Manage bushfire hazard reduction burns with consideration of ecological priorities	As outlined in the Don Reserve and Kelcey Tier Greenbelt Bushfire Management Plans	Infrastructure & Works Community Services	High	A-OPEX External
1.14	Monitor priority species and habitat	<ul style="list-style-type: none"> <li>Record in database linked to Council's GIS</li> <li>Consider reporting on city wide ecological health every 10 years</li> </ul>	Community Services	Medium	F-OPEX External

**Targets:**

- The area of revegetation is increased by 100% by 2024 from 2017-18 levels
- A 25% increase in community participation by 2024 from 2018-2019 levels
- Increase in the extent of hygiene practices of Council and integration into contracts
- Decrease in reports of illegal dumping of garden waste / clearing native vegetation by 2024 from 2018-2019

**STRATEGIC FOCUS 2. HEALTHY WATERWAYS AND COASTS**

Action	Details	Responsibility	Priority	Resources	
2.1	Revegetate and /or improve health of riparian zones	<ul style="list-style-type: none"> <li>Improves water quality and aquatic ecosystem health</li> <li>Reduces stream bank erosion and sedimentation</li> <li>Use local native species</li> </ul>	Community Services	High	F-OPEX External
2.2	Engage volunteers in activities to protect our waterways and coasts	Hands-on and education projects	Community Services	High	A-OPEX External



Action	Details	Responsibility	Priority	Resources
2.3	Progressively extend installation of gross pollutants traps across the stormwater system	Infrastructure & Works	High	A-OPEX F-CAPEX
2.4	Integrate Water Sensitive Urban Design into new Council projects and developments where possible	Infrastructure & Works	High	A-OPEX F-OPEX
2.5	Unauthorised activity on beaches / coastline – advocate for improved understanding of the issue's significance and develop appropriate responses	Community Services	Low	A-OPEX External

**Targets:**

- The area of rehabilitation work in riparian zones is increased by 100% by 2024 from 2018-19 levels
- A 25% increase in community participation by 2024 from 2018-2019 levels
- No evidence of disturbance to shorebird breeding sites

*STRATEGIC FOCUS 3. LIVING LIGHTLY*

Action	Details	Responsibility	Priority	Resources
Energy Efficiency				
3.1	Progressively upgrade Council-owned building, street and park lights with energy efficient light emitting diode (LED) lights	Infrastructure & Works	High	A-OPEX F-CAPEX

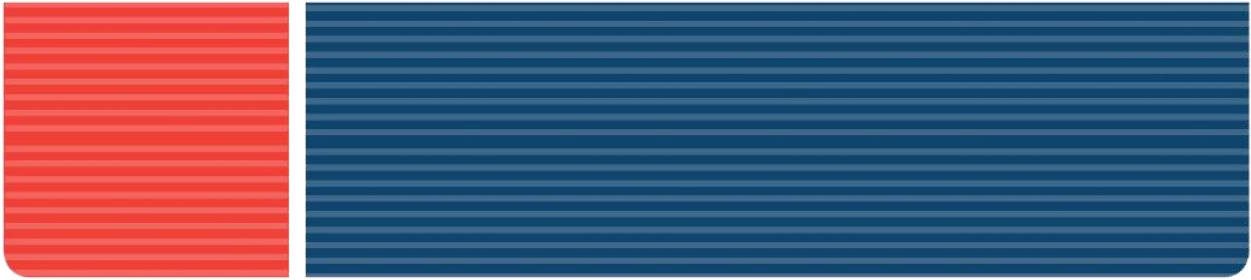
Action	Details	Responsibility	Priority	Resources	
3.2	Investigate alternative power generation opportunities	Infrastructure & Works	High	F-CAPEX External	
3.3	Continue to undertake building retrofits (general energy efficiency) for large facilities	Infrastructure & Works	High	F-CAPEX F-OPEX External	
3.4	Investigate electric vehicle charging infrastructure	<ul style="list-style-type: none"> <li>• Include consideration of alternative power sources</li> <li>• Promote existing local charging stations</li> </ul>	Infrastructure & Works	High	F-CAPEX External
3.5	Promote or deliver active transport and energy efficiency community education programs	<p>For example:</p> <ul style="list-style-type: none"> <li>• Host ride to work / walk to work programs, and other active transport programs in conjunction with the Bike Strategy and Pedestrian Strategy</li> <li>• Deliver Living Lightly Expo</li> <li>• Promote car/ride sharing schemes as they become available</li> </ul>	Community Services	High	A-OPEX External
3.6	Reduce Council fleet emissions by transitioning to low carbon vehicles, reviewing service schedules, exploring alternative transport options	<ul style="list-style-type: none"> <li>• Based on technological improvements</li> <li>• Investigate whole of life efficiency when purchasing fleet vehicles</li> <li>• Explore alternative transport options to reduce number of use of fleet, e.g. electric bikes / scooters</li> </ul>	Infrastructure & Works	Medium	F-CAPEX



Action		Details	Responsibility	Priority	Resources
3.7	Embed energy efficiency across DCC operations	Develop staff behaviour change education program	Community Services	Medium	F-OPEX
3.8	Provide advice, advocate, or facilitate community scale enterprises that utilise alternative energy generation and consumption	Explore opportunities for shared power schemes, community shareholders, bulk buy schemes etc	Community Services Economic Development	Medium	F-OPEX External
3.9	Support new community or business initiatives that utilise low carbon approaches	Strengthen business/ industry partnerships to support and encourage new and emerging low carbon opportunities, for instance, ebike hire for visitors, co/tri-generation	Community Services Economic Development	Medium	F-OPEX External
3.10	Continue to support TasNetworks to roll out street light LED changeover program	Street lights are owned, maintained, and replaced under a negotiated arrangement with TasNetworks. TasNetworks plan to change all lamps to LED in the next 8-10 years	Infrastructure & Works	Low	External
Water Sensitivity					
3.11	Promote water saving/ efficiency programs/ opportunities for residents	Rainwater tanks, treated use of greywater in accordance with planning/health regulations	Community Services	High	A-OPEX
3.12	Install smart technology for high water-using properties / facilities	For example, sensors that irrigate sports field as required given level of dryness as opposed to regular times	Infrastructure & Works	Medium	A-OPEX F-CAPEX External
3.13	Progressively retrofit high water-using properties with water efficient fixtures and fittings	<ul style="list-style-type: none"> <li>Includes development of tools to assist staff with purchase of water efficient fixtures, fittings, and appliances</li> <li>Extends to leased Council facilities</li> </ul>	Infrastructure & Works	Medium	A-OPEX F-CAPEX External



Action	Details	Responsibility	Priority	Resources	
Liveable City					
3.14	Implement actions in the Waste Strategy that aim to firstly reduce the amount of waste generated and secondly reduce the amount of landfill through resource recovery and recycling	Some Waste Strategy actions include: <ul style="list-style-type: none"> <li>Investigate opportunities for recycling/ composting and use of biodegradable serving equipment at public events</li> <li>Support composting schemes, community gardens/ enterprises and nature strip edible gardens to reduce food waste</li> <li>Explore opportunities to segregate green waste from landfill</li> <li>Promote reuse through local business and charities</li> </ul>	Infrastructure & Works Community Services	Varied as per Waste Strategy	Varied as per Waste Strategy
3.15	Implement the DCC Corporate Climate Change Adaptation Plan to improve climate resilience	For instance, regarding Sea Level Rise and Storm Tide Risk - assess risks, prioritise works and implement dune / foreshore restoration programmes as required	All departments	Varied as per Adaptation Plan	Varied as per Adaption Plan
3.16	Ensure sustainability considerations in procurement decisions, including mandatory weightings in tenders, where appropriate	Improve procurement guidelines, processes, and tools to support staff to actively engage in sustainable procurement	Organisational Performance	Medium	A-OPEX
3.17	Identify, collect, and report on environmental data that will inform future decision-making and achievement of Strategy targets	Review Environmental Strategy targets and align with data collection and analysis capabilities where required	Community Services	Medium	F-OPEX

**Targets:**

- 5% of electricity used in Council's largest facilities obtained from localised renewable energy sources
- 5% reduction in greenhouse gas emissions across Council operations by June 2024, based on June 2019 levels
- 5% reduction on 2017-2018 energy usage in Council's largest facilities by 2024
- Zero increase in potable water use of Council's largest water consuming facilities by June 2024 from 2019 baseline
- Environmental sustainability is considered across all areas of Council, in decisions, project development and implementation, and reported accordingly to the community by 2024
- Increase in number of Council-delivered, or supported 'living lightly' community education programs by 2024 from 2018-19 levels

## 6.2 REGIONAL YOUTH STRATEGY 2019-2024

File: 35214 D529011

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership

### SUMMARY

To present the Regional Youth Strategy 2019-2024 to Council for adoption.

### BACKGROUND

The Regional Youth Strategy covers people transitioning into adulthood from approximately 10 to 18+ years of age who live, work, study or play in the Central Coast, Devonport, Latrobe, and Kentish local government areas.

Employment, services, recreational opportunities, education and learning, and relationships for young people are not confined to the boundaries of local government areas. Young people readily travel across neighbouring localities in their daily lives. By working together, a shared knowledge and understanding of young people's concerns and aspirations can be ascertained; and enables the sharing of resources to promote the wellbeing of young people across the Mersey region.

The Regional Youth Strategy has been prepared using a shared approach with four Councils with Devonport taking a leadership role in its development and it is recognised that neighbouring Councils may choose to endorse the intent of the Strategy. The Strategy does not direct the work of organisations or individuals outside of the Devonport City Council area. It does, however, aim to guide some of Devonport City Council's work with those organisations or individuals.

Council resolved at their meeting held 28 May 2018 (Min No 90/18 refers) to endorse the draft Strategy for a 30-day consultation period.

### STATUTORY REQUIREMENTS

There are no specific statutory requirements relating to this report.

### DISCUSSION

Development of the Strategy has involved:

1. Generation of a discussion paper which included a regional youth profile, and discussion of youth development in a local government context;
2. Establishment of a Working Group that developed the strategy scope and consultation process;
3. Community consultation in the form of youth and wider community surveys and workshops; and
4. Development of strategic outcomes, actions and targets by the Strategy Working Group based on analysis of community input.

Members of the working group included representatives from the following organisations:

- Kentish Council
- Central Coast Council

- Devonport Council
- Beacon Foundation
- Devonport Community House
- Don College
- East Devonport Community House
- Kentish Family Support House
- Tasmania Police
- Youth, Family and Community Connections

The development of Strategy outcomes has been largely based around input of 497 young people who responded to the youth survey. The top issues of concern raised in the survey, including the number of times raised and percentage of total responses, are as follows:

- Bullying (97 counts, 12.65%)
- Activities, facilities, meeting places – lack of, including affordability, accessibility, diversity (80 counts, 10.43%)
- Relationship, friendship, family issues – exclusion, peer pressure, judgement, coping with death & illness, lack personal space, people leaving home (68 counts, 8.87%)
- Mental health – anxiety, depression, including not seeking support due to fear of judgement, suicide, suicidal thoughts (58 counts, 7.56%)
- Alcohol, smoking and other drugs (48 counts, 6.26%)
- Stress - schoolwork, choosing future, time management, balancing commitments (47 counts, 6.13%)
- Transport - lack of options, cost, timetabling, location of bus stops, distance from town, travelling to school or for further education (42 counts, 5.48%)
- Job opportunities – lack of, including diversity, low paid (35 counts, 4.56%)

In response to the key challenges facing young people in our region, over the next five years the Strategy aims to:

- *Together, support and empower young people to enable their healthy development and positive transition into adulthood.*
- *Enhance the capacity of residents, community organisations, business, and government to build strong, thriving, and connected communities that provide safe, respectful environments for young people to flourish.*

It is envisioned that this will be achieved by undertaking 20 actions grouped under three key focus areas:

1. Personal Growth and Development
2. Health and Wellbeing
3. Learning and Employment

Devonport Council will be responsible for facilitating the implementation of the Strategy. Review of Strategic Focus Areas and Actions will occur every six months by a community working group comprising youth and key partners.

The group will review current actions, identify changing issues, and needs and plan for future and upcoming directions.

Progress of the Strategy will be reported to Council annually and to the wider community via a range of Council communication mediums.

**COMMUNITY ENGAGEMENT**

Invitation to comment on the draft Strategy was provided to the public through Council's on-line engagement portal, Speak Up Devonport, from 1 June to 1 July inclusive. No comments on the Strategy were received.

**FINANCIAL IMPLICATIONS**

Recommended actions in the Strategy require resourcing from a combination of existing and future operational and capital funding. Given the broad nature of the proposed actions, estimates cannot be provided. Estimates will be provided, however, on an annual basis for Council's consideration as part of the operational and capital expenditure program. 18 of the 20 actions have the potential to attract external funding or in-kind support to assist with implementation.

**RISK IMPLICATIONS**

- Consultation and/or Communication  
Given the extensive youth and community input and interest in generating positive youth outcomes across Devonport and neighbouring municipalities, the community and stakeholders will likely have an expectation that Council delivers a strategy reflective of shared concerns and opportunities to address needs. There is a medium reputational risk that not having a youth strategy may signal to the community that investment in our young people is a low priority of Council.

**CONCLUSION**

The development of the Regional Youth Strategy 2019-2024 reflects the work of young people, the broader community, key partners, neighbouring Councils and Council's officers. The Strategy has been advertised for public comment and is now presented to Council for adoption.

**ATTACHMENTS**

- [1.](#) Regional Youth Strategy 2019-2024

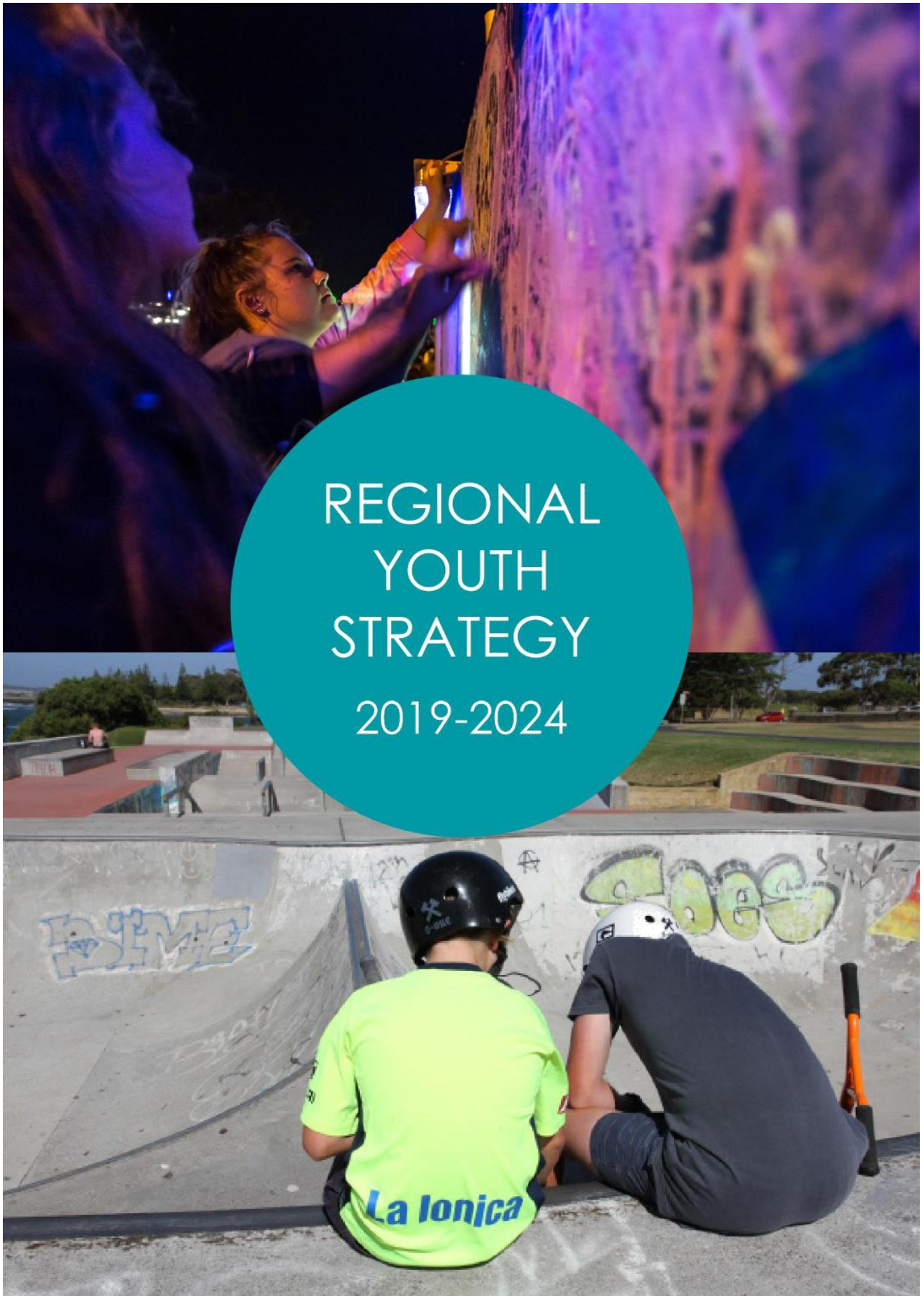
**RECOMMENDATION**

That it be recommended to Council that in relation to the Regional Youth Strategy:

- a) It be noted that no submissions were received during the public consultation phase; and
- b) the Strategy be adopted.

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









This strategy is an initiative of the Devonport City Council

with support from the following organisations:



REGIONAL  
YOUTH  
STRATEGY



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REGIONAL  
YOUTH  
STRATEGY



## 1. What is the Regional Youth Strategy?

Employment, services, recreational opportunities, education and learning, and relationships for young people are not confined to the boundaries of our local government areas. Young people readily travel across neighbouring localities in their daily lives. By working together with young people, we can build a shared knowledge and understanding of young people's concerns and dreams; and share resources to promote the wellbeing of young people across the Mersey region.

While each agency readily demonstrates their individual commitments to supporting young people, a regional approach enables the harnessing of our collective experiences to address young people's concerns and opportunities in a more strategic manner. The intent of the strategy is to guide a consistent, coordinated approach to achieving positive youth outcomes while recognising the differing operating contexts and delivery methods in each local government area.

The strategy aims to capture current challenges facing young people and explore opportunities to address these challenges. In doing so the strategy aims to:

- *Together, support and empower young people to enable their healthy development and positive transition into adulthood.*
- *Enhance the capacity of residents, community organisations, business, and government to build strong, thriving, and connected communities that provide safe, respectful environments for young people to flourish.*

### 1.1 Scope

The Regional Youth Strategy covers people transitioning into adulthood from approximately 10 to 18+ years of age who live, work, study or play in the Central Coast, Devonport, Latrobe, and Kentish municipalities.

The Regional Youth Strategy is principally a Devonport City Council strategic document, recognising that neighbouring Councils may choose to endorse the intent of the Strategy. The Strategy does not direct the work of organisations or individuals outside of the Devonport City Council. It does, however, aim to guide some of Devonport City Council's work with those organisations or individuals.

This strategy principally outlines Devonport City Council activities in partnership with a range of organisations that focus on reaching three key outcomes, over a five-year period commencing July 2018:

1. Personal Growth and Development – Youth are empowered and resilient
2. Health and Wellbeing - The community (including young people) is aware of where to find services and activities relevant to young people to enable them to get what they need
3. Learning and Employment - Young people are retained and engaged in education and training.

It is recognised that the Central Coast, Kentish, and Latrobe Councils may partner with Devonport City Council on several initiatives or may progress actions in their own capacity.

### 1.2 Methodology

Development of this strategy has involved:

1. Generation of a discussion paper which included a regional youth profile, and discussion of youth development in a local government context;
2. Establishment of a Working Group that developed the strategy scope and

consultation process;

3. Community consultation in the form of youth and wider community surveys and workshops; and
4. Development of strategic outcomes, actions and targets by the Strategy Working Group based on analysis of community input.

Members of the working group included representatives from the following organisations:

- Kentish Council
- Central Coast Council
- Devonport City Council
- Beacon Foundation
- Devonport Community House
- Don College
- East Devonport Community House
- Kentish Family Support House
- Tasmania Police
- Youth, Family and Community Connections

### 1.3 Implementation

Devonport City Council will be responsible for facilitating the implementation of the Strategy. Review of Strategic Focus Areas and Actions will occur every six months by a community working group comprising youth and key partners.

The group will review current actions, identify changing issues, and needs and plan for future and upcoming directions.

Progress of the Strategy will be reported to Council annually and to the wider community via a range of Council communication mediums.

## 2. Policy Context

Each level of government approaches youth issues and develops policy and plans in varying ways.

### 2.1 Australian Government

The National Youth Strategy 2010 prepared by the Labor Rudd Government is the most recent national strategy for young people. Its status today is unclear. Various Australian Government Departments, however, have developed policy statements and plans focusing on youth development.

### 2.2 State Government

There is no existing state-wide youth policy or strategy. The Department of Premier and Cabinet funds youth programs including the Youth Parliament and the Youth Network of Tasmania (YNOT). YNOT is the peak body for the non-government youth sector in Tasmania and aims to improve the Tasmanian community's response to youth issues by:

- Involving young people and service providers in identifying and responding to youth issues;
- Developing coordinating mechanisms across the youth sector; and
- Providing advice to government and other agencies on youth issues.



REGIONAL  
YOUTH  
STRATEGY





6

REGIONAL  
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STRATEGY

## 2.3 Local Government

The following local government policies and plans are in place across the region.

Council	Youth Policy/Plan
Central Coast	Youth Strategy 2015-2020
Devonport	Youth Policy 2003
Kentish	Youth Health Strategy 2010-2013
Latrobe	Youth Policy 2008-2012

Each document varies in terms of the local government approach to address key issues experienced by young people, some of which include:

1. Employment - encouraging the development of sustainable employment opportunities for young people
2. Recreation/ Entertainment - ensuring that a range of recreational and entertainment activities exist for young people in the community
3. Public Space - developing public spaces where young people can meet safely
4. Health and Wellbeing - ensuring access to a range of services and facilities for young people in the community that promote good health and well being
5. Safe Community - developing safe communities for both young people and the general community
6. Arts and Culture - enhancing young people's participation in the cultural life of the community
7. Housing – advocating for safe, affordable housing options for young people
8. Community Pride - encouraging a feeling of community pride amongst young people and the community and to foster community connections
9. Transport - encouraging the development of safe, affordable transport for young people
10. Education and Training – ensuring young people have access to a range of educational and training opportunities
11. Justice/Law - recognising young people's rights within the community and that the incidence of crime is addressed

### Local Government Areas of Responsibility

There are a range of roles and areas of responsibility available to local government regarding young people, including:

1. Planning - to consider young people's needs in Council planning processes and areas such as land use planning, strategic planning, social planning, and recreational planning
2. Policy - the development of strategies and policies to identify and address needs, service gaps and opportunities and clarify Council's involvement with young people in the community
3. Participation - to encourage young people's participation in Council decision making processes and in community life generally
4. Services - to ensure access to a range of services and facilities for young people in the community including Council delivery of programs, services, and events
5. Partnerships and networks - working collaboratively and in partnership with other government and non-government organisations to deliver programs

and services to young people in a coordinated and efficient manner

6. Funding - To ensure that adequate funding reflects the value of young people and their contribution
7. Advocacy and leadership - providing leadership to youth and representing youth when advocating for services and to funding bodies

### 3. Youth Profile

Young people across the region are not a homogenous group. They have a wide variety of daily experiences. The following data, collated from the Australian Bureau of Statistics, Census of Population and Housing (2016), provides some insight to the diverse lives of our young people.

#### 3.1 People

##### Population

Age Group	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
10-14	1,314	6.1	1,478	6.0	377	6.2	611	5.7
15-19	1,305	6.1	1,564	6.3	393	6.4	539	5.0
Total 10-19	2,619	12.2	3,042	12.3	770	12.6	1,150	10.7
Total population	21,362		24,696		6,128		10,699	

##### Aboriginal and Torres Strait Islander

Age Group	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
10-19	330	12.6	315	10.6	58	7.5	83	7.2
0-85+	1,479	6.9	1,573	6.4	308	5.0	533	5.0

In 2016:

- Young people aged 10-19 comprised 12.1% (7,581 persons) of the regional population (62,885). This is a decline of 690 people since 2011 where there was 8,271 young people aged 10-19 living in the region, representing 13.4% of the total population (61,867).
- 786 young people aged 10-19 (10.4%) identified as Aboriginal or Torres Strait Islander compared with 3,893 people (6.2% of the population) across the region.

#### 3.2 Disability and Caring for Friends and Relatives

##### Need for assistance with core activities

Age Group	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
5-14	98	0.46	165	0.67	32	0.52	45	0.42
15-19	51	0.24	78	0.32	17	0.28	9	0.08
Total	149	0.7	243	1.0	49	0.8	54	0.5

Note: % = % of total LGA population







### Unpaid assistance to a person with a disability

Age Group	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
15-19	57	0.27	82	0.33	17	0.28	17	0.16

Note: % = % of total LGA population

In 2016, across the region:

- 495 children and young people aged 5-19 needed help with daily tasks because of disability (4.3% of a population of 11,432 persons aged 5-19; 0.79% of entire population)
- 173 young aged 15-19 provided unpaid assistance to a person with a disability (4.6% of persons aged 15-19; 0.28% of entire population)

### 3.3 Living Arrangements

#### Household relationship for people aged 15-24 years

Relationship	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
Live in family home	1,629	77.8	1,830	70.5	480	88.2	677	75.5
Living with partner/spouse	278	13.2	384	14.8	37	6.8	146	16.3
Live in group household	65	3.1	154	5.9	7	1.3	20	2.2
Lone parent	37	1.8	103	4.0	9	1.7	23	2.6
Lone person	86	4.1	126	4.8	11	2.0	31	3.4
Total	2,095	100.0	2,597	100.0	544	100.0	897	100.0

Note: % = % of people aged 15-24 years in the LGA

In 2016, of the 6,133 young people aged 15-24 across the region:

- 4,616 (75.3%) lived in a family home
- 845 (13.8%) lived with their partner/spouse
- 254 (4.1%) lived alone
- 246 (4.0%) lived in group households
- 172 (2.8%) lived as lone parents with their children

### 3.4 Education, Employment and Volunteering

#### Highest level of school completed: 15-19 years

Level of Schooling	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
Year 12 or equivalent	208	32.0	261	34.3	78	35.3	86	30.1
Year 11 or equivalent	177	27.2	175	23.0	48	21.7	71	24.8
Year 10 or equivalent	177	27.2	224	29.4	58	26.2	83	29.0

Year 9 or equivalent	15	2.3	17	2.2	7	3.2	8	2.8
Year 8 or below	4	0.6	9	1.2	0	0.0	6	2.1
Did not go to school	0	0.0	0	0.0	0	0.0	0	0.0
Highest year of school not stated	69	10.6	76	9.9	30	13.6	32	11.2
Total	650	99.9	762	100.0	221	100.0	286	100.0

Note: % = % of people aged 15-19 in the LGA

### Labour force status 15-19 years

Labour force status	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
Employed (full and part time)	569	43.5	634	40.6	161	41.0	258	49.0
Unemployed, looking for work	109	8.3	168	10.8	28	7.1	37	7.0
Not in the labour force	631	48.2	760	48.6	204	51.9	232	44.0
Total persons aged 15-19	1,309	100.0	1,562	100.0	393	100.0	527	100.0

Note: % = % of people aged 15-19 in the LGA

### Volunteering

Age Group	Central Coast		Devonport		Kentish		Latrobe	
	No.	%	No.	%	No.	%	No.	%
15-19 years	272	20.8	258	16.5	73	18.6	115	21.3
15 years and above	1,305	7.4	3,993	19.6	1,152	22.5	1,490	16.7
Total people aged 15 and above	17,742		20,209		5,109		8,913	

Note: % = % of people volunteering in that age group in the LGA

In 2016, of the young people aged 15-19 years:

- 633 (33.0%) completed year 12 or equivalent, compared to 42.5% for Tasmania
- 66 (3.4%) completed year 9 or equivalent and below, compared to 4.5% for Tasmania
- 1,622 (42.8%) were employed full or part time
- 342 (9.0%) were looking for work
- 1,827 (48.2%) were not in the labour force
- 718 (18.9%) volunteered for an organisation or group, comprising 9.0% of people volunteering in the region (7,940 in total)

### 3.5 Level of Disadvantage

The Australian Bureau of Statistics broadly defines relative socio-economic advantage and disadvantage in terms of people's access to material and social resources, and their ability to participate in society. Lower scores indicate more disadvantaged areas.



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LGA	2016			2011		
	Score	Rank Tas (of 29)	Rank Australia (of 564)	Score	Rank Tas (of 29)	Rank Australia (of 564)
Central Coast	928	18	138	938	19	177
Devonport	886	7	61	902	9	71
Kentish	918	15	114	921	15	113
Latrobe	939	21	190	947	22	223

In 2016,

- Latrobe was the most disadvantaged municipality in the region and the 21st most disadvantaged municipality in Tasmania
- Devonport was the least disadvantaged municipality in the region, and the 7th most disadvantaged municipality in Tasmania
- All local government area's level of disadvantage was greater in 2016 than in 2011, with Kentish Council's rank in Tasmania remaining the same.

#### 4. Consultation Outcomes - Key Findings

The Strategy draws on youth and community input raised through the following avenues:

- Regional youth survey: July-August 2017, 497 people aged 10-18 responded
- Community Survey: resident and broader community survey closed 6 October 2017, 25 responses
- Youth and Community Workshops: 5 workshops, 69 participants

Other consultation forums that were drawn upon relevant to this strategy that occurred outside the strategy development phase include:

- The Youth, Family & Community Connections Junction Hub Partnership Workshop: 26 March 2015 (52 participants from 35 organisations)
- Mission Australia's National Youth Survey 2017 (1,322 young people from Tasmania aged 15-19 responded)
- Tasmanian Youth Local Government 2017 Conference Outcomes

The main findings are summarised below. Refer to the Consultation Outcomes Report for further detail.

