



*The City with Spirit*

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## 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 19 March 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

**14 March 2018**

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE  
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 19 MARCH 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 19 March 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 T M Milne		

**IN ATTENDANCE**

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

**1.0 APOLOGIES**

**2.0 DECLARATIONS OF INTEREST**

### **3.0 PROCEDURAL**

#### **3.1 PUBLIC QUESTION TIME**

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 159/17 refers):

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

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

## **4.0 GOVERNANCE REPORTS**

### **4.1 INFORMATION DISCLOSURE & RIGHT TO INFORMATION POLICY**

File: 26315 D501239

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

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements

#### **SUMMARY**

The Information Disclosure & Right to Information Policy has been developed to provide guidelines and set out legislative obligations to support the transparent and consistent provision of information held by Council, as a public authority, that is subject to public request or made public via active or routine disclosure methods.

#### **BACKGROUND**

The *Right to Information Act 2009* provides the public with a legally enforceable avenue to request access to information and documentation held by a public authority.

#### **STATUTORY REQUIREMENTS**

The provision and disclosure of information by Council, as a public authority, is regulated by the *Right to Information Act 2009*.

The *Act* seeks to facilitate greater access to information held by public bodies, and promote routine and active disclosure of information, whilst providing a formal process for the public to request information held by public authorities.

Council is also required to comply with the requirements of the *Personal Information Protection Act 2004*, which provides a framework for the collection, use and disclosure of personal information gained by Council through the provision of its operations and activities.

#### **DISCUSSION**

Council policies are developed to assist Council staff in decision making and consistency in approach to areas of Council's operations and responsibilities. Council policies relate to matters that are of direct relevance to ratepayers and/or the community. Council policies seek to meet community expectations and standards.

This Policy has been developed to support and succinctly capture Council's requirements and obligations in regard to information disclosure, right to information requests specifically, and to assist in compliance with the provisions of the *Right to Information Act 2009*.

#### **COMMUNITY ENGAGEMENT**

No community engagement was undertaken in respect of this report.

#### **FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

- Legal Compliance  
Compliance with the *Right to Information Act 2009* is mandatory for Council. Failure to comply with the requirements of the Act can lead to referral to the Ombudsman. If a review is undertaken, in accordance with Section 47(1)(p) of the Act, the Ombudsman can:

*“...direct that his or her decision is to be implemented by the public authority within a period of 20 working days or such lesser period determined by the Ombudsman”.*

Failure to comply with a directive from the Ombudsman may result in the Ombudsman making a report to the Joint Standing Committee on Integrity. In accordance with Section 50 of the Act, a monetary penalty may be imposed if a person deliberately fails to disclose information which is subject to an application for assessed disclosure of information, where the information is known to the person to exist, other than where non-disclosure is permitted in accordance with the Act.

**CONCLUSION**

The Information Disclosure & Right to Information Policy provides an overview of the provisions of the *Right to Information Act 2009*, and Council's obligations on information disclosure.

**ATTACHMENTS**

- [1.](#) Information Disclosure & Right to Information Policy

**RECOMMENDATION**

That it be recommended to Council that the Information Disclosure & Right to Information Policy be adopted with immediate effect.

Author: Position:	Kym Peebles Executive Manager Organisational Performance	Endorsed By: Position:	Paul West General Manager
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	<b>INFORMATION DISCLOSURE &amp; RIGHT TO INFORMATION POLICY</b>		
POLICY TYPE	POLICY ADOPTED (DATE)	MINUTE NUMBER	POLICY DOCUMENT NUMBER (TRIM):
Council	TBA	TBA	D501241
DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	STRATEGIC PLAN 2009-2030 (STRATEGY REFERENCE)	DATE OF NEXT REVIEW
Executive Manager – Organisational Performance	General Manager	5.8.2 – Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements	July 2019
<b>PURPOSE</b>	To ensure the consistent and transparent management of public requests for information held by Council, in line with legislated disclosure provisions of the <i>Right to Information Act 2009</i> (primarily) and <i>Personal Information Protection Act 2004</i> .		
<b>SCOPE</b>	This policy applies to all requests for information made by the public in respect of information held by Council as a public authority.		
<b>POLICY</b>	<p><b>1. Right to Information Act 2009:</b> The <i>RTI Act 2009</i> seeks to facilitate greater access to information held by public bodies, including councils, by:</p> <ul style="list-style-type: none"> <li>• Approving and encouraging greater routine disclosure of information without the need for formal request or application;</li> <li>• Authorising and supporting greater active disclosure of information in response to requests without requiring applications; and</li> <li>• Providing the public with the right to request information held by Council.</li> </ul> <p>As a public authority, Council is bound by the <i>RTI Act 2009</i> and its requirements.</p> <p><b>2. Provision of Information:</b> Council is committed to the provision of information and ease of access, as far as practical and legal. Council discloses information, both actively and mandatorily, to support information disclosure.</p> <p>Information is made available to the public by way of:</p> <ul style="list-style-type: none"> <li>• Council Reports and Minutes</li> <li>• Annual Reports (including Budget/Financial Statements)</li> <li>• Annual Plan &amp; Estimates</li> <li>• Fact Sheets</li> <li>• Media Releases</li> <li>• Council Website</li> <li>• Social Media</li> <li>• Council Policies, Plans, Procedures, Strategies and Guidelines</li> <li>• Registers</li> <li>• Financial Reports</li> </ul> <p>Council endeavours to make available information that is both valuable and in the public interest. Applications for information under</p>		



the *RTI Act 2009* are encouraged as a “last resort” option where Council has not or cannot make available specific information.

**3. Roles and Responsibilities:**

Under the *RTI Act 2009*, the General Manager is recognised as the ‘Principal Officer’, and is ultimately responsible for determining the outcomes of RTI applications. The General Manager is able to delegate the powers of the *Act*, by instrument of delegation in writing, to an employee to perform the role of ‘Right to Information Officer’. The RTI Officer is responsible for making initial decisions regarding the release of information within the parameters of the *Act*, and may contact the applicant for clarification or further information in respect of the application they are assessing.

The Principal Officer is responsible for internal reviews of decisions made by the RTI Officer, if requested by the applicant.

Further review is available via the Ombudsman.

**4. Disclosure Principles:**

**4.1. Required Disclosure**

Required Disclosure includes documentation and publications including strategic plans, annual plans, annual reports, and other documents mandated under legislation, specifically the *Local Government Act 1993*. Information classified as required disclosure is widely available and can be accessed and viewed at Council's offices or on the website.

**4.2. Routine Disclosure**

Routine disclosure relates to information that Council determines is in the public interest and where the disclosure would not be made under required, active or assessed disclosure principles. Routine disclosures consider what information is deemed significant, relevant, meaningful or in the community's interest, and whether it would be reasonably expected to be accessible.

**4.3. Active Disclosure**

Active disclosure is information disclosed in response to a request from a person - voluntarily releasing information upon request. Active disclosure must consider factors including third parties (is the information provided to Council subject to commercial in confidence or provided strictly in confidence by third parties); personal privacy (in accordance with Council Policy and legislation); confidential information (commercial or otherwise); subject to copyright or ownership of material rights; relates to contractual obligations in respect of the information; or is information subject to an investigation or legal action.

**4.4. Assessed Disclosure**

Assessed disclosure relates to information that is disclosed in response to a formal application made under Section 13 of the *Right to Information Act 2009*, following assessment of the request for information in accordance with the *Act*, and a determination that the information requested be disclosed.

**5. Applications and Assessment:**

Applications may be made to the Principal Officer. They must be made in writing, either by the completion of the Right to Information Application form –

<http://www.devonport.tas.gov.au/Council/Governance/Access-to-Council-Information> or in writing addressed to the Principal Officer, clearly detailing the applicant's details and information sought.

The RTI Officer may provide assistance to applicants in completing a request for information.

The RTI Officer will assess the application for assessed disclosure in line with the provisions of the *RTI Act 2009*.

**6. Provision of information:**

Information assessed as approved for disclosure will be provided to the applicant either through the applicant inspecting the information in person or providing a hard copy of the information; in the case of recorded or audio information, as a transcript; as an electronic copy of the information requested; or for information where sounds or visual images can be reproduced, by providing the applicant with an opportunity to hear the sound or view the images.

**7. Exemptions:**

The *Act* contains exemptions to access of information that would be considered prejudicial to essential public interests or the personal or business affairs of individuals, authorities or agencies to release.

Under Part 3 of the *Act*, exempt information not subject to the public interest test includes information related to closed meetings of Council (determined under Section 15 *Local Government (Meeting Procedures) Regulations 2015*).

Under Part 3, Division 2 of the *Act*, exempt information subject to the public interest test includes:

- Information communicated by other jurisdictions.
- Internal deliberative information.
- Personal information of person.
- Information relating to business affairs of third party.
- Information relating to business affairs of public authority.
- Information obtained in confidence.
- Information on procedures and criteria used in certain negotiations of public authority.

**8. Charges:**

Fees apply to the provision of information sought under the assessed disclosure provisions of Section 13 of the *RTI Act 2009*. The Fee is set annually in accordance with the *Fee Unit Act 1997* set by the Department of Treasury and Finance.

Application for the fee to be waived may be made and may be accepted if:

- you are experiencing financial hardship (e.g. on income support payments – evidence will be required by the RTI Officer);
- you are a member of parliament and the application is in connection with performing your official duties; or

	<ul style="list-style-type: none"> <li>• you are able to provide information that demonstrates that the information sought is intended to be used for a purpose that is of public interest or benefit.</li> </ul> <p><b>9. Review and Appeal:</b> If it is determined that information requested cannot be disclosed under the <i>RTI Act 2009</i>, the applicant will be provided with the reason/s for determination. The applicant can request an internal review of the decision which will be undertaken by the Principal Officer. A further external review may be undertaken by the Ombudsman upon request by the applicant, if they are not satisfied with the outcome following the internal review process.</p>
<b>LEGISLATION AND RELATED DOCUMENTS</b>	<p><i>Local Government Act 1993</i> <i>Right to Information Act 2009</i> <i>Right to Information Guidelines</i> <i>Personal Information Protection Act 2004</i> <i>Personal Information Protection Policy</i></p>
<b>ATTACHMENT/S (IF APPLICABLE)</b>	<p>Right to Information Application Form</p>



# DEVONPORT CITY COUNCIL

RIGHT TO INFORMATION ACT 2009

APPLICATION FOR ASSESSED DISCLOSURE

APPLICANT'S DETAILS:

Name:		Title:	
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Postal Address:	
	POSTCODE:

DAYTIME CONTACT INFORMATION:

Telephone	Business:	Home:	Mobile:
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Email:	
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PUBLIC AUTHORITY OR MINISTER APPLIED TO:

Devonport City Council
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GENERAL TOPIC OF INFORMATION APPLIED FOR:  
(One sentence summary of information requested)

--

DESCRIPTION OF EFFORTS MADE PRIOR TO THIS APPLICATION TO OBTAIN THIS INFORMATION:

--

APPLICATION FEE OR APPLICATION TO WAIVE FEE:

Application Fee included (please tick) Application Fee \$38.75 (25 fee units @ \$1.55 per unit) (Fee current as at 1 July 2017)	
Office Use: Fee Received and Received	YES/NO

OR

Application for Waiver: (please indicate category)	Member of Parliament in relation to official business		Financial Hardship (eg holder of a Commonwealth Health Care Card)		General public interest or benefit (you will need to show that you intend to use the information for this purpose)	
Reason Application Fee should be waived						

(If there is insufficient room in the space provided, please attach further details)

PROOF OF IDENTITY:

If application form is for release of your personal information you must provide proof of identity before we can release the information - if lodging by email or mail you will need to provide certified copies (Please tick if this applies to you).	YES/NO
Office Use: Proof of Identity Sighted/Received and Acceptable	YES/NO

DETAILS OF INFORMATION SOUGHT:

(If there is insufficient room in the space provided please attach further details)

Applicants Signature:		Date:	
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## 4.2 GENERAL MANAGER'S DELEGATIONS

File: 32124 D499553

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report is provided to Council for reviewing and updating (as required) powers and functions previously delegated by Council to the General Manager.

### BACKGROUND

The General Manager's delegations were last adopted on 18 January 2016 (Min 05/16). It is considered best practice to review delegations at least every two years to ensure relevance and currency.