##### Major issues of concern for young people

The top issues of concern raised in the youth survey, including the number of times raised and percentage of total responses, are as follows:

- Bullying (97 counts, 12.65%)
- Activities, facilities, meeting places – lack of, including affordability, accessibility, diversity (80 counts, 10.43%)
- Relationship, friendship, family issues – exclusion, peer pressure, judgement, coping with death & illness, lack personal space, people leaving home (68 counts, 8.87%)
- Mental health – anxiety, depression, including not seeking support due to fear of judgement, suicide, suicidal thoughts (58 counts, 7.56%)
- Alcohol, smoking and other drugs (48 counts, 6.26%)
- Stress - schoolwork, choosing future, time management, balancing



commitments (47 counts, 6.13%)

- Transport - lack of options, cost, timetabling, location of bus stops, distance from town, travelling to school or for further education (42 counts, 5.48%)
- Job opportunities – lack of, including diversity, low paid (35 counts, 4.56%)
- Pedestrian safety (28 counts, 3.65%)
- Health (other) – unhealthy, lack of knowledge, medical issues, sexual health, lack of support services, lack of healthy food options, tiredness from school, disabilities (26 counts, 3.39%)

**Other key issues of concern for young people**

Other key issues raised of importance as identified in the youth survey and workshops include:

- Infrastructure improvements - Improve skate park, roads, more seating, play equipment at school, stairs Don College, wheelchair accessibility, paths in disrepair or non-existent, lack bike paths
- Criminal activity - theft, violence, sexual assault, property damage
- Environmental sustainability
- Financial issues / cost of living – activities, food, rent, parking etc
- Social injustice
- Community and personal safety – in public, in neighbourhood, at beaches, national security
- Accommodation – homelessness, affordability

**Opportunities to address key concerns**

Ideas to address the concerns listed above raised from the youth and community surveys and workshops are as follows.

Issue	Ideas
Bullying	Instead of raising awareness for bullying teach young people how to deal with things better and look after themselves Talk to others – parents, teacher, adults, kid’s hotline Be kind, respectful, be responsible for one’s own actions Education & awareness Avoid, ignore bullies, stand up to them No bullying Greater consequences
Relationship, friendship, family issues	Community social group for youth to build resilience, confidence, and friendships in a non-threatening environment (youth-led, life skills) Support systems – peers, teachers, parents, other adults, talk to others Promotion of support services Overcome isolation – helping youth gain positive interactions with others





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Issue	Ideas
Activities	<ul style="list-style-type: none"> <li>New events and activities - events for 17+</li> <li>Subsidized activities</li> <li>Create youth friendly urban environment and spaces</li> <li>Improved facilities</li> <li>Utilise smarter transport options and safe smart services to connect people to shared activities</li> </ul>
Mental health	<ul style="list-style-type: none"> <li>More support services – including promotion of, great accessibility</li> <li>Great awareness and education</li> <li>Engagement in other community/social activities</li> <li>Safe place to share thoughts, safe nurturing environment</li> <li>Mentoring with older people in the community</li> </ul>
Alcohol, smoking and other drugs	<ul style="list-style-type: none"> <li>Ban smoking in more areas e.g. CBD</li> <li>Decrease availability</li> <li>Education &amp; awareness</li> <li>Alternative community events/activities</li> <li>Rehabilitation services for young people</li> </ul>
Stress	<ul style="list-style-type: none"> <li>Less pressure placed on young people to succeed</li> <li>Counselling / support services</li> <li>Positive environments</li> <li>Stress relief programs</li> <li>Study spaces provided outside of school</li> <li>Reduce out-of-school study required</li> <li>Improved career pathway planning / education</li> </ul>
Transport	<ul style="list-style-type: none"> <li>Improved timetabling – early and evening services</li> <li>Improved routes/services for areas outside Devonport CBD</li> <li>More concessions provided</li> <li>Provide more education opportunities closer to Devonport</li> <li>Ride sharing – Uber etc</li> </ul>
Job opportunities	<ul style="list-style-type: none"> <li>More job opportunities – improved advertising, promote in schools</li> <li>Attract more business, more government investment</li> <li>Integrated training with industry</li> <li>Be given more chances to volunteer</li> <li>Mentoring program to connect interests to careers</li> </ul>
Pedestrian safety	Crossing guards, traffic lights, speed cameras
Health (other)	<ul style="list-style-type: none"> <li>More clinics in schools</li> <li>Health/physical activity/life skills education in school and community</li> <li>Better support services – availability</li> <li>Promote healthy eating</li> <li>Limit takeaway outlets</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>Construct / repair paths</li> <li>Improve skate park</li> </ul>



Issue	Ideas
Criminal activity	Greater police presence, stronger punishment Security cameras Create graffiti art zone
Environmental sustainability	More bins to reduce litter Improved recycling including container deposit scheme Address climate change and pollution as a priority Fruit trees in parks
Financial issues	Improve affordability / subsidise costs – parking, university fees, activities Free food
Discrimination	Education, awareness, and acceptance campaigns re diversity Promote/support cultural diversity
Community & personal safety	Safe meeting spaces with CCTV Security guards in unsafe areas
Accommodation	More affordable accommodation for young people close to services Offer support for those affected by homelessness Safety – a place for teens in school that need accommodation

**Key values and improvements for our towns**

The youth survey and some youth workshops provided the opportunity for participants to raise their voice on what they valued about their towns and ideas for improvement. The main values and ideas are listed below.

Location	Value	Ideas for Improvement
Deloraine	Quiet, peaceful Activities - walking trails Community Family	Introduce areas that are friendly and secure
Devonport East Devonport Spreyton	Activities, facilities, everything close by Small, quiet, safe Family and /or friends The people, community, neighbours Natural environment – beaches etc	Activities, events, services, facilities, safe spaces, for young people (playgrounds, parks, youth groups, youth centre, cultural/ sporting activities, interesting attractions, accessible, affordable, volunteering) Relationships - Be kind, respectful, friendly, help each other, good behaviour, no bullying Safer – pedestrian/road safety More support programs, services, spaces for children, young people, those at risk, and parents Less AOD Homelessness addressed More environmental awareness / conservation Urban environment – cleaner, brighter, Living City completed faster, less graffiti, modern Availability of jobs



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Location	Value	Ideas for Improvement
Hawley Shearwater Port Sorell	Natural environment Small, quiet, safe The people, community Activities, close to busier centres	Activities, events, services, facilities, shops for young people (playgrounds for range ages, youth groups, cultural/sporting activities) Public transport
Latrobe	Small, quiet, privacy Activities, facilities close by	Activities, events, entertainment at night, playgrounds
Penguin	Community Activities, facilities, everything close by (including diversity)	Spaces, activities, entertainment for young people (dedicated building, swimming pool, volunteering opportunities)
Railton	Community, people Quiet	Activities, services, entertainment, community projects for young people (movie nights) Public transport
Sheffield	Small, quiet, nice town Facilities, shops, services close by Community, people	Activities, services, spaces for young people (playground and park facilities, opportunities, affordable)
Ulverstone	Activities, facilities, everything close by Small, quiet, safe Natural environment The people, community	Activities, services, facilities, groups, spaces for young people (playgrounds, pool, youth centre, mountain bike trails, inclusive) More shops, urban regeneration
Wilmot	People Scenery Small	More activities and events for young and adults Town regeneration

## 5. Guiding Principles

The following principles will guide Devonport City Council's approach, in partnership with other organisations, in the delivery of actions outlined in this strategy.

1. Acknowledge and consider how to overcome barriers that may prevent young people's ability to participate
2. Aim to deliver youth projects and actions in a fair and equitable manner, ensuring that young people are not excluded from participation
3. Understand that the needs and rights of all residents, including young people, to be engaged in decisions, processes and activities affecting their lives can be achieved in a variety of ways
4. The investment in delivering initiatives to improve outcomes for young people is to be balanced with broader community priorities
5. Shared approaches to resourcing, innovation, learning, and forward thinking is required from multiple organisations across many sectors to improve youth empowerment, participation, engagement, and health and wellbeing

6. Opportunities to involve and recognise young people will be considered more widely across Council operations
7. Youth development is a process that benefits all young people, whatever their starting points or circumstances. It is an ongoing process, which is strengthened by sustained and integrated application of good practice principles.

## 6. Strategic Directions

Over the next five years the Strategy aims to:

- Together, support and empower young people to enable their healthy development and positive transition into adulthood.
- Enhance the capacity of residents, community organisations, business, and government to build strong, thriving, and connected communities that provide safe, respectful environments for young people to flourish.

It is envisioned that this will be achieved by undertaking several actions grouped under three key focus areas:

1. **Personal Growth and Development**
2. **Health and Wellbeing**
3. **Learning and Employment**

Key challenges, desired outcomes and suggested actions have been developed from a combination of youth, community and working group input; current and future trends in youth development and society in general; as well as relevant policy frameworks. A detailed action plan is provided in Appendix 1.

### 6.1 Strategic Focus 1: Personal Growth and Development

This focus area includes strategies to build the personal strengths that create positive attributes in young people, which aim to ensure our youth are empowered and resilient.

#### Key Challenges:

- Mixed levels of family, parent/carer support and confidence to guide young people into adulthood
- Lack of, affordability and accessibility of youth friendly activities, facilities, and meeting places
- Reducing stress levels in our young people
- Overcoming the barriers that may affect young people's resilience, empowerment, level of social connectedness, quality of relationships and ability to participate, which may include:
  - A lack of trust by young people in decision-making systems
  - Poor information about how to become involved
  - Lack of clarity about roles and responsibilities
  - Insufficient time due to education and/or work obligations and family/friend commitments
  - Location and lack of transport
  - Skills deficits, for example in literacy, verbal skills, and public speaking
  - Lack of confidence
  - Minimal power given to young people to initiate change



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- Negative social attitudes to, and stereotyping, of young people
- Low socio-economic status
- Living independently or in a non-family situation
- Inequality, with class distinctions preventing young people from lower income backgrounds to interact with, and assume responsibilities in conjunction with, those from high-income backgrounds
- Intermittent crisis situations that can damage the capacity of young people to participate in an ongoing or consistent manner
- Lack of organizational support / organisational mindset – engagement in theory but not practice
- Exposure to a range of risk behaviours

#### Desired Outcomes:

- Improved youth resilience and quality of relationships
- Young people feel as though they are more prepared to transition into adulthood through the development of life skills
- Increase in young people's sense of belonging and connection in communities
- More support for and acknowledgment of young people's contribution to their community, and as a result enhanced cross-generational and cross-cultural communication
- Young people are directly involved in decision-making
- Increase in youth-led / engaged activities to overcome youth-raised issue of 'nothing to do', 'lack of activities' etc

#### Actions:

- Expand the delivery of life skills and relationships programs
- Support and encourage participation in mentoring programs on all aspects of personal growth
- Support youth-led initiatives that increase community connectedness and build respectful relationships
- Acknowledge and celebrate achievements of young people
- Support parents/carers to better assist young people to grow into adulthood
- Recognise, encourage, and work with young people to facilitate social and political change

## 6.2 Strategic Focus 2: Health and Wellbeing

Strategy actions focused on youth health and wellbeing aim to increase community (including youth) awareness of where to find services and activities relevant to young people to enable them to get what they need.

#### Key Challenges:

- Diversity of health and wellbeing services and programs not reaching target audiences – lack of knowledge and awareness
- Creating a holistic or whole of system approach to health and wellbeing where a range of organisations and stakeholders are involved in varying capacities
- Lack of involvement of young people in the planning and design of services, programs, and spaces
- Range of issues raised by young people as a high level of concern:

- Bullying
- Mental health
- Sexual health
- Relationships
- Alcohol and other drugs
- Nutrition
- Domestic violence
- Physical health
- Body image
- Community and personal safety
- Lack of affordable, safe, and stable youth accommodation

#### Desired Outcomes:

- Reducing prevalence of 'bullying' – an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm
- Improved awareness of what, how and when to access services and activities of relevance to young people
- Increased Council partnerships / engagement with youth focused service providers and health and wellbeing initiatives
- Involvement of young people in planning and design of public spaces

#### Actions:

- Support existing and alternative approaches to promote respectful relationships and resilience building
- Build partnerships between Councils and service providers to advocate for, support and/or participate in health and wellbeing activities
- Advocate for and where relevant support initiatives that provide safe and stable housing for young people
- Support / deliver programs in schools and improve student access to / promotion of health and wellbeing information, services, and programs
- Create a regional portal for information/services relevant to young people
- Design and animate public spaces in ways that engage/attract young people, and enhance safety and community cohesion

### 6.3 Strategic Focus 3: Learning and Employment

The third focus area includes opportunities that aim to improve retention and engagement of young people in education and training.

#### Key Challenges:

- Education retention rates
- Young people's knowledge about career pathways
- Engaging local employers in career awareness activities
- Diversity, availability, and accessibility of employment and volunteer opportunities – as raised by young people



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**Desired Outcomes:**

- Increase in youth employment, training, and volunteering opportunities
- Council actively engaged with learning and employment services and programs
- Greater number of young people lead or participate in development and delivery of community events and activities
- Overcome barriers to youth participation in work and volunteering

**Actions:**

- Expand the delivery of alternative learning and education programs
- Support work experience and volunteer opportunities for young people within Council
- Work with community volunteer organisations to develop and promote youth friendly volunteering opportunities
- Develop alternative ways to promote information about available jobs and local career opportunities
- Advocate for and /or support initiatives and organisations that assist young people to be work ready and prepared for the changing employment landscape
- Advocate for and investigate improvements to public and active transport services to increase access to learning and employment opportunities
- Engage young people in the development, planning and facilitation of events and activities
- Support and encourage participation in mentoring programs

## Appendix 1. Action Plan

### Action:

The activity or output to be undertaken

### Details:

Further explanation or activities as part of the action

### Potential Partners:

Indicative government and non-government organisations that may assist in implementing the action

### Priority:

Actions assessed using two criteria:

1. Level of importance / strategic impact (community benefit)
2. Ease of implementation (considering time, resources, complexity)
  - High: Critical importance, high impact, easy to implement. Complete within 1-2 years
  - Medium: Complimentary to existing services, high impact, more difficult to implement. Complete within 3-5 years
  - Low: Limited impact, difficult to implement. Complete within 5+ years

### Resources Required:

The level of human or financial resources required:

- A-OPEX: Annual operational expenditure by Council – staffing or operational resource allocated as part of the annual plan
- F-OPEX: Future operational expenditure by Council – identified increased requirements for future consideration in annual allocation.
- F-CAPEX: Future capital expenditure – no current allocation, would need to be considered in future capital budget
- External: Cash or resources sourced outside of Council, e.g., grants, sponsorships, in-kind support from partners



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**Focus Area 1. Personal Growth and Development**

Action	Details	Potential Partners	Priority	Resources	
1.1	Expand the delivery of life skills and relationships programs	<ul style="list-style-type: none"> <li>Peer learning programs (early intervention – 0 to 4 years old and youth)</li> <li>Parent and child/youth engagement programs</li> <li>Establish PCYC in Devonport</li> <li>Establish youth space to deliver programs and workshops focused on resilience, life skills etc. (consider dedicated youth shed / space)</li> <li>Tas Police</li> </ul>	<ul style="list-style-type: none"> <li>Community Houses</li> <li>Schools</li> <li>Council</li> <li>Service Clubs</li> <li>Community groups</li> <li>Community volunteers</li> <li>Youth, Family and Community Connections</li> <li>Job network providers</li> <li>Beacon Foundation</li> </ul>	High	A-OPEX External
1.2	Support and encourage participation in mentoring programs on all aspects of personal growth	Deliver programs in and out of school settings	As above	High	External
1.3	Support youth-led initiatives that increase community connectedness and build respectful relationships	<ul style="list-style-type: none"> <li>Provide mentoring</li> <li>Consider seed funding</li> <li>Establishment of youth-led social and other interest groups</li> </ul>	As above	High	F-OPEX External
1.4	Acknowledge and celebrate achievements of young people	<ul style="list-style-type: none"> <li>Provide opportunities to showcase the contributions and talents of our young people (not just 'leaders')</li> <li>Award and recognition programs have a youth category</li> </ul>	Councils	Medium	F-OPEX

Action		Details	Potential Partners	Priority	Resources
1.5	Support parents / carers to better assist young people to grow into adulthood	Increase parent / carer understanding and confidence	As above	Medium	External
1.6	Recognise, encourage, and work with young people to facilitate social and political change	<ul style="list-style-type: none"> <li>• Understanding and work with young people's existing participatory spaces</li> <li>• Respond to young people's need and views</li> <li>• Where possible provide financial and other in-kind support to increase accessibility to youth forums (e.g. Youth Network of Tasmania, Youth Local Government)</li> <li>• Actively engage young people in community consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Councils</li> <li>• Youth Network of Tasmania</li> <li>• Youth Local Government</li> <li>• DoE</li> </ul>	Medium	F-OPEX External

**Targets:**

- An increase in the number of life skill, relationship, mentoring and parent/carer support programs delivered by 2024 from 2019 levels
- Increase in the number of youth-led events, activities, groups by 2024 from 2019 levels
- An increase in the number of recognition awards and programs that have a youth category by 2024 from 2019 levels
- Young people are directly involved in Council community consultation activities

## Focus Area 2. Health and Well-Being

Action	Details	Potential Partners	Priority	Resources	
2.1	Support existing and alternative approaches to promote respectful relationships and resilience building	<ul style="list-style-type: none"> <li>• Encourage and model positive behaviours and relationships to reduce bullying incidences/ culture</li> <li>• Establish and provide on-going support for a Mersey PCYC</li> <li>• Integrate mentors in to relevant programs</li> </ul>	<ul style="list-style-type: none"> <li>• Tas Police</li> <li>• Community Houses</li> <li>• Schools</li> <li>• Council</li> <li>• Service Clubs</li> <li>• Community groups</li> <li>• Community volunteers</li> <li>• Youth, Family and Community Connections</li> <li>• Job network providers</li> <li>• Beacon Foundation</li> </ul>	High	A-OPEX F-OPEX External
2.2	Build partnerships between Councils and service providers to advocate for, support and/or participate in health and wellbeing activities	<p>Councils currently engage at varying levels with services providers. There is an opportunity to:</p> <ul style="list-style-type: none"> <li>• Support service provider networks and information sharing</li> <li>• Work collaboratively on funding applications</li> <li>• Improve local government awareness and involvement in a range of health and wellbeing services and programs</li> </ul>	<ul style="list-style-type: none"> <li>• Councils</li> <li>• Youth focused service providers</li> <li>• Community Houses</li> </ul>	High	A-OPEX F-OPEX External



Action	Details	Potential Partners	Priority	Resources
2.3	Advocate for and where relevant support initiatives that provide safe and stable housing for young people	Includes programs that support the transition to independent living <ul style="list-style-type: none"> <li>Youth, Family and Community Connections</li> <li>Devonport Chaplaincy</li> <li>Anglicare</li> <li>Youth accommodation supporters/providers</li> <li>State Government</li> </ul>	High	A-OPEX External
2.4	Support / deliver programs in schools and improve student access to / promotion of health and wellbeing information, services, and programs	Examples of programs in schools include mental health first aid, mental health road show, personal safety workshops <ul style="list-style-type: none"> <li>Department of Education</li> <li>Schools</li> <li>Youth, Family and Community Connections</li> <li>Beacon Foundation</li> </ul>	Medium	A-OPEX F-OPEX External
2.5	Create a regional portal for information/services relevant to young people <ul style="list-style-type: none"> <li>Accessible to all community</li> <li>Contemporary</li> <li>Youth designed</li> </ul>	<ul style="list-style-type: none"> <li>Young people</li> <li>Service providers</li> <li>State Government</li> <li>GPs</li> <li>Media</li> <li>Youth engaged/ led groups</li> </ul>	Medium	F-OPEX External
2.6	Design and animate public spaces in ways that engage/attract young people, and enhance safety and community cohesion <ul style="list-style-type: none"> <li>Youth friendly spaces to be considered</li> </ul>	Councils	Medium	F-CAPEX External

REGIONAL  
YOUTH  
STRATEGY

**Targets:**

- Increase in Council support and/or involvement with health and wellbeing initiatives
- Increased Council partnerships / engagement with youth focused service providers by 2024 from 2018-2019 levels
- Young people use regional portal as a primary source of information
- Involvement of young people in planning and design of public spaces

**Focus Area 3. Learning and Employment**

Action	Details	Potential Partners	Priority	Resources	
3.1	Expand the delivery of alternative learning and education programs	<ul style="list-style-type: none"> <li>• Focus on life skills</li> <li>• E.g. SPACE, e-learning, Project Booyah, Mobile Classroom (Save the Children)</li> <li>• Establish PCYC/youth program hub - Mentoring, life skill programs, resilience/mindfulness, physical fitness/nutrition</li> </ul>	<ul style="list-style-type: none"> <li>• Councils</li> <li>• DoE</li> <li>• PCYC</li> <li>• Tas Police</li> <li>• Community Houses</li> <li>• Youth focused organisations</li> </ul>	High	F-OPEX External
3.2	Support work experience and volunteer opportunities for young people within Council	Includes apprenticeship/traineeships, school-based apprenticeships, work placement, and internships within Council	Councils	High	A-OPEX F-OPEX
3.3	Work with community volunteer organisations to develop and promote youth friendly volunteering opportunities		<ul style="list-style-type: none"> <li>• Councils</li> <li>• Volunteering Tasmania</li> <li>• Community organisations</li> </ul>	High	A-OPEX External

Action	Details	Potential Partners	Priority	Resources
3.4	Develop alternative ways to promote information about available jobs and local career opportunities	<ul style="list-style-type: none"> <li>• Councils</li> <li>• Beacon Foundation</li> <li>• DoE My Education staff</li> <li>• Schools</li> <li>• Apprenticeship network providers</li> <li>• Employment agencies</li> </ul>	High	A-OPEX External
3.5	Advocate for and / or support initiatives and organisations that assist young people to be work ready and prepared for the changing employment landscape	<ul style="list-style-type: none"> <li>• Beacon Foundation</li> <li>• National Joblink</li> </ul>	High	A-OPEX External
3.6	Advocate for and investigate improvements to public and active transport services to increase access to learning and employment opportunities	<ul style="list-style-type: none"> <li>• Councils</li> <li>• State Government</li> <li>• Service providers</li> <li>• Business / Employers</li> <li>• Transport companies / stakeholders</li> </ul>	Medium	A-OPEX F-OPEX External

Action		Details	Potential Partners	Priority	Resources
3.7	Engage young people in the development, planning and facilitation of events and activities	Community and / or youth focused events and activities	<ul style="list-style-type: none"> <li>Councils</li> <li>Service Providers</li> <li>Community organisations</li> </ul>	Medium	A-OPEX External
3.8	Support and encourage participation in mentoring programs	<ul style="list-style-type: none"> <li>OZ help apprentice, learner driver program</li> <li>Encourage adult mentors</li> <li>Identify opportunities for Council staff to participate in young people's mentoring and leadership programs</li> </ul>	<ul style="list-style-type: none"> <li>Beacon Foundation – My Road program</li> <li>Devonport Chaplaincy</li> <li>Anglicare</li> <li>Service clubs</li> <li>Whitelion</li> </ul>	Low	F-OPEX External

**Targets:**

- Increase in youth employment and volunteering opportunities in Council by 2024 from 2019 levels
- Council actively engaged with learning and employment services and programs
- Greater number of young people participate in Council run or supported activities and events by 2024 from 2019 levels

## 6.3 DEVONPORT RETAIL STRATEGY 2018-2023

File: 31723 D529012

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 3.1.1 Market and promote the City and its potential as a regional business hub

### SUMMARY

To present the Devonport Retail Strategy 2018-2023 to Council for adoption.

### BACKGROUND

The *Devonport City Council Retail Strategy* intends to provide a clear direction for the role of Council in supporting retail activities within the CBD and greater Devonport. Council, with the support of the Devonport Chamber of Commerce and Industry (DCCI), has prepared a Strategy that examines the views, concerns and priorities of retailers and the community and provides a series of actions to be delivered over the next five years to address these priorities.

The retail industry is integral to Devonport, generating significant employment opportunities (12.4% of Devonport's residents work in retail), attracting investment to the region, supporting the local tourism industry, and ensuring Devonport is a desirable place to live and work. With the implementation of the LIVING CITY Master Plan, the retail landscape in Devonport is undergoing significant change. The addition of a big-box homemaker development on the CBD fringe along with the growth of retail and hospitality businesses, is positioning Devonport as the retail and services hub of the North West Coast.

It is imperative that Devonport evolves in line with State and National retail trends. A good shopping experience within Devonport, supported by infrastructure and accessibility initiatives, will ensure Devonport is a destination that is attractive to visitors.

Council resolved at their meeting held 28 May 2018 (Min No 90/18 refers) to endorse the draft Strategy for a 30-day consultation period.

### STATUTORY REQUIREMENTS

There are no specific statutory requirements relating to this report.

### DISCUSSION

It is important in the context of retail to identify existing Plans and Strategies that impact on retail in Devonport, including Council's Parking Strategy and Digital Strategy.

Due to the existence of the above policies, these areas have been excluded from the retail strategy to remove any conflicting priorities.

The strategy was developed using a three-step feedback process. An initial survey of retail and community was undertaken, a discussion document containing an overview of feedback was developed, and a series of community workshops were held to further understand the key themes.

Feedback was collected from a broad section of the community including retailers, the Devonport Chamber of Commerce and Industry, Aldermen, Council staff and community members.



The strategy identified strategic objectives, actions and targets to be delivered by Council and stakeholders over the next five years.

### COMMUNITY ENGAGEMENT

Invitation to comment on the draft Strategy was provided to the public through Council's on-line engagement portal, Speak Up Devonport, from 1 June to 1 July inclusive. Five comments on the Strategy content were received, three online and two written submissions. Unedited comments with Council officer responses are provided in detail in the attached report. Recurring comments received are detailed below.

Comments (grouped)	No. times raised	Response
The Strategy seems to focus heavily on the CBD, what is Council's attitude to the future of outlying areas such as Fourways?	2	<p>The strategy primarily focuses on activating the CBD space to act as a drawcard, bringing more visitors to Devonport, which will in turn provide flow-on activity to outlying areas of interest.</p> <p>Actions such as destination marketing activities will impact across the whole of Devonport and provide benefit to all areas.</p> <p>Council must use its limited resources to achieve the best outcome for the whole of Devonport under the identified areas of focus.</p>
Parking is a problem for retailers and their customers. Getting rid of paid parking would increase visitors to the CBD.	2	<p>Council adopted a Parking Strategy in 2016 which explored all aspects of Parking within Devonport including pricing and availability. It is appropriate for all matters relating to Parking to be dealt with through the Parking Strategy.</p>

### FINANCIAL IMPLICATIONS

Recommended actions in the Strategy require resourcing from a range of sources. Some actions will require an allocation in future operational and capital budgets that will be considered on an annual basis as part of Council's budgetary process.

### RISK IMPLICATIONS

- Community Services

The Strategy sets out a series of actions that are designed to improve the communication between Council and the retail sector. It is deemed the actions should result in positive change and are therefore low risk.

There is a risk that the Marketing and Events resources of Council will be under pressure to fulfil the requirements of the Strategy. An annual operational plan prioritising Strategy actions will need to be developed to manage potential risks.
- Infrastructure and Works

There is a risk that the Strategy actions will be reviewed in line with future works plans and prioritised accordingly which may affect the timelines proposed.

### CONCLUSION

The Devonport Retail Strategy reflects the feedback and ideas collected as part of the consultation process. The action plan will be reviewed annually with a full review of the Strategy to occur in 2023.

### ATTACHMENTS

- [1.](#) Retail Strategy 2018 - 2023
- [2.](#) Draft Devonport Retail Strategy 2018-2023 consultation outcomes report

## RECOMMENDATION

That it be recommended to Council that in relation to the Devonport Retail Strategy:

- a) It be noted that no modifications have been made to the draft document following community feedback; and
- b) the Strategy be adopted.

Author:	JoHanna Robertson	Endorsed By:	Karen Hampton
Position:	Marketing and Events Officer	Position:	Community Services Manager

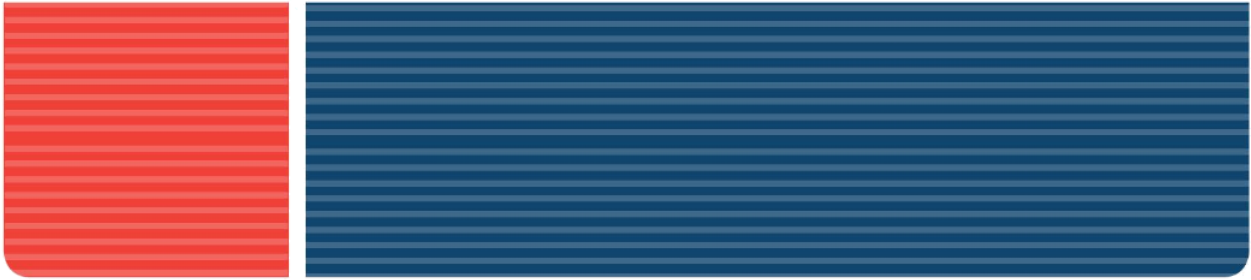
Devonport City Council



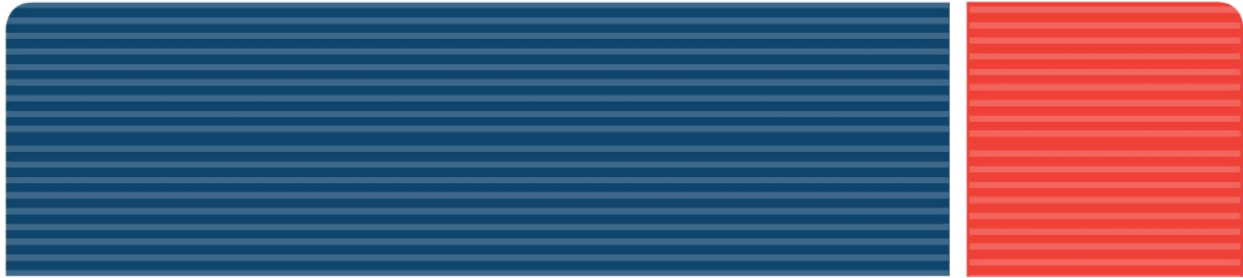
*The City with Spirit*



Retail Strategy 2018-2023



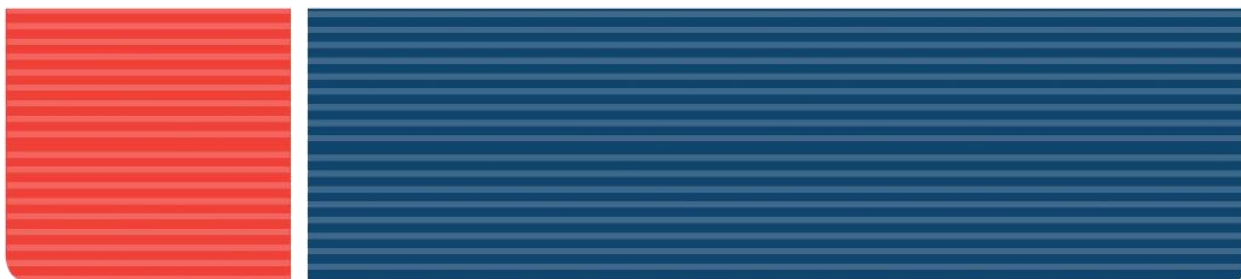
**Next Date of Review:** June 2020  
**Document Controller:** Marketing & Events Coordinator  
**Document Reviewer:** Community Services Manager  
**Date Adopted by Council:**



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## 1. What is the Retail Strategy?

The Devonport City Council Retail Strategy intends to provide a clear direction for the role of Council in supporting retail activities within the CBD and greater Devonport. Council, with the support of the Devonport Chamber of Commerce and Industry has prepared a Strategy that examines the views, concerns and priorities of retailers and the community and provides a series of actions to be delivered over the next five years to address these priorities.

Importantly, the dynamic nature of retail and its reliance on state and national economic trends means this strategy may also need to evolve over time.

## 2. Introduction

Retail is an important aspect of Devonport's visitor experience. With the implementation of the Living City Master Plan, the retail landscape in Devonport is undergoing significant change. The city is planning to ensure future growth in downtown retailing occurs in the CBD. With the addition of a big-box homemaker development on the CBD fringe along with the growth of retail and hospitality businesses, Devonport is cementing itself as the retail and services hub of the North West Coast.

The retail industry is integral to Devonport, generating significant employment opportunities (12.4% of Devonport's residents work in retail)<sup>1</sup>, attracting investment to the region, supporting the local tourism industry and ensuring Devonport is a desirable place to live and work.

Independent economic analysis completed by HillPDA in 2016, reveals that LIVING CITY is expected to generate almost 830 full-time operational jobs in the Devonport CBD, many within retail and related industries. Once complete LIVING CITY is expected to generate an additional \$112 million each year in the operational phase.

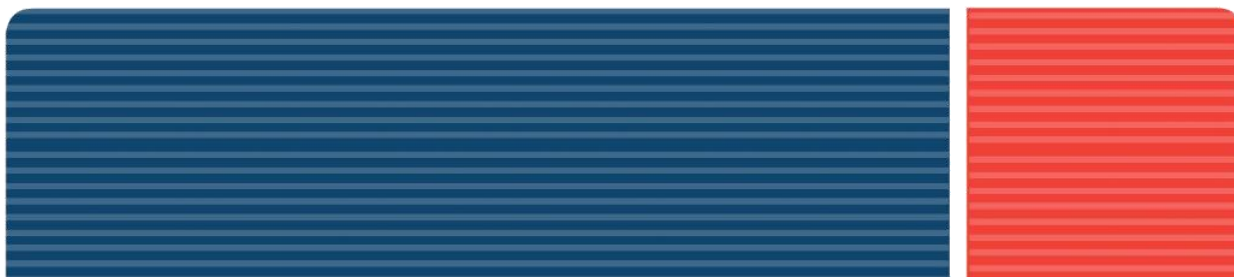
A key element of the strategy was to consider Council's role in supporting retail that complements the role of the Devonport Chamber of Commerce and Industry (DCCI). Direct engagement with the retail sector is vital to ensure a good shopping experience within Devonport, this supported by infrastructure and accessibility initiatives, will ensure Devonport is a destination that is attractive to visitors.

## 3. Strategic and Legislative Context

The primary legislation to which Council must comply is the *Local Government Act 1993*.

The Devonport City Council Strategic Plan includes relevant objectives and actions as detailed below:

<sup>1</sup>Source: Australian Bureau of Statistics, *Census of Population and Housing 2011 and 2016*.



Outome	Strategy
2.2 The Devonport Brand supports our marketing and development efforts	2.2.1 Maintain a local brand that supports our competitive advantages
	2.2.2 Develop an integrated approach to local branding in partnership with business and community groups
3.1 Devonport is the retail and service centre for North West Tasmania	3.1.1 Market and promote the city and its potential as a regional business hub
3.5 Our economic progress continuously improves	3.5.3 Promote, encourage and develop initiatives that maximise the local economy and retain local expenditure
	3.5.4 Develop and support a culture of excellence in innovation and life long learning to enhance employment opportunities

The Devonport City Council Digital Strategy and Parking Strategy both include actions that support the objectives of the Retail Strategy including ensuring availability and affordability of parking in Devonport and by encouraging innovative use of emerging digital technologies.

Council also anticipates the introduction of a Statewide Planning Scheme that will allow council to make special planning provisions unique to its municipality, with approval from the Tasmanian Planning Commission.

## 4. Background

In the past Council has assisted the Devonport Chamber of Commerce and Industry (DCCI) to provide marketing and promotional support to the retail sector through the provision of campaigns and activities.

In early 2017, the DCCI approached Council with a discussion paper outlining its future desires in the retail space. Council agreed to research and develop a city retail strategy, considering feedback from retailers, the community, DCCI and elected members.

The retail strategy examines retail in Devonport employing the following retail districts: Inner CBD retail, Outer CBD retail (Fourways, Forbes St, South of Steel Street) and Neighbourhood Centres including Spreyton, East Devonport and Valley Road.

Development of the Strategy raised the question "What role should Council and DCCI play in ensuring a vibrant and desirable retail destination?".

## 5. Strategy Development

### 5.1 Initial survey

Initial feedback was obtained from the retail community via an online or hard copy survey. The purpose of the survey was to understand retailer views, concerns and priorities. The survey also identified ways in which Council can best support Devonport retailers to achieve future retail growth. A total of 38 responses were received from retailers with key themes being:

- a. CBD Parking concerns; The impact of paid parking and the availability of parking in Devonport;
- b. CBD streetscapes and presentation; Council should continue to invest in upgrading streetscapes and the Rooke Street Mall in addition to the Living City Project;
- c. CBD Marketing and Events; Refresh of Devonport brand marketing and greater activation of CBD spaces; and
- d. Lack of communication between Council and retailers.

### 5.2 Discussion Document

The outcomes of the survey were compiled into a discussion document which gave an overview of key feedback from the survey. This document was used to stimulate discussion within the retail sector and encourage participation at community workshops. The document featured information on parking changes and future allocated capital works which show Council's progression in two key areas of concern from the initial survey; CBD parking and streetscape beautification.

### 5.3 Community Workshops

A series of workshops were held to further understand the key themes and encourage solutions focused brainstorming and development of ideas. The workshops were independently facilitated and involved members of the retail sector, DCCI, Council and community members. Each session attracted on average 10 participants and discussion was varied across each workshop. At the beginning of each session Council explained future parking changes as recently endorsed following Council's review of the Parking Strategy. Parking being a hot topic for discussion was 'parked' with participants asked to brainstorm the positives and negatives associated with retail in Devonport. It was suggested that participants may wish to come up with an idea to satisfy their parking concerns such as a spend and save promotion.

It was clear from the workshops that there was not an appetite for retail to initiate or subsidise



parking promotions and this was seen as the role of Council.

Each workshop was consistent in their brainstorming with four key areas of feedback identified:

- > Communication between Council, retailers and community
- > Need for a strong destination branding/identity for Devonport
- > The need to explore the future of the Rooke Street Mall and consider wind and weather improvements.
- > Continue to build the capacity of the retail sector.

## 6. Purpose and Objectives

The aim for the Retail Strategy over the next five years is to promote Devonport as the retail and services hub of North West Tasmania.

It is anticipated that this will be achieved through a number of actions grouped under four key focus areas:

Objective 1 – Increase visitation to CBD

Objective 2 – Strengthen the retail experience

Objective 3 - Build the capacity of retailers

Objective 4 – Strengthen communication between Council and retailers

Key challenges, desired outcomes and suggested actions have been developed from a combination of community and Council staff feedback and current and future retail trends. A detailed action plan is provided in Appendix A.

### 6.1 Objective 1 - Increase visitation to CBD

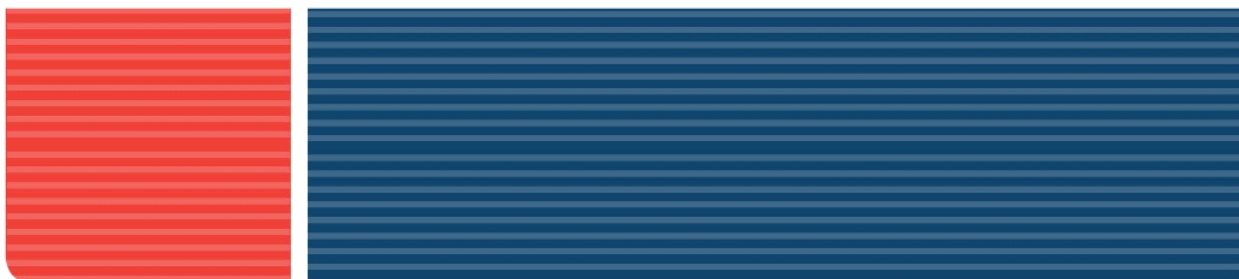
This includes actions that promote Devonport as a desirable place to visit through the activation of CBD spaces, a vibrant yearly program of events and the development of strong identity branding and associated digital media presence.

Key Challenges:

- > Regional demographic profile characterised by small population
- > Low income earners and high proportion older residents results in reduced spending activities.

Desired Outcomes:

- > Improved Marketing of the city
- > Vibrant, alive and exciting CBD
- > Increase in visitation by out of region visitors



- > Greater city pride from community and retail sector
- > Raised profile of Devonport in media and tourism sectors

Actions Include:

- > Refresh destination branding and create associated website/social media
- > Create a destination campaign around new branding
- > Continue a yearly program of community cultural events
- > Investigate ways to encourage more CBD events – Street Eats/Markets
- > Develop an education campaign for parking options
- > Promote Council's CBD Mural Art tour

## 6.2 Objective 2 - Strengthen the retail experience

This includes enhancing the visitor's experience physically, emotionally and socially therefore encouraging repeat visitation and word of mouth endorsement.

Key Challenges:

- > Fixed infrastructure time consuming and costly to alter
- > Ability to meet changing customer and retailer expectations
- > Private enterprise not always willing to invest
- > Entrenched negativity and reluctance to embrace change

Desired Outcomes:

- > Attractive city scaping
- > Weather resilient open space
- > Comfortable and easy to use facilities
- > Private enterprise follows Councils lead in investing in their own visual frontage

Actions Include:

- > Continue upgrades to CBD streets
- > Investigate options for the future of the mall
- > LIVING CITY development

## 6.3 Objective 3 - Build the capacity of retailers

This includes actions that encourage retail improvements through training, networking and advocacy. Highlighting available resources to retailers and staff and encouraging more communication between retailers.

Key Challenges:

- > Historical differences between retail sector, DCCI and Council



- > Desire by some to levy a promotional fee for CBD business however, Council has voted against introducing a levy in this instance
- > Retailers time poor during business hours

Desired Outcomes:

- > A strong network of retailers that often initiate activity
- > Improved customer service and positive retail transactions
- > Utilisation of contemporary retail techniques
- > Improved engagement between retail community and Council
- > Improved relations between Council, DCCI and other stakeholders

Actions Include:

- > Establish an annual retail conference
- > Identify and promote existing workshops and training opportunities

#### **6.4 Objective 4 - Strengthen communication between Council and retailers**

This includes actions that establish patterns of regular contact between Council and retailers and allows a forum for questions, requests and discussion between all parties.

Key Challenges:

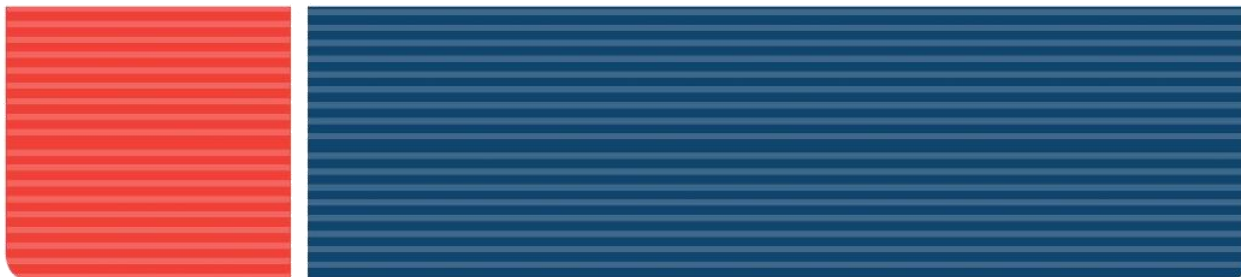
- > Past negative experiences with DCCI and Council
- > Misinformation or no information causes incorrect assumptions
- > Expectation that Council will initiate all communication

Desired Outcomes:

- > Increase in communication initiated by retail sector
- > Improved knowledge in community of Council plans and activities
- > Improved engagement between retail community and Council

Actions Include:

- > Consider a single Council resource for retail marketing
- > Investigate a digital retail community
- > Publish regular retail update
- > Marketing & Events



## 7. Implementation

Devonport City Council will be responsible for facilitating the implementation of the Strategy. Review of Strategic Focus Areas and Actions will occur on an annual basis by the Marketing and Events Coordinator and align with Council's Annual Plan and Estimates process.

Progress of the Strategy will be reported to Council within the minutes of the Governance, Finance and Community Services Section 23 Committee and be integrated into annual corporate reporting. Progress on the action plan will be communicated to residents via a range of Council communication mediums.

## 8. Timeframes

Actions assessed using two criteria:

1. Level of importance / strategic impact
2. Ease of implementation (considering time, resources, complexity)
  - Ongoing - day to day/recurring tasks which are budgeted for annually
  - Short Term: Complete within 1-2 years
  - Medium Term: Complete within 3-5 years
  - Long Term: Complete within 5 year

## 9. Resources Required

The level of human or financial resources required:

- A-OPEX: Annual operational expenditure by Council – staffing or operational resource allocated as part of the annual plan.
- F-OPEX: Future operational expenditure by Council – identified increased requirements for future consideration in annual allocation.
- F-CAPEX: Future capital expenditure by council - identified future capital cost for future consideration in capital works budget.

## Appendix A - Action Plan

Action	Details	Responsibility	Priority/ Timeframe	Resources
Objective 1 – Increase visitation to CBD				
1.1	Refresh destination branding and create associated website/social media	Logo redesign and tag line update.  Consistent destination brand across web and social media.	Marketing & Events/Visitor Services	High Short Term F-OPEX
1.2	Create a destination campaign to promote brand refresh	Print and Digital regional campaign NW Tas possibly extending Statewide	Marketing & Events/Visitor Services	High Short Term F-OPEX
1.3	Continue a yearly program of community cultural events	In accordance with Council's Events Strategy.  Ensure events activate CBD spaces.	Marketing & Events	Medium Ongoing A-OPEX
1.4	Investigate ways to encourage more CBD events	Promote available spaces, increase support in these spaces.	Marketing & Events	Medium Medium Term F-OPEX
1.5	Develop an education campaign to promote parking options	Promote available parking options, Easy Park app and best value parking scenarios.	Marketing & Events/Parking	High Short Term A-OPEX
1.6	Promote Council's CBD Murals through destination website	Development and promotion of a discovery trail that takes in CBD Murals	Marketing & Events	Medium Short Term A-OPEX
Objective 2 – Strengthen the retail experience				
2.1	Continue upgrades to CBD streets in accordance with Street Design Guidelines adopted by Council	In accordance with Council's Future Works Program	Infrastructure & Works	Various Ongoing F-CAPEX

Action		Details	Responsibility	Priority/ Timeframe	Resources
2.2	Investigate options for the future of Rooke Street Mall	Analyse the impact of Living City on the Rooke Street Mall and determine a suitable future for the space	Economic Development	Medium Medium	F-CAPEX
2.3	LIVING CITY	Multi-staged revitalisation project for Devonport	Economic Development	High Ongoing	F-CAPEX
Objective 3 - Build the capacity of retailers					
3.1	Establish an annual retail conference	Full day/evening conference with a mix of workshops, networking and presented sessions.  Presented in collaboration with Business Tasmania and DCCI.	Marketing & Events	High Medium Term	F-OPEX
3.2	Identify and promote existing workshops and training opportunities	Encourage Chambers of Commerce and Business Tasmania to host events in Devonport and promote to retailers.	Marketing & Events	High Short Term	A-OPEX
Objective 4 - Strengthen communication between Council and retailers					
4.1	Consider a single Council resource for retail marketing	Identify or create appropriate resource and ensure responsibility is clear across organisation	General Manager	High Short Term	A-OPEX
4.2	Establish a digital retail community	Explore digital platforms that facilitate a digital community with blog, discussion and file download capabilities	Marketing & Events	Low Medium Term	F-OPEX
4.3	Publish a regular retailer update	Publish a regular email update to retail database	Marketing & Events	High Short Term	A-OPEX



## Community Consultation Outcomes Report

### DEVONPORT RETAIL STRATEGY 2018-2023

## 1.0 Introduction

Invitation to comment on the draft Retail Strategy 2018-2023 was provided to the public through Council's on-line engagement portal, Speak Up Devonport, from 1 June to 1 July inclusive. Three online comments on the Strategy content were received and additionally two written comments were received.

This report presents the unedited comments received and Council responses.

## 2.0 Consultation Outcomes

Unedited Comments	Council Response
<p>I would like Council to provide clear direction on how it intends to treat outlying retail precincts such as Fourways.</p> <p>From reading the plan its very centred on CBD and Big Box. Apart from detailing that the strategy encompasses those outer CBD retail areas it does not provide any comment as to what Council attitude is to their future development and growth (if any).</p> <p>For example, are streetscape upgrades planned for Fourways, which has basically been devoid of any improvement for a considerable period of time.</p> <p>Alternatively, is its council's desire for these areas not to have any future development which will simply stifle any form of private sector investment. Retailers in these sectors need to know what the future holds for them!</p>	<p>The strategy primarily focuses on activating the CBD space to act as a drawcard bringing more visitors to Devonport, which will in turn provide flow-on activity to outlying areas of interest.</p> <p>Actions such as destination marketing activities will impact across the whole of Devonport and provide benefit to all areas.</p> <p>Council must use its limited resources to achieve the best outcome for the whole of Devonport under the identified areas of focus.</p>
<p>Getting rid of parking meters and paid parking would increase visitors to Devonport CBD and Fourways. Paying for parking is an additional tax on you purchases/services that is not applied in Latrobe, Ulverstone and homemaker centre.</p>	<p>Council adopted a Parking Strategy in 2016 which explored all aspects of Parking within Devonport including pricing and availability. It is appropriate for all matters relating to Parking to be dealt with through this strategy.</p>
<p>Parking is certainly a problem for retailers and their customers. There are very few loading bays close to shops making the receiving of stock an issue. Also, no short-term parking for people wanting to do their banking etc without driving around the block waiting for someone to vacate a parking space.</p>	<p>Council adopted a Parking Strategy in 2016 which explored all aspects of Parking within Devonport including pricing and availability. It is appropriate for all matters relating to Parking to be dealt with through this strategy.</p>



Unedited Comments	Council Response
There is no discounted inner parking for retail workers who don't want to park miles away from their place of business and the majority of these closer carparks stand relatively empty. So there is no incentive for new retailers to come into the area.	Council provides discounted all-day parking for workers on the top level of the multi-level car park.
The 'streetscape' in Stewart Street is problematic for emergency services unable to use this as an access route.	Comment noted and passed on to the appropriate department within Council.

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PH: 03 6423 3316

Thank you for the opportunity to comment on the Draft Retail Strategy.

I believe the council has identified the issues in the community and how strategies will be followed through. But it remains to be seen whether the follow through actually takes place

In the past I feel the council has not been inclusive enough of the community in decisions, even pretending to consult and listen but ultimately just going ahead with what they think.

There is a lack of transparency in many things the council does, either actual or perceived, and the council does a poor job of addressing this.

As correctly identified the city has an exciting future with the \$250 million Living City, two new Spirits in 2022, the new hotel and conference centre, the \$60 million development of Cradle Mountain, tourism growth, Devonport airport expansion? etc.

The city cannot grow on retail alone, it must grow the population and economics of the community a serious effort needs to be put into attracting new business/factories. This could involve subsidisation of industrial land perhaps as well as growing events and sports. It's a case of, what comes first the chicken or the egg.

The Living City is great but needs a population of 10,000 more people to achieve many of the desirable outcomes council wants. You have "built the egg" now how do you get the chickens? You cannot get more retail spend out of an existing community. As an owner of five businesses in the community over the past 30 years, and certainly in our current business, we have seen our growth in tourist/outside money.

#### **Objective 1**

##### Increase visitation

Give up on trying to get ferry arrivals to come into town in the morning. It's too early, nothing is open. 90% of our tourists arrive after lunch before they leave on the ferry. Capitalise on using Devonport as a base, working with retail, accommodation and restaurants to offer possible packages for 2 night stays (not 1 night). And focusing on arrivals in the afternoon, as one of the first businesses on the way into Devonport we are bombarded with requests for accommodation, restaurants, coffee shops (many closed after 4pm)

The ferries (people) are already arriving and leaving from Devonport so now council should attempt to capture the Launceston airport tourist arrivals. Our shop also has a large following from Hobart and Launceston (more cosmopolitan communities). Look at weekend /midweek packages combining events with retail/accommodation/restaurant offers etc

This also means working in partnership with events and business more.

**Objective 2**

Council is already in progress to do a great job of infrastructure, street-scaping etc and has correctly identified that if the infrastructure is there private investment will follow. To ensure this there needs to be an easy path for "entrepreneurs" to use or be assisted. At present council is perceived as being difficult to deal with. The council needs to take a more flexible view to ideas /concepts instead of sticking to the rule book so much.

**Objective 3 /4**

Council is right that retailers and community members are quick to knock council and complain but are prepared to do very little themselves. As a retailer you would feel like a "whinger" and only get a lip service hearing if you proffered ideas. I feel a council/retailer website that was active, in sections for example of events, retail, ideas, complaints, who is open, etc. with a weekly email going out referring and encouraging retailers to participate in and go to for information.

A classic example is The Living City: the council constantly gets negative comments about it but does an extremely poor job of informing, not just the community but retailers, of progress...what's happening /why/who/ how? Retailers are the face of the community, every day and I mean every day customers comment to us about The Living City; rumours, comments, both positive and negative. If council "reported" to retailers weekly on a website then we could, in turn, inform the community. No wonder the council "cops it". You spend \$250 million on a development and multiple consultants but have failed miserably in communication /selling it to the community and retailers. If you going to invest then do it properly and sell it, create that relationship, have the website/email going out weekly, a person dropping around door to door with a "retailer newsletter" "selling it".

**Also identify businesses that are unique and are a reason to come to Devonport**

Every town has Harvey Norman, Bunnings, and Cotton On...the multi nationals. Why would you come for them when you can do that at home?

Our business is unique; we have people from all over Australia who come just to visit us.

We have a huge following in Launceston and Hobart; we have artists, photographers, designers, architects, prop companies, accommodation providers, film and television productions both domestic and international buying from us. You will not find another antique emporium like it; yet we get no mention or kudos and we open 364 days a year!!!!!!

We are exactly the reason why people should come to Devonport!

Hundreds visit us every week, just look at our Trip Advisor reviews!


People will come for the unique, unusual, one off retailers; they won't come for McDonald's, Harris Scarfe, etc.

Push unique retailers and accommodation like Grand on Macfie, Malunnah, or restaurants like Mrs Jones. In conjunction with events and promotions, strengthen community relationships and growth.

Do stories on people with quirky and unusual businesses; blogs, advertisements, make Devonport a unique destination using the retailers/facilities.

Stop pandering to Burnie and Tasports and get cruise boats in.

Continue to open the river up and offer more opportunity for development here.



**DEVONPORT CITY COUNCIL**  
ABN: 47 611 446 016  
PO Box 604 Devonport TAS 7310 – 17 Fenton Way, Devonport  
Telephone 03 6424 0511  
Email council@devonport.tas.gov.au Web www.devonport.tas.gov.au

**Draft Retail Strategy - Feedback Form**

Community feedback is currently being sought on a Draft Retail Strategy.  
The Strategy intends to provide a clear direction for the role of Council in supporting retail activities within the CBD and greater Devonport. Feedback on the proposal is welcomed up until 5pm, 1 July 2018.

First Name: Douglas Last Name: Janney  
Street Address: 23 Watkinson St  
Suburb: Devonport  
Email: djanney39@gmail.com  
Daytime Phone No.: 03 6424 3753.

Would you like to provide any comments to Council on the Draft Retail Strategy?  
See over →  
??

Please return this form to Council's Customer Service Centre by 5pm, 25 January 2017.

*The City with Spirit*

**Draft Retail Strategy**

The document is CBD centric and ought to be retitled the "CBD Retail Strategy". Appendix A-Action Plan is all about the CBD

"The Mall" - A letter to the Editor (The Advocate) on Saturday the 9<sup>th</sup> June suggested it is time to reopen the Mall to one way vehicular traffic. NO WAY. Such a change will not attract more consumers to that section of Rooke St.

"Retail" - the sale of commodities to household consumers.

A breakdown of the percentage of the retail spending by shopping area would be an interesting set of figures and I suggest the CBD would not be at the top!!

Page 4 under Item 2 para 3 mention is made of "almost 830 full time operation jobs in the Devonport CBD".

The Annual Plan 2017-2018 on page 25 in the para "Population" suggests a "modest population increase from 25000 to of 27100 by 2029. This is a average population increase of 175/year over the 12 years.

These 2 statements are in conflict and a correction should be made in the final "Retail Strategy" even if only deletion of the 830 number.

Delivered 14<sup>th</sup> June 2018(back of FeedBack form)



## 6.4 LIVE AND LEARN STEERING GROUP

File: 34355 D530872

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community

### SUMMARY

To provide an update to Council regarding the formation of a "Live and Learn Steering Group" to deliver actions arising from the Live and Learn Strategy.

### BACKGROUND

In October 2015, Council adopted the Devonport Community Live and Learn Strategy. Some of the activities and projects arising from the Strategy were progressed by the Learning Communities Special Interest Group.

In March 2017, Council merged the Building Families, Community Safety and the Learning Communities Special Interest Groups into a Liveable City Special Interest Group. There were however, no representatives from the Learning Communities Special Interest Group on the newly formed Liveable City Special Interest Group and the activities of the Live and Learn Strategy continued under the banner of a Learning Communities Working Group.

Following recent discussions with Council, representatives of the Learning Communities Working Group expressed an interest in reviewing their structure and becoming a more stand-alone group with input and support from Council with their main aim being to deliver actions from the Live and Learn Strategy.

### STATUTORY REQUIREMENTS

There are no specific statutory requirements which relate to this report.

### DISCUSSION

Council's Community Services Manager has been involved in a number of meetings with representatives of the learning community who wish to be part of a newly formed Live and Learn Steering Group.

The Group's roles and responsibilities are as follows:

- Ensure strategic direction is aligned with the goals, objectives and actions of the Live and Learn Strategy
- Develop, implement and review annual action plans that deliver on the goals and objectives of the Live and Learn Strategy
- Ensure working groups and projects make good use of assets and is making sensible financial decisions
- Assist with resolving strategic level issues and risks
- Assess progress and reports on progress to partners and the general community
- Provide advice and guidance on issues in relation to learning for all
- Provide advice and guidance on opportunities that will improve learning for all
- Use influence and authority to assist in achieving outcomes and advocating for learning for all

- Pursue options to resource implementation of Live and Learn Strategy actions (partnerships, sponsorship, grants etc.)
- Review and evaluate actions, objectives and goals

Whilst the final formation of the Steering Committee is yet to be finalised with two more positions to fill, it currently has the following members:

Name	Title	Organisation
Andrew Hillier	CEO	Devonport Chaplaincy Inc.
Brett Williams	Project Manager	UTAS – Office of the Pro Vice Chancellor (Academic Quality & Schools Engagement)
Grant McDonald	Advanced Skills Teacher	Don College
Karen Eyles	Aspirations and Evaluations Coordinator	Peter Underwood Centre for Educational Attainment
Karen Hampton	Community Services Manager	Devonport City Council
Kathleen Priestly	Community Learning Coordinator	LINC Tasmania (Department of Education)
Kate Beer	Manager	Devonport Community House
Kim McVeity		B4 Early Years Coalition
Sheree Vertigan	Consultant	SAVii Consultancy and Project Management
Todd Hendriks	Senior Project Manager	Client Services NW Department of State Growth

The Steering Group has commenced preparing an action plan and also started planning the month-long event “Festival of Learning” which has been successfully run since 2016. Sponsorships have already been committed to this project from external organisations.