### STATUTORY REQUIREMENTS

In accordance with Section 22 of the *Local Government Act 1993* (the 'Act'), Council may delegate its functions and powers to the General Manager, to facilitate efficient and effective management of operations and legislative compliance. In accordance with Section 64 of the *Act*, the General Manager may sub-delegate powers and functions to appropriately qualified and/or experienced Council officers. Council, in its role as Planning Authority, may also delegate its functions and powers to prescribed staff, including the General Manager, under Section 6 of the *Land Use Planning and Approvals Act 1993*.

### DISCUSSION

It is imperative for the operational requirements of Council that functions and powers of the Council are delegated to the General Manager. Delegation allows for the efficient and effective management of Council's day to day operations.

Sub-delegation of powers and functions by the General Manager to employees facilitates the effective carrying out of duties and functions assigned to specific roles.

It is best practice to review delegations at least every two years to ensure that they are up to date and incorporate required and relevant statutory obligations and that any changes to legislation is captured.

### COMMUNITY ENGAGEMENT

No community engagement has been undertaken as a result of this report.

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

- Legal Compliance  
Legal implications are possible if correct delegation instruments and processes are not in place, not adhered to or enforced correctly.

- Financial Fraud  
Allocating, assigning or committing funds outside financial delegation levels, or making decisions of a financial nature without the necessary authority to do so, can be considered fraudulent activity.
- Risk Management Practices  
It is a significant risk to Council, legally and financially, if the General Manager (and in turn Council officers) is not delegated the appropriate powers and authority to perform the duties assigned to the position.

**CONCLUSION**

Council's approval is required for delegations issued under various legislative provisions and appointments pursuant to Council by-laws.

**ATTACHMENTS**

- [1.](#) Updated Delegations - General Manager - March 2018

**RECOMMENDATION**

That it be recommended to Council that:

1. pursuant to Section 22(1) of the *Local Government Act 1993*, Council delegate its functions and powers as outlined in the attached document to the General Manager (or an officer acting in that capacity); and
2. permit the sub-delegation of those powers and functions by the General Manager to appropriately qualified and/or experienced Council employees, pursuant to Section 64 of the *Act*.

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



**DELEGATION TO AN EMPLOYEE OF THE COUNCIL**

Pursuant to Section 22(1) of the *Local Government Act 1993*, Council delegates the following powers and functions to the General Manager and any officer acting in the capacity, and unless prohibited by Section 22(2) of the *Local Government Act 1993* or otherwise prohibited:

Functions and powers delegated:

**1. Signing/Authorising**

<b>Archives Act 1983</b>	
All of Council's powers and functions under the <i>Archives Act 1983</i>	
<b>Building Act 2016</b>	
All of Council's powers and functions under the <i>Building Act 2016</i>	
<b>Burial and Cremation Act 2002</b>	
All of Council's powers and functions under the <i>Burial and Cremation Act 2002</i>	
<b>Emergency Management Act 2006</b>	
S23	Nominate employee to the Minister for appointment as the Municipal Emergency Management Coordinator
S47	Establish, maintain or make available all resources and facilities considered necessary for emergency management within the municipal area
<b>Environmental Management and Pollution Control Act 1994</b>	
All of Council's powers and functions under the <i>Environmental Management and Pollution Control Act 1994</i>	
<b>Fire Service Act 1979</b>	
S18.2B	Nominate a representative to the Fire Management Area Committee
S49.5 A-D	Deal with a fire danger within municipal area as if the fire danger were a nuisance under the <i>Local Government Act 1993</i>
S50.1	Request information and advice regarding fire protection from the Fire Commission
S56.3	Cause the formation of fire breaks to arrest the spread or facilitate suppression of fires within the municipal area
<b>Food Act 2003</b>	
All of Council's powers and functions contained in the <i>Food Act 2003 (except S130)</i>	
<b>Heavy Vehicle National Law (Tasmania) Act 2013</b>	
S16B	Perform the duties of the Road Manager
S156	Perform the duties of Council if the Regulator asks for Council's consent to the grant of a mass or dimension authority, to decide to give or not to give consent, subject to conditions
S158	Perform the duties of Council if the consultation with the other entity is not yet completed, to, as far practicable, deal with the request for consent and decide to give or not to give consent (even though the consultation with the other entity is not completed)
S159	Perform the duties of Council to form the opinion a route assessment is necessary for deciding whether to give or not to give consent and notify the Regulator
S160	Perform the duties of Council to impose road conditions
S161	Perform the duties of Council to impose travel conditions
S162	Perform the duties of Council to impose vehicle restrictions
S167	Perform the duties of Council to expedite the Road Manager's consent for the renewal of mass or dimension authority

S169	Perform the duties of Council to grant limited consent for trial purposes
S170	Perform the duties of Council to renew limited consent for trial purposes
S172	Perform the duties of Council to issue a statement explaining the adverse decision of the Road Manager
S173	Perform the duties of Council to issue an amendment or cancellation on the Regulator's initiative
S174	Perform the duties of Council to issue an amendment or cancellation on request of the relevant Road Manager
S176	Perform the duties of Council to issue an amendment or cancellation on application by the permit holder
S178	Perform the duties of Council to issue an amendment or cancellation on the request of the Road Manager
<b>Land Titles Act 1980</b>	
S138Y	Advise Recorder of Titles that an application would not result in continuation or creation of a sub-minimum lot or that it consents to the application
<b>Land Use Planning and Approvals Act 1993</b>	
S12	Determine the status of an existing use or development
<b>Part 3 General</b>	
In accordance with a decision of the planning authority to:	
<ul style="list-style-type: none"> <li>a) provide its views and opinions in response to a consultation by the Minister under S18(2) or S30D in relation to the preparation of the State Planning Provisions (SPPs) or an amendment to the SPPs; or</li> <li>b) make a representation in accordance with S23 in relation to the draft SPPs which has been notified under S22; or</li> <li>c) make a representation in accordance with S30L in relation to a draft amendment to the SPPs which has been notified under S30K;</li> <li>d) request the Minister under S30C(4) to consider preparing terms of reference in relation to a proposed draft amendment to the SPPs.</li> </ul>	
Authority to undertake the processes and tasks required to carry out the responsibilities of the planning authority, including to:	
<ul style="list-style-type: none"> <li>a) submit a statement of the views and opinions of the planning authority in relation to a S18 or S30D consultation for preparation of the SPPs or an amendment to the SPPs;</li> <li>b) submit a representation under S23 or S30L in relation to a draft SPPs or a draft amendment to the SPPs; and</li> <li>c) submit a request under S30C to the Minister to initiate preparation of a draft amendment to the SPPs.</li> </ul>	
S24 or S30M	<ul style="list-style-type: none"> <li>a) Represent the planning authority and to give evidence and make submissions before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with S24 or S30M, in relation, to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs;</li> <li>b) Appoint a person to represent the planning authority and make submissions or to give evidence before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with S24 or S30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs</li> </ul>
<b>Part 3A General</b>	
In accordance with a decision of the planning authority to:	
<ul style="list-style-type: none"> <li>d) prepare a draft LPS under S35;</li> <li>e) indicate its views and opinions in relation to each representation received on a draft LPS;</li> </ul>	

	<p>f) indicate its satisfaction that a draft LPS meets the criteria of S34;</p> <p>g) make recommendations in relation to how a draft LPS should be determined in accordance with S35F; and</p> <p>h) conduct and respond on a review of the LPS.</p> <p>Undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to:</p> <p>a) prepare the required documentation for a draft LPS;</p> <p>b) submit the draft LPS to the Tasmanian Planning Commission (TPC) under S35.1;</p> <p>c) make any modifications to the draft LPS which may be instructed by the TPC under S35.5B;</p> <p>d) give notice under S35C of the exhibition of a draft LPS, including for any instruction issued by the TPC under S35B;</p> <p>e) undertake an exhibition of the draft LPS in accordance with S35D;</p> <p>f) provide a report to the TPC in accordance with S35F in relation to the planning authority's –</p> <p>i) views and opinions on each representation received during the exhibition period;</p> <p>ii) compliance to S34; and</p> <p>iii) recommendations on how the draft LPS should be determined.</p> <p>g) prepare and submit any modifications required by the TPC to a draft LPS in accordance with S35K;</p> <p>h) give notice in accordance with S35M.2 of the approval of the LPS;</p> <p>i) provide a report to the TPC on the outcomes of a review of the LPS conducted by the planning authority in accordance with S35O</p>
S35H	<p>Authority to:</p> <p>a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission;</p> <p>b) agree to monitor modifications to clarify purpose or operation of a LPS or to correct draft errors; and</p> <p>c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the TPC</p>
<p><b>Part 3B – Amendment of the Local Planning Schedule (LPS) General</b></p> <p>Undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to:</p> <p>a) give notice in accordance with S38.3 of a decision in relation to a request to initiate a draft amendment to the LPS;</p> <p>b) give notice in accordance with S40W of a decision under S40Y in relation to a request to consider a permit in combination with a request to initiate a draft amendment to the LPS;</p> <p>c) request additional information under S40 and S40U;</p> <p>d) provide any material requested by the TPC in accordance with S40A, S40B or S40V;</p> <p>e) prepare the draft LPS amendment documents;</p> <p>f) certify a draft amendment to the LPS in accordance with S40F;</p> <p>g) give notice in accordance with S40G of the exhibition of a draft amendment to the LPS, and including any exhibition of a permit application under S40Z;</p> <p>h) undertake exhibition of the draft amendment to the LPS in accordance with S40H and including any permit application approved under S40Y;</p> <p>i) provide a report to the TPC in accordance with S40K and S42 if there are no representations making objection on the draft amendment to the LPS and to any permit application requested under S40T;</p> <p>j) provide a report to the TPC in accordance with S40K and S42 in relation to the planning authority's –</p> <p>i) views and opinion on each representation received during the exhibition period;</p> <p>ii) compliance to S34; and</p> <p>iii) its recommendation on how the draft LPS or the permit application under S40T should be determined;</p>	

- k) make modifications to a draft LPS amendment if instructed by the TPC in accordance with S40O or S40P;
- l) re-exhibit a modified draft amendment to the LPS under S40G and S40H if instructed by the TPC in accordance with S40P;
- m) give notice of an approved amendment to the LPS in accordance with S40S;
- n) grant an extension of time under S42C for a permit granted under S42B;
- o) correct a mistake under S42D in a permit granted under S42B; and
- p) make minor amendments in accordance with S43 to a permit granted under S42B;

**Part 4 – Enforcement of Planning Controls – General**

Undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to:

- a) take all reasonable measures under S48, S48AA, S51 and S63A to enforce compliance to a requirement to obtain a permit prior to the commencement or carrying out of a use or development of land;
- b) under S48, S51 and S63A to take all reasonable measures to enforce compliance to any condition or restriction imposed on a permit to use or develop land;
- c) under S48A to require the removal of a sign;
- d) give such advice, consultation, referral or notification required under this Part;
- e) initiate, or instruct legal representation to initiate, proceedings in relation to any use or development or to any breach of the planning scheme or of a planning process, including for any action which –
  - i) is contrary to the requirements of a State Policy or planning scheme;
  - ii) is an obstruction of a planning scheme or planning process;
  - iii) seeks to obtain a permit by wilfully making or causing to be made a false representation or declaration; or
  - iv) is a breach of a condition or restriction on a permit;
- f) to serve notices and other documents in accordance with S84

To:

- a) represent the planning authority and to give evidence and make submissions before the Resource Management and Planning Appeals Tribunal (RMPAT) in relation to an appeal –
  - i) under S59 for a failure to determine an application within the statutory timeframe;
  - ii) under S61.3 against an additional information request made under S54;
  - iii) under S61.3A against a decision to amend a permit;
  - iv) under S61.4 by an applicant against a decision of the planning authority under S57 or S58 on a permit application;
  - v) under S61.5 by a person or agency who has made a representation on a permit application;
  - vi) under S61.6 by an owner of land for which a permit requires an agreement;
  - vii) under S61.7 against issue of an enforcement notice in accordance with S65C;
  - viii) under S61.8 against the cancellation of a permit in accordance with S65G; and under S80 in relation to an agreement under Part 5;
- b) to engage in mediation conducted by the RMPAT and to sign any consent agreement resulting from mediation which is within the power of a planning authority and which will achieve a lawful resolution of an appeal;
- c) appoint a person to represent the planning authority and make submissions or to give evidence before the RMPAT