It is beneficial for Council to have a Steering Committee of experienced professionals who are committed to delivering on the objectives of the Live and Learn Strategy to the Devonport community.

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

Council allocated the sum of \$10,000 in its 2018/19 budget for the Live and Learn Steering Group to undertake actions from the Live and Learn Strategy. The Steering Group will also source external sponsorship funds to assist in the running of specific projects (eg Festival of Learning in September).

All income and expenditure will be managed by Council with the Steering Committee having the ability to also endeavour to obtain grants from other external organisations as appropriate.

### RISK IMPLICATIONS

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

### CONCLUSION

Establishing a Steering Group of experienced professionals focused on whole of community learning, enables the actions from the Live and Learn Strategy to be progressed in a more effective manner. The Group will provide an annual report to Council of their activities and projects.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That it be recommended to Council that the formation of the Live and Learn Steering Group be noted and endorsed.

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

## 7.0 INFORMATION REPORTS

### 7.1 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS

File: 34511 D524954

#### 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, it was determined (Min GFC59/17 refers):

*That the Review of Committees report be received and noted and that Council:*

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

The new meeting structure has commenced following an expression of interest process for members concluded in July.

#### 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: (May and June)

- Devonport Regional Gallery Advisory Board
  - The Board received an update on the Gallery relocation and reviewed the parnaple art centre shop floor plans;
  - The Board received an update on the Galleries exhibition program;
  - The Board discussed the Galleries staffing structure;
  - The Board reviewed the Gallery Report and Friends of the Gallery Report: Attached.

- Active City
  - The Committee received an overview of the 2018 Devonport Food and Wine Festival plans;
  - The Committee discussed upcoming sporting events;
  - The Committee received an update on Meercroft Park facilities;
  - The Committee reviewed concept plans for sporting facilities.
- Devonport Maritime and Heritage Special Interest Group
  - The Committee reviewed and distributed the postcards created through their postcard project;
  - The Committee discussed the Heritage Trail Actions and agreed to collate data on a group page;
  - The Committee discussed the Maritime and Heritage Workshop;
  - The Committee received an update on the Marketing Audit;
  - The Committee received verbal update on the Don River Railway and Home Hill;
  - The Committee reviewed the recent Julie Burgess and Bass Strait Maritime Centre Reports. Attached
- East Devonport Special Interest Group
  - The Committee reviewed a 'Torquay Garden of Reflection' proposal and recommend that the Council support and endorse the concept of a Garden of Reflection for Pioneer Park and consider developing the conceptual plan in line with the Pioneer Park Master Plan and the East Devonport Community Plan for future community and capital works funding.  
  
In relation to this issue it is recommended that Council note the recommendation and consider developing the concept plans in the future, dependent on priorities emanating from the Pioneer Park Master Plan.
  - The Committee agreed to seek interest from East Devonport Retailers in attending a Retailers workshop to develop an East Devonport retail plan/strategy.
  - The Committee agreed to review the East Devonport Community Plan.

### **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.](#) 2018.05.23 Unconfirmed Devonport Regional Gallery Advisory Board Minutes and Action List
- [2.](#) 2018.06.13 Unconfirmed Devonport Regional Gallery Advisory Board Minutes and Action List
- [3.](#) 2018.05.30 Unconfirmed Active City Special Committee Minutes
- [4.](#) 2018.06.06 Unconfirmed Devonport Maritime and Heritage Special Interest Group Minutes and Action List
- [5.](#) 2018.06.26 Unconfirmed East Devonport Special Interest Group Minutes and Action Lists

**RECOMMENDATION**

That it be recommended to Council that:

- a) the minutes of the Devonport Regional Gallery Advisory Board, Active City Special Committee and East Devonport Special Interest Group be received and noted; and
- b) it note the recommendation from the East Devonport Special Interest Group regarding the proposal for development of a Garden of Reflection at Pioneer Park and consider the development of a conceptual plan in the future, dependent on priorities emanating from the Pioneer Park Master Plan.

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, 23 MAY 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 Wish-Wilson – Community Member

Council Officers  
Geoff Dobson  
Karen Hampton  
Birgitta Magnusson-Reid  
Justin Rattray  
Danielle O'Brien

Guest  
Karen Mathew – Friends of the Devonport Regional Gallery

**PRESENT**

Josephine Kelly, Ald Jarman, Ald Milne, Vivienne Breheney, Lee Dixon, Karen Mathew, Alister McCrae (arrived 5.38pm), Marilyn Raw, Carol Wish-Wilson, Karen Hampton, Birgitta Magnusson-Reid and Danielle O'Brien

**1.0 APOLOGIES**

Geoff Dobson, Alexandra Morse and Linda Johnston

**NOT PRESENT**

Justin Rattray

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Board recommends that the previous minutes of the meeting held 28 March 2018 be received and noted.

*Moved: V Breheney/ Ald Milne*

**CARRIED****4.0 ACTION LIST**

Board reviewed, please see attached Action List for updates.

**5.0 REPORTS**

Gallery Report: Attached

*Moved: Ald Jarman /C Wish-Wilson*

**CARRIED****Action:**

- Ensure overall Exhibition attendance is included in report.
- Include any issues or feedback related to the activities in the Gallery.

Friends Report: Attached

**6.0 GENERAL BUSINESS****6.1 Corporate Plan Actions**

The Board noted the Corporate Plan Actions.

**6.2 Strategic Plan**

The Board noted the Strategic Plan.

**6.3 Devonport Regional Gallery Relocation**Staffing Arrangements

JK – Advised the Board that she had met with GD to discuss the new staffing restructure prior to the meeting. Whilst the title of Director is no longer there, the level of staffing has increased.

MR - At the last meeting the Board was advised that the position of Director was to be advertised. Understands the qualitative issue presented with the staffing changes. Hopes Birgitta will take the visual arts focus of the Gallery, as doesn't want the visual arts to be diluted.

Previous Directors have had strong programming ethos, attracting a variety of audience with a broad community in mind. A breadth and depth in the programming will challenge, educate, and benefit the community.

AMcC - Previous Director was a rare talent in Fine Art Practises, to find such a talent in a rural region is rare. Ellie's talent and reputation attracted quality programs which in turn developed a quality reputation for the Gallery.

VB – Walked away from the last meeting feeling that an Artistic Director position was to be advertised and is surprised that it hasn't happened.

KH - GD has the experience and education to deliver a quality programming.

MR - It matters that quality programming is carried through in the new Gallery.

BMR - The structure presented allows for the Arts Centre Director, Visual Arts Coordinator, and the Curator to work together to form a stronger structure than what the Gallery previously had.

CWW - It's important to have healthy conflict, tensions and leadership in the art world. The kind of doesn't appear in the presented structure. The strategic leadership in the current model has been diluted.

Ald Jarman - I see it as the opposite.

VB - Last meeting the Board were advised that the Director position would be advertised

JK - The structure changed between the meeting.

MR - How should this board be involved in this change?

JK - This Board has an "advisory" role.

KH- Any staff appointments are Council appointed, and there are strict governance rules that must be followed with any Council employment.

MR - What was our role in the structure changes?

JK - The Boards role was "information only".

Ald Jarman – Personal opinion; Excited by this structure, an amazing opportunity in a new space. Appreciation to Ellie and all she achieved, but excited for the future.

CWW - It's about positive tensions in the Gallery to create a creative program.

Ald Jarman - An exciting space that will allow the community to utilise the permanent collection

VB - whatever tensions were happening behind the scenes was never reflected in the exhibition.

AMcC –Made comment about the Michelangelo exhibition in Burnie.

MR - The visual arts depth was a focus of Ellie's.

The Michelangelo exhibit may have been snubbed by some but was a hugely popular exhibition for Burnie that introduced art to communities that hadn't experienced it or the Burnie Gallery before.

KH - We are delving into topics beyond this Board's scope, at the end of the day, how the Gallery operates is a managerial responsibility. Any concerns should be referred to the General Manager.

CWW – I feel it is within the Board's scope to comment and express concern on the structure going forward. Arts positions are rare, and it is a missed opportunity when available positions are not advertised nationally as they are so important to the region and valuable to the arts community.

JK - We need to give it a chance to run its course before evaluating.

JK – Is the current program still from Ellie's, planning period?

BMR - Yes.

JK - After 21+ years of talk it is wonderful that the community are finally getting a new Gallery!

Ald Jarman - Country Instyle Magazine have been in touch. The August issue will feature an article on the parnaple art centre.

**Action:**

- Workshop opportunities to market the relocation of the Gallery eg: Landline, other ABC avenues.
- Will there be an official "LIVING CITY" celebration?

**6.4 Retail Facility**

Images of the current retail space presented to the Board.

Images showed that a glass partition could close the space off whilst other functions are on.

MR expressed concern, that it appeared to have limited walking space and it may not attract people as it is not a "ready exit".

**Action:**

Confirm that the retail space is mobility aid accessible.

**6.5 Gallery Program**

Birgitta discussed the upcoming program.

Current exhibition 'Not Without a Trace' has been a huge success with many people connecting with houses on display.

JK advised that the artists 2 books are available for purchase through the Adelaide bookshop.

Upcoming Exhibits

9 June – 1 July 2018

Opening Friday, 8 June 2018 commencing 6pm  
*North West Art Circle: Annual Community Exhibition and Awards*  
 Richard Griffiths: Back to Burra Bee Dee – The Little Gallery Project Space

7 July – 19 August 2018  
 Opening Friday, 6 July commencing 6pm  
*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  
 The curators of the exhibition are to determine if a "play" element is to be included in the Exhibition.

25 August – September 2018  
 Opening Friday, 24 August commencing 6pm  
 Title TBC – Kelly Slater Mersey Bluff Project

October 2018  
 School Holiday Programs and Community projects being developed.  
 Tidal works being received and lights to be transferred to the new Gallery.

#### 6.6 Tidal

- Three judges confirmed.
- DL invitation mailed out to the artists.
- Artists will be encouraged to apply via website to ensure a coordinated application process (paper applications will also be available).

#### 6.7 Lisa Garland Resignation

##### Action:

Board to suggest possible replacements at the next meeting.

#### 6.8 Future Meeting Dates

Future meetings to be held bimonthly, the second week.

- Wednesday, 13 June 2018
- Wednesday, 8 August 2018
- Wednesday, 10 October 2018
- 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

- Workshop opportunities for marketing the new paranaple art's Centre
- Membership
- Paranaple art centre opening

**NEXT MEETING TO BE HELD WEDNESDAY, 13 JUNE 2018 COMMENCING 5.30PM DEVONPORT COMMITTEE ROOMS**

**MEETING CLOSED 7.09PM**

**NOTE:** The Chair, subsequent to the meeting, met with Council's General Manager to discuss matters which were raised relating to the future staffing



framework for the Gallery. The General Manager took on board the comments and indicated that he believes that there is a great future for the Gallery under the leadership of Geoff Dobson and Birgitta Magnusson-Reid. The focus now needs to be on ensuring that the move to the new Gallery is capitalised on and is successful.

Unconfirmed

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST  
MEETING HELD 23 MAY 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
23 MAY 2018	Devonport Regional Gallery Relocation	GD	In progress	Retail Facility: Confirm that the retail space is mobility aid accessible.	
		All	Not started	Workshop opportunities to market the relocation of the Gallery eg: Landline, other ABC avenues.	
		GD/JR	Not started	Will there be an official "LIVING CITY" celebration?	
	Membership	All	Not started	Board to suggest possible replacements at the next meeting	Next Meeting
15 NOVEMBER 2017	Devonport Regional Gallery Strategic Plan	All	In progress	<ul style="list-style-type: none"> <li>Audience Engagement</li> <li>Partnerships, Investment &amp; Performance</li> <li>Collection</li> </ul>	
	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"> <li>Acknowledge, preserve, and celebrate local art, culture, and heritage</li> <li>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</li> <li>Develop and implement an integrated approach to public art</li> </ul>	
	TIDAL Festival		In progress	Scheduled for Summer 2018 28 March 2018: 2 Judges confirmed, awaiting the confirmation of a third.	NOV 18

<b>2016-2017</b>	<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 May 2018

**EXHIBITIONS FEBRUARY - APRIL***'National Photographic Portrait Prize 2017...'*

Toured by the National Portrait Gallery, Canberra

*Mike Singe* (The Little Gallery)

Opened Friday 23 February

Opening attendance: 48

**EXHIBITIONS APRIL - JUNE***'Not Without a Trace'*

Curated by Erin Wilson

DCC Permanent Collection: The Kathleen Cocker Collection and The Homes of Devon Collection

*Zoe Grey: Where I am, Who I am* (The Little Gallery)

Opened Friday 20 April

Opening attendance: 60



Not Without a Trace – Opening night

**EDUCATION & PUBLIC PROGRAMS 10 MARCH – 20 MAY 2018**

Date	Program	Attendance
13 March	Education: Art Spark	14
19 March	Public Program: Books + Art Reading Group	5
20 March	Education: Art Spark	10
22 March	Internal Function: Thank you to Ellie Ray upon retiring	38
27 March	Education: Art Spark	11
28 March	Education: 1,2,3 Create	4
6 April	Education: Outreach Reece High School: Gallery presentation and workshop	17
10 April	Education: Art Spark	11
10 April	Education: Outreach Don College Gallery presentation	20
13 April	Public program: Reclaim the Lane	400

DEVONPORT  
REGIONAL  
GALLERY

Gallery Report May 2018

*Continued...*

Date	Program	Attendance
20 April	Public program: Exhibition opening	60
23 April	Public Program: Books + Art Reading Group	9
30 April	Public program: Orana Day Service	12
2 May	Education: 1,2,3 Create	5
3 May	Education: Youth Week Tasmania School workshop	14
3 May	Education: Youth Week Tasmania School workshop	13
8 May	Education: Youth Week Tasmania School workshop	13
8 May	Education: Art Spark	14
9 May	Education: Youth Week Tasmania School workshop	15
10 May	Education: Youth Week Tasmania School workshop	15
10 May	Public program: Twilight Talk	26
15 May	Education: Art Spark	10
15 May	Public program: International Museum Day	40

**The Friends**

To be provide by Karen Mathew

**THE DROOGS**

The 7<sup>th</sup> Reclaim the Lane, presented for Youth Week Tasmania, converted Rooke Lane into a vibrant and creative event that attracted some 400 audience members despite the grey skies.

The event had a strong focus on audience participation with all community stall holder running activities. In addition, all visitors were invited to work on a communal mural in addition to the creation of the official mural.

**NEW GALLERY**

Construction is progressing. The ground floor and first-floor concrete slabs are installed and provide an indication of the overall size of the facility, the foyer space and the flow of visitors. The ground floor gallery is currently being framed-up and preparations being made for the air handling system

DEVONPORT  
REGIONAL  
GALLERY

Gallery Report May 2018

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to be laid under the floor. The first-floor gallery spaces are framed-up with lining due to commence shortly.

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.

The new Gallery will utilise a portion of the existing Erco track lighting system currently installed in the Stewart Street Gallery. Therefore, the Stewart Street Gallery will be closed for approximately one month prior to opening the new Gallery.

**STAFF**

A staffing structure is being developed for the operations of the new arts centre, including the Devonport Regional Gallery. The structure considers the shared resourcing of a multi-arts facility, undertaking a wholistic approach to achieving greater outcomes. The structure will include four key focus areas; visual arts and creative learning, performing arts, engagement (visitors, marketing, on-line) and operations (exhibition installation, handling and theatre).

Three new roles have been devised with accountabilities related to the operations of the Gallery: 1 - new arts centre Director who will oversee the management of the facility, 2 - Visual Arts Coordinator who will manage the visual arts program, and 3 - Visitor Services Coordinator who will manage customer service, marketing and on-line presence.

The structure is not complete as the resource related to customer service roles will not be resolved until the amalgamation of the Gallery, Entertainment Centre and Visitor Information Centre occurs in October.

In addition, a Council team of technicians is being developed and trained to undertake the installation and de-installation of exhibitions – previously contracted to operators from Launceston.

The Creative Learning and Public Programs Officer position is currently vacant and likely to be filled by the end of May.

When finalised, a detailed organisational chart will be provided detailing key accountabilities across the new arts centre.

**SWAN HILL PRINT AND DRAWING AWARDS**

Convention and Arts Centre Director, Geoff Dobson, was asked to judge the Swan Hill Printing and Drawing Awards, 11-13 May. Geoff, along with fellow judge Akky van Ogtrop, President of the Print Council of Australia, spent the weekend in Swan Hill judging, presenting the awards and provided a floor talk prior to leaving.



DEVONPORT  
REGIONAL  
GALLERY

Gallery Report May 2018



*Geoff Dobson delivering a Floor Talk at the Swan Hill Print and Drawing Awards*

**MUSEUM LEADERSHIP PROGRAM**

Convention and Arts Centre Director, Geoff Dobson, was awarded a place in the prestigious Museum Leadership Program, presented by Museum Galleries Australia in partnership with the Gordon Darling Foundation.

*The 2018 Museum Leadership Program is a challenging and intensive six-day residential program specifically designed to provide senior museum professionals with the skills to take their institutions into the future.*

*The interactive program offers an outstanding opportunity to explore the key issues involved in leading a cultural institution.*

*The program is staffed by an exceptional faculty including international teachers, practising professionals and experts from the museums sector.*

Only offered every three years this highly competitive program accepts approximately 25 participants and will be delivered at the Macquarie Graduate School of Management in Sydney in October.

**PROGRAM UPDATES****Tidal: City of Devonport Art Award**

The Gallery has released entries for *Tidal: City of Devonport Art Award*. For the first time in the history of *Tidal*, artists can submit their entry and pay their entry fee online. A hardcopy entry form is still available. The newly appointed Visitor Services Coordinator developed the online form and payment mechanism. Online entries will greatly reduce an administration burden to transcribe entry forms and process payment.

DEVONPORT  
REGIONAL  
GALLERY

Gallery Report May 2018

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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

Promotion is being rolled-out including contacting previous entrants.

**Art Rage**

It is likely the Devonport Regional Gallery will enter in to an agreement with Queen Victoria Museum and Art Gallery to alternate *Art Rage* with the Burnie Regional Art Gallery, biennially. It is intended to alternate years between *Art Rage* and the *RACT Portraiture Prize*.

Devonport Regional Gallery Advisory Board Report

From the Friends Committee

May 2018

On Friday 20 April the friends committee catered for the opening of the Kathleen Cocker Collection.

During May our questionnaire was completed and emailed out to the Friend's membership base. To date approximately 20% of members have completed and returned this survey. At our last meeting it was decided to allow a month for response, with one more reminder to be sent.

As a result of the survey we have already attracted one new committee member. We also have an additional two new members who have begun attending meetings.

At our last meeting the date for our AGM was set for Thursday August 3 to be held at the gallery.

On Friday May 18 we held our International Museum Day function. This was well attended by forty people. Nine committee and two advisory board members took part in the presentations which were varied and interesting.

Karen Mathew

President of FDRG

## DRG Advisory Board – 23 May 2018

### Staffing Restructure

A new staffing structure being developed for the operations of the **paranaple arts centre**, which includes the Devonport Regional Gallery. The structure will be fully resolved by November 2018 for the opening of the **paranaple arts centre**.

The structure considers the shared resourcing of a multi-arts facility, undertaking a wholistic approach to achieving improved outcomes. The structure will include four key focus areas; visual arts and creative learning, performing arts, engagement (visitors, marketing, on-line) and operations (exhibition installation, handling and theatre).

To date, three new roles have been devised with accountabilities related to the operations of the Gallery: 1 – **Arts Centre Director (paranaple arts centre Director)** who will oversee the management of the entire facility, 2 – **Visual Arts Coordinator** who will manage the visual arts program, and 3 – **Visitor Services Coordinator** who will manage customer service, marketing and on-line presence.

The structure is not complete as the resource related to customer service roles will not be resolved until the colocation of the Gallery, Entertainment Centre and Visitor Information Centre occurs in October.

In addition, a team of technicians is being developed and trained to undertake the installation and de-installation of exhibitions – previously contracted to operators from Launceston.

Within this model, the role of Devonport Regional Gallery Director, left vacant by the retirement of Ellie Ray, will not be replaced. The Gallery Director was previously a .6 FTE position. The Gallery Director arts administration accountabilities will now be performed by the Arts Centre Director. The staff supervisory accountabilities previously held by the Gallery Director will be shared between the Arts Centre Director and Visual Arts Coordinator. The programming for the Gallery's visual arts program will be devised by a team of senior staff, including the Arts Centre Director, Visual Arts Coordinator and Curator. The program logistics, previously undertaken by the Gallery Director, will be managed by the Visual Arts Coordinator.

The Arts Centre Director will represent the Devonport Regional Gallery at interstate and intrastate engagements.

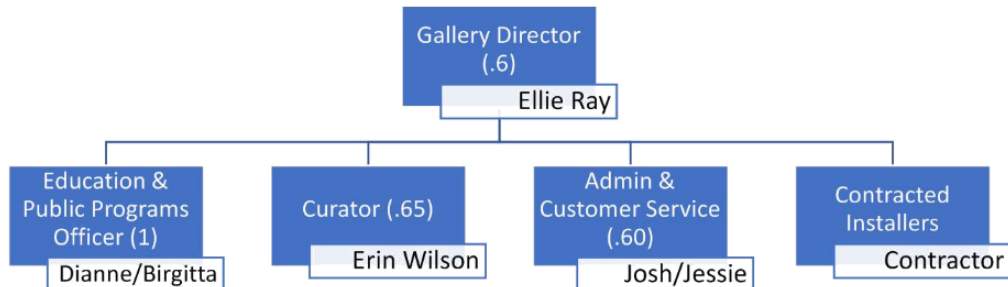
The branding and identity of the Devonport Regional Gallery is unchanged, referred to as the Devonport Regional Gallery at the **paranaple arts centre**.

#### New Structure

Arts Centre Director  
Visual Arts Coordinator  
Visitor Services Coordinator/Marketing  
Creative Learning and Public Programs Officer  
Curator  
Customer Service Team  
Technical Operations Team

#### Previous Structure

Gallery Director  
Education and Public Programs Officer  
Curator  
Admin Team/Customer Service  
Contracted Installer

**The Previous Structure: 2.85 FTE****Previous Structure Key Accountabilities:****Director (.6)**

- Arts Administration
- Programming
- Programming Logistics (freight, scheduling, etc.)
- Budgets
- Reports
- Staff Supervision
- Contract Management (Installers)
- Represent the Gallery

**Education and Public Programs Officer (1)**

- Education Programs
- Contractors
- Major Projects – e.g. Reclaim the Lane
- Communication – Media Releases/Newsletters/Marketing Collateral
- Subsidiary Staffing Supervisor Role (on days Gallery Director was not working)

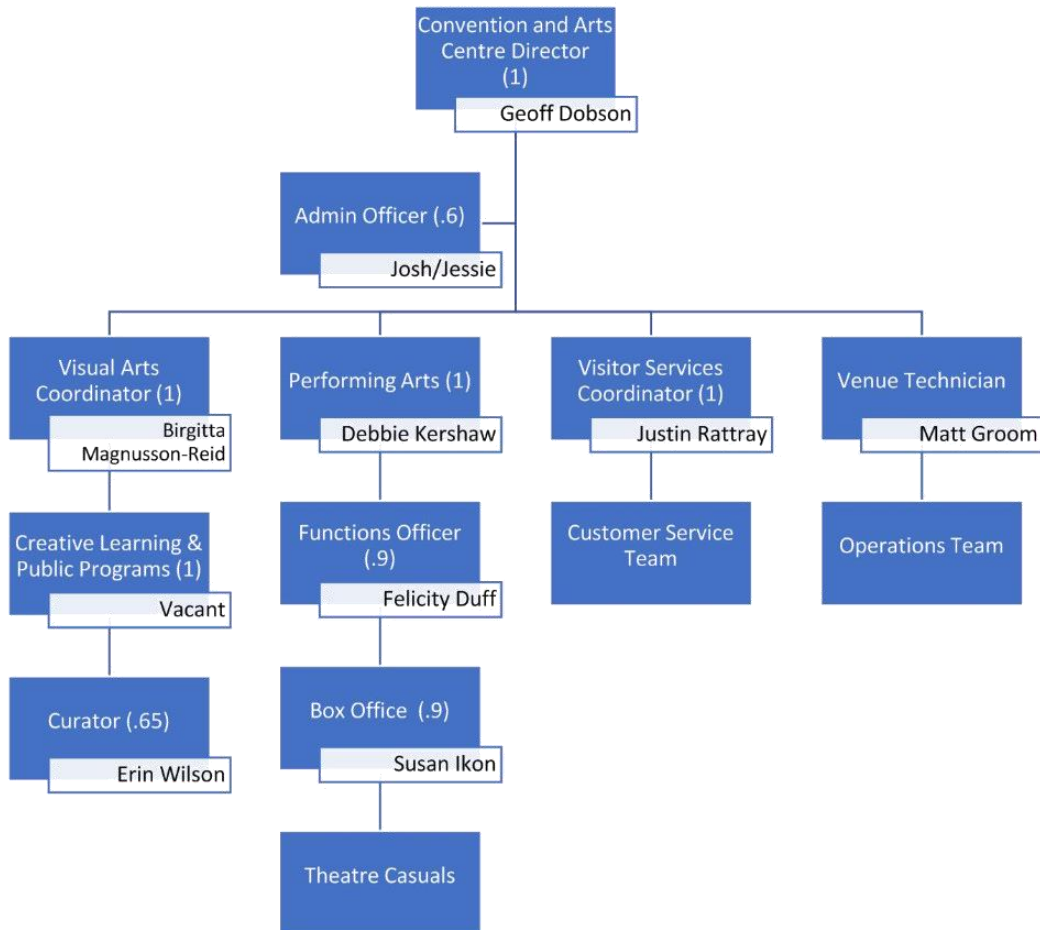
**Curator (.65)**

- Collection Management
- Devising Collection Exhibitions

**Admin (.6)**

- Customer Service
- Administration Duties
- Design of marketing collateral (DL's, Posters, Lightboxes)

New Structure – appx. 4.25 FTE





**New Structure Key Accountabilities:****Arts Centre Director (appx. a .5 role in the Gallery)**

- Arts Administration
- Budgets
- Reports
- Staff Supervision
- Represent the Gallery
- Programming

**Visual Arts Coordinator (1)**

- Programming
- Programming Logistics
- Contract Management (Exhibitions)
- Installation
- Staff Supervision

**Creative Learning and Public Programs Officer (1)**

- Education Programs
- Contractors
- Major Projects – e.g. Reclaim the Lane

**Visitor Services Coordinator (appx. a .5 role in the Gallery)**

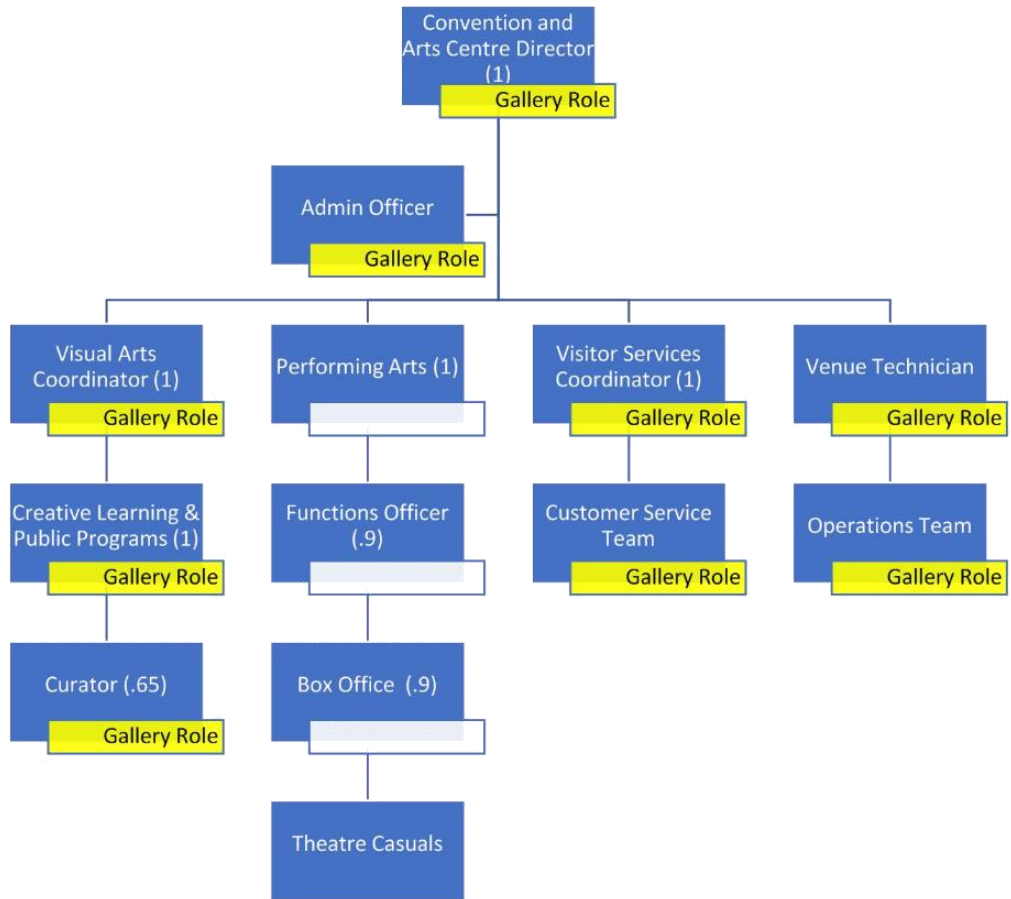
- Design of marketing collateral (DL's, Posters, Lightboxes)
- Communication – Media Releases/Newsletters/Marketing Collateral
- Customer Service Logistic
- Online (website development)
- Staff Supervision

**Curator (.65)**

- Collection Management
- Devising Collection Exhibitions
- Devising Exhibitions non-collection related

**Admin (.6 – shared across arts centre)**

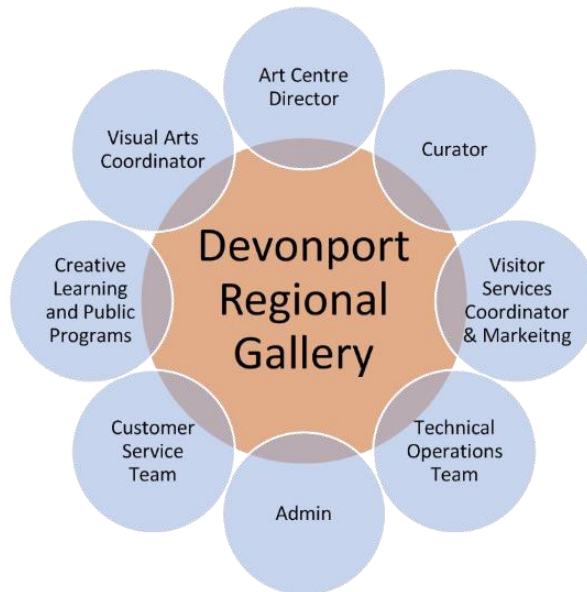
- Administration Duties



**Previous Structure of Roles and Involvement**



**New Structure and Roles and Involvement**



## Questions and Answers

### *Why couldn't a Gallery Director be included in the New Structure?*

The key accountabilities of the role have been redirected upwards, to a Senior Management Position of the Art Centre Director, and some key accountabilities have been directed to a Coordinator, the Visual Arts Coordinator.