Consult with or obtain the advice, opinion or recommendation of any authority, organisations, persons or person, or request submission of further information, as necessary prior to making a recommendation or determining whether to approve or refuse an application for use or development

Refuse an application for use or development within any Use Class which fails to meet the applicable Acceptable or Alternative Solutions and therefore is prohibited

	Authority to represent the Planning Authority or to appoint a person to represent the Planning Authority and to give evidence, on a planning appeal or other action, including any mediation, before the Resource Management and Planning Appeals Tribunal or any other body of competent jurisdiction
S40	Require a person to provide additional information before a request for an amendment of an LPS is considered
S40L	Represent the planning authority and to give evidence and make submissions before any hearing conducted by the TPC. Agree to minor modifications to clarify purpose or operation of a LPS amendment or to correct draft errors and appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the TPC
S40U	Require a person to provide additional information before an application for a permit under Section 40T.1
S40Y	If agreeing to a request under S40T.1, determine the application for a permit that accompanies the request by granting the permit unconditionally or subject to conditions or restrictions, or refuse to grant the permit
S42C	Grant extension of time
S42D	Correct a clerical or accidental omission or where there is an evident material miscalculation of figures or mistake in the description of any person, thing or property referred to in the permit
S43	Amend or refuse to amend a permit where a request has been made
S51	Receive a permit application
S51.1AC	Determine a permit application is not valid
S51.2	Determine an application for a permit, subject to conditions
S51.3A	Apply conditions on a permit granted under S57
S51(4)	Apply conditions on a permit granted under S58
S52.1B	If land subject to the application is Crown Land or Council land (owned or managed), direct that the application is signed by the Minister of the Crown responsible for the administration of the land or by the general manager and that written permission has been provided
S53	Grant extension of the period during which an approved use or development must be substantially commenced
S54	Request additional information from the applicant before considering an application and determine where a request for additional information has been satisfied
S55	Correct a clerical or accidental omission or where there is an evident material miscalculation of figures or mistake in the description of any person, thing or property referred to in the permit
S56	Make minor amendments to a permit
S57	Grant permits, with or without conditions, for applications assessed under the Alternative Solutions within the Planning Scheme, where no public submissions have been received
S57.3	Notify a permit application and to undertake exhibition of the application
S57.2 & 6	Refuse to grant a permit if: <ul style="list-style-type: none"> <li>a) the proposed use or development is prohibited by the planning scheme; or</li> <li>b) the proposed use or development does not satisfy an acceptable solution in an acceptable standard in the planning scheme and there is no corresponding performance criteria</li> </ul>

S57.4A	Issue an infringement notice where a person has obscured or removed a notice of an application for a permit displayed on the land that is subject of the application within the time period specified
S57.6	Grant a permit if: <ul style="list-style-type: none"> <li>a) the proposed use or development complies with all applicable provisions of the planning scheme and other regulation; and</li> <li>b) there are no representations; or</li> <li>c) there are representations which do not object to the granting of the permit; or</li> <li>d) there are representations which are not in relation to a matter applicable to the determination of the application</li> </ul>
S57.6B & S58.2	Negotiate an extension of the period within which the planning authority is required to determine a permit application
S57.7 & S58.3	Serve notice of the decision on a permit application
S57A	Participate in predetermination mediation, subject to conditions
S58	Approve, with or without conditions applications for permits, if proposed use or development complies with all applicable requirements of the planning scheme and other regulation
<b>Sections 57-58 Generally</b>	
Approve, with or without conditions, or refuse any application for a permit made in accordance with Section 57 or 58 of the <i>Land Use Planning and Approvals Act 1993</i> where there is insufficient time for Council to determine the application within the time stipulated in the Act and where the applicant has refused or failed to agree to an extension of time	
S58A	Require and specify conditions to be included within an agreement
S59	Issue notices
S59.2	Advise the Appeal Tribunal of Council's failure to issue a permit in the prescribed time and undertake any necessary actions required by the Tribunal
S59.7	Determine an application after the statutory period has expired
S60P.1B	Provide advice requested by Tasmanian Planning Commission
S60Q.8	Issue an infringement notice
S61	Represent the Council in any appeals lodged against permit decisions including instructing internal or external planners and legal representatives to appear on Council's behalf
S60Y	Consult on a consequential amendment of the LPS if required by a decision on a Project of Regional Significance
S63B.3	Issue a notice in writing to a person if a notice in relation to a contravention or failure, or likely contravention or failure to comply with a permit, and determine to lay or not lay charges or to issue or not issue an infringement notice, subject to conditions
S64	Represent the planning authority as a respondent to civil proceedings and appoint a person to represent the planning authority and make submissions or to give evidence in civil proceedings. Where the Appeal Tribunal makes an order under subsection (3)(e) and the respondent fails to comply with the order within the period specified by the Appeal Tribunal, the planning authority may, by leave of the Appeal Tribunal, cause any work contemplated by the order to be carried out, and may recover the costs of that work, as a debt, from the respondent
S65G	Cancel a permit in relation to land by issuing a notice of cancellation of permit on the owner of the land or on the occupier of the land
S65I.2	Authorise a person to be an authorised officer in respect of the municipal area of the council

S65I.3	An authorised officer in respect of the municipal area of the council
S71	Enter into an agreement
S74.3	End an agreement
S75	Amend an agreement
S78	Require an agreement under Part 5 be registered with the Recorder on the title of the land
S80N	Request the TPC for an authorised copy of the planning scheme
S85	Collect or recover fees
<b>Part 4 Generally</b>	
Represent the Planning Authority or appoint a person to represent the Planning Authority and to give evidence on a planning appeal or other action, including mediation, before the Resource Management and Planning Appeals Tribunal or other body of competent jurisdiction	
<b>Part 5</b>	
Authority to enter into and finalise agreements for the purposes of development	
<b>Transitional Arrangements</b>	
<b>Schedule 5</b> – Continue and complete any process lawfully initiated under LUPAA prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> in relation to a dispensation or a permit for which a dispensation applies.	
<b>Schedule 6</b> – In accordance with any decision which may be made under a transitional power of the planning authority after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> and until such time as the Tasmanian Planning Scheme is made and a LPS is approved for the Devonport municipal area, authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority in relation to:	
<ul style="list-style-type: none"> <li>a) a draft planning direction made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>b) enforcing compliance with the Devonport Interim Planning Scheme 2013 (DIPS);</li> <li>c) an urgent amendment of the DIPS if initiated by the TPC after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>d) a draft amendment to the DIPS made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>e) a draft amendment to the DIPS made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>f) a permit application made prior to the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>g) a permit application made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>h) an appeal made prior to the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>i) an appeal made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i></li> </ul>	
<b>Litter Act 2007</b>	
All of Council's powers and functions under the <i>Litter Act 2007</i>	
<b>Local Government Act 1993</b>	
S19.5	Attest execution of a document sealed by Council
S73	Raise funds
S74	Expend funds
S75	Approve investment of funds
S76	Write of debts owed to Council
S77.1	Make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than an Alderman for any purpose considered appropriate

S81	Establish and maintain in Council's name, authorised deposit taking institution accounts
S82.6	Make minor adjustments up to specified amounts to individual items within any estimate, so long as the total amount of the estimate is not altered
S113	Grant or refuse to grant an application to declare land as urban farm land
S124.5	Fix amounts, times, terms and conditions for the payment of monies due to the Council by instalments by a ratepayer
S126	Grant a postponement of rates
S127	Revoke a postponement of rates
S128	Impose a penalty or charge interest on a late payment of a rates instalment
S129	Grant a remission of all or part of any rates, penalty or interest paid or payable by the ratepayer or grant a remission of any rates, penalty or interest paid or payable by class of ratepayers
S133	Recover a debt due
S134	Recover rates from certain persons
S135	Require a person who holds a lease or licence relating to land in respect of which rates are due to pay to the Council any rent or other consideration payable under the lease or licence in satisfaction of any unpaid rates
S149	Issue infringement notices and fines under Council's by-laws
S152	Authorise employees of Council to remove any person from land owned by, or under the control of the Council whom they reasonably believe is offending against a by-law; and to remove anything which is on such land without the approval of the Council
S152A	Require a person to give their name and address if there is a reasonable belief that the person is offending or has offended against a by-law
S170.2(i)	Issue infringement notices in case of breaches relating to the parking of vehicles on land owned by it or under its control
S189	Allow any person to operate a market and close a local highway or part of a local highway under its control or management to general traffic for that purpose
S190	Consider objections to road closures before closing a local highway or part of a local highway
S193	Establish pounds for the detention of stray animals
S197	Sell, give away free of charge or destroy an impounded animal if not claimed within 14 days of impounding
S198A	Issue permits in relation to private animal pounds
S199	Determine if a nuisance exists
S200	Serve a notice when satisfied that a nuisance exists and enter and remain on land and do anything reasonably necessary in ascertaining that a nuisance exists
S205	Impose fees and charges in respect of the use of any property or facility owned, controlled, managed or maintained by Council; services supplied at a person's request; carrying out work at a person's request; providing information or materials, or providing copies of, or extracts from records of Council; any application to Council; any licence, permit, registration or authorisation granted by Council; or any other prescribed matter
S207	Remit all or part of any fee or charge paid or payable
S209	Correct a Council map
S240	Appear in court on behalf of the Council



S252	If a sum of money is payable to Council, and the rights of ownership of the land belong jointly, severally or successively to more than one person, proceed against each of those persons severally in respect of the ultimate liability, or against any of those persons who are known to it and serve with a writ or other process jointly in respect of the whole sum, or against the person seized in possession of the land in respect of the whole sum
S333A	Invite tenders for any contract it intends to enter into for the supply or provision of goods and services valued at or above the prescribed amount
<b>Local Government (Building &amp; Miscellaneous Provisions) Act 1993</b>	
All of Council's powers and functions under the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>	
<b>Local Government (Highways) Act 1982</b>	
All of Council's powers and functions under the <i>Local Government (Highways) Act 1982</i>	
<b>Monetary Penalties Enforcement Act 2005</b>	
S14A	Issue an infringement notice and require the person to give their name, address and date of birth, if it is reasonably believed that the person has committed an offence for which an infringement may be issued
S17	Approve or refuse an application under this section and notify the alleged offender of that approval or refusal
S18.1	Refer an infringement notice served by Council to the Director of MPES for enforcement
S21	Prosecute the offences in an infringement notice referred to the Director of MPES and heard by a court. Advise the alleged offender if deciding not to prosecute offences in an infringement notice
S23	Withdraw an infringement notice served by Council at any time on application of the alleged offender or on its own motion
S39.1	Commence proceedings for all offences in a notice, if an alleged offender elects to have any of the offences set out in an infringement notice, heard and determined by a court
S40.3	Consent to an application to set aside a conviction
S40.5(c)	Commence proceedings to have a matter heard by a court
<b>Personal Information Protection Act 2004</b>	
All of Council's powers and functions under the <i>Personal Information Protection Act 2004</i>	
<b>Public Health Act 1997</b>	
All of Council's powers and functions under the <i>Public Health Act 1997 (except for S185.1)</i>	
<b>Public Interest Disclosures Act 2002</b>	
All of Council's powers and functions under the <i>Public Interest Disclosures Act 2002</i>	
<b>Right to Information Act 2009</b>	
All of Council's powers and functions under the <i>Right to Information Act 2009</i>	
<b>Roads and Jetties Act 1935</b>	
All of Council's powers and functions under the <i>Roads and Jetties Act 1935</i>	
<b>Strata Titles Act 1998</b>	
S6.1A	Endorse by issuing a certificate of approval, a strata plan
S12.2	Certify the disposal of an interest in common property when required
S14.2	Issue a certificate under Council's authority if Council's approval is required by law, certifying the transaction has been approved by Council