### *Why was the role of Visual Arts Coordinator advertised internally?*

It provides internal staff the opportunity to progress within the organisation. In this instance, Council believed there were sufficient skill and ability within the organisation to fill the role. The role was advertised internally and not direct appointed.

*Indecently:* Exit Interviews from past Gallery staff have cited a lack of progression as reason for resigning.

### *Can the Arts Centre Director provide the oversight required for the Gallery?*

The portfolio of the Art Centre Director includes the following facilities that have historically operated with low operational engagement from Senior Management:

- Entertainment Centre
- Visitor Information Centre
- Bass Strait Maritime Centre
- Convention Centre
- Home Hill

### *Concern that the Burnie Regional Art Gallery program was not delivered to the same high standard at the Devonport Regional Gallery (concern over Geoff's ability)?*

Allow the structure 24-months to establish a track record.

#### **Indecently:**

#### **The Devonport Regional Gallery**

134 square metres

70 running metres of walls.

Exhibitions Budget of **\$80,500**

#### **The Burnie Regional Art Gallery**

600 square metres

180 running metres of wall space

Exhibitions Budget of **\$35,000**

*The program comparison between Burnie and Devonport is a result of the figures provided above.*

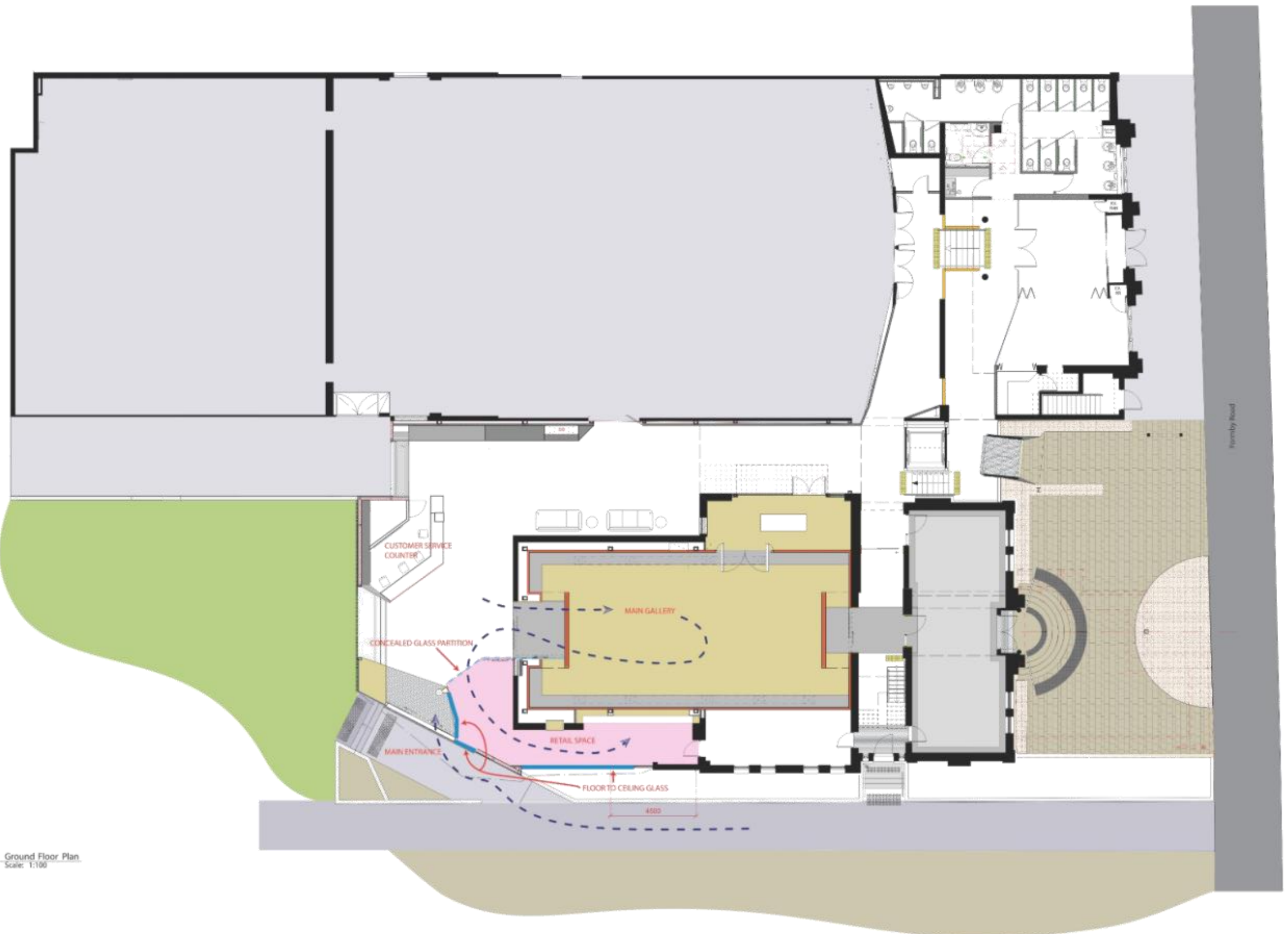
### Local Government Example

**Richard Mulvaney** is well known at the Director of the Queen Victoria Museum and Art Gallery. He is a Launceston City Council employee. His exact title is:

**Richard Mulvaney** | Director | Queen Victoria Museum & Art Gallery and Princess Theatre  
T 03 6323 3700 | F 03 6323 3776 | M 0409 744 392 | [www.qvmag.tas.gov.au](http://www.qvmag.tas.gov.au)

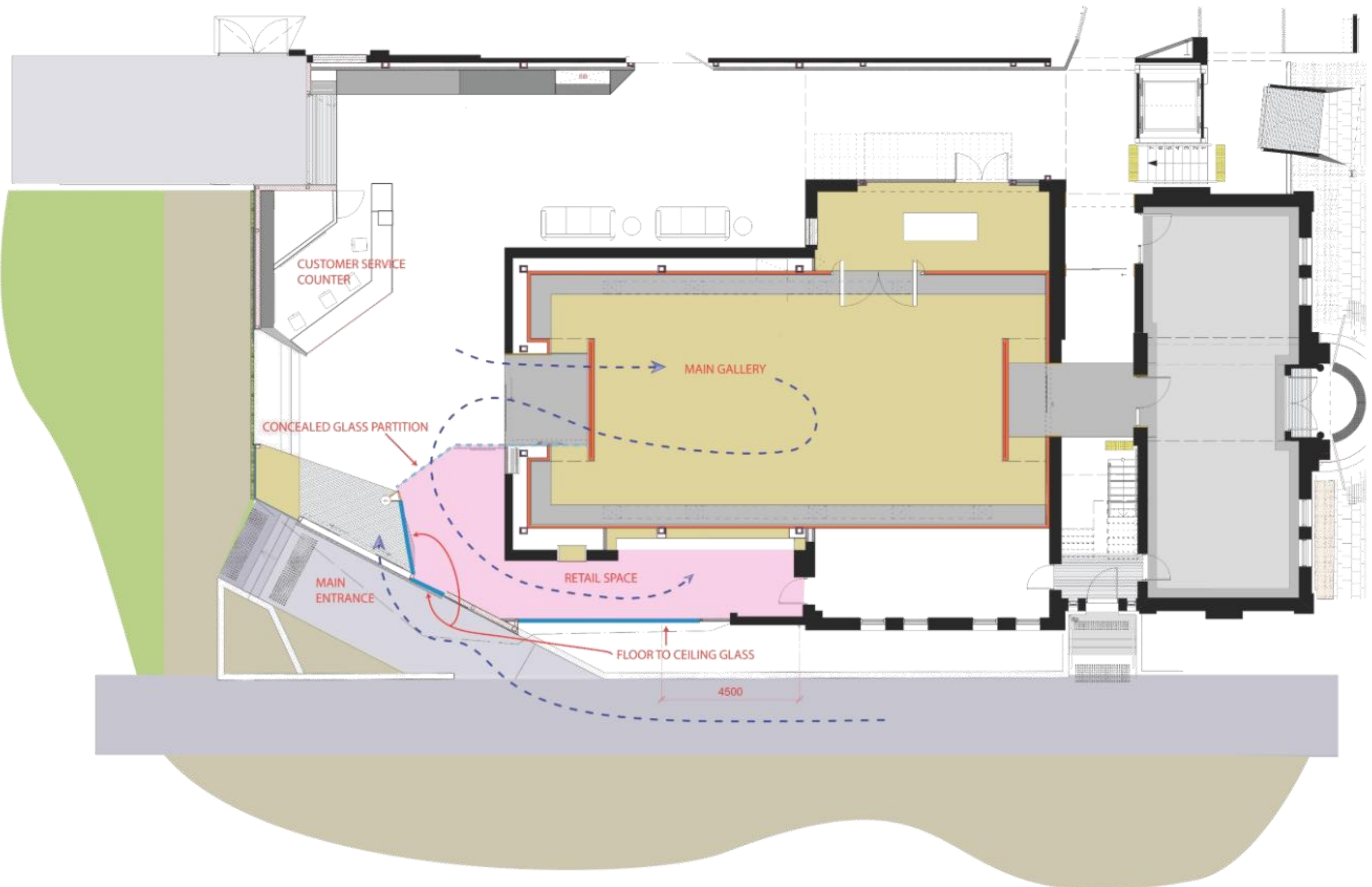
Richard's portfolio includes:

- QVMAG
- Planetarium
- Princess Theatre
- Albert Hall



1 Ground Floor Plan  
Scale: 1:100





**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
DEVONPORT REGIONAL GALLERY ADVISORY BOARD  
MEETING HELD WEDNESDAY, 13 JUNE 2018  
COMMENCING AT 5.35PM**

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

Council Officers  
Geoff Dobson  
Justin Rattray  
Danielle O'Brien

Guest  
Karen Mathew – Friends of the Devonport Regional Gallery

**PRESENT**

Josephine Kelly, Ald Jarman, Ald Laycock (departed 1819hrs), Lee Dixon, Linda Johnston, Carol Whish-Wilson, Geoff Dobson and Danielle O'Brien

**1.0 APOLOGIES**

Ald Milne, Vivienne Breheney, Karen Mathew, Alister McCrae, Marilyn Raw, Justin Rattray

**NOT PRESENT**

Alexandra Morse

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Board recommends that the previous minutes of the meeting held 23 May 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: G Dobson/ Ald Jarman*

**CARRIED**

Friends Report: Attached

**6.0 GENERAL BUSINESS****6.1 Corporate Plan Actions**

The Board noted the Corporate Plan actions.

**6.2 Strategic Plan**

The Board noted the Strategic Plan.

**6.3 Devonport Regional Gallery Relocation**Marketing the Relocation

Council will move into the multipurpose centre in September, the paranapple arts centre will open in November.

The Board see it as an opportunity to engage with the National and Local Arts communities via the following channels;

- Regional Arts Australia
- Art Guide
- Art Almanac
- ABC and Landline

It is an opportunity to reach out and connect with potential future partners, to add to the Gallery's own community, and with the benefit of building up the skills of the local artists.

- Big Heart
- Ten Days
- MONA
- The Unconformity
- Interweave, based in Launceston, working exclusively in inclusive arts (professional arts practises).

Devonport City Council currently have a Partnership relationship with Ten Days and have developing relationships with numerous other bodies and art organisations.

Board suggests a future feasibility study into a Devonport Residency Program. Any Residency Program requires accommodation and funding.

IASKA Western Australia is an example of a successful residency program. Formed in 1998 by Kellerberrin farmers and art professionals interested in exploring cultural identity through art. The small town program attracts extraordinary contemporary artists resulting in challenging art.

paranapple arts centre opening

Board suggest that Josephine speak at any official function as a representative of the community.

**6.4 Board Membership**

It was agreed that a replacement for Lisa Garland not be sought at this time.

The Board the Board consider asking a member of the Droogs to join.

**Motion:**

The Devonport Regional Gallery Advisory Board extend an invitation for a member of Droogs to join the Board meetings, should they wish.

Moved: G Dobson /C Whish Wilson

**CARRIED**

**6.5 Gallery Program**Current Exhibitions

9 June – 1 July 2018

Opening Friday, 8 June 2018 commencing 6pm

North West Art Circle: Annual Community Exhibition and Awards

Richard Griffiths: Back to Burra Bee Dee – The Little Gallery Project Space

#### Upcoming Exhibitions

7 July – 19 August 2018

Opening Friday, 6 July commencing 6pm

*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

The curators of the exhibition are to determine if a 'play' element is to be included in the Exhibition.

25 August – September 2018

Opening Friday, 24 August commencing 6pm

Title TBC – Kelly Slater Mersey Bluff Project

October 2018

School Holiday Programs and Community projects being developed.

Tidal works being received and lights to be transferred to the new Gallery.

#### **6.6 Tidal**

- Entries are being received with a good uptake on online entries. Online entries were at 34 at the time of the meeting.
- The main Tidal Festival will be held in January, to align with a youth - Robinson Collection Project.

#### **6.7 Acquisition**

The Board reviewed the acquisition proposal. Attached

Artist: Garry Greenwood

- Five pieces, showing the breath of the artist's work
- Proposal is gift the works to the Gallery
- Condition report to be undertaken by the Gallery
- Gallery has confirmed that there is space and capacity to store the work.

#### **Motion:**

The Devonport Regional Gallery Advisory Board endorse the Acquisition Proposal regarding the five Garry Greenwood works entitled; Banksia Panel, Black Couch 1982, Entwined 1999, Federation Roof Hat, Tamworth Saddle 1988.

Moved: Ald Jarman /L Dixon

**CARRIED**

#### **Action:**

- Media Release
- Investigate the options for a visible list of art donors, to be used to inspire future donors.

#### **6.8 Future Meeting Dates**

Future meetings to be held bimonthly, the second week.

- Wednesday, 8 August 2018
- Wednesday, 10 October 2018
- 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**

- Corporate Plan Actions
- Strategic Plan
- DRG Relocation
- Gallery Program
- Tidal
- Acquisition

**NEXT MEETING TO BE HELD WEDNESDAY, 8 AUGUST 2018 COMMENCING 5.30PM DEVONPORT  
COMMITTEE ROOMS**

**MEETING CLOSED 6.35PM**

Unconfirmed

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST  
MEETING HELD 13 JUNE 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
23 MAY 2018	Devonport Regional Gallery Relocation	GD	In progress	Retail Facility: Confirm that the retail space is mobility aid accessible.	
		All	In progress	Workshop opportunities to market the relocation of the Gallery eg: Landline, other ABC avenues.	
		GD/JR	Not started	Will there be an official "LIVING CITY" celebration?	
	Membership	All	Completed	13 June - Board agreed to invite member of Droogs should another member leave.	Next Meeting
15 NOVEMBER 2017	Devonport Regional Gallery Strategic Plan	All	In progress	<ul style="list-style-type: none"> <li>Audience Engagement</li> <li>Partnerships, Investment &amp; Performance</li> <li>Collection</li> </ul>	
	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"> <li>Acknowledge, preserve, and celebrate local art, culture, and heritage</li> <li>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</li> <li>Develop and implement an integrated approach to public art</li> </ul>	
	TIDAL Festival		In progress	Scheduled for Summer 2018 28 March 2018: 2 Judges confirmed, awaiting the confirmation of a third.	NOV 18



<b>2016-2017</b>	<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 May 2018

**EXHIBITIONS APRIL - JUNE***'Not Without a Trace'*

Curated by Erin Wilson

DCC Permanent Collection: The Kathleen Cocker Collection and The Homes of Devon Collection

*Zoe Grey: Where I am, Who I am* (The Little Gallery)

Opened Friday 20 April

Opening attendance: 60

Total attendance: 2,863

**EXHIBITIONS JUNE - JUNE***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

**EDUCATION & PUBLIC PROGRAMS 15 MAY – 12 JUNE 2018**

Date	Program	Attendance
15 May	Education: Art Spark 2 sessions	10
18 May	Public program: International Museum Day	40
21 May	Public Program: Books + Art Reading Group	7
22 May	Education: Art Spark 2 sessions	11
26 May	Public Program: Drawn Home Workshop	11
28 May	Public program: Orana Day Service	14
29 May	Education: Little Aesthetics – Our Lady of Lourdes 2 Sessions	56
29 May	Education: Art Spark 2 sessions	8
30 May	Education: 1,2,3 Create	5
4 June – 8 June	Deinstall and Installation week	134
5 June	Education: Art Spark 2 sessions	9
8 June	Public program: Exhibition opening: NWAC and Richard Griffiths	85
12 June	Education: Art Spark 2 sessions	4+

**THE FRIENDS**

To be provide by Karen Mathew

**THE DROOGS**

The Droogs are doing an art project for the Devonport Jazz Festival that involves making examples of lanterns and hand painting suits for the Street Eat parade.

**NEW GALLERY**

Work is progressing well. The ground floor waterproofing is complete, allowing the underfloor HVAC (heating, ventilation and air conditioning) system to be installed. HVAC is also being installed in the top floor gallery spaces.

The joinery shop drawings have been completed by Fairbrother. The front customer service desk has been drawn out on the floor to provide Council with an indication of layout and flow of patrons. Electrical fittings and fixtures continue to be value managed, however the functionality of gallery spaces remain, with 3 circuit lighting tracks being installed, with 2 dimmable channels and a full per track, providing increased functionality over the current Stewart Street Gallery.

DEVONPORT  
REGIONAL  
GALLERY

Gallery Report May 2018

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The Gallery is on track to open in early November.

**STAFF**

Applications for the vacant Creative Learning and Public Programs Officer position closed on Friday, 8 June. An assessment of applicants will be conducted, and interviews will follow with the aim of filling the position as soon as possible.

**MUSEUMS GALLERIES AUSTRALIA**

Convention and Arts Centre Director, Geoff Dobson, attended the Museums Galleries Australia National Conference in Melbourne, 4-7 June.

The title of the conference was Agents of Change. Geoff was asked to be part of a panel to present the penultimate plenary session of the conference, A Manifesto for Change. The panel was chaired by TMAG Director Janet Carding, and featured Simon Chaplin, Director of Culture and Society from the Wellcome Trust United Kingdom, Viviane Gosselin, Director of Collections and Exhibitions/Curator of Contemporary Culture, Museum of Vancouver Canada, and Rhonda Inkamala, Museum and Art Gallery, Northern Territory.

**GALLERY NOTES**

Issues or feedback related to the activities in the Gallery;  
Written feedback showed appreciation of the Historical elements of Not without a Trace.

**PROGRAM UPDATES****TIDAL: CITY OF DEVONPORT ART AWARD**

The Gallery has released entries for *Tidal: City of Devonport Art Award*. For the first time in the history of *Tidal*, artists can submit their entry and pay their entry fee online. A hardcopy entry form is still available. The newly appointed Visitor Services Coordinator developed the online form and payment mechanism. Online entries will greatly reduce an administration burden to transcribe entry forms and process payment.

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

Promotion is being rolled-out including contacting previous entrants.

**ARCHIBALD TOURING EXHIBITION**

Convention and Arts Centre Director, Geoff Dobson, has expressed interest with Art Gallery NSW Exhibition Touring Coordinator, Georgia Connolly, to receive the Archibald Touring Exhibition. The Gallery is required to send a complete Facility Report once the new Gallery opens in November to support the expression of interest.

Devonport Regional Gallery Advisory Board Report

From the Friends Committee

June 2018

NORTH WEST ART CIRCLE EXHIBITION

On Friday June 8 FDRG committee members assisted with the opening of the North West Art Circle's annual exhibition. This event is always well attended and members of the art circle organise the catering. Attendees were generous with their gold coin donations for the bar, resulting in the committee making a good profit that will go towards the Tidal Prize money.

FRIENDS SURVEY

After a reminder was sent out to Friends members to complete the questionnaire we only obtained a few more responses. A total of 65 members completed the online form and the results will be discussed at our next meeting.

Karen Mathew

President of FDRG

DEVONPORT  
REGIONAL  
GALLERY

## DCC PERMANENT COLLECTION

ACQUISITION PROPOSAL FORM

---

Proposing Staff Member: Birgitta Magnusson-Reid Date submitted: 13/06/2018

**1. OBJECT DETAILS**

Artist: Garry Greenwood

Title: *Banksia panel, (or Pod Panel)*

Date: 1978

Medium: Wet-formed, sculpted cowhide with suede detailing and backing

Dimensions: 155 x 93 x 18 cm

Artist: Garry Greenwood

Title: *Black Couch*, Stretch leather series

Date: 1982

Medium: Wet-formed and carved cowhide, pigskin and suede.

Dimensions: 65 x 143 x 27 cm

Artist: Garry Greenwood

Title: *Entwined*

Date: 1999

Medium: Wet-formed, laminated and carved cowhide.

Dimensions: 36 x 105 x 60 cm

Artist: Garry Greenwood

Title: *Federation Roof Hat* (The first of four in Roof Hat series. This piece linking to Australian Merino Series)

Date: 1993

Medium: Wet-formed cowhide, merino sheepskin covering, hand corrugated cowhide roof, acrylic paint.

Dimensions: 18 x 32 x 27 cm

Artist: Garry Greenwood

Title: *Tamworth Saddle* (One of 5 sculptural saddles in the "Tamworth" Series .)

Date: 1988

Medium: Wet-formed buffalo hide, sheepskin, brass bell and polycarbonate stand.

Dimensions: 56 x 63 x 61 cm

**2. ACQUISITION DETAILS**

Object inspected: Not yet

Object reviewed by:

Purchase Price: N/A

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

Funds confirmed:N/A

Donation (indicate if donation is offered under the Cultural Gifts Program):

Donor name: Lyn Evans (Garry Greenwood's Widow)

Donor address: Has just moved. Address to be confirmed

Donor email/telephone: Contact person: Karlin Love, 0434 810628, [karlinglove@gmail.com](mailto:karlinglove@gmail.com)

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

### 3. CONDITION / TRANSPORTATION / STORAGE

Condition report completed: No

Storage or conservation requirements: Have up until recently been kept at Lyn Evans' residence.

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: TBC

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

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

To include:

- Artist biography
- Provenance of object
- Significance to collection
- Alignment with collection policy
- Exhibition potential
- Recommendation



Signed:  
Director

Date:

Signed:  
Curator of Collections

Date:

Approved:  
Not approved:

Date:

Date:

Signed:  
Department Manager

Date:

**Banksia Panel (or Pod Panel) c1978**

155 x 93 x 18

Wet-formed, sculpted cowhide with suede detailing and backing.

NB :

One of the first wall panels following Macrame sculpture period. The beginning of the series where the specific focus was line and tension on a vertical plane.

Tension was created as objects were both hidden and revealed by the 'stretched leather' effect.

**\$16,500.00**



Condition – Good

**Black Couch 1982**

65 x 143 x 27

Wet-formed and carved cowhide, pigskin and suede.

Stretch leather series ( figurative )

**\$25,000.00**



Condition - Good

**Entwined 1999**

36 x 105 x 60

Wet-formed, laminated and carved cowhide.  
Multiple display options.

The final piece and the only free-standing sculpture in the 'Legs' series.  
**\$23,000.00**



Federation Roof Hat Series with this piece linking to Australian Merino Series

**Federation Roof Hat 1993**

18 x 32 x 27

Wet-formed cowhide, merino sheepskin covering, hand corrugated cowhide  
roof, acrylic paint.

The first of four in Roof Hat series.

**\$7,000.00**



**Tamworth Saddle      1988**

56 x 63 x 61

Wet-formed buffalo hide, sheepskin, brass bell and polycarbonate stand.

One of 5 sculptural saddles in the “Tamworth” Series .

**\$8,500.00**





**MINUTES OF THE ACTIVE CITY SPECIAL COMMITTEE  
HELD AT DEVONPORT CITY COUNCIL  
ON WEDNESDAY, 30 MAY 2018 COMMENCING AT 5.00PM**

**DISTRIBUTION LIST**Committee Members

Acting Mayor Rockliff (Chair)

Ald Matthews

Ald Perry

Matthew Cock

David DeCani

David Mullett

Michael Gunson

Ted Van Overmeeren

Andrew Towns

Josh Cox

Anne-Maree Scully

Michael Campbell

Minka Woolley

Shellie Wakefield

Council Officers

Karen Hampton

Fabio Pizzirani

Nikita Hillier

JoHanna Robertson

**PRESENT**

Acting Mayor Rockliff, Ald Perry, Ald Matthews, Matthew Cock, Michael Campbell, David DeCani, David Mullet, Anne-Maree Scully, Fabio Pizzirani, Karen Hampton & Nikita Hillier

**1.0 APOLOGIES**

Josh Cox, Andrew Towns & Ted Van Overmeeren

**2.0 DECLARATION OF INTEREST**

Nothing to declare.

**3.0 CONFIRMATION OF MINUTES FROM THE LAST MEETING HELD 28 MARCH 2018**

Resolved the minutes be confirmed.

**4.0 GENERAL BUSINESS****4.1 Devonport Food & Wine update**

JoHanna Robertson gave an update on the 2018 Devonport Food and Wine Festival. This year the festival is returning to its community roots with the aim to have sporting clubs and community groups involved hosting events within the month. An information session will be held Tuesday 5 June 7.00-9.00am at the Gateway Hotel. If you are interested in attending please RSVP to Nikita by Monday 4 June.

**4.2 Overview of Upcoming Events**

Fabio Pizzirani gave an overview of the upcoming sporting events which Council are sponsoring for 2018/2019. The event list was handed out to the committee.

David Mullet asked if Cricket Tasmania has been in contact with Council in regards to hosting a WBBL match at the Devonport Oval. Karen Hampton advised that Devonport oval is currently not in a position to be able to cater for a WBBL match but Council will work with Cricket Tasmania to promote the game as Council see it as a benefit to the North West region.

Ald Matthews suggested that with the opening of the new country club being built in Spreyton, Council could look at hosting major events at the facility. Fabio Pizzirani has been in contact with the Country Club and they are very keen to secure major events once the centre is open.

#### **4.3 Meercroft Park Facilities Committee Update**

Karen Hampton gave an overview of the last Meercroft Park Facilities Committee which was a meeting open to the public. The Committee is very keen to have the building as a multi-use facility for sporting and community groups. The Committee is currently working on funding options with the upcoming byelection.

#### **4.4 Presentation of Concept Plans for sporting venues**

Fab Pizzirani and Karen Hampton presented concept plans for the Devonport Oval, Maidstone Park & Devonport Recreation Centre. These plans are very much in the initial stages as they have not yet been presented to the Aldermen. The Aldermen will be presented with the plans at their workshop on Monday evening and will discuss the next stages for the plans.

#### **4.5 General Business**

Nil.

**NEXT MEETING: 25 JULY 2018 MEETING CLOSED 5.50PM**

**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
DEVONPORT MARITIME AND HERITAGE SPECIAL INTEREST GROUP  
MEETING HELD WEDNESDAY, 6 JUNE 2018 2.30PM**

Distribution: Committee Members

Ald Laycock	Chair
Ald Goodwin	Aldermen
Helen Anderson	Community Member
Niels Brun	Don River Railway Representative
Judy Cecil	Community Member
Graham Kent	Community Member
Ann Teesdale	Home Hill Representative
Frances Wilson	Community Member

Council Officers

Geoff Dobson  
Justin Rattray  
Danielle O'Brien

**PRESENT**

Ald Laycock (Chair), Niels Brun (arrived 1449hrs), Graham Kent, Helen Anderson, Frances Wilson, Justin Rattray and Danielle O'Brien

**1.0 APOLOGIES**

Ann Teesdale, Frances Wilson, Geoff Dobson

**NOT PRESENT**

Ald Goodwin, Judy Cecil, Frances Wilson

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Group received and noted the previous minutes of the meeting held 11 April 2018.

**4.0 ACTION LIST**

Board reviewed, please see attached Action List for updates.

**5.0 REPORTS**

- Don River Railway
  - Restoring a locomotive V2, a diesel locomotive
  - A Production Company used the location to film for 'The Early Detectives'
- Bass Strait Maritime Centre (attached)
  - Absence of Café is noted
  - Group praised Sarah for all work put into the Petuna talk
- Home Hill
  - Successful Royal Wedding event
  - Devonport Jazz event coming up
  - Working on Garden Fete 2018
  - Continuing to work on Garden conservation program
  - Marketing via Facebook page and radio
- Julie Burgess Report (attached)
  - Taking new volunteers
  - Possible 5 Skippers for the next season
  - Will Slip for a few days in October

- Julie Burgess Operations Committee request Council Management attendance at the next meeting 25 June 2018 to fully understand the requirements necessary for future Hobart sailing opportunities.

**Action:**

Ald Laycock to invite Senior Management to the next Julie Burgess Operations Committee Meeting 25 June 2018.

**6.0 GENERAL BUSINESS****6.1 Postcards**

3000 copies, \$314 + GST

There will be no cost to organisations or facilities wishing to sell the postcards, eg; cards can be given to Don River Railway.

Group agreed to sell them at \$1 each at all locations, to ensure consistent pricing. Revenue to go back to the individual organisation or facility.

Group to reassess the arrangement in future.

**6.2 Drone Footage**

See marketing audit.

**6.3 Heritage Trail – Webpage and Flyer**

Destination Website concept being developed and discussed with other destination providers. Council have included a heritage page in the synopsis.

**Action:**

- Group to provide content
- Niels will provide a basic spreadsheet to collate information and distribute to group via a share page  
<https://drive.google.com/open?id=1aTw3TEOBDombzcEZY7hqO2eBtO9Kfxx9>
- DCC to work on the branding

**6.4 Maritime and Heritage Workshop**

- DCC staff to continue developing workshop with new Bass Strait Maritime Museum Coordinator
- Suggested Speaker – Garry Kerr
- Media Release

**Action:**

Council to update group on Speakers, and itinerary after discussions with new Bass Strait Maritime Centre Coordinator.

**6.5 Marketing**

- Marketing Audit - Meetings with Cultural Facilities continue, report being compiled.
- Ald Laycock to continue discussing radio opportunities with 7ad.
- Suggestion: BSMC publicise the Local History collection and research centre.
- Suggestion: New BSMC Coordinator provide talks to community and school groups on the work of the BSMC.

**6.6 Future Meetings**

Group agreed to meet in August without Council representation.

**7.0 AGENDA ITEMS FOR NEXT MEETING**

**NEXT MEETING TO BE HELD WEDNESDAY, 31 OCTOBER 2018 COMMENCING 2.30PM DEVONPORT RECREATION CENTRE**

**MEETING CLOSED 3.45PM**

**DEVONPORT MARITIME & HERITAGE SPECIAL INTEREST GROUP  
NOTES AND ACTION LIST MEETING HELD 6 JUNE 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
11 APRIL 2018	Pioneer Park Master Plan		Completed	The East Devonport Village group have expressed an interest in keeping the Wesley Cemetery as a memorial location in future planting plans. Ald Laycock has discussed this with Kylie Lunson.  Pioneer Park Mater Plan passed at the April Council Meeting.	
	Heritage Flyer	All	In Progress	<ul style="list-style-type: none"> <li>• NB will provide a spreadsheet to collate information and distribute to group via a share page. (provided)</li> <li>• Group to provide content.</li> <li>• DCC to work on the branding.</li> </ul>	
18 NOVEMBER 2015	General Marketing	All/JR	Completed	Postcards provided to Facilities 6 June to sell for \$1 a card.	
		MG	In progress	<p>Drone Imagery</p> <p>7 March 2018 Action: JR to seek updated quotes on still imagery and video of Julie Burgess, Mersey River and surrounds for historical and advertising purposes.  To be budgeted</p> <p>Initial brief Explore the use a drone to obtain aerial imagery from mouth of Mersey River to Latrobe as a resource for research enquiries, Maritime &amp; History talks or exhibitions.  Images will be available for general marketing purposes.</p>	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
18 NOVEMBER 2015	Maritime Workshop	SIG	In progress	<p>7 March 2018 Theme of the Workshop: "Keeping the balance whilst riding the tide of change" Date: October 2018 DCC agreed to support the workshop. Vessel: Request has been made to Australian National Maritime Council for the HMB Endeavour to visit. BSMC to offer to assist in finding crewing.</p> <p>Speakers: AMMC will provide a few speakers and DCC have formed a short list of additional speakers.</p> <p>Previously "Conference", changed to a "Workshop" to attract a larger audience.</p>	
12 AUGUST 2015	Heritage Trail	HA	In progress	Information A report reviewing current East Devonport signage was distributed by H. Anderson and P. Kent. Distributed @ March 2017 D517206	
		All	In progress	Webpage on a Cultural facility/Destination website, to include Heritage images.	
		All	Not Started	Fact Sheet/ Heritage Flyer.	
		All	Not Started	Heritage Trail Long Term project, to begin once information and Website are in place.	
		HA/ PK	In progress	<p>7 March 2018 JRobertson suggested moving forward in steps: -Information – being compiled -A Webpage that can evolve to a fact sheet and, - in time a Heritage Trail.</p> <p>2017 Suggested that when all signage is finalised and installed a guided walk be developed.</p>	



**BASS STRAIT MARITIME CENTRE  
OPERATIONS REPORT 1 APRIL - 31 MAY 2018****Exhibitions:**

- **A Walk Along the Beach;** March – Ongoing  
Includes shells collected from East Devonport, as well as a wide range of Tasmanian and international shells the BSMC holds in the collection.
- **Birds and Flora of Bass Strait;** March – Ongoing  
Photographic exhibition by two volunteers, including photographer Kelly Slater.
- **Commercial Fishing in Tasmania;** May 29 – July 31  
Banner display from MMT. About evolution of fishing and the issues surrounding the industry in Tasmania from early 1800's.
- **Petuna;** May 29 – July 31  
Includes video presentation, banners and original ship hull model of 'Petuna'. Encompasses Petuna's current and future operations.

**Public Programs:**

- **Reclaim the Lane: April 13**  
The Project Officer held a promotional stall at Reclaim the Lane with a shell activity. Was well received by Primary aged children and their parents resulting in visitation for the Centre.
- **Hoist the Flags Scallywags: April 17 & 23**  
Attendance: 17  
A school holiday activity that was designed to teach children the importance of nautical flags and give them a chance to hoist their names up the flag pole at the BSMC. Well received, with great parent involvement also.
- **Art Spark: May 15**  
Attendance: 10  
Children from the Art Spark program (led by Jessie Pangas), came to the BSMC to learn about shells in our collection. J. Pangas then took them through an activity where they drew the shells, focusing on shadows and textures.
- **MHOoT Talk: May 23**  
Two volunteers travelled to Swansea to talk about the Finlayson Family and business.
- **May Maritime & History Talk: May 29, 7pm**  
Attendance: Approx. 40  
Tim Hess, Director of Petuna was guest speaker. Geoff Dobson also opened two exhibitions on this evening.

**Visitor Numbers:**

Report from Jewel:  
1 April – 31 May: 1214

*Group Tours:*

Coaches: 1 (18 pax)  
Community Groups: 5 (85 pax)  
Schools: 1 (37 pax)

**JULIE BURGESS:**

1 April – 31 May  
Public Sailings: 6  
Charter Sails: 1  
Total Number Passengers: 53

**MINUTES OF THE JULIE BURGESS OPERATIONS COMMITTEE  
HELD AT THE BASS STRAIT MARITIME CENTRE, GLOUCESTER AVENUE  
ON MONDAY 23 APRIL 2018 COMMENCING AT 4.00 PM**

**PRESENT****Committee Members**

Ian Martin	Chair
Ray Borlini	Community Member
Graham Kent	Community Member
Tony McDonald	Community Member

**Council Officers**

Sarah Beckett	Bass Strait Maritime Centre Project Officer
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**APOLOGIES**

Tim Gott	Community Member
Brent Cox	Community Member
Mike Mouat	Technical Support Supervisor

**1.0 CONFIRMATION OF MINUTES**

The Julie Burgess Operations Committee recommends to the Devonport Maritime and Heritage Special Interest Group that the previous minutes of the meeting held 26 March 2018 to be received and noted.

**G. Kent / T. McDonald**

**CARRIED**

**2.0 DECLARATION OF INTEREST**

NIL.

**3.0 BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 Restoration Record**

T.G agreed to meet with G.K and I.M

**3.2 AMSA Verification Audit**

Progressing. I. M currently correlating manual and risk management documents.

**3.3 Food permit**

W.Beaton has been approved to cook food in her kitchen at home and then cater the Julie Burgess.

**3.4 Blue Folders**

Images currently with G.K to approve. S.B will then produce photos into a new master copy. Two copies will be available on vessel, one at BSMC, and there will be a digital copy available also.

**3.5 Key Competencies Training**

In progress. Spreadsheet of current crew competencies handed around. Key Competencies Training will continue to go ahead if Julie Burgess trip to Hobart falls through.

**3.6 A4 Recruitment Information Document & Volunteer Packs**

Progressing. G.K halfway through.

**4.0 GENERAL BUSINESS****4.1 Maintenance**

Ready to sail to Hobart; a few smaller jobs to be completed, but not of importance at this stage.

I.M said mid-ship lock and main gate locks need to be fixed.

**4.2 Sailing Schedule****4.2.1 Hobart Trip**

Sticking agreement in clause mentioned by S.B, as it may affect the vessel sailing to Hobart at all. I.M expressed interest in knowing the monetary values of insurance excesses for the JB.

If Hobart cancelled, JB Ops committee expressed frustration of missed Devonport sails over the last few weeks as there had been great weather. Crew for the sailing has been selected by D.Burcham; tabled at meeting by G.K

JB crew travelling to Hobart to sail the JB while she is in Hobart are able to stay on vessel to avoid accommodation costs.

Lady Nelson volunteers have expressed that they are happy to sell JB merchandise upon our behalf.

R.B expressed concerns as to when the JB would return to port as sailing back in the middle of winter may pose an issue regarding crewing. He suggested coming back in September instead.

**4.3 Volunteers****4.3.1 Recruitment**

1 person due for induction and 1 more registration in progress.

**4.3.2 Roster**

Nothing to report due to Hobart trip

**4.3.3 Training**

Covered in 3.5

**4.4 Financial**

Not tabled.

**5.0 OTHER BUSINESS****5.1 DCC Flag**

New flag needs to be arranged for the JB. approx. measurements 500x400mm

**5.2 Dodgers**

Will need to be fitted in the slips during survey time if approved in the 18/19 budget.

**5.3 G.Todman: Youth at Risk Program aboard JB**

I.M, G.K, R.B and T.McD not supportive of a youth at risk program.

G.K said that a similar program had been trialed with youth in the community before, however the JB is not big enough to function as a training vessel.

Without a well structured program, which will require funding, plus the difficulties faced securing skippers at present, it wouldn't be viable.

T.McD said that young people in organisations (eg. Scouts) who have a service component in their badges could perhaps come aboard and give 6 months service to the JB. There'd be no training involved, which would reduce the workload for staff and crew.

**6.0 NEXT MEETING**

Monday, 21 May, 4pm, at the Bass Strait Maritime Centre, Gloucester Avenue, Devonport.

**7.0 MEETING CLOSED 5PM**

UNCONFIRMED

**MINUTES OF THE JULIE BURGESS OPERATIONS COMMITTEE  
HELD AT THE BASS STRAIT MARITIME CENTRE, GLOUCESTER AVENUE  
ON MONDAY 21 MAY 2018 COMMENCING AT 4.00 PM**

**PRESENT****Committee Members**

Ian Martin	Chair
Ray Borlini	Community Member
Graham Kent	Community Member
Tony McDonald	Community Member
Brent Cox	Community Member

**Council Officers**

Sarah Beckett	Bass Strait Maritime Centre Project Officer
Geoff Dobson	Convention & Art Centre Manager

**APOLOGIES**

Tim Gott	Community Member
Mike Mouat	Technical Support Supervisor

**1.0 CONFIRMATION OF MINUTES**

The Julie Burgess Operations Committee recommends to the Devonport Maritime and Heritage Special Interest Group that the previous minutes of the meeting held 23 April 2018 to be received and noted.

*I.Martin / R.Borlini*

**CARRIED**

**2.0 DECLARATION OF INTEREST**

NIL.

**3.0 BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 Restoration Record**

G.K and I.M met with T.G to discuss restoration record. A summary of the restoration record was given to G.K by T.G. T.G and G.K to meet with Margaret Griggs to correlate summary into official restoration record.

Clarification was sought about the Restoration Record in regards to its purpose. G.K said for a vessel to get formal recognition for a heritage listing, it needs a restoration record, and they are currently working on finding out what is needed to be included in this record to comply. Currently, the hull restoration is an important part of the document. The benefit of having a heritage listing is more income for the vessel.

**3.2 AMSA Verification Audit**

Progressing with I.M

**3.3 Blue Folders**

Progressing with G.K

**4.0 GENERAL BUSINESS****4.1 Maintenance**

**4.1.1 Throat Lock**

Gareth Gunn has notified G.K that he is making a keeper plate for the lower mizzen throat block, as well as for the preventer.

**4.1.2 Julie Burgess Operational Memo**

Handed out by G.K – The memo contains important and general information for all crew. G.K and G.D requested this document gets sent to crew members for their reference. The main things to note for skippers are the rudder flutter and the propeller over speed on the vessel, which was discussed in technical detail. There's concerns that if the rudder flutter continues into the future that it may break the hydraulic pump.

**4.2 Sailing Schedule****4.2.1 Hobart Trip**

The JBOC mentioned they had wanted to be involved more in discussions with TSTA, and that if they were involved they were confident the sailing could have still gone ahead. G.K expressed his disappointment about the cancellation, but noted that the contract was fair to both parties and believes miscommunication could have led to the agreement falling through. The JBOC is now looking towards AWBF next year to run Hobart overnight sailings. It was noted that a skipper from the Lady Nelson could run these sailings if she were to stay in Hobart a month or so. Port fees would have to be paid, but the JBOC believes it would be financially viable.

**4.2.2 Winter Warmers**

The JBOC is happy to run Winter Warmers again this year. G.D is to look into liquor licence for vessel. S.B to liaise with Wendy Beaton, G.K & I.M once licence confirmed to arrange date/s and catering. It was suggested that there be at least one evening and one day sail, with one of these marking the Winter Solstice (21 June), like last year.

**4.2.3 General Calendar**

The JBOC pushed to remove morning sailings on Wednesdays and Sundays, and to only sail in the mornings if the 1 pm sail becomes full or if there's a charter sail. It was also suggested that the Wednesday sail be removed from the calendar until after Survey unless there's a charter sail or large group of people wanting to book.

The JBOC is also looking to not lay-up this season until August if skippers and crew are available. Survey is expected to take place in October, however the season unlikely to be affected as the Survey is only expected to take a few days if there's good weather.

**4.3 Volunteers****4.3.1 Recruitment****4.3.1.1 A4 information document and volunteer packs**

G.K has completed A4 information document. S.B to now correlate 'volunteer packs', with basic history and aims of the vessel, as well as brochures and uniform dress code (dress code in development).

**4.3.1.2 Registrations**

Three Lady Nelson volunteers are currently in process of registering. One of these, Brent Jones, is a qualified skipper.



**4.3.2 Roster****4.3.2.1 New roster system**

S.B suggested developing a new roster system before the next sailing season to allow for a better customer booking experience and to reduce the time spent securing crew twice a week by admin. It was understood that some crew cannot commit too far in advance, but a progressive roster will be adopted at this stage (monthly, fortnightly, weekly) to secure crew as they become aware of their commitments.

**4.3.2.2 Skippers**

G.K raised concerns that even though they have a ticket, a skipper cannot drive the Julie Burgess without training, due to the nature of the vessel and the Mersey River. Brent Jones and Glen Todman are progressing well in this training, however still need to gain more experience in berthing the vessel, especially when the tide is coming in.

**4.3.2.3 Open for Inspections**

A new volunteer, John Rich, has begun open for inspections and is training with T.McD

**4.3.2.4 Uniforms**

G.K requested that a dress code be developed for the crew. G.D noted that something can be drafted from the existing DCC uniform policy.

G.K mentioned that the JBOC has tried various uniforms, however had not quite come up with something that is both comfortable, offers UV protection, and allows free movement while operating the vessel. The current work shirt is too hot in summer; a lighter colour is needed. In winter there is no jacket or warmer option available to crew. The hats also do not allow for a clear line of vision.

R.B suggested that for new volunteers there be overalls available for them to wear over their clothing until they receive a uniform. It was decided that this is not viable, as many sizes would be needed and they'd need to be cleaned regularly for hygiene.

**4.3.3 Training****4.3.3.1 Key Competencies**

In progress

**4.4 Financial**

Tabled

R.B asked if there's room in the budget for small maintenance tasks; S.B recommended that if not needed to be completed in the next month to hold off until new financial year.

**5.0 OTHER BUSINESS****5.1 DCC Flag**

Flag will not be purchased until new financial year.

**5.2 Julie Burgess Logo**

G.K commented that the current 'JB' logo was not reflective of the Julie Burgess. T.McD agreed, saying it could mean anything. R.B said merchandise with this logo only tends to sell if the person buying it has the same initials.

The JBOC agreed that they would like to see the original ketch logo come back onto merchandise and marketing.

### **5.3 Enhancing customer experience**

B.C believes the crew interacting with passengers more and giving them a 'hands on' experience, as well as wearing cohesive uniforms would increase positive customer experiences. G.K commented that it would depend on the sailing, as some passengers like to interact with the crew, and others like to enjoy the sail uninterrupted.

### **6.0 NEXT MEETING**

Monday, 25 June, 4pm, at the Bass Strait Maritime Centre, Gloucester Avenue, Devonport.

### **7.0 MEETING CLOSED 5.25PM**

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**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
EAST DEVONPORT SPECIAL INTEREST GROUP  
MEETING HELD TUESDAY, 26 JUNE 2018 3.30PM**

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**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  
JoHanna Robertson  
Charmane Hardy  
Danielle O'Brien

Guests

Ald Laycock  
Pat Kent  
Helen Anderson  
Vonda Morris  
Pauline Murphy  
Lyn Page  
Helena Potts

**PRESENT**

Ald Rockliff (Chair), Ald Laycock (Departed 3.49pm), Helen Anderson (Departed 3.49pm), Tracey Carter, Maureen Clarke, Pat Kent (Departed 3.49pm), Jenny Mountney, Neil Newman, Scott Newman, Lyn Page (Departed 3.49pm), Frances Wilson, JoHanna Robertson and Danielle O'Brien.

**1.0 APOLOGIES**

Ald Jarman, Vonda Morris, Pauline Murphy, Helena Potts, Karen Hampton and Charmane Hardy

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 GUESTS**

The community group known as the East Devonport Village People presented a concept plan for a 'Torquay Garden of Reflection'.

Kylie Lunson (Infrastructure and Works Manager) and Ald Laycock have assisted the group in developing a Garden of Reflection concept plan for Pioneer Park, East Devonport. The design provides a quiet garden area to honour those buried in Old Wesleyan Cemetery and Tasmania's first peoples.

The Village People recognise that should the project be approved, it will be subject to available funding and staged over multiple years, beginning with the planting of the boundaries and definition of the entry.

The group expressed their appreciation for Council's continued support and development of East Devonport and acknowledged the recently endorsed Pioneer Park Master Plan.

The Special Interest Group reviewed a concept plan (attached) and thank the East Devonport Village People for their efforts with this project.

**Recommendation:**

The East Devonport Special Interest Group endorse the concept of a Garden of Reflection for Pioneer Park. The Group recommend Council consider developing

the conceptual plan in line with the Pioneer Park Master Plan and the East Devonport Community Plan for future community and capital works funding.

*Moved: M Clarke/ N Newman*

**CARRIED**

#### **4.0 CONFIRMATION OF PREVIOUS MINUTES**

The Group noted and confirmed the previous minutes of the meeting held 17 April 2018.

*Moved: T Carter/F Wilson*

**CARRIED**

#### **5.0 ACTION LIST**

Reviewed, please see attached Action List for updates.

#### **6.0 INFORMATION SHARING**

- The Rectory was recently sold.
- MC - School parent's concerned that road beside school are being used by trucks.

**Action:**

Feedback to be passed on to Council's Department of Infrastructure and Development.

- FW – Increased use of the East Devonport Foreshore pathway. Is there any future path lighting scheduled?

**Action:**

Investigate if future lighting is scheduled.

- SN – Interested to learn more about Tasports plans for East Devonport after company's recent property purchase.

**Action:**

Invite representative's from Tasports to a future meeting, to discuss the company's plans for East Devonport port and Devonport Airport.

#### **7.0 GENERAL BUSINESS**

##### **7.1 East Devonport Retailers**

Should East Devonport Retailers be interested, Council Officers will facilitate a workshop to develop a Retail Plan/Strategy for East Devonport. Workshop should contain a combination of retailers and consumers.

**Action:**

Ald Jarman/Neil Newman to gauge retailers interest and provide JoHanna with suggested dates. Council will then advertise and facilitate workshop.

##### **7.2 East Devonport Community Plan Actions**

The Group to go through the Community Plan Actions and update actions completed/identify future actions.

**Action:**

Prior to next meeting the Group will identify future actions, provide notes and suggestions to the Action plan and Objectives via a shared excel document.

#### **8.0 AGENDA ITEMS FOR NEXT MEETING**

Community Plan Review

#### **9.0 NEXT MEETING TUESDAY, 28 AUGUST 2018 COMMENCING 3.30PM AT THE EAST DEVONPORT CHILD AND FAMILY CENTRE**

**MEETING CLOSED 4.40PM**

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST  
MEETING HELD 26 JUNE 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	
	Foreshore Pathway		In progress	Investigate if future path lighting has been scheduled	
	Garden of Reflection – Pioneer Park		In progress	Group endorsed the concept and recommended Council develop the plan further.  Email received 11 May 2016, on behalf of Mersey Apex, Ald Goodwin granted permission to relocate the memorial plaque	
17 APRIL 2018	Pioneer Park Master Plan	KH	Completed	Adopted at Council meeting 30 April	
	East Devonport Outdoor Fitness Equipment Update	KH	In progress	Ground work began June, weather permitting equipment installation is scheduled for installation July. Note: new toilet block will be commenced next financial year	
	East Devonport Retailers	KH/Ald Jarman/NN/JR	In progress	Update: Ald Jarman/Neil Newman to gauge retailers interest and provide JoHanna with suggested dates. Council to advertise and facilitate workshop to potentially develop an East Devonport Retail Strategy	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
17 APRIL 2018	East Devonport Community Plan	All	In progress	Group to update actions completed/identify future actions. Share document sent 2 July 2018	
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 has been in contact with Latrobe Council (17/4/2018) and is sourcing information from them regarding planning requirements. 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. Will report further at next 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>	



## PIONEER PARK

### **Suggested stages for proposed Garden of Reflection in Pioneer Park:**

In keeping with the Master Plan for Pioneer Park, Council has set aside an area within the park – 60mts x 20mts – for a proposed **Garden of Reflection**.

This area is on the eastern side of Pioneer Park and is bordered by Thomas Street, a private residence and tennis courts.

Locally the area is known as the Old Wesleyan Cemetery where many local pioneers are buried.

It is proposed that a Garden of Reflection be planned for the site, to celebrate the lives of the pioneers buried here and also to inspire locals and visitors to delve into the area's rich history.

It has been suggested that "**Torquay Garden of Reflection**" is the most appropriate name as our early pioneers knew this area as Torquay<sup>1</sup>, not East Devonport. In fact the twin towns of Formby and Torquay were not amalgamated as Devonport until 1890.

It is requested that Council approve the name "Torquay Garden of Reflection".

It is also suggested that pioneers of Torquay and Tasmania's first peoples be recognized within the garden.

### **It is proposed that the garden be progressed in stages.**

#### **Stage 1:**

- Define the entry on the western boundary of the garden.
- Plant trees on the boundaries, allowing space for subcontractor access on the west boundary.

#### **Stage 2:**

- Set out the plan for the garden, under Council guidelines, with predominantly soft landscaping.\*
- Investigate the opportunities for funding from various groups (heritage, etc.)\*
- Consult with Council regarding the style and location of interpretive signage and seating within the garden.\*
- Select the site for the large panorama on the west side of the garden.\*
- Determine the types of plants to be used in the garden, depending on soil type, drainage, etc. Concentrate on local native species, with some European influence to reflect the pioneers' heritage.\*

#### **Stage 3:**

- Once the Council accepts the plan as a Draft, initiate consultations with local residents, allowing adequate time for residents to make comment.
- Council actions any amendments necessary and the plan is then approved by Council.

#### **Stage 4:**

- Council initiates tenders for the work, including the removal of the cairn, and <sup>+</sup>relocation of the plaque.

<sup>+</sup>Please note that Ald Goodwin, on behalf of Mersey Apex, granted permission to relocate the memorial plaque. (Ref: email 11/5/16).

- Contractors begin work on the garden.

**Stage 5:**

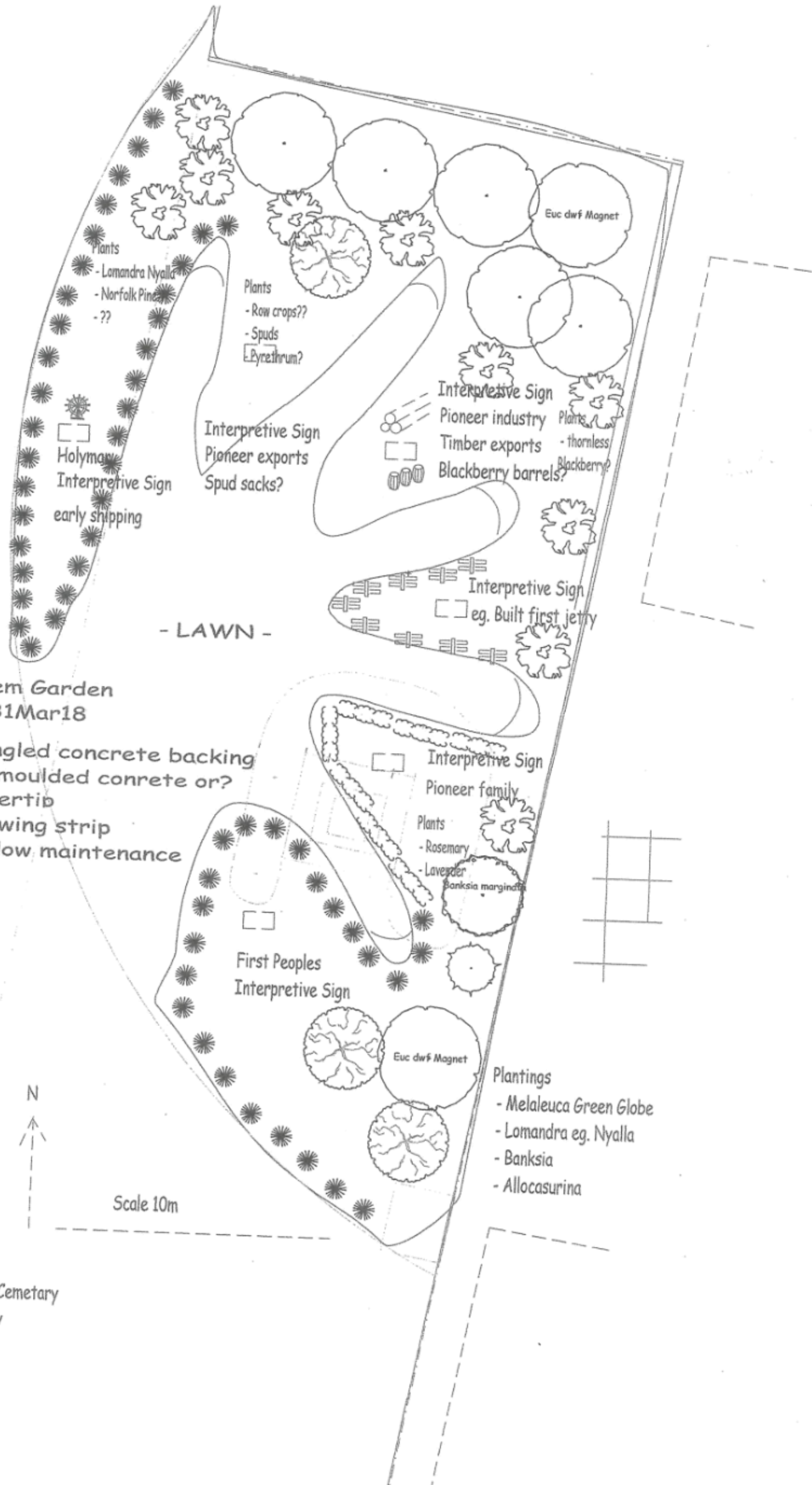
- Investigate community support for the funding of a sculpture honouring the memory of William Holyman.\*

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\*The Village Committee would appreciate being involved when Council determine these issues.

1 "The main town at the mouth of the Mersey was Torquay. ... in 1862...Torquay was now the main town for the entire district because it was far more central than Burgess. The court house and Police Magistrate as well as Customs House were now centred there. Torquay had several shops and hotels and a population of 160 in 1863."

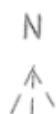
"The Quiet Achievers – The History of the Port of Devonport"  
Maureen Bennett.  
pp 22-25.