S19.2	Issue a certificate of approval for the area in which a site is situated with an application for amendment
S23.2	Issue a certificate of approval issued under the authority of Council in which the scheme is situated
S27.2	Issue a certificate of approval issued under the authority of Council in which the scheme is situated
S30	Grant or refuse a certificate of approval, for strata plans, amendments to, consolidation of and cancellation of strata plans
S31.3	Issue a certificate of approval if satisfied that all requirements are met
S31.6	Refuse an application for a certificate of approval if it reasonably considers the proposal is for a subdivision
S31AA	Refuse a certificate of approval on the grounds that an application for a staged development should be made where an application for a certificate of approval is made wholly or partly in respect of vacant land
S33	Charge an apportionment of a statutory charge if a liability to Council exists
S37	Grant or refuse approval for a proposed staged development scheme, subject to conditions
S38.2	Issue a certificate for the area in which a site is situated certifying that it has granted approval of a staged development scheme and of any conditions which have been applied
S41.2	Refuse a particular stage in a staged development scheme, if an earlier stage of the scheme has not been completed as required under the terms of the registered scheme
S42.5	Dispense with the consent of a present or prospective owner, subject to conditions
S42.6	Approve a variation conditionally, approve variation subject to conditions or refuse the variation
S43.2	Issue a certificate certifying that Council has approved the variation and state any conditions subject to which the approval was granted
S48	Request security required by Council for the development of land in accordance with this scheme
S54.1	In respect of proposed community development scheme, require specified changes to the proposed scheme or require the demolition or alteration of buildings on the site of the proposed scheme
S54.2	Approve the proposed community development scheme unconditionally, or subject to conditions or refuse the scheme
S55.2	Issue a certificate for the area in which the site is situated certifying that the scheme has been approved and stating any conditions, if any
S57.2	Refuse to approve the development of a particular stage of a community development scheme if an earlier stage of the scheme has not been completed as required under the terms of the registered scheme
S58.2	Dispense with the consent of a present or prospective owner, subject to conditions
S58.6	Approve a variation to a scheme unconditionally or subject to conditions, or refuse a variation of scheme
S59.2	Issue a certificate certifying that Council has approved the variation and state any conditions subject to which the approval was granted
S65	Request security required by Council for the development of land in accordance with this scheme
S158	Enter any other part of a site necessary or expedient for the exercise of statutory powers, subject to conditions

<b>Traffic Act 1925</b>	
S9.3	Exercise a power or right under this Act or the <i>Vehicle and Traffic Act 1999</i> in respect of the prevention of prescribed offences within the municipal boundary of the local authority, as an officer of a local authority, authorised in writing by the Commissioner in that behalf
S43	If an article is placed or left in a public street to the obstruction, annoyance or danger of road users, nearby residents or other persons, remove the article or cause it to be removed; take the article or cause it to be taken to a place of safety; or detain the article or cause it to be detained until the expense of removing, taking or detaining the article is paid to the relevant authority and advise the owner as soon as practicable of the action undertaken. If unable to inform the owner of the removal of the article within 30 days, or inform the owner of the removal within 30 days but does not receive payment of the required expenses within 14 days after the date of being informed, cause the article to be disposed of and to use the proceeds, if any, to defray those expenses
<b>Urban Drainage Act 2013</b>	
All of Council's powers and functions under the <i>Urban Drainage Act 2013</i>	
<b>Vehicle and Traffic Act 1999</b>	
S56C.2	Issue a permit for certain activities prohibited on public streets, subject to conditions
S56C.3	Consult with police officer in charge of the police district in which the street is located, and consider relevant traffic conditions and safety and convenience and other considerations before approving activities on public streets
<b>Water and Sewerage Industry Act 2008</b>	
S56Q.1	Grant a permit, attach conditions to a permit, or refuse to grant a discretionary development permit or combined permit
S56Q.2	In granting a permit, include and impose any condition that a relevant regulated entity requires and not attach any conflicting conditions to a permit or refuse to grant a permit that the regulated entity has objected to the granting of
S56R.1	Provide an applicant with a copy of any permit granted, a copy of any permit corrected or amended or a notice of its decision refuse a permit, subject to conditions
S56TB.1	Not grant an application for a building permit unless the relevant regulated entity has issued a certificate for certifiable work (building) in respect of the certifiable work
S56TB.2	Not grant an application for a plumbing permit unless the relevant regulated entity has issued a certificate for certifiable work (plumbing) in respect of certifiable work
S56TD.1	Not issue a certificate of completion unless a certificate of water and sewerage compliance (building) has been issued in respect of certifiable work
S56TD.2	Not issue a certificate of completion unless a certificate of water and sewerage compliance (plumbing) has been issued in respect of certifiable work
<b>Weed Management Act 1999</b>	
S34.3	Appoint a person as an inspector for the purposes of this Act with approval from the Secretary of the Department

**By-Laws:**

<b>Devonport City Council Reserves, Parks &amp; Gardens By-Law No 1 of 2017</b>
"Authorised Officer" for the purposes of this By-law
<b>Devonport City Council Parking By-Law No 1 of 2013</b>
"General Manager" for the purposes of this By-law
<b>Devonport City Council Street Trading By-Law No 1 of 2010</b>
"Authorised Officer" for the purposes of this By-law

**Other:**

Sign contracts, leases and agreements on behalf of Council in accordance with Council policies
Act as a signatory to the financial transactions of Council
Make pro-rata refunds of registration fees for the current year only, when dogs are de-sexed or die, based on a pro-rata basis, calculated on the unexpired complete months of annual fees paid at the date of death or spaying
Approve the taking over of engineering works involved in the development of a subdivision subject to the recommendation by the appropriate Council Officer
Authorise the total or partial release of bonds, guarantees and security deposits subject to the recommendation by the appropriate Council Officer, or to call on any bonds, guarantees and deposits where the work as secured has not been carried out in accordance with Council's requirements
Seek legal advice and complete affidavits on behalf of Council in any matter where the Council is a party to the legal proceedings
Defend any actions brought against Council, its Aldermen or Officers, and agree to any settlement amount where it is in Council's interest to do so
Approve boundary fences which exceed Council's Boundary Fencing Policy, where appropriate
Subject to the provisions of any Act, permit or refuse to permit the disposal of waste or rubbish at a council tip, refuse or disposal site or waste transfer station

## 4.3 LAND USE PLANNING AND APPROVALS ACT 1993 - DELEGATIONS

File: 32124 D502566

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report is provided for Council, in its role as Planning Authority under the *Land Use Planning and Approvals Act 1993*, to review and re-issue functions and powers delegated to prescribed staff, as authorised under Section 6 of the Act.

### BACKGROUND

Delegations under the *Land Use Planning and Approvals Act 1993* were previously issued to prescribed staff at the Council meeting in February 2014. Additional authorisations relating to the issuing of infringements under this Act were delegated in May 2015. A recent review of the Act identified that modified delegations were required to ensure Council maintains contemporary processes.

### STATUTORY REQUIREMENTS

The *Land Use Planning and Approvals Act 1993* (LUPAA) provides the power for the Planning Authority (Council) to delegate functions and/or powers under the Act.

Section 6 of the LUPAA provides:

- (3) "A planning authority may, by resolution, delegate any of its functions or powers under this Act other than this power of delegation to a person employed by the authority."

### DISCUSSION

As outlined in the Act, the Planning Authority can delegate any of its powers and functions under LUPAA. The purpose of providing delegations to appropriate Council Officers is to ensure that planning services are delivered in a timely and efficient manner.

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

- Legal Compliance  
Failure to provide appropriate delegations may leave Council exposed to challenge if a Council Officer undertakes a duty or makes a decision that they are not empowered or authorised to do so under legislation. If delegations are not issued to prescribed staff, Council's planning functions would become time consuming, difficult and potentially unworkable.

**CONCLUSION**

The adoption of the *Land Use Planning and Approvals Act 1993* delegations (as attached) is recommended.

**ATTACHMENTS**

- 1. Updated Instrument of Delegation - LUPAA 1993 - Deputy GM & Development Manager - March 2018

**RECOMMENDATION**

That it be recommended to Council that the report relating to the provision of planning delegations be received, and that Council as Planning Authority, confers in accordance with Section 6 of the *Land Use Planning and Approvals Act 1993*, that the attached sections of the *Act* be delegated to the Deputy General Manager and Development Manager (or any person acting in those positions), with immediate effect.

Author:	Kym Peebles	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager

**DELEGATION TO AN EMPLOYEE OF THE COUNCIL**

Pursuant to Section 6 of the *Land Use Planning and Approvals Act 1993*, the Planning Authority delegates the following powers and functions to the **Deputy General Manager** and the **Development Manager**, or any officer acting in the capacity, unless otherwise prohibited:

Functions and powers delegated:

**1. Signing/Authorising**

<b>Land Use Planning and Approvals Act 1993</b>	
S12	Determine the status of an existing use or development
<p><b>Part 3 General</b> In accordance with a decision of the planning authority to:</p> <ul style="list-style-type: none"> <li>a) provide its views and opinions in response to a consultation by the Minister under S18(2) or S30D in relation to the preparation of the State Planning Provisions (SPPs) or an amendment to the SPPs; or</li> <li>b) make a representation in accordance with S23 in relation to the draft SPPs which has been notified under S22; or</li> <li>c) make a representation in accordance with S30L in relation to a draft amendment to the SPPs which has been notified under S30K;</li> <li>d) request the Minister under S30C(4) to consider preparing terms of reference in relation to a proposed draft amendment to the SPPs.</li> </ul> <p>Authority to undertake the processes and tasks required to carry out the responsibilities of the planning authority, including to:</p> <ul style="list-style-type: none"> <li>a) submit a statement of the views and opinions of the planning authority in relation to a S18 or S30D consultation for preparation of the SPPs or an amendment to the SPPs;</li> <li>b) submit a representation under S23 or S30L in relation to a draft SPPs or a draft amendment to the SPPs; and</li> <li>i) submit a request under S30C to the Minister to initiate preparation of a draft amendment to the SPPs.</li> </ul>	
S24 or S30M	<ul style="list-style-type: none"> <li>a) Represent the planning authority and to give evidence and make submissions before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with S24 or S30M, in relation, to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs;</li> <li>b) Appoint a person to represent the planning authority and make submissions or to give evidence before any hearing or panel, including any hearing conducted by the Tasmanian Planning Commission in accordance with S24 or S30M, in relation to the views, opinions and representations of the planning authority on the draft SPPs or a draft amendment to the SPPs</li> </ul>
<p><b>Part 3A General</b> In accordance with a decision of the planning authority to:</p> <ul style="list-style-type: none"> <li>c) prepare a draft LPS under S35;</li> <li>d) indicate its views and opinions in relation to each representation received on a draft LPS;</li> <li>e) indicate its satisfaction that a draft LPS meets the criteria of S34;</li> <li>f) make recommendations in relation to how a draft LPS should be determined in accordance with S35F; and</li> <li>g) conduct and respond on a review of the LPS.</li> </ul> <p>Undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to:</p> <ul style="list-style-type: none"> <li>a) prepare the required documentation for a draft LPS;</li> <li>b) submit the draft LPS to the Tasmanian Planning Commission (TPC) under S35.1;</li> </ul>	