East Dev Pioneers Mem Garden  
 Draft Concept Plan 31Mar18

- Signs - Illustrated, angled concrete backing
- Features - Symbolic, moulded concrete or?
- Seating - at each finaertip
- Edging - dark grey mowing strip
- Plantings - select for low maintenance

toilet  
Block



Scale 10m

Approx. Cemetary  
Boundary

Thomas St.

**7.2 ELECTED MEMBERS' EXPENDITURE REPORT MAY AND JUNE 2018**

File: 22947 D533243

**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 May and June 2018, is detailed below:

**Acting Mayor Annette Rockliff**

\$ 850.25 Professional Development  
 \$ 31.82 Professional Development  
 \$ 39.35 Meal expenses

**Acting Deputy Mayor Alderman Perry**

\$ 850.25 Professional Development  
 \$ 125.40 Travel Reimbursement

**Alderman Goodwin**

\$ 850.25 Professional Development

**Alderman Jarman**

\$ 850.25 Professional Development

**Alderman Milne**

\$ 850.25 Professional Development

**Alderman Laycock**

\$ 241.72 Professional Development

**Aldermen**

\$ 613.38 iPad expenses

The attached table sets out the cumulative expenditure for the 2017/18 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 Expenses - Cumulative Figures June 2018

**RECOMMENDATION**

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

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

Cumulative figures year to date - May-June 2018

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	iPads	Conference/ Professional Development Attendance	Travel, Accom & Meal expenses	Meeting expenses	Mobile Phone	Total
Acting Mayor Rockliff	14,343	12,393	21,594	3,836	441	1,406	722	34		\$ 54,768
Ald Emmerton			21,594		441					\$ 22,034
Ald Goodwin			21,594		441	850	349			\$ 23,234
Ald Jarman			21,594		441	850	347			\$ 23,232
Ald Matthews			21,594	40	441	800	552			\$ 23,426
Ald Milne			21,594		441	1,204	372			\$ 23,611
Ald Laycock			21,594		441	474	638	50		\$ 23,196
Acting Deputy Mayor Perry		4,158	21,594	189	441	850				\$ 27,232
Mayor Martin (resigned 9.03.18)	38,147		15,259	7,664	-		1,949	89	495	\$ 63,603
Other Non Attributable										\$ -
<b>TOTAL - YEAR TO DATE</b>	<b>\$ 52,490</b>	<b>\$ 16,551</b>	<b>\$ 188,007</b>	<b>\$ 11,729</b>	<b>\$ 3,526</b>	<b>\$ 6,435</b>	<b>\$ 4,929</b>	<b>\$ 173</b>	<b>\$ 495</b>	<b>\$ 284,335</b>
Budget	54,300	17,000	195,500	11,500	4,000	15,000	13,500	1,500	900	313,200
<b>BALANCE UNSPENT</b>	<b>\$ 1,810</b>	<b>\$ 449</b>	<b>\$ 7,493</b>	<b>-\$ 229</b>	<b>\$ 474</b>	<b>\$ 8,565</b>	<b>\$ 8,571</b>	<b>\$ 1,327</b>	<b>\$ 405</b>	<b>\$ 28,865</b>
% Spent Year to Date	97%	97%	96%	102%	88%	43%	37%	12%	55%	91%

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 - MAY/JUNE 2018

File: 29530 D526630

### 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 May 2018 to 30 June 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 May and June Events/Programs

###### 1.1.1 Seasonal Program and Publication

The delivery of the winter season program has commenced. The program, available for download on Council's website, highlights a wide range of free and low-cost activities happening in Devonport during Winter. Initiatives are delivered by both Council and supporting partners, with a focus on arts, culture, heritage, health and wellbeing, learning, environment, food and community connections.

###### 1.1.2 Volunteer Week 2018

This year National Volunteer Week was celebrated 21-27 May with the theme 'Give a little. Change a lot.'

### **Volunteer Certificates**

Community Organisations were given the opportunity to request Certificates acknowledging the contribution of volunteers to the Devonport community. This year a total of 998 certificates were requested from 38 organisations.

### **Volunteer Breakfast**

Council volunteers were thanked with a Volunteer Breakfast on Wednesday, 23 May at the Elimatta Hotel. 50 Volunteers attended the celebration and were entertained by Devonport City Brass Band.



#### **1.1.3 Men's Health Week**

Council, in partnership with Priceline Pharmacy Devonport, held a Men's Health Week event on Wednesday, 13 June outside Priceline Pharmacy in Rooke Street Mall. Service providers were available for information and advice throughout the pharmacy. Also available, were free health checks, hearing tests and zinc testing.

#### **1.1.4 Citizenship**

Council's most recent Citizenship ceremony was held in the Council Chambers on Friday, 29 June 2018, at which ten new citizens were welcomed to Devonport, coming from Thailand, Canada, Philippines, India, Zimbabwe and Tonga.

#### **1.1.5 Supported Youth Accommodation and Loaves and Fishes**

Community Development Officers attended a site familiarisation tour of Devonport's new supported youth accommodation facility and Loaves and Fishes commercial kitchen facility. Council are currently investigating prospective partnerships and program delivery at both sites.

#### **1.1.6 'Square Peg' Project**

The Square Peg program offers students from Devonport's Space Program recreational activities, followed by menu planning, and the preparation of low cost healthy lunches to share. Delivered at the Devonport Recreation Centre with involvement from Recreation and Community Development Officers, it is

scheduled to run once a week during the school terms until July 2019 and is partly funded by a grant from Healthy Tasmania.

### 1.1.7 NRM update: Revegetation on the Don River

Throughout June Council's NRM team have worked with Friends of the Don reserve and North Devonport Rotary to plant 800 trees along the Don River on Council land South of the Bass Highway. A total of 2,000 trees are scheduled to be planted with the aim of protecting the riparian zone from future erosion and assisting in the stabilisation of the banks.



### 1.1.8 Natural Resource Management

Natural Resource Management Education and Public Programs		
Program	Attendance	Date
Where, Where, Wedgie Workshop	32	13 May
Friends of Don	3	29 May
Rotary Don Planting	13	16 June
Rotary Don Planting	14	23 June
Friends of Don	3	26 June

### 1.1.9 Retail Strategy

A draft retail strategy was released to the community for their feedback during June 2018. A report on the outcomes of community consultation on the draft strategy is included in a separate report on this agenda.

Council's Marketing and Events team have commenced a fortnightly e-news update to the retail and business community. Titled, BE:devonport, the newsletter is designed to engage the business and retail sectors within Devonport and provide an update on news and events activities.

### 1.1.10 Devonport Jazz

Ticket sales for Devonport Jazz are tracking well with a surge on sales expected in the weeks leading up to the festival. Early sales data indicate the newly introduced Festival Pass, allowing the ticket holder entry to 15+ events for a single fee is popular with patrons.

The Marketing and Events team travelled to Melbourne and Hobart to undertake promotional activities advertising Devonport Jazz to Jazz audiences. The activity saw hundreds of programs given out and conversations had with jazz audiences at Stonnington Jazz Festival, the Victorian Jazz Club and

prominent jazz gigs at Wrest Point Casino and Dark Mofu Winter Feast. Staff also met up with artists performing at Devonport Jazz and organisers of Clarence Jazz and Tas Swing Winter Dance Festival to handover programs and information for them to distribute.



Promotional activities were combined with radio and print promotions in each location and coinciding website and social media analytics detail a significant increase of traffic from these areas.

#### 1.1.11 Devonport Food and Wine

A stakeholder engagement session was undertaken to provide networking and information to potential Devonport Food and Wine event organisers. The information session saw almost 30 stakeholders attend. Expressions of interest for events to be included in the program are beginning to flow in.

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 wages, highlighting our local food champions and food culture.

### 1.2 Upcoming Community Development Events 2018

#### 1.2.1 Community Development Events 2018

##### Seniors Week 15 – 21 October 2018

Planning has commenced to deliver a week of events with community partners. Council will also call for external submissions of activities/events and collate a calendar of what's happening in Devonport for Seniors week.

##### R U Ok Day 31 July 2018

Community Development are working with R U Ok to assist with the Conversation Convoy scheduled to visit Devonport on Tuesday, 31 July 2018. The event will be held in Best Street (pay as you leave car park) and is free for the community to attend.

##### 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 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 2018	\$ 3,000 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 Motor Show	3 year Agreement 19 January 2021	\$2,500 P/A
Tasmanian Arboretum	2 year Agreement 1 July 2018	\$22,000 P/A
National Trust of Australia – Home Hill operations	3 year Agreement October 2018	\$28,000 P/A
Devonport-Cradle Country Marketing Group	3 year Agreement June 2018	\$15,000 P/A
Youth and Family & Community Connections	5 year Agreement 9 July 2018	Rental agreement/ Youth services - in kind funding
Devonport Men's Shed	2 year agreement June 2019	\$7,000 P/A

### 1.4 Recreation, Health and Wellbeing

#### 1.4.1 National Families Week

The National Families Week event was held at the East Devonport Recreation Centre on Thursday, 17 May. Auspiced by Youth Family and Community Connections, in conjunction with the Child and Family Centre, and assisted by Council's Sport and Recreation Officers, Anglicare, East Devonport Primary School Launch into Learning, Linc and Housing Choices Tasmania.

There was a photo booth that encouraged East Devonport families to dress up with their children and use the photos to make a scrapbook page celebrating their family. Other activities on offer included Storytime, kinder gym, face painters, musician Dom Peters and families created their own lunch from the 'sandwich bar'.

#### 1.4.2 Levelling the Playing Field Grants Program

Council has submitted an Expression of Interest for funding through the State Government funding program. The redevelopment of Byard Park sporting

facilities was the project nominated, with Council seeking approximately \$502,000 to fully fund the project.

Aligning with the objectives of the Sporting Precinct Master Plan, the project plans would deliver new change rooms and amenities for female and male users, additional club room space and shade shelter facilities. Users of Byard Park include Devonport and Districts Junior Football League (Auskick), Cricket Tasmania and Cricket North West junior programs, Devonport Cricket Club juniors and Mersey Colts Cricket Club.

#### **1.4.3 Seniors Program – Ageing Stronger, Active Longer**

The program is held every Tuesday and Thursday at the Devonport Recreation Centre and Wednesday at East Devonport Recreation and Function Centre. Interest in the program has been strong with sessions often exceeding capacity. Recently obtained feedback from participants was highly complementary with many participants requesting additional or longer sessions.

#### **1.4.4 North West Thunder return to Devonport**

North West Thunder and the SEABL basketball competition returned to Devonport Stadium after many years. An agreement between Council and NW Thunder has resulted in four home games being played in Devonport during the 2018 SEABL season. The below table shows attendance figures for the first three games, the fourth game will be held 14 July 2018.

<b>Date</b>	<b>Played</b>	<b>Attendance</b>
14 April	Hobart	1,167
5 May	Geelong	596
19 May	Mt Gambier	636

#### **1.4.5 Major Sporting events held in May and June 2018**

##### **2018 Basketball Tasmania College Championships**

26 May - 27 May

Recreation Centres in Devonport, Latrobe and Ulverstone

##### **2018 Basketball Tasmania Tri-Series**

23 June

Recreation Centres in Devonport and East Devonport

##### **2018 Futsal Tasmania Islanders Cup**

9 June - 10 June

Recreation Centres in Devonport

##### **2018 Devonport Cup - Junior Soccer**

9 June - 11 June

Meercroft Park & Valley Road Soccer Centre





#### 1.4.6 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
	May 2018	June 2018
Devonport Recreation Centre	17,201	11,446
East Devonport Recreation Centre	3,843	7,126
<b>TOTAL</b>	<b>21,044</b>	<b>18,572</b>
<b>TOTAL 2017</b>	<b>13,065 (DRC only)</b>	<b>15,957</b>

The table below provides statistics on the number of people through the door at each facility. The increased visitor numbers can be contributed to the introduction of the new health & wellbeing programs at both centres and Council's Community Services Officers actively encouraging major event organisers to the centres, resulting in increased visitor numbers to Devonport.

	Squash Building	Stadium	Youth Centre	T/Tennis Building	Playhouse	Annual Total - DRC	Annual Total EDRFC
<b>2012-2013</b>	14,330	40,406	19,088	32,152	6,732	112,708	-
<b>2013-2014</b>	14,011	43,342	19,766	20,491	7,327	104,937	-
<b>2014-2015</b>	14,445	38,428	22,215	11,903	7,538	94,520	-
<b>2015-2016</b>	20,397	42,449	20,437	11,324	8,445	107,157	-
<b>2016-2017</b>	12,823	40,086	21,155	16,159	8,164	102,387	-
<b>2017-2018</b>	14,817	49,706	19,867	18,296	6,055	<b>108,734</b>	<b>32,344</b>
<b>Total recorded to date</b>	<b>90,823</b>	<b>254,417</b>	<b>122,528</b>	<b>110,325</b>	<b>44,261</b>	<b>630,443</b>	<b>32,344</b>
<b>Average per year - over past six years</b>	15,137	42,403	20,421	18,388	7,377	<b>105,074</b>	N/A - door counters installed 2018

**1.4.7 Recreation Facilities Usage**

Usage for facilities for May and June are listed in the table below:

<b>Recreation Usage</b>			
<b>Facility</b>	<b>Room/Ground</b>	<b>Number of Bookings May</b>	<b>Number of Bookings June</b>
Devonport Recreation Centre	Judo Room	16	12
	Meeting Room	11	16
	Sauna	21	26
	Squash	40	41
	Stadium	102	95
	Table Tennis Building	90	81
	Youth Centre	85	80
East Devonport Recreation and Function Centre	Community Room	55	26
	Stadium	46	51
Ground/Reserve	Reserves – Vietnam Vets Memorial	0	0
	Reserves – Bluff	2	1
	Reserves – Roundhouse Park	1	1
	Coles Beach	0	0
	Reserves - Don	0	0
	Reserves - Lighthouse	0	0
	Reserves – Kelcey Tier	1	3
	Reserves – Cenotaph	0	0
	Skate Park	0	0
	Reserves – Pioneer Park	0	1
	Byard Park	1	1
	Devonport Oval	1	1
	Don Rec Ground	3	3
	Girdlestone Park	1	1
	Maidstone Park	1	1
Meercroft Park & Eugene	2	1	
Valley Road Soccer Centre	1	1	
<b>Total</b>		<b>480</b>	<b>443</b>

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

<b>Special Recreation Events</b>		
<b>Facility</b>	<b>Event</b>	<b>Date</b>
Devonport Recreation Centre	North West Thunder vs Geelong – SEABL Roster	5 May
	NWBU Tier 2 Basketball Tournament	12 May
	Van Diemen Rollers Special Event	12 May
	North West Thunder vs Mt Gambier – SEABL Roster	19 May
	NWPSSA – Primary Schools Competitions	21-22 May
	BTAS College Championships	26-27 May
	NWBU Devonport v Latrobe	5 June
	Islanders Cup Futsal Tournament	9-10 June
	BTAS Tri Series	23 June
	NWBU Devonport v Somerset	26 June
	Devonport Stamp Club Expo	6 May
	EDCFC Families Week	17 May

East Devonport Recreation and Function Centre	Tai Chi Seminar	18-19 May
	Devonport Embroidery Guild Expo	19 May
	Baby Shower	9 June
	Police & Emergency Management Training	13 June
	BTAS Tri Series	26 June
	Baby Shower	30 June

#### 1.4.8 Splash Aquatic and Leisure Centre - May 2018

Attendances including YTD comparison:

##### May 2018

Year to date comparison													
Attendees	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	May-17	YTD
Casual Entry	3,735	3,147	4,264	5,120	4,650	6,663	10,141	6,891	5,924	4,498	3,615	4,075	58,648
Fitness Members	7,927	8,396	10,232	8,998	9,042	10,819	7,356	9,678	10,655	6,535	7,881	7,525	97,519
Learn to Swim	3,432	3,440	4,360	3,640	3,720	4,560	3,520	3,968	5,060	4,088	4,072	3,688	43,860
Lane Hire	915	1,225	1,100	270	725	3,331	425	760	1,036	270	585	675	10,642
Bookings	521	547	441	457	988	1,250	216	985	3,021	970	402	296	9,798
<b>Total</b>	<b>16,530</b>	<b>16,755</b>	<b>20,397</b>	<b>18,485</b>	<b>19,125</b>	<b>26,623</b>	<b>21,658</b>	<b>22,282</b>	<b>25,696</b>	<b>16,361</b>	<b>16,555</b>	<b>16,259</b>	<b>220,467</b>

#### 1.4.9 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	NW Thunder Games SEABL	14 July 2018
	Tas Squash Open	29 July
	NWBU Finals	July
	Junior Intertown Finals	27 August
	BTAS U12 State Championships	1-2 Sep
Devonport Oval	Summer Carnival	30 December
Mersey Bluff Precinct	Tour of Tasmania Cycling Event	October
Victoria Parade - Bluff	Devonport Cycling Criterium	29 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 May and June Events/Programs

#### 2.1.1 Gallery Exhibitions

##### **Not Without a Trace**

Curated by Erin Wilson

DCC Permanent Collection: *The Kathleen Cocker Collection and The Homes of Devon Collection*

21 April – 2 June

Opening Attendance: 60

*Not Without a Trace* combines a selection of works from two collections held by Devonport City Council, the Kathleen Cocker Collection and The Homes of Devon Collection, which through paintings and photographs trace the history of the dwellings of North West Tasmania.

**Zoe Grey: *Where I am, Who I am***

*Little Gallery*

21 April – 3 June

Opening Attendance: 60

*Where I am, Who I am* explores the artist's intimate experience and engagement with the landscape of the North West Coast of Tasmania and presents a pictorial equivalent for the complex sensation of being in, and a part of, place. The works immerse the viewer into the unique coastal areas of Tasmania's rugged northwestern tip and investigate the artist's deep connection to this isolated environment.

**North West Art Circle: Annual Community Exhibition and Awards**

9 June – 1 July

Opening Attendance: 85

The North West Art Circle, a local arts guild, presents an annual exhibition of work by its members at the Gallery. The exhibition provides an outlet for the works created by the eclectic group of art enthusiasts and includes awards in two categories, emerging and open.



North West Art Circle/Richard Griffiths opening 6 June 2018

**Richard Griffiths: *Back to Burra Bee Dee***

9 June – 1 July

Opening Attendance: 85

Richard Griffiths is a Burnie-based artist who grew up on an Aboriginal mission called Burra Bee Dee (NSW), which means flying fox, or flying mice. When Griffith lived on the mission he wasn't allowed to practice his culture – now he is free to explore and learn about his culture through art making. The Back to Burra Bee Dee series began in 2016 when Griffiths spent time on King Island. He researched images and text about his family and Burra Bee Dee. This series of black and white linocuts have evolved from this research and tell stories about his own, and his ancestors' past. The linocuts were made by Richard Griffiths and printed by Nilissa Wood.

**2.1.2 Committee Update**

**The Droogs**

The Droogs have agreed to add flair to The Devonport Jazz Festival with hand painted costumes for the Musos in the Mall Fashion Parade on 28 July. They will also provide examples of lanterns made by paper for a lantern making table at the Street Eats Mid-Winter Fiesta on 26 July.

### **Friends of the Gallery**

The Friends of the Gallery are preparing for their Annual General Meeting to be held on Thursday, 23 August. They have recently surveyed their membership, and are currently distilling the results, to form the basis of their activities.

Friday, 18 May the Friends of the Gallery hosted an event at the Devonport Regional Gallery to celebrate International Museum Day (IMD). Co-ordinated by the International Council of Museums, IMD aims to raise awareness of the important role museums and galleries play in shaping society.

Now in its third year, the 2018 event attracted a diverse group of visitors to the Gallery and provided a unique opportunity for members of the community to see behind-the-scenes of the permanent Collection.

Ten members of the Friends Committee, Gallery Advisory Board and Aldermen visited the Council's Art Storage facility in the weeks prior to select a work of personal interest. The objects were displayed at the Gallery on the evening, and each participant gave a presentation on the item they selected.

Objects selected ranged from a portrait painted by local artist Owen Lade, to an installation by contemporary artist Julie Gough and textiles from the historic Moon Collection.



### **Devonport Regional Gallery Advisory Board**

The Advisory Board continue to meet bi-monthly to discuss the strategic direction of the Gallery. In June, the Advisory board approved a donation of five works by Gary Greenwood. The donation was made by his widow, Lyn Evans.

#### **2.1.3 Gallery Relocation**

Construction is progressing on the planned art centre. The internal frame is complete, and the HVAC (Heating, Ventilation, Air Condition) system is being installed. Some of the internal lining has begun, providing an indication of the space. 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*.

The new Gallery will utilise a portion of the existing Erco track lighting system currently installed in the Stewart Street Gallery. To ensure on time installation the Stewart Street Gallery will be closed for approximately one month prior to opening the new Gallery.



#### **2.1.4 Bass Strait Maritime Centre**

Jaydeyn Thomas commenced as coordinator Tuesday, 12 June. Jaydeyn has a background in Cultural Heritage and is an archaeologist.

She has worked with the Anthropology Museum at the University of Queensland and the Macarthur Museum in Brisbane on collections management and curation.

She has also successfully managed the Burnie Regional Museum for the past three years as their Curator.



#### **Café**

Council is investigating operating models for the café.

#### **Australian Maritime Museums Council**

The Australian Maritime Museums Council (AMMC) announced the postponement of the annual workshop scheduled for Devonport 2018. Jaydeyn Thomas will be coordinating the project, now scheduled for October 2019.

#### **Collection Management**

Work with the Past Perfect database and digitising of the photographic collections continue.

Volunteers received training in current best curatorial practises with collection items.

An audit of the storage areas highlighted areas of improvement to be undertaken in the coming financial year.

#### **2.1.5 Bass Strait Maritime Centre Exhibitions**

##### ***Commercial Fishing in Tasmania***

29 May – 31 July

A banner display from The Maritime Museum of Tasmania, depicting the evolution of the fishing industry in Tasmania and the issues surrounding it from the early 1800s.



**Petuna**

29 May – 31 July

This exhibition encompasses the current and future operations of Petuna, including; a video presentation, banners and original ship hull model of *Petuna*.

**2.1.6 Bass Strait Maritime Centre Public Programming****Art Spark**

15 May 2018

Children from the Regional Gallery's Art Spark program (led by Jessie Pangas), visited the Centre to learn about shells in the Permanent Collection. The young artists were then given the opportunity to draw the shells, focusing on shadows and textures.

**MHOot Talk**

23 May 2018

Two volunteers travelled to the Maritime Heritage Organisation of Tasmania speaking event in Swansea to talk about the Finlayson Family and business.

**May Maritime and History Talk:**

29 May 2018

Attendance: 40

After officially opening the two new exhibitions, Geoff Dobson introduced the guest speaker, Tim Hess, Director of Petuna. Tim provided insight into Petuna's history, current operations and future plans to expand operations. Petuna generously donated a whole smoked ocean trout for the audience to enjoy.

**2.1.7 Julie Burgess**

Five two-hour sailings took place in May and June.

**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 May and June period.

	Customers through the Door May 2018	Customers through the Door June 2018
Devonport Regional Gallery	2,801	926
Visitor Information Centre	2,397	1,638
Bass Strait Maritime Centre	477	211
Julie Burgess	31	6
Devonport Entertainment & Convention Centre - audience	3,167	1,067
<b>TOTAL 2018</b>	<b>8,873</b>	<b>3,848</b>
<b>TOTAL 2017</b>	<b>8,093</b>	<b>8,651</b>

### 2.2.1 Theatre Performances & Events

During May and June, the DECC presented four professional children's theatre productions to families and schools. In conjunction with the performances the centre offered a number of workshops and Q&A sessions which were delivered by professional educators and cast members.

#### Monkey Baa Theatre

The well-known Children's Theatre Company held workshops for younger children prior to the performance of Josephine Loves to Dance. Conducted in the school environment, the workshops were designed to teach children about the theatre, the characters in the story and featured music from the play. The workshops were attended by approximately 60 students.

#### Shake and Stir Theatre Co

Students from Don College attended a workshop with the contemporary theatre company prior to the performance of George's Marvellous Medicine. The workshop offered students the opportunity to learn theatrical techniques, acting styles, and character development.

#### The Victorian Ballet

The professional ballet company presented a Beauty and the Beast educational workshop attended by approximately 30 local dance students from various dance schools along the NW Coast.

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	<i>Young Frankenstein – The Devonport Choral Society</i>	Devonport Choral Society	1965
	<i>George' Marvellous Medicine</i>	DECC & Shake and Stir Theatre Company	1202
	<i>Beauty &amp; The Beast</i>	Victorian State Ballet Company	385
	<i>Josephine Loves to Dance</i>	DECC & Monkey Baa Theatre Company	373
	<i>Melbourne International Comedy Festival Roadshow</i>	MICFR - DECC	225
	<i>Stardust Dance</i>	Stardust Dance Studio	84

The following table shows the DECC hire for May and June period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	1	2	385
Community Hire	29	11	2049
DECC Entrepreneurial Program	4	5	1800
<b>Totals</b>	<b>34</b>	<b>18</b>	<b>4234</b>

**2.2.2 DECC Ticketing**

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

Box Office/Agency Sales	Number of Tickets Sold
DECC Performances & Events	1124
Ticketmaster Events	189
Ticktek Events	234
<b>Totals</b>	<b>1547</b>

**2.2.3 Education & Public Programs****Education Programs & Public Programs – May and June**

<b>Gallery Education and Public Programs</b>		
<b>Program</b>	<b>Attendance</b>	<b>Date</b>
Education: 1,2,3 Create	5	2 May
Education: Youth Week Tasmania School workshop	14	3 May
Education: Youth Week Tasmania School workshop	13	3 May
Education: Youth Week Tasmania School workshop	13	8 May
Education: Art Spark	14	8 May
Education: Youth Week Tasmania School workshop	15	9 May
Education: Youth Week Tasmania School workshop	15	10 May
Public program: Twilight Talk	26	10 May
Public program: Orana Day Service	12	16 May
Public program: International Museum Day	40	18 May
Public program: Books + Art	7	21 May
Education: Art Spark	11	22 May
Public program: Drawn Home Workshop (Home Hill)	11	26 May
Out Reach: Orana Day Service	14	28 May
Education: Little Aesthetics Lady of Lourdes Gr 6	28	29 May
Education: Little Aesthetics Lady of Lourdes Gr 6	28	29 May
Education: Little Aesthetics: Forth primary Gr1	23	29 May
Education: 1,2,3 Create	5	30 May
Education: Art Spark	9	5 June
Public program: Exhibition Opening: NWAC Annual Exhibition and Award & Back to Burra bee dee by Richard Griffiths	85	8 June
Education: Art Spark	8	12 June
Public program: NWAC Workshop A Stich in Time	7	14 June
Books + Art	6	18 June
Education: Art Spark	9	19 June
Public program: NWAC Workshop Introduction to Life Drawing	10	20 June
Education: Little Aesthetics Lady of Lourdes Gr 1	29	22 June
Education: Little Aesthetics Lady of Lourdes Gr 1	28	22 June
Education: Art Spark	10	26 June
Education: 1,2,3 Create	5	27 June
<b>BSMC Education &amp; Public Programs</b>		
<b>Program</b>	<b>Attendance</b>	<b>Date</b>
Art Spark visit the BSMC	10	15 May
May Maritime & History Talk - Petuna	40	29 May

## 2.3 Tourism

### 2.3.1 Tourism Development Strategy

Tourism Tasmanian has identified Devonport as an emerging market. Council's Visitor Services Coordinator, met with Sherene Somerville, Public Relations and Earned Media Manager, Tourism Tasmania on Thursday, 28 June. Sherene was provided with a tour of Devonport's developing tourism opportunities, including an overview of the LIVING CITY project, paranapple centre, Providore Place, arts and culture developments and surrounding attractions.

### 2.3.2 Cradle Country Marketing Group (CCMG)

The group met in June to finalise the 2018/2019 budget for regional marketing initiatives, which includes continuation of Hobart Airport and Spirit of Tasmania advertising, and printed collateral including regional map and guide.

## 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	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager

## 7.4 GOVERNANCE & FINANCE REPORT

File: 29468 D532906

### 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 May and June 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 May and June 2018:

## Report to Governance, Finance &amp; Community Service Committee meeting on 16 July 2018

REG/393	Plan of Survey - Chrismatt Pty Ltd - Folio CT 173312-2 - Grantee - Part of Lot 377, 640 A O R O P - Granted to Stephen Kelcey - 20 & 22 Kelcey Tier Road - SA2007.0022	18/05/2018
REG/394	General Manager's Contract	5/06/2018
REG/395	Adhesion Order - Volume 143754 Folio 2 Volume 169555 Folio 1 - 30 Squibbs Road and 11 Luck Street Spreyton - Kadella Pty Ltd	7/06/2018
REG/396	Contract Agreement - DCC & IC4 Development Trust	15/06/2018
REG/397	Adhesion Order - 24 and 26 Don Road, Devonport - Volume 60204 Folio 1 and Volume 60204 Folio 2 - GAJA Holdings Pty Ltd	19/06/2018
REG/398	Renewal - Agreement for Lease - Unit 8 Fenton Villas - 92 North Fenton Street, Devonport - Mrs Colleen Lorraine Jackson	22/06/2018
REG/399	Renewal - Agreement for Lease - Unit 2 Fenton Villas - 92 North Fenton Street, Devonport - Mr Robert Torney	22/06/2018
REG/400	Renewal - Agreement for Lease - Unit 11 Fenton Villas - 92 North Fenton Street, Devonport - Mr Geoffrey Holloway	22/06/2018
REG/401	Lease - Devonport City Council to Devonport Community House - Community Gardens - 2 Morris Avenue, Devonport	26/06/2018
REG/402	Renewal - Agreement for Lease - Unit 1 Fenton Villas - 92 North Fenton Street, Devonport - Mr Brian Murfett	25/06/2018
REG/403	Renewal - Agreement for Lease - Unit 4 Fenton Villas - 92 North Fenton Street, Devonport - Ms Erica Evans	25/06/2018
REG/404	Renewal - Agreement for Lease - Unit 9 Fenton Villas - 92 North Fenton Street, Devonport - Mrs Valerie Wicks	25/06/2018
REG/405	Renewal - Agreement for Lease - Unit 10 Fenton Villas 92 North Fenton Street, Devonport - Mrs Lesley Whiley	25/06/2018
REG/406	Renewal - Agreement for Lease - Unit 12 Fenton Villas - 92 North Fenton Street, Devonport - David & Suzanne Andrews	25/06/2018
REG/407	Licence Agreement - Devonport City Council to Mersey Valley Devonport Cycling Club - Kelcey Tier Greenbelt - Mountain Bike Trails	29/06/2018
REG/408	Annexure to Schedule of Easements - Agreement Under Part 5 Land Use Planning and Approvals Act - Terrence Bruce Rattray & Wendy Joy Rattray - PA2017073 33948 - 94 Cutts Road, Don	29/06/2018
REG/409	Plan of Survey - Terrence Bruce Rattray & Wendy Joy Rattray - F/R 145999/1 - Part of Lot 246, 500 Acres GTD to John Palmer - 94 Cutts Road, Don - PA2017.0073	29/06/2018

## 1.2. Property Management update

The contract for the sale of Lots 60, 61, 62 & 63 24-26 Triton Road was completed on 23 May and funds for the sale transferred to Council's bank account.