	<ul style="list-style-type: none"> <li>c) make any modifications to the draft LPS which may be instructed by the TPC under S35.5B;</li> <li>d) give notice under S35C of the exhibition of a draft LPS, including for any instruction issued by the TPC under S35B;</li> <li>e) undertake an exhibition of the draft LPS in accordance with S35D;</li> <li>f) provide a report to the TPC in accordance with S35F in relation to the planning authority's – <ul style="list-style-type: none"> <li>i) views and opinions on each representation received during the exhibition period;</li> <li>ii) compliance to S34; and</li> <li>iii) recommendations on how the draft LPS should be determined.</li> </ul> </li> <li>g) prepare and submit any modifications required by the TPC to a draft LPS in accordance with S35K;</li> <li>h) give notice in accordance with S35M.2 of the approval of the LPS;</li> <li>i) provide a report to the TPC on the outcomes of a review of the LPS conducted by the planning authority in accordance with S35O</li> </ul>
S35H	<p>Authority to:</p> <ul style="list-style-type: none"> <li>a) represent the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission;</li> <li>b) agree to monitor modifications to clarify purpose or operation of a LPS or to correct draft errors; and</li> <li>c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the TPC</li> </ul>
<p><b>Part 3B – Amendment of the Local Planning Schedule (LPS) General</b></p> <p>Undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to:</p> <ul style="list-style-type: none"> <li>a) give notice in accordance with S38.3 of a decision in relation to a request to initiate a draft amendment to the LPS;</li> <li>b) give notice in accordance with S40W of a decision under S40Y in relation to a request to consider a permit in combination with a request to initiate a draft amendment to the LPS;</li> <li>c) request additional information under S40 and S40U;</li> <li>d) provide any material requested by the TPC in accordance with S40A, S40B or S40V;</li> <li>e) prepare the draft LPS amendment documents;</li> <li>f) certify a draft amendment to the LPS in accordance with S40F;</li> <li>g) give notice in accordance with S40G of the exhibition of a draft amendment to the LPS, and including any exhibition of a permit application under S40Z;</li> <li>h) undertake exhibition of the draft amendment to the LPS in accordance with S40H and including any permit application approved under S40Y;</li> <li>i) provide a report to the TPC in accordance with S40K and S42 if there are no representations making objection on the draft amendment to the LPS and to any permit application requested under S40T;</li> <li>j) provide a report to the TPC in accordance with S40K and S42 in relation to the planning authority's – <ul style="list-style-type: none"> <li>i) views and opinion on each representation received during the exhibition period;</li> <li>ii) compliance to S34; and</li> <li>iii) its recommendation on how the draft LPS or the permit application under S40T should be determined;</li> </ul> </li> <li>k) make modifications to a draft LPS amendment if instructed by the TPC in accordance with S40O or S40P;</li> <li>l) re-exhibit a modified draft amendment to the LPS under S40G and S40H if instructed by the TPC in accordance with S40P;</li> <li>m) give notice of an approved amendment to the LPS in accordance with S40S;</li> <li>n) grant an extension of time under S42C for a permit granted under S42B;</li> <li>o) correct a mistake under S42D in a permit granted under S42B; and</li> <li>p) make minor amendments in accordance with S43 to a permit granted under S42B</li> </ul>	



**Part 4 – Enforcement of Planning Controls – General**

Undertake the processes and tasks required to carry out the responsibilities of a planning authority, including to:

- a) take all reasonable measures under S48, S48AA, S51 and S63A to enforce compliance to a requirement to obtain a permit prior to the commencement or carrying out of a use or development of land;
- b) under S48, S51 and S63A to take all reasonable measures to enforce compliance to any condition or restriction imposed on a permit to use or develop land;
- c) under S48A to require the removal of a sign;
- d) give such advice, consultation, referral or notification required under this Part;
- e) initiate, or instruct legal representation to initiate, proceedings in relation to any use or development or to any breach of the planning scheme or of a planning process, including for any action which –
  - i) is contrary to the requirements of a State Policy or planning scheme;
  - ii) is an obstruction of a planning scheme or planning process;
  - iii) seeks to obtain a permit by wilfully making or causing to be made a false representation or declaration; or
  - iv) is a breach of a condition or restriction on a permit;
- f) to serve notices and other documents in accordance with S84

To:

- a) represent the planning authority and to give evidence and make submissions before the Resource Management and Planning Appeals Tribunal (RMPAT) in relation to an appeal –
  - i) under S59 for a failure to determine an application within the statutory timeframe;
  - ii) under S61.3 against an additional information request made under S54;
  - iii) under S61.3A against a decision to amend a permit;
  - iv) under S61.4 by an applicant against a decision of the planning authority under S57 or S58 on a permit application;
  - v) under S61.5 by a person or agency who has made a representation on a permit application;
  - vi) under S61.6 by an owner of land for which a permit requires an agreement;
  - vii) under S61.7 against issue of an enforcement notice in accordance with S65C;
  - viii) under S61.8 against the cancellation of a permit in accordance with S65G; and under S80 in relation to an agreement under Part 5;
- b) to engage in mediation conducted by the RMPAT and to sign any consent agreement resulting from mediation which is within the power of a planning authority and which will achieve a lawful resolution of an appeal;
- c) appoint a person to represent the planning authority and make submissions or to give evidence before the RMPAT

Consult with or obtain the advice, opinion or recommendation of any authority, organisations, persons or person, or request submission of further information, as necessary prior to making a recommendation or determining whether to approve or refuse an application for use or development

Refuse an application for use or development within any Use Class which fails to meet the applicable Acceptable or Alternative Solutions and therefore is prohibited

Authority to represent the Planning Authority or to appoint a person to represent the Planning Authority and to give evidence, on a planning appeal or other action, including any mediation, before the Resource Management and Planning Appeals Tribunal or any other body of competent jurisdiction

S40	Require a person to provide additional information before a request for an amendment of an LPS is considered
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S40L	Represent the planning authority and to give evidence and make submissions before any hearing conducted by the TPC. Agree to minor modifications to clarify purpose or operation of a LPS amendment or to correct draft errors and appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the TPC
S40U	Require a person to provide additional information before an application for a permit under S40T.1
S40Y	If agreeing to a request under S40T.1, determine the application for a permit that accompanies the request by granting the permit unconditionally or subject to conditions or restrictions, or refuse to grant the permit
S42C	Grant extension of time
S42D	Correct a clerical or accidental omission or where there is an evident material miscalculation of figures or mistake in the description of any person, thing or property referred to in the permit
S43	Amend or refuse to amend a permit where a request has been made
S51	Receive a permit application
S51.1AC	Determine a permit application is not valid
S51.2	Determine an application for a permit, subject to conditions
S51.3A	Apply conditions on a permit granted under S57
S51(4)	Apply conditions on a permit granted under S58
S52.1B	If land subject to the application is Crown Land or Council land (owned or managed), direct that the application is signed by the Minister of the Crown responsible for the administration of the land or by the general manager and that written permission has been provided
S53	Grant extension of the period during which an approved use or development must be substantially commenced
S54	Request additional information from the applicant before considering an application and determine where a request for additional information has been satisfied
S55	Correct a clerical or accidental omission or where there is an evident material miscalculation of figures or mistake in the description of any person, thing or property referred to in the permit
S56	Make minor amendments to a permit
S57	Grant permits, with or without conditions, for applications assessed under the Alternative Solutions within the Planning Scheme, where no public submissions have been received
S57.3	Notify a permit application and to undertake exhibition of the application
S57.2 & 6	Refuse to grant a permit if: a) the proposed use or development is prohibited by the planning scheme; or b) the proposed use or development does not satisfy an acceptable solution in an acceptable standard in the planning scheme and there is no corresponding performance criteria
S57.4A	Issue an infringement notice where a person has obscured or removed a notice of an application for a permit displayed on the land that is subject of the application within the time period specified

S57.6	Grant a permit if: a) the proposed use or development complies with all applicable provisions of the planning scheme and other regulation; and b) there are no representations; or c) there are representations which do not object to the granting of the permit; or d) there are representations which are not in relation to a matter applicable to the determination of the application
S57.6B & S58.2	Negotiate an extension of the period within which the planning authority is required to determine a permit application
S57.7 & S58.3	Serve notice of the decision on a permit application
S57A	Participate in predetermination mediation, subject to conditions
S58	Approve, with or without conditions applications for permits, if proposed use or development complies with all applicable requirements of the planning scheme and other regulation
<b>Sections 57-58 Generally</b> Approve, with or without conditions, or refuse any application for a permit made in accordance with Section 57 or 58 of the <i>Land Use Planning and Approvals Act 1993</i> where there is insufficient time for Council to determine the application within the time stipulated in the Act and where the applicant has refused or failed to agree to an extension of time	
S58A	Require and specify conditions to be included within an agreement
S59	Issue notices
S59.2	Advise the Appeal Tribunal of Council's failure to issue a permit in the prescribed time and undertake any necessary actions required by the Tribunal
S59.7	Determine an application after the statutory period has expired
S60P.1B	Provide advice requested by Tasmanian Planning Commission
S60Q.8	Issue an infringement notice
S61	Represent the Council in any appeals lodged against permit decisions including instructing internal or external planners and legal representatives to appear on Council's behalf
S60Y	Consult on a consequential amendment of the LPS if required by a decision on a Project of Regional Significance
S63B.3	Issue a notice in writing to a person if a notice in relation to a contravention or failure, or likely contravention or failure to comply with a permit, and determine to lay or not lay charges or to issue or not issue an infringement notice, subject to conditions
S64	Represent the planning authority as a respondent to civil proceedings and appoint a person to represent the planning authority and make submissions or to give evidence in civil proceedings. Where the Appeal Tribunal makes an order under subsection (3)(e) and the respondent fails to comply with the order within the period specified by the Appeal Tribunal, the planning authority may, by leave of the Appeal Tribunal, cause any work contemplated by the order to be carried out, and may recover the costs of that work, as a debt, from the respondent
S65G	Cancel a permit in relation to land by issuing a notice of cancellation of permit on the owner of the land or on the occupier of the land
S65I.2	Authorise a person to be an authorised officer in respect of the municipal area of the council
S65I.3	An authorised officer in respect of the municipal area of the council
S71	Enter into an agreement
S74.3	End an agreement

S75	Amend an agreement
S78	Require an agreement under Part 5 be registered with the Recorder on the title of the land
S80N	Request the TPC for an authorised copy of the planning scheme
S85	Collect or recover fees
<b>Part 4 Generally</b>	
Represent the Planning Authority or appoint a person to represent the Planning Authority and to give evidence on a planning appeal or other action, including mediation, before the Resource Management and Planning Appeals Tribunal or other body of competent jurisdiction	
<b>Part 5</b>	
Authority to enter into and finalise agreements for the purposes of development	
<b>Transitional Arrangements</b>	
<b>Schedule 5</b> – Continue and complete any process lawfully initiated under LUPAA prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> in relation to a dispensation or a permit for which a dispensation applies.	
<b>Schedule 6</b> – In accordance with any decision which may be made under a transitional power of the planning authority after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> and until such time as the Tasmanian Planning Scheme is made and a LPS is approved for the Devonport municipal area, authority to undertake the processes and tasks required to carry out the responsibilities of a planning authority in relation to:	
<ul style="list-style-type: none"> <li>a) a draft planning direction made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>b) enforcing compliance with the Devonport Interim Planning Scheme 2013 (DIPS);</li> <li>c) an urgent amendment of the DIPS if initiated by the TPC after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>d) a draft amendment to the DIPS made prior to commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>e) a draft amendment to the DIPS made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>f) a permit application made prior to the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>g) a permit application made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>h) an appeal made prior to the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>;</li> <li>i) an appeal made after the commencement of the <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i></li> </ul>	

## 4.4 ANNUAL GENERAL MEETINGS

File: 32084 D506371

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

The purpose of this report is to detail Council's intention to continue conducting its Annual General Meetings in the same manner as Ordinary Council Meetings, despite these meetings not required legislatively to be conducted in accordance with the *Local Government (Meeting Procedures) Regulations 2015* ("the Regulations").

### BACKGROUND

The General Manager recently received correspondence from the Director of Local Government, concerning the conduct of Annual General Meetings and the handling of Annual Reports.

### STATUTORY REQUIREMENTS

Under Section 72B of the *Local Government Act 1993* ("the Act"), Council is required to hold an Annual General Meeting no later than 15 December in each year, and in accordance with Section 72, is to prepare an Annual Report. The Director of Local Government ("the Director") acknowledges, in respect to the conduct of the Annual General Meeting, that the Act does not prescribe the arrangements for an Annual General Meeting as it does for Council Meetings.

The Director therefore has recommended councils determine their own procedures around the conduct of the Annual General Meeting, as long as the requirements of Section 72B of the Act are met.

### DISCUSSION

Council has historically conducted its Annual General Meetings in the same manner as it conducts its Ordinary Council Meetings - in accordance with the *Regulations*. It is recommended Council intends to continue conducting its Annual General Meeting in this manner.

In respect of the adoption of the Annual Report at the Annual General Meeting, advice from the Director is, that rather than adopting the Annual Report (which is assumed to be finalised and complete at time of print, distribution to the Directors of Local Government and Public Health, and availability to the public), that Council "presents" the report, which is then "received", rather than "adopted".

### COMMUNITY ENGAGEMENT

No community consultation was undertaken as a result of this report.

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

There are no known risks associated with this report or recommendation.

**CONCLUSION**

Despite the *Local Government (Meeting Procedure) Regulations 2015* not stipulating requirements for the conduct of Annual General Meetings, Council needs to determine if it is to continue to conduct these meetings in the same manner and format as prescribed for Ordinary Council Meetings under the *Regulations*.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That it be recommended to Council that Council continues to conduct its Annual General Meetings generally in accordance with the *Local Government (Meeting Procedure) Regulations 2015*.

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

## 4.5 ANNUAL PLAN PROGRESS REPORT - JULY 2017 - FEBRUARY 2018

File: 26469 D514971

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

To provide an update on the progress of the 2017/18 Annual Plan as at 28 February 2018.

### BACKGROUND

Council adopted its 2017/18 Annual Plan on 26 June 2017. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

### STATUTORY REQUIREMENTS

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

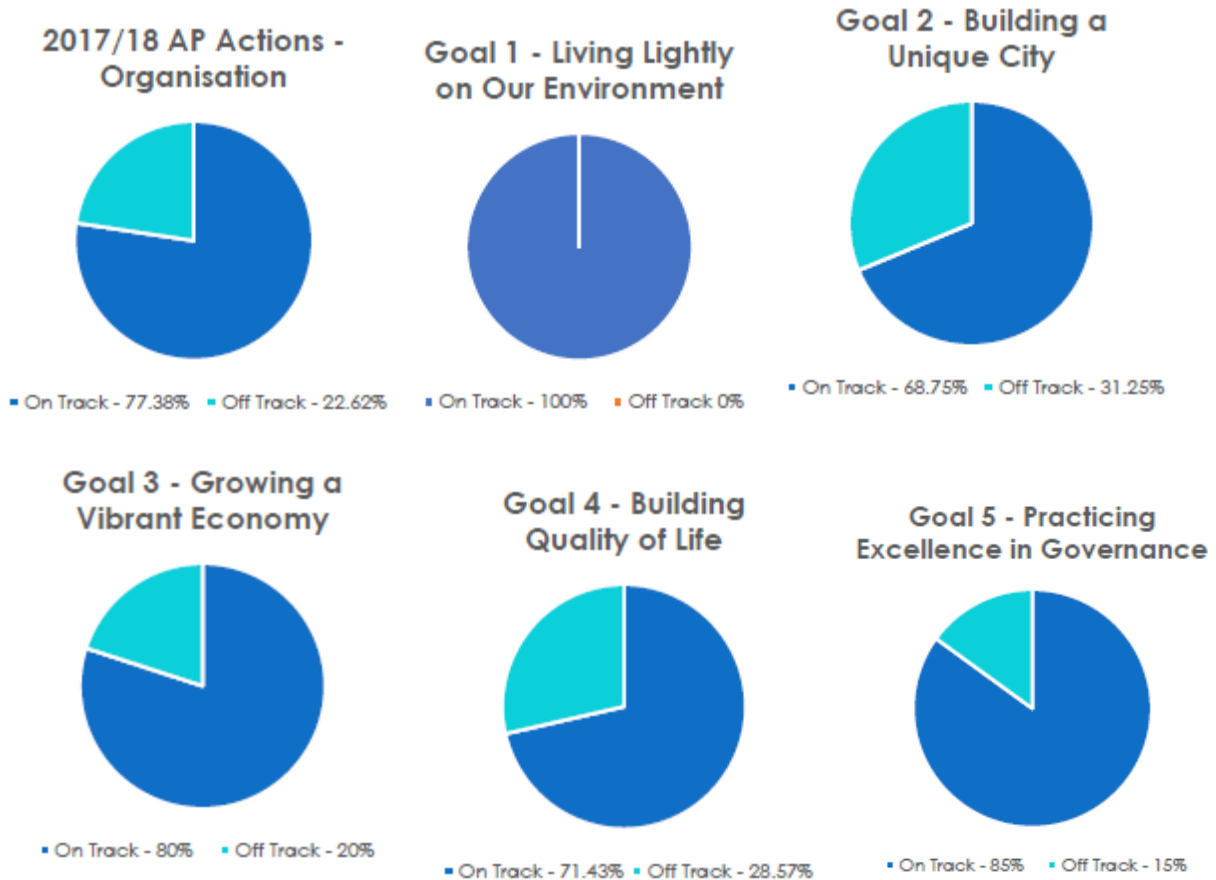
### DISCUSSION

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

Key activities noted in the attached Progress Report include:

- Keiko Child Care Centre participated in Clean Up Australia Day events at the East Devonport Beach
- Review of water connections at Devonport Oval and the Bluff have been undertaken and future modifications have been identified
- Road reconstruction works completed at Buster Road, Torquay Road and Devonport Road have been completed
- Style guide has been received for the *paranaple convention centre*, *paranaple arts centre* and *paranaple centre*
- *paranaple centre* fees and charges guide schedule endorsed by Council and draft hire agreement in final stages of editing
- Draft Retail Strategy workshopped with Aldermen
- Devonport Visitor Centre adopts Book Easy as its primary booking system

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



**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

All Annual Plan actions have been assigned a risk rating of Low, Medium, High or Extreme. Risk ratings are shown alongside each action in the attached Progress Report. Annual Plan actions also form part of Council's Risk Register.

**CONCLUSION**

The 2017/18 Annual Plan Progress Report as at 28 February 2018 is provided for the information of the Aldermen and the community.

**ATTACHMENTS**

- 1. [Annual Plan Progress Report - July 2017 - February 2018](#)



**RECOMMENDATION**

That it be recommended to Council that the 2017/18 Annual Plan Progress Report for the period ended 28 February 2018 be received and noted.

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



***Devonport City Council***  
***Strategic Plan Progress Report***

*Period:* 17/18



## Strategic Plan Progress Report

**Goal:** 1 Living lightly on our environment

**Outcome:** 1.1 Devonport is an energy efficient City

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community						
1.1.1.1 Implement energy efficiency actions as outlined in the Environmental Sustainability Strategy	Medium	In Progress	66%	29 of 74 actions in the Energy Efficiency Strategy have been completed to date. 15 are ongoing; 3 are in progress; 15 require future budget allocation; and 12 will not proceed due to changes in operational requirements or design restrictions. Energy efficiency actions will be reviewed as part of the development of the second Environmental Sustainability Strategy which is underway. A community survey is currently open seeking issues and ideas around energy and other environmental matters.	Executive Officer Community Services	30/06/2018

**Outcome:** 1.2 Sustainability is promoted and integrated across all sectors

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation						
1.2.1.1 Support the establishment of local groups and schools to assist with conserving biodiversity	Medium	In Progress	49%	Keiko Child Care Centre participated in Clean Up Australia Day events at the East Devonport beach.	Executive Officer Community Services	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"						
1.3.1.1 Establish an Environmental Committee of Council, comprising community stakeholders	Low	In Progress	45%	Expressions of interest are being sought for participants to form a working group to develop an Environmental Strategy.	Executive Officer Community Services	30/06/2018



## Strategic Plan Progress Report

**Goal:** 1 Living lightly on our environment

**Outcome:** 1.4 Our waste and pollution is reduced

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities						
1.4.2.1 Implement improved waste management collection arrangements in the commercial/industrial areas of the City	High	In Progress	88%	The new level of service is being rolled out progressively for all commercial properties.	Infrastructure & Works Manager	31/03/2018

**Outcome:** 1.5 Water is actively conserved

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.5.1 Lead and promote water conservation and re-use initiatives within Council and the community						
1.5.1.1 Investigate water meter consolidation opportunities on Council owned or controlled land	Medium	In Progress	52%	Review of water connections at Devonport Oval and the Bluff have been undertaken and future modifications have been identified	Technical Support Supervisor	30/06/2018



## Strategic Plan Progress Report

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.2 Provide high quality, consistent and responsive development assessment and compliance processes						
2.1.2.1 Consider the accuracy and effectiveness of the interpretation and application of the new Tasmanian Planning Scheme and Local Provisions Schedule	Low	In Progress	50%	Introduction of the State Scheme and Local Planning Schedules (LPS) delayed by lack of direction and mapping by State. Preparation of Devonport Draft Local Schedules has commenced.	Development Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues						
2.1.3.1 Develop the Local Provisions Schedule for Devonport in accordance with Tasmanian Planning Scheme requirements	Low	In Progress	40%	Mapping data from the State Government is hampering continuity in the process. However a presentation to enable some resolution on proposed changes identified to date is targeted in March.	Planning Coordinator	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.2.2 Develop an integrated approach to local branding in partnership with business and community groups						
2.2.2.1 Investigate the development of a new interactive website for visitors	Low	Completed	100%	This action is to be deferred and will be considered as an action in the Retail Strategy	Marketing & Events Coordinator	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards						
2.3.1.1 Investigate and consider options for drivers to access details of their	Low	In Progress	8%	Investigation commenced.	Customer Services Coordinator	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards</b>						
infringements on Council's website						
2.3.1.1 Develop and adopt Street Design Guidelines for urban streets	High	In Progress	75%	The street hierarchy and design palettes were adopted by Council in December. The full guidelines will be document by the end of June 2018.	Infrastructure & Works Manager	31/01/2018
2.3.1.2 Review unpaid infringement follow up process, including payment options	Medium	In Progress	65%	Ongoing process	Customer Services Coordinator	30/06/2018
2.3.1.2 Undertake the reconstruction of identified roads, including Buster Road, Torquay Road, Saleyard Road, Bishops Road, Formby Road and Devonport Road	Medium	In Progress	65%	Projects to be delivered in accordance with Capital Works Program.  Projects at Buster Road, Torquay Road and Devonport Road are complete. Work is progressing on the Formby Road project and the Saleyard Road project. The Bishops Road project is on hold due to the presence of threatened species but the design is substantially complete.	City Engineer	30/06/2018
2.3.1.3 Review zone parking (Loading Zones, Taxi Zones, Truck Only Zones) including time limits, provision and location, and provision of motor bike parking	Low	In Progress	15%	Review commenced.	Customer Services Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards</b>						
2.3.2.1 Continue to develop hydraulic modelling for the stormwater network	Medium	In Progress	65%	Surveys of existing stormwater system have been completed and modelling of survey information is progressing.	City Engineer	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards</b>						
				Survey of East Devonport and CBD catchments are complete with hydraulic modelling of East Devonport catchments underway with consultant report due by March 2018.		
2.3.2.2 Continue to review and update Council's Stormwater Strategy	Medium	In Progress	50%	Review of existing Stormwater Strategy on hold and will be deferred until 2018/19.	City Engineer	31/12/2017
2.3.2.3 Undertake Stage 7 of the William Street stormwater catchment upgrade	Medium	Completed	100%	Project has been completed.	City Engineer	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards</b>						
2.3.4.1 Review and update the Pioneer Park Master Plan	Medium	In Progress	91%	Draft Master Plan available for public comment until 26 March 2018.	Executive Officer Community Services	28/02/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program</b>						
2.3.5.1 Continue to review and update Council's Asset Management Plans and develop a summary document to provide a high-level overview of Council's assets	High	In Progress	64%	Asset management plan for roads has been prepared for review and the asset management plan for stormwater is being prepared.	Technical Support Supervisor	30/06/2018

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



## Strategic Plan Progress Report

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.4.1 Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes</b>						
2.4.1.1 Relocate the Devonport Regional Gallery and visitor information services into an upgraded facility within the Devonport Entertainment and Convention Centre	High	In Progress	35%	Construction works is well under way. The Town Hall entry and toilets are due for handover 16/03/2018 to allow DECC shows to recommence. Completion scheduled for late September early August 2018.	Project Manager	30/06/2018
2.4.1.1.1 Develop an implementation action plan for the conference centre facility including pricing structure and marketing strategies	High	In Progress	75%	A paranaple convention centre fees and charges guide schedule has been endorsed by Council. A draft hire agreement is in the final stages of editing, and expected to be complete by end of March.	Convention and Arts Centre Manager	30/06/2018
2.4.1.2 Finalise construction of LIVING CITY Stage 1 in accordance with funding model and agreed design parameters	Medium	In Progress	80%	Construction of Stage 1 continuing, with progressive completion of various sections from December 2016 until July 2018	Deputy General Manager - Infrastructure, Works and Development	30/06/2018
<b>Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans</b>						
2.4.2.1 Identify opportunities to attract Government funding to advance the LIVING CITY Waterfront Precinct	Medium	In Progress	66%	Concept design completed and community consultation undertaken. Further traffic modelling as requested by Council has occurred. Applying for suitable grant opportunities as they arise.	Deputy General Manager - Infrastructure, Works and Development	30/06/2019
<b>Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans</b>						
2.4.3.1 Following an Expression of Interest (EOI) process, select a suitable developer for the proposed waterfront hotel and negotiate suitable terms for the sale of the land	Medium	Completed	100%	Agreement signed with Fairbrother Pty Ltd as Preferred Proponent for waterfront hotel	Deputy General Manager - Infrastructure, Works and Development	31/12/2018



**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.1 Market and promote the City and its potential as a regional business hub</b>						
3.1.1.1 Identify and pursue opportunities to form collaborative relationships with business and retailers	Medium	In Progress	75%	Information relating to the community consultation for the proposed retail strategy provided to Alderman	Marketing & Events Coordinator	30/06/2018
3.1.1.1 Identify opportunities to develop a business incubator hub for Devonport	Low	In Progress	10%	A number of initial exploratory discussions held, however yet to identify a suitable opportunity.	Deputy General Manager - Infrastructure, Works and Development	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.2 Manage strategic urban development initiatives that supports the importance of the CBD and reduces fragmentation</b>						
3.1.2.1 Progress retail stages of the LIVING CITY Master Plan	Medium	In Progress	61%	Discussions progressing with Harris Scarfe regarding relocation into retail precinct.	Deputy General Manager - Infrastructure, Works and Development	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.1 Support tourism through the provision of infrastructure and facilities</b>						
3.2.1.1 In accordance with the Digital Strategy, create or promote digital resources and services that benefit the retail, tourism and hospitality sectors	Low	In Progress	20%	Digital Ready program promoted to retailers. Virtual Reality demonstration held at the East Devonport Recreation Centre on 17 December attracting over 300 people.	Executive Officer Community Services	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>						
3.2.2.1 Consider actions from the Destination Marketing Plan	Medium	In Progress	60%	The Destination Action Plan leadership group will meet in March to discuss the outcomes of meetings held with the Cradle Coast Authority in February 2018.	Convention and Arts Centre Manager	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>						
3.2.2.2 Review current and potential booking systems to maximise productivity and increase revenue at the Visitor Information Centre	Medium	In Progress	75%	The Devonport Visitor Information Centre will adopt Book Easy as its primary booking system. This system is likely to be live mid-2018, rolling out in the quieter winter period and in-line with the relocation of the VIC to new premises. Book Easy is currently being used by the majority of the Tasmanian Visitor Information Centre network and has the scope for shared services and inventory	Convention and Arts Centre Manager	31/03/2018
3.2.2.3 Work with relevant partners to provide and encourage industry operators to take part in familiarisation, skills development and training	Low	In Progress	75%	Current Visitor Information Centre staff and volunteers conducted an industry famil in November 2017. As the VIC prepares to move to the co-located site at the paranple arts centre, staff and volunteers will conduct further famils with existing operators	Convention and Arts Centre Manager	30/06/2018
<b>Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities</b>						
3.2.3.1 Engage and promote North West Tasmanian artists in delivering public programs and showcasing work in Council facilities	Medium	In Progress	48%	The Devonport Regional Gallery assists and promotes North West Tasmanian artists through a variety of programs, including: Solo and Group shows in the Main and Little Gallery; engaging professional artists to lead youth projects and creative learning programs; and promoting the North West Art Circle, as an annual exhibition	Convention and Arts Centre Manager	30/06/2018
<b>Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities</b>						
3.2.4.1 Develop dedicated boat trailer and RV parking in Victoria Parade	Medium	Completed	100%	Boat ramp car park has been constructed.	City Engineer	31/10/2017



## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities</b>						
				Some additional works has been completed as a result of feedback from the public.		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy</b>						
3.2.5.1 Assess current event sites and potential future event site options to meet future requirements	Low	In Progress	75%	In process of developing a creative spaces document that is a comprehensive guide to event sites within Devonport.	Marketing & Events Coordinator	30/06/2018
3.2.5.2 Develop investment frameworks for all Council run events	Low	Completed	100%	Sponsorship was secured for Council's New Year's Eve event and Devonport Food and Wine Festival. State Government committed to provide funds towards marketing 2018 Jazz	Marketing & Events Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities</b>						
3.2.6.1 Investigate options for an information database for customer service	Medium	In Progress	82%	Determining what features our current CS team need and certainly what we will need when in the new building.	Customer Services Coordinator	31/12/2017

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.1 Improve the City's physical access and connectivity</b>						
3.3.1.1 Conduct an audit of the very high and high walkability areas within the City	High	In Progress	70%	Audit of the CBD area has been completed. Work has commenced on auditing the remaining very high use footpaths	City Engineer	31/12/2017
3.3.1.2 Investigate and develop improved traffic management for locations within the road network with known access and	Medium	In Progress	60%	Investigation and work on a concept design for traffic improvements around Don College is underway in conjunction with potential	City Engineer	31/03/2018



**Strategic Plan Progress Report**

**Goal: 3 Growing a vibrant economy**

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.1 Improve the City's physical access and connectivity</b>						
connectivity issues				changes to bus routes. Investigation is underway into the extension of the pedestrian and bike path on Stony Rise Road, between Middle Road and Spreyton. A traffic improvement assessment is being undertaken for the Bluff Precinct.		
<b>Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character</b>						
3.3.2.1 Consider improvement options that will enhance entrances to the City	Medium	In Progress	30%	Work has commenced on a report to Council to consider options	Technical Support Supervisor	31/03/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development</b>						
3.4.1.1 As part of the development of the new Multi-Purpose Building, work with other tenants to ensure ICT is coordinated and based on best use of resources	Low	In Progress	60%	ICT Working Group involving all tenants has been established and progressing requirements	Deputy General Manager - Infrastructure, Works and Development	30/06/2018

**Outcome: 3.5 Our economic progress continuously improves**

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.5.1 Work in partnership with industry and government to pursue opportunities, which address impediments and foster economic development in the area</b>						
3.5.1.1 Actively participate in the development of a Futures Plan by the Cradle Coast Authority	Medium	In Progress	55%	Providing input to CCA as required to allow the development of a Futures Plan	Project Officer	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

**Outcome:** 3.5 Our economic progress continuously improves

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.5.4 Develop and support a culture of excellence in innovation and life long learning to enhance employment opportunities</b>						
3.5.4.1 Support initiatives that encourage learning	Low	In Progress	60%	Festival of Learning Project delivered	Community Services Manager	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.1 Provide sport, recreation and leisure facilities and programs to meet the needs of the community</b>						
4.1.1.1 Facilitate and develop health and wellbeing programs for senior citizens	Low	In Progress	85%	Ageing Stronger, Active Longer Health and Well-being Programs commenced in February. The program has been extended from an eight week program to two sessions per week throughout the year, due to high participation numbers. The Tai Chi program for the elderly continues to receive good support; held at the Devonport Recreation Centre. Council has partnered with TAFE and engaged students to assist with Council run programs as part of their curriculum.	Sport & Recreation Development Coordinator	30/06/2018
4.1.1.1 Progress the opportunity for staging the inaugural Tasmanian Masters Games in 2018	Medium	In Progress	95%	Council has requested further information regarding the progress of the Tasmanian Masters Games. A report is being prepared for March meeting.	Sport & Recreation Development Coordinator	31/10/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.2 Enhance and increase the utilisation of sport and recreation facilities</b>						
4.1.2.1 Increase visitor and participation numbers at Council's Recreation Centres	Low	In Progress	85%	Visitor and participant numbers have increased slightly at both facilities mainly due to the increase in community programs at the centres	Sport & Recreation Development Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces</b>						
4.1.3.1 Develop an outdoor gymnasium in East Devonport (subject to securing grant funding)	Medium	In Progress	60%	The design layout has been finalised and quotations have been requested for the preferred location at the end of Melrose Street.	Infrastructure & Works Manager	28/02/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.4 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities</b>						



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.4 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities</b>						
4.1.4.1 Utilise the Sporting Precinct Master Plan to prioritise for future grant opportunities relating to sporting infrastructure	Medium	In Progress	64%	A request for quote has been sent to three local architects for the development of conceptual plans and estimates for future sporting infrastructure at Devonport Oval, Devonport Recreation Centre and Maidstone Park	Sport & Recreation Development Coordinator	30/06/2018
<b>Strategy: 4.1.5 Encourage multi use of open space and facilities to ensure the terms and conditions of any licences or user agreements achieve a positive outcome for the community</b>						
4.1.5.1 Review and update sports grounds and reserves booking procedure	Medium	In Progress	95%	Sports Grounds and Public Reserves bookings will form part of an online sporting portal. Several software options are being investigated. A budget allocation is required to progress this project	Sport & Recreation Development Coordinator	31/12/2017
4.1.5.1 Develop a Mersey Bluff Precinct Plan	Medium	In Progress	55%	Report presented to December Council meeting - Traffic Impact Assessment to be undertaken for Bluff Precinct in March/April 2018	Community Services Manager	30/06/2018
4.1.5.2 Review and update user group manual for Council's Recreation Centres	Low	Completed	100%	A review of forms, procedures and evacuation plans at both Centres has been completed.	Sport & Recreation Development Coordinator	31/12/2017
<b>Strategy: 4.1.6 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities</b>						
4.1.6.1 Develop and implement an online sporting portal, providing the community with relevant information regarding sport and recreation opportunities in Devonport	Low	In Progress	95%	A working group of Council officers has been formed. Several software options are being investigated. A budget allocation is required to progress this project.	Sport & Recreation Development Coordinator	30/06/2018

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



**Strategic Plan Progress Report**

**Goal: 4 Building quality of life**

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage</b>						
4.2.1.1 Investigate a cultural festival to recognise cultural diversity and to bring together different cultures in accordance with the East Devonport Community Plan	Medium	In Progress	80%	Established and convened the "Harmony Day Festival Working Group" to deliver a cultural festival at Pioneer Park in March 2018	Community Services Manager	30/04/2018
4.2.1.1 Prepare a conservation plan for the Pioneer Park Cemetery	High	In Progress	60%	Advice has been received from a consultant, and is currently being considered	Technical Support Supervisor	28/02/2018
4.2.1.2 Exhibit emerging and early career artist exhibitions, including one children's focussed exhibition	Low	In Progress	64%	The Little Gallery prioritises Emerging and Early Career artist exhibitions. Throughout the financial year the Gallery will present seven separate emerging artists; Ashley Bird, Amber Koroluk-Stephenson, Angela Casey, Gina, Mike Singe, Zoe Greg and Richard Griffiths	Gallery Director	30/06/2018
4.2.1.3 Deliver four public programs which promote and engage participants in Devonport's rich cultural heritage	Low	Completed	100%	Local history walk and talk "Riverside Ramble" held 6 February with two encores, 15 and 20 Feb with a total of 40 participants.	BSMC Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations</b>						
4.2.2.1 Develop a city-wide creative strategy	Medium	Deferred	16%	This action deferred to 2018/19	Community Services Manager	31/12/2018
4.2.2.1 Exhibit five state and national touring exhibitions	Medium	In Progress	64%	The Gallery's 2017/18 Artistic Program includes five state and national touring exhibitions: Tony Ameneiro - Head over Head; RACT Tasmanian Portrait Prize; New Alchemists; National Photographic Portraiture Prize; Play on: The Art of Sport, ten years of the Basil Sellers Art Prize	Gallery Director	30/06/2018





**Strategic Plan Progress Report**

**Goal: 4 Building quality of life**

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations</b>						
4.2.2.2 Investigate options for the former Devonport Regional Gallery building following relocation to a new facility	High	Not Started	0%	This action has not started. The Gallery will not vacate the current premises until around November 2018. A detailed report will be put to Council regarding the future of the building.	Convention and Arts Centre Manager	30/06/2018
4.2.2.3 Develop a branding and marketing strategy for the new contemporary Arts Centre	High	Completed	100%	A complete style guide has been received for the paranapple convention centre, paranapple arts centre and paranapple centre	Convention and Arts Centre Manager	30/09/2017
4.2.2.4 Provide exhibitions at the Bass Strait Maritime Centre which encourage repeat visitation	Medium	In Progress	60%	Natural History of Bass Strait scheduled for installation in March.	BSMC Coordinator	30/06/2018
4.2.2.5 Support the development of a cultural heritage interpretation trail	Low	In Progress	50%	The Devonport Maritime and Heritage Special Interest Group is progressing this item at their bi-monthly meetings	BSMC Coordinator	31/03/2018

**Outcome: 4.4 Our community and visitors are safe and secure**

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.2 Provide and promote effective management of animals within the community</b>						
4.4.2.1 Assist the community with control of domestic animals through education and enforcement as appropriate	Low	In Progress	64%	Council website is to be reviewed and updated to provide information to dog owners relating to responsible ownership including registration, kennel licences, breeding restrictions, suitable containment areas, behaviour at dog park and other dog friendly areas. Training is to be provided to After Hours staff on appropriate procedures and measures relating to Animal Control.	Risk Management & Compliance Coordinator	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

**Outcome:** 4.4 Our community and visitors are safe and secure

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.4.3 Support activities that encourage safe and responsible community behaviour						
4.4.3.1 Develop a master plan for the park in Morris Avenue/Chichester Drive area focussed on increasing community use	Medium	In Progress	85%	Draft Master Plan available for public comment until 26 March 2018.	Executive Officer Community Services	31/03/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.4.4 Facilitate and support a collaborative approach to community safety						
4.4.4.1 Review existing permanent camera locations for suitability and identify areas for future growth of the network including upgrading where required, in accordance with CCTV Strategy	High	Completed	100%	All 16 cameras around the CBD have been replaced with new 1080p capable cameras and are recording for Council and the Police.	IT Coordinator	31/05/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community						
4.5.1.1 Raise awareness of, or expand the role of, community facilities/services and other relevant public infrastructure to act as key digital hubs to increase skills and access emerging technology in line with Digital Strategy	Low	In Progress	10%	The Devonport LINC and Devonport Online Access Centre are two services aiming to increase Devonport's digital literacy rate. Both agencies will continue to deliver programs from the paranapple centre.	Executive Officer Community Services	30/06/2018
4.5.1.2 Deliver Festival of Learning	Medium	Completed	100%	Festival of Learning delivered and evaluated	Community Services Manager	31/10/2017

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



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.6.3 Development of partnerships between all levels of government, the private and not for profit sectors that deliver innovative solutions to complex needs and issues in conjunction with the community						
4.6.3.1 Continue to deliver Read Devonport Literacy Program	Medium	In Progress	60%	Devonport Readers Cup program in progress. Books for Babies and Great 100 Book Challenge project developed	Community Services Manager	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.1 Develop and implement a Community Development Framework that strategically strengthens community ties and opportunities						
4.7.1.1 Develop a Community Development Framework	Medium	Deferred	34%	This action not due to commence until the last quarter of 2017/18 financial year	Community Services Manager	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.2 Encourage and provide information and opportunities for active participation in community life						
4.7.2.1 Develop and deliver Seniors Week, Volunteer Week, Harmony Week and International Women's Day activities and events	Medium	In Progress	88%	Harmony Day working group formed to plan and develop a cultural festival for 2018, community partnered program planned 21 March at Pioneer Park. International Women's Day working group has been formed - a full week of calendar events has been planned with community networks and Council. Programs to be delivered 5 March to 9 March.	Community Development & Volunteer Coordinator	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.3 Attract and promote equitable distribution and sharing of financial and other resources throughout the community						
4.7.3.1 Operate a merit based community financial assistance grants program	Medium	In Progress	65%	Round One - Minor, Major and Rates Remissions grants approved through Council. Ongoing assessment of donations and individual development grants occurring Round Two advertised from 1 January 2018 -	Community Services Manager	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.3 Attract and promote equitable distribution and sharing of financial and other resources throughout the community						
				closing date of 28 February 2018		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that assist the frail, aged, people with disabilities and their carers to engage in all aspects of community life						
4.7.4.1 Ensure the adequate provision of disabled parking bays in convenient locations within the City	High	In Progress	85%	New car park has significantly increased number of available disabled bays. Review to commence following opening of new car park. Progress is in place for the installation of two additional accessible parking spaces installed in the north west corner of the Formby Road car park.	Customer Services Coordinator	28/02/2018
4.7.4.2 Review pricing for Disabled Parking bays	High	In Progress	52%	Report to be presented to future Council meeting. Data being collected.	Customer Services Coordinator	31/10/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity						
4.7.5.1 Develop an initiative that engages artists living with a disability	Low	In Progress	75%	The Gallery has conducted a pilot program, Out There, with Orana Respite Day Centre, operated by Baptcare. This program involves items from the Permanent Collection being used as impetus for conversation and art making. Initial conversations have been held with Munnew Day Centre, Meercroft, to deliver a similar program	Gallery Director	30/06/2018
4.7.5.2 Recognise and promote the indigenous culture and art of the region	Low	In Progress	64%	The Gallery presents indigenous artists, and exhibitions featuring indigenous artists inline with the objectives of its Exhibition Policy.	Gallery Director	30/06/2018

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



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership</b>						
4.8.1.1 Develop an art initiative that engages young people to deliver a public art piece or creative event	Low	Completed	100%	Two workshops completed in July & August with artist mentor Megan Walch and Devonport Regional Gallery's young members (Droogs) designing a new mural for Rooke Lane. Mural installed by Megan and Droogs 22 - 24 September on the back wall (Rooke Lane) of 65-67 Rooke Street Devonport	Convention and Arts Centre Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.8.3 Assist in the development, promotion and celebration of youth</b>						
4.8.3.1 Promote National Youth Week through the delivery of workshops and the annual Reclaim the Lane event	Low	In Progress	70%	The Council's Creative Learning and Public Programs Officer is set to deliver reclaim the lane in April 2018. Preparations are going well.	Convention and Arts Centre Manager	31/05/2018

ITEM 4.5



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.1 Promote open communication and cooperation with local and state governments in regional initiatives</b>						
5.1.1.1 Be an active participant at the regional level through input into programs and activities facilitated through the Cradle Coast Authority	Low	In Progress	66%	Continued to participate at the regional level on a range of issues	General Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.2 Pursue opportunities for cooperative initiatives including resource sharing with other councils, organisations and community groups</b>						
5.1.2.1 Consider outcomes from the Cradle Coast Shared Services Project	Medium	In Progress	66%	Final report considered by Council at its meeting on 18 December 2017. A review of opportunities to be progressed	General Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.3 Represent and promote Council at Regional, State and National forums</b>						
5.1.3.1 Be an active participant at the state level through the Local Government Association of Tasmania	Low	In Progress	66%	Continued to participate at the state level	General Manager	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.2.1 Review policies and implement initiatives to ensure meaningful, two-way communication and consultation with the community</b>						
5.2.1.1 Undertake community consultation where appropriate to ascertain views and input to Council decision making	Low	In Progress	64%	Consultation undertaken on matters as required. Community consultation has been undertaken regarding the 2018/19 Budget, southern Rooke Street renewal project, Pioneer Park and Highfield Park Master Plans and Environmental Management Strategy.	General Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community</b>						



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community						
5.2.2.1 Develop and deliver a volunteer recruitment marketing campaign	Medium	Deferred	56%	The "Julie Burgess" identified as an area of need in consultation with internal stakeholders. Due to the extended time of the Julie Burgess being in dry dock which has reduced the operational time to January 2018 for approximately 12 weeks, and new management, this will now not be a requirement for this year	Community Development & Volunteer Coordinator	30/06/2018

**Outcome:** 5.3 Council employs best practice governance

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances						
5.3.1.1 Develop a program to raise awareness of the Integrity Commission's 'Speak Up' campaign which encourages ethical workplace behaviour, using recommendations from the 'Fostering Integrity: Report on the Implementation of the Speak Up in the Tasmanian Public Sector'	Low	In Progress	50%	Report recommendations have been reviewed and program being developed.	Executive Manager - Organisational Performance	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.3.3 Encourage increased community participation in Council elections						
5.3.3.1 Develop an awareness campaign for Council elections due in October 2018	Medium	Not Started	0%	This action will not commence until the final quarter of this financial year	Executive Manager - Organisational Performance	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.3.6 Integrate business excellence principles and continuous improvement behaviours into the culture of the organisation						



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

**Outcome:** 5.3 Council employs best practice governance

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.6 Integrate business excellence principles and continuous improvement behaviours into the culture of the organisation</b>						
5.3.6.1 Undertake training to support and promote continuous improvement activity and philosophy across the organisation	Low	Completed	100%	Training for Continuous Improvement facilitators and Council management undertaken	Executive Manager - Organisational Performance	30/06/2018

**Outcome:** 5.4 Council is recognised for its customer service ethos

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs</b>						
5.4.1.1 Investigate sending rate reminder notices via electronic means	Low	Completed	100%	Ratepayers able to receive reminders via email or text SMS. Forms available online	Executive Manager - Organisational Performance	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.2 Monitor and evaluate Council's service standards</b>						
5.4.2.1 Investigate self-serve customer service options	Low	In Progress	68%	Options being investigated how the new building will work.	Customer Services Coordinator	30/06/2018
5.4.2.2 Investigate and develop measures for reporting on efficient and effective customer service	Medium	In Progress	50%	Measures and methods being investigated.	Customer Services Coordinator	31/12/2017

**Outcome:** 5.5 Council's services are financially sustainable

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements</b>						
5.5.1.1 Review and update direct debit payment arrangements	Low	In Progress	70%	All credit card and fixed amount direct debit rate payers have been written to	Revenue Coordinator	30/06/2018





**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

**Outcome:** 5.5 Council's services are financially sustainable

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements</b>						
5.5.1.2 Implement Australian Taxation Office reporting requirements in regard to government grants and payments	Low	In Progress	65%	TechnologyOne have now developed and released software to facilitate Council meeting the ATO's new reporting requirement. TechOne software is now available and the system is currently being configured prior to testing. The reporting deadline is the 28/8/18 for transactions for the period 1/7/17 -30/6/18.	Executive Manager Corporate Services	30/06/2018
<b>Strategy: 5.5.2 Ensure comprehensive financial planning to meet sustainability requirements</b>						
5.5.2.1 Review Council's Long Term Financial Strategy	Medium	In Progress	34%	Review commenced and will be completed as part of the budget process	Executive Manager - Organisational Performance	30/06/2018
<b>Strategy: 5.5.3 Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered</b>						
5.5.3.1 As part of the annual budget process, review fees and charges and rate modelling processes	Medium	In Progress	34%	Budget process underway and review commenced	Executive Manager - Organisational Performance	30/06/2018

**Outcome:** 5.6 Risk management is a core organisational focus

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards</b>						
5.6.1.1 Review identified improvement areas in the Health Management System	Medium	In Progress	65%	Scope of improvement has been developed and reviewed now ready to progress into specific actions for the overall continuous improvement required for the system	Safety Officer	30/06/2018
<b>Strategy: 5.6.3 Integrate risk management principles into all business practices</b>						



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

**Outcome:** 5.6 Risk management is a core organisational focus

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.3 Integrate risk management principles into all business practices</b>						
5.6.3.1 Assess and implement where appropriate, recommendations from the Municipal Association of Victoria (MAV) Annual Risk Service	Medium	In Progress	64%	Property Audit Action Plan has been recently updated to reflect improvements implemented.	Risk Management & Compliance Coordinator	30/06/2018
<b>Strategy: 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting</b>						
5.6.4.1 Develop and implement an internal safety auditing process in accordance with the Safety Management Plan	Medium	In Progress	65%	System Review and Internal Auditing Procedures have been developed and currently awaiting confirmation from R & CC as part of the implementation process of the audit training and audit scheduling	Safety Officer	30/06/2018
5.6.4.1 Support the activities of Council's Audit Panel	Low	In Progress	75%	Ongoing support is provided to the DCC and Shared Audit Panel. The Panels met on 7 August, 20 November 2017 and 19 March	Executive Manager - Organisational Performance	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.7.1 Provide opportunities for the development of Council employees</b>						
5.7.1.1 Develop a training calendar focussed on employee skill development	Low	In Progress	50%	Council's IT team are working on setting up a training calendar system with appropriate permissions. IT are yet to progress testing however some preliminary testing