There are two vacant blocks currently on market for sale – Lot 65 24-26 Triton Road East Devonport and 35 Loane Avenue East Devonport.

Currently seven applications have been lodged with Crown Land Services for works on crown land (five for Council Works; two obo of sub-tenants).

Tenders for sale of 169 Steele Street Devonport closed 22 June 2018 – assessment undertaken.

Two sub-leases to be finalised – Mersey Valley Pony Club and City of Devonport Lions Club – Bay Drive Spreyton.

Year four rental raised for properties administered by Council's Sport & Recreation Groups Lease Policy and Community, Childcare & Commercial Lease Policy.



**1.3. Aldermen's Attendance**

Aldermen's attendance for the year ended 30 June 2018 is detailed as follows:

No. of Meetings	Council	Planning Authority		Governance & Finance		Infrastructure & Works		Workshops
		Member	Non Member	Member	Non Member	Member	Non Member	
	13	8		6		6		22
Acting Mayor Ald A L Rockliff	13	2	4	5	0	5	0	21
Mayor Ald S L Martin (resigned 9/3/2018)	10	6	0	4	0	0	3	10
Ald D C Emmerton	11	4	0	5	0	0	4	18
Ald G F Goodwin	12	6	0	4	0	6	0	20
Ald A J Jarman	13	0	6	5	0	5	0	22
Ald L M Laycock	13	0	4	1	4	4	0	22
Ald J F Matthews	12	7	0	0	6	4	0	20
Ald T M Milne	13	5	0	6	0	0	5	20
Ald L M Perry	13	8	0	0	6	5	0	21

**1.4. HUMAN RESOURCES****1.4.1. Recruitment****Staff positions advertised May 2018 to June 2018**

Position	Department	Work Location
Waste Management Serviceperson	Infrastructure Works	Works - Waste
Civil Works Serviceperson	Infrastructure Works	Works - Civil
IT Support Officer	Corporate Services	City Offices
Creative Learning and Public Programs Officer	Convention & Arts	Devonport Regional Gallery/paranaple

**Staff Appointments May 2018 to June 2018**

Position	Name	Department	Work Location
Casual Attendants	Jan McCormack and Megan Burton	Convention & Arts	Bass Strait Maritime Centre and Visitor Information Centre/ paranaple
Bass Strait Maritime Centre Coordinator	Jaydeyn Thomas	Convention & Arts	Bass Strait Maritime Centre
Risk, Safety and Compliance Officer	Michael Dunn	Development & Health (Risk & Compliance)	City Offices & Depot
Customer Service Officer (Casual)	Anne-Maree Scully	Community Services	Devonport Recreation Centre
IT Support Officer	Daniel Gunn	Corporate Services (IT)	City Offices

**Staff Departures May 2018 to June 2018**

Position	Name	Department	Work Location	Date Effective
Parking and Information Officer	Benjamin Fisher	Corporate Services	Parking	6/5/2018
Civil Works Serviceperson	Mark Collins	Infrastructure & Works	Works - Civil	1/6/2018
Customer Service Officer	Jessie Pangas	Art & Convention	Devonport Regional Gallery	8/6/2018

**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)
30/6/2018 *	6 claims	1	\$ 7,515.39
30/6/2017 *	7 claims	1	\$ 84,325.27
30/6/2016 *	20 claims	1	\$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 May 2018.

No new claims lodged in June 2018.

**1.4.2. Staff Training**

Issued Date	Training Description	No. of employees	Department	Location
9/5/2018	Provide Basic Emergency Life Support, CPR & Provide First Aid	4	Community Services and Convention & Arts	DECC & City Offices
21/5/2018	Building Services Provider Licence	2	Development & Health	City Offices
30/5/2015	Ungerboek Software Training	1	Convention & Arts	DECC

**1.4.3. Health & Wellbeing**

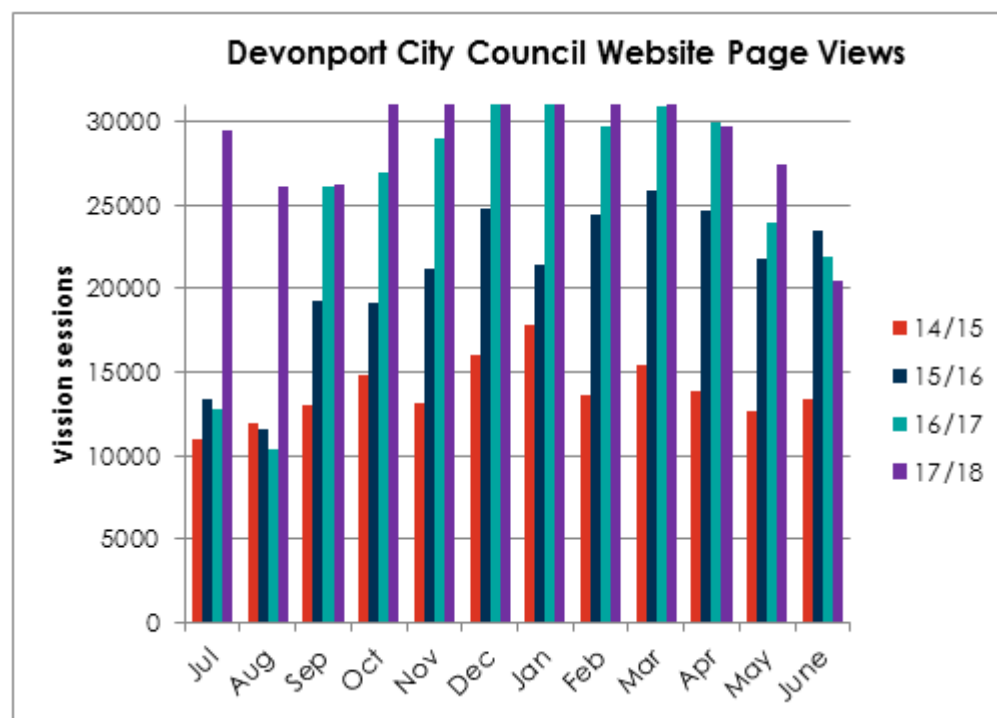
Council's employee Health and Wellbeing program actively promoted Men's Health Week, an information session was held with workers on 13 June 2018 with guest speaker Jonathan Bedloe covering suicide awareness. Information was also distributed to staff on National Blood Donor awareness week.

The Health and Wellbeing Committee have finalised and distributed the Staff's 2018/2019 Health and Wellbeing program. The program refers to activities and initiatives undertaken within the workplace that are designed to impact positively on the general health and wellbeing of employees and their families.

**1.5. CORPORATE COMMUNICATION – MAY TO JUNE 2018****1.5.1. Devonport City Council Website**

Visitation to Council's website for the months of May and June showed a 14.7 per cent increase in May year-on-year followed by a 6.7 per cent decrease in June.

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



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.

<b>Devonport City Council Website Statistics</b>	<b>May 2018</b>	<b>June 2018</b>
<b>Total Visitor sessions</b>	10,570	11,895
<b>Total page views</b>	27,465	20,028
<b>Average daily sessions</b>	340.96	396.5
<b>Average session duration (minutes)</b>	1:43	1:55
<b>Average page views per visit</b>	2.60	2.67
<b>Device Category</b>		
• Desktop	39.07%	53.3%
• Mobile Phone	50.01%	37%
• Tablet	10.92%	9.7%
<b>Top 10 Pages</b>	<ol style="list-style-type: none"> <li>Home Page</li> <li>News Media/Southern Rooke Street</li> </ol>	<ol style="list-style-type: none"> <li>Home Page</li> <li>How to Contact us</li> <li>Mersey Vale Cemetery Search</li> </ol>

	<ol style="list-style-type: none"> <li>3. Employment/Careers/ Employment Opportunities</li> <li>4. Contact Us/How to Contact us</li> <li>5. Council/Employment/ Careers</li> <li>6. Mersey Vale Cemetery search</li> <li>7. Contact Us</li> <li>8. Live/Parking, Roads, transport/Parking in Devonport</li> <li>9. Work/Employment Opportunities/ Careers</li> <li>10. Council</li> </ol>	<ol style="list-style-type: none"> <li>4. Contact Us</li> <li>5. Employment Opportunities</li> <li>6. Environment/Transfer station</li> <li>7. Planning development/ Planning Applications on public exhibition</li> <li>8. Live/parking/parking in Devonport</li> <li>9. Council/Employmen t/Careers</li> <li>10. Council/Agenda and Minutes</li> </ol>
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**1.5.2. Community Consultations**

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council community consultations. During the reporting period four community consultations were undertaken:

- Draft 2018-2023 Retail Strategy
- Draft 2019-2024 Regional Youth Strategy
- Draft 2019-2024 Environment Strategy
- Draft 2017-2022 Asset Management Plan - Transport

**1.5.3. Social Media**

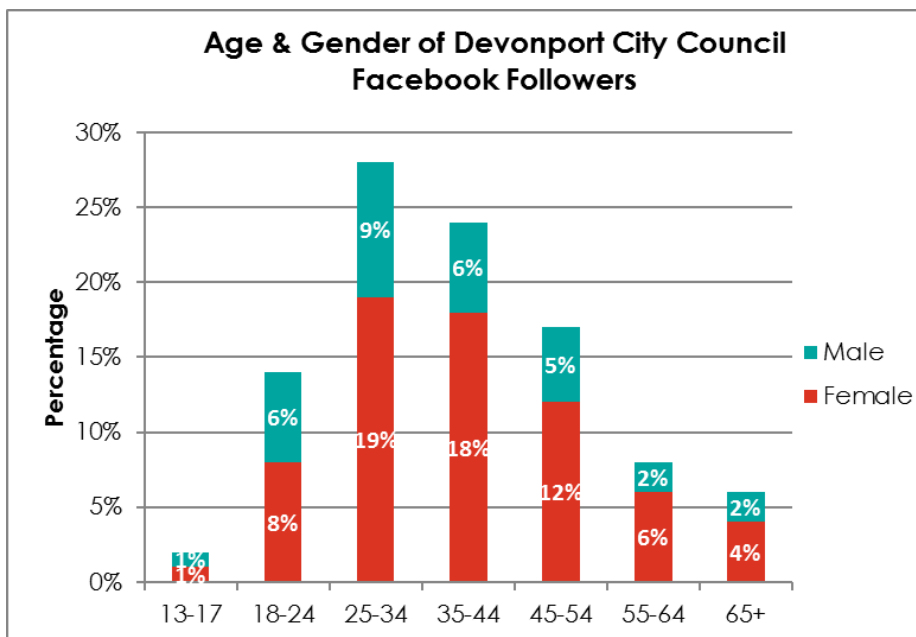
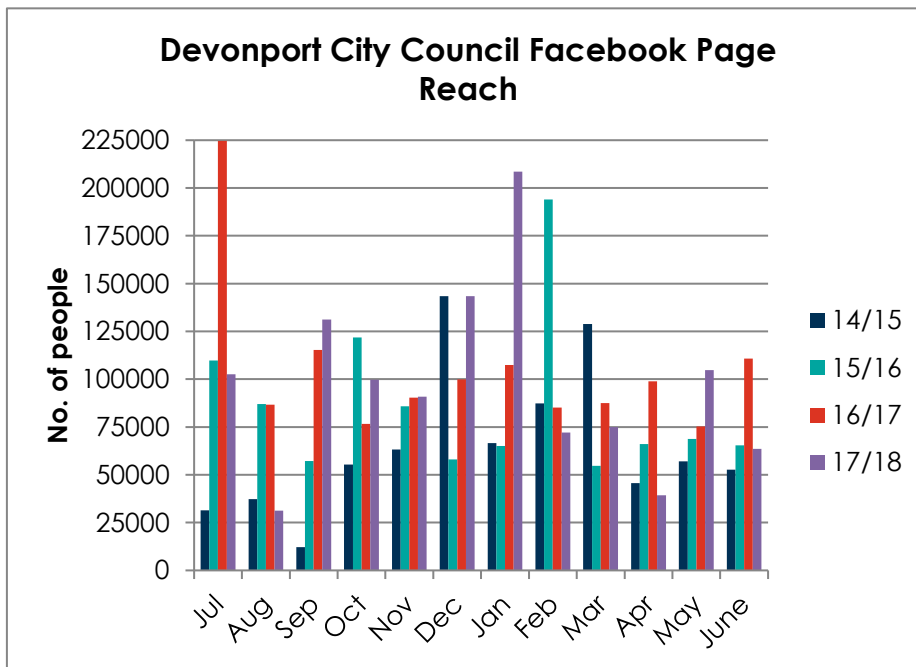
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 538 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 Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, events, weather events, Council decisions, community initiatives and road works. The community can use the page to ask questions of Council and find out what is happening in Devonport. Key questions or matters raised by the public are generally around Council's services, opening times and reports of community infrastructure needing repairs. Activity remains at its highest between 2:00pm and 9:00pm.

DCC Facebook Page Statistics	May 2018	June 2018
<b>Facebook Followers:</b> Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	6,552 TY (5,660 LY) +15.8%	6,580 TY (5,754 LY) +14.3%
<b>Facebook Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	104,772 TY (75,275 LY) +39.2%	63,647 TY (119,669 LY) -42.5%
<b>Facebook Engaged Users:</b> Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	15,054 TY (5,669 LY) +165.5%	8,767 TY (8,940 LY) -1.9%



During May and June 2018 the top 10 page posts each month in terms of audience reach were:

May 2018	June 2018
1. Want to park for free in Devonport? – 21/5/18 – 13.2K (boosted post)	1. Harris Scarfe to relocate to Fenton Way – 7/6/18 – 9.9K
2. Southern Rooke Street Renewal Project – 7/5/18 – 12.7K	2. Victoria Parade boat ramp improvements begin – 15/6/18 – 6.4K
3. Positions Vacant IT Support Officer – 3/5/18 – 9.2K	3. Don River recreational track reopened – 4/6/18 – 4.2K
4. Asphalt resealing works planned for next week – 23/5/18 – 7.6K	4. LIVING CITY project a training boon for apprentices – 21/6/18 – 4.0K
5. Work on new fitness equipment for Melrose Park – 14/5/18 – 7.1K	5. Illegal rubbish dumping can be an expensive exercise – 8/6/18 – 3.8K
6. Asphalt resealing works planned for tomorrow – 27/5/18 – 6.4K	6. Reporting street light outages – 28/06/18 – 3.5K
7. Don River recreational track upgrade – 4/5/18 – 5.8K	7. Council Update – 26/06/18 – 2.9K
8. Are you missing any ducks? – 21/05/18 – 21/5/18 – 5.4K	8. Winter sailing on the Mersey – 11/6/18 – 2.8K
9. Can dogs be removed from private property – 21/05/18 – 5.1K	9. Council's school holiday program is back in July – 27/06/2018 – 2.7 k
10. Positions Vacant Creative Learning and Public Programs Officer – 24/05/18 – 4.3K	10. Draft budget proposes a rate rise below CPI – 5/6/18 – 2.4K

#### 1.5.4. Publications & Media

During the month of May 2018, Council published:

- Fifteen (15) media releases, alerts, comment statements and invitations:
  - Julie Burgess to remain in Devonport
  - Council to sell Fenton Villas
  - Southern Rooke Street Renewal Project Approved
  - Comments in relation to LIVING CITY Master Plan
  - Mersey Bluff Cemetery Memorial Park unveiled
  - Council seeks a further \$10 million Federal commitment for LIVING CITY project
  - Comments in relation to the Pink House
  - Comments in relation to the Spirit of Devonport ferry service
  - Czech Republic A Capella group to headline Devonport Jazz Festival
  - Grandparents beware! George's marvellous medicine is in town
  - Hudsons coming to Devonport
  - Community feedback sought on draft strategies
  - Comments in relation to 169 Steele Street
  - Comments in relation to Victoria Parade boat ramp works
  - Comments in relation to Providore Place fitout delays

During the month of June 2018, Council published:

- Fourteen (14) media releases, alerts, comment statements and invitations:
  - Richard Griffiths exhibition – Little Gallery
  - North-West Art Circle Annual Exhibition
  - Entries for national art award (tidal) close on July 6
  - Play On – The Art of Sport exhibition



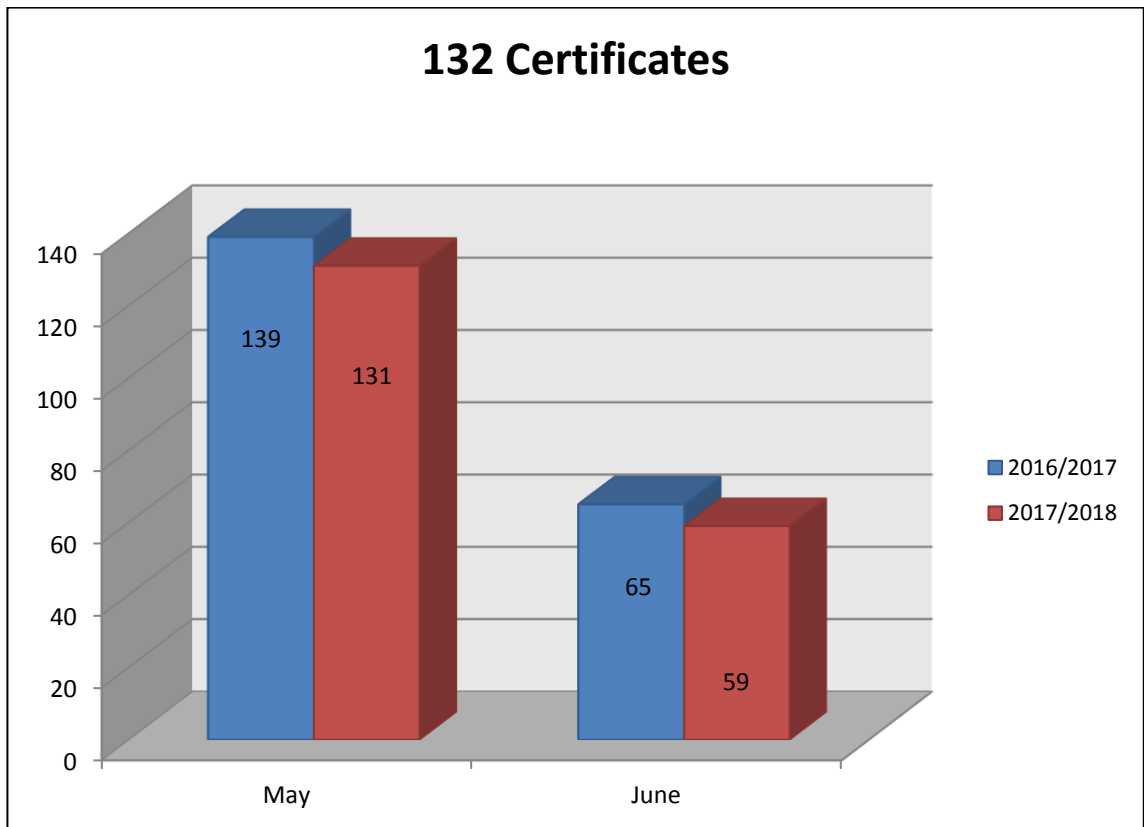
- Draft budget proposes average rate rise below CPI
- Harris Scarfe to relocate to Fenton Way
- Media comment in relation to retail aspects of the LIVING CITY Master Plan
- Acting Mayor pays tribute to Mary Binks OAM
- Former World Squash Champion to play in Devonport
- Media comment in relation to Mary Binks' funeral
- Media comment in relation to the Multi-level car park and skateboarders
- LIVING CITY projects proves a training boon for apprentices
- Community feedback sought on Asset Management Plan-Transport
- Council budget 2018-19 adopts a general rate increase below CP

**2. CORPORATE SERVICES**

**2.1. Finance**

**2.1.1. S132 Certificates**

During the months of May and June 2018, the Finance Team issued 190 Section 132 certificates under the *Local Government Act, 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



**2.1.2. Rate Statistics**

**Percentage of Rates Paid\***

	2017/2018	2016/2017	2015/2016
<b>May</b>	98.53%	98.47%	98.09%
<b>June</b>	99.47%	99.58%	99.25%

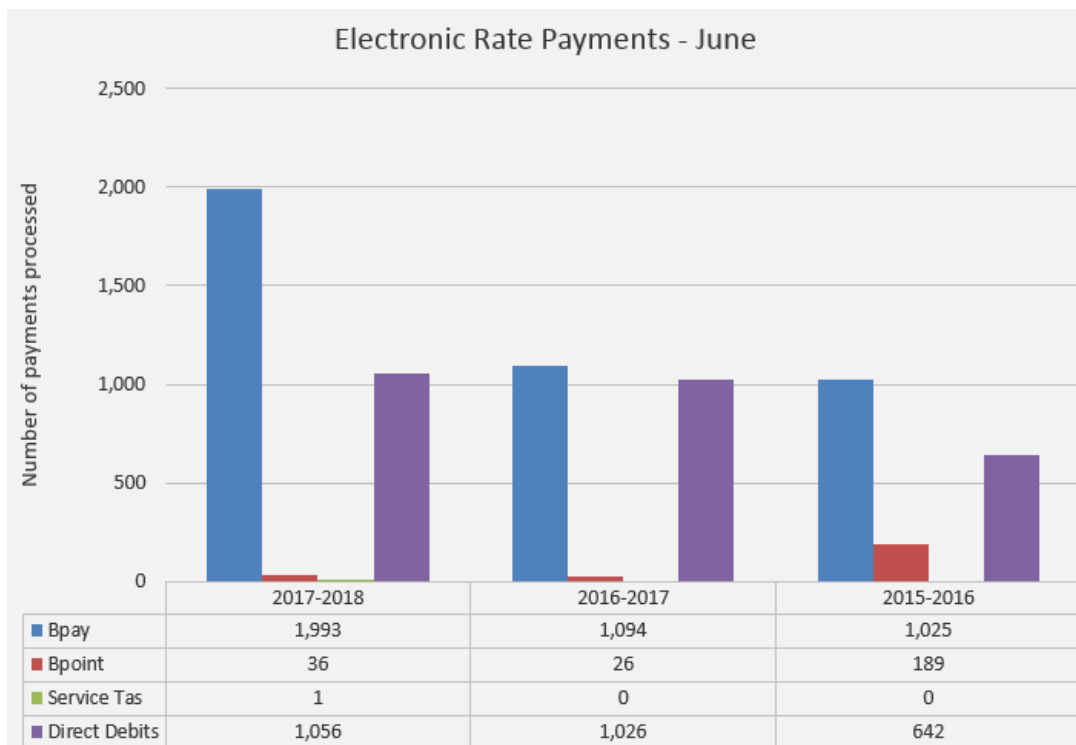
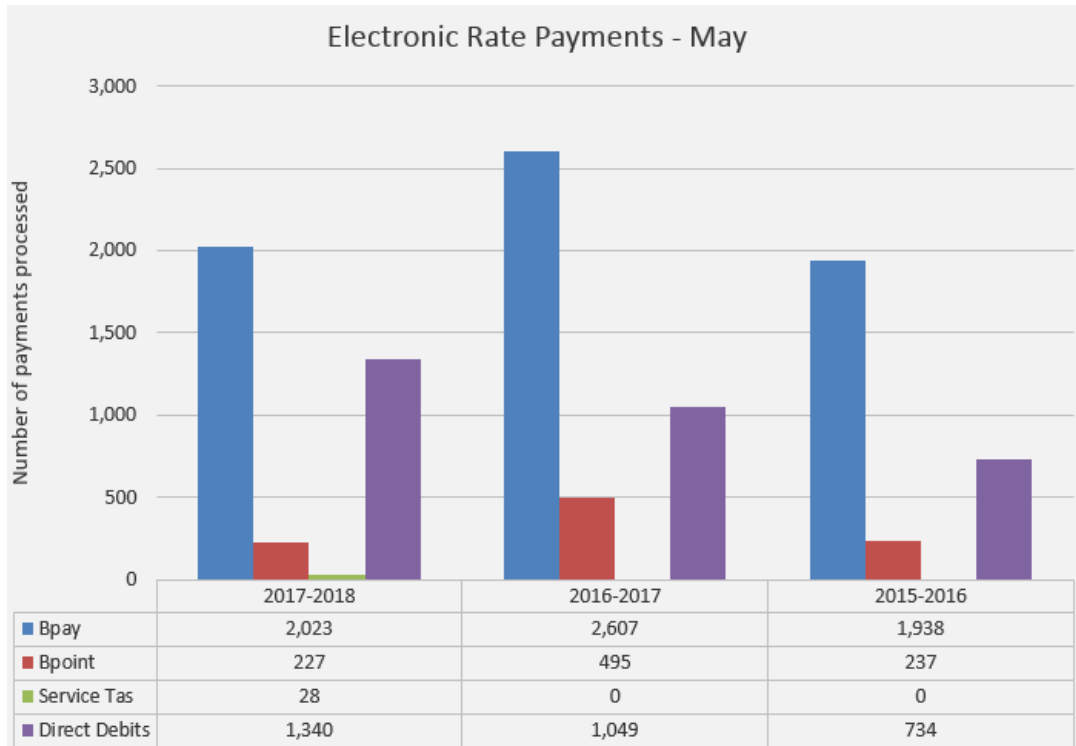
\* Please note the above statistics include rates paid in advance.

**Number of Properties Paid in Full**

	2017/2018*		2016/2017*		2015/2016	
	Number	Percentage	Number	Percentage	Number	Percentage
<b>May</b>	11,355	91.37%	11,356	92.06%	11,261	92.62%
<b>June</b>	11,899	95.75%	11,748	95.24%	11,547	94.97%

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

**2.1.3. Number of Electronic Rate Payments Processed**



**2.2. Parking****2.2.1. Parking Statistics****May**

<b>Income – Car Parks (Total)</b>	<b>16/17</b>	<b>17/18</b>
<b>May</b>	\$84,525.06	\$84,767.33

<b>Income from Meters</b>	<b>16/17</b>	<b>17/18</b>
<b>May</b>	\$51,915.91	\$37,656.42

<b>Infringements Issued</b>	<b>16/17</b>	<b>17/18</b>
<b>May</b>	1,390	1,319

**June**

<b>Income – Car Parks (Total)</b>	<b>16/17</b>	<b>17/18</b>
<b>June</b>	\$90,826.45	\$94,885

<b>Income from Meters</b>	<b>16/17</b>	<b>17/18</b>
<b>June</b>	\$61,994.28	\$51,320

<b>Infringements Issued</b>	<b>16/17</b>	<b>17/18</b>
<b>June</b>	1,310	1,490

**2.3. Information Technology and Customer Service****2.3.1. Information Technology**

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 now ready to be fully compliant with the ATO request by 30 June.

**2.3.2. Customer Service Integration**

The Customer Service Integration project continues to progress well. The focus in May and June has been on actioning the risk mitigation activities that came out of the Risk workshop conducted in early April. Plans continue to develop for a staged approach to the handover of Council services to Service Tasmania. This is a risk mitigating action that will minimise service delivery issues from day 1 in the parnaple centre. Stage 1 involves the transition of 32 services, which make up 45% of the current counter transaction volume at Council. The remaining services will be staged to minimise service delivery issues.

Service Tasmania are implementing a Concierge and Triage function to provide support and assistance to the community as they approach the shared service delivery counter. A list of tasks and principles that will be followed has been developed. Customer management scenarios have been produced to assist with training Service Tasmania and Council Customer Service Officers.

Customer queueing designs are progressing well along with plans to implement the Q-matic system, which will support efficient queue management.

Council and Service Tasmania are finalising agreement of KPI's to measure and report on the customer experience and customer wait times. These KPI's will be monitored to ensure high standards of service delivery are maintained.

**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

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

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

**RISK IMPLICATIONS**

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

Nil

**RECOMMENDATION**

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

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

<b>Item No</b>	<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
8.1	Paranaple Convention Centre Catering Contract	15(2)(b),(d)
8.2	Outstanding Debtors - 90 Days and Over Report	15(2)(j)
8.3	Outstanding Rates Debtors - Three Years and Over	15(2)(j)

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## **OUT OF CLOSED SESSION**

### **RECOMMENDATION**

That the Committee move out of Closed Session.

## **9.0 CLOSURE**

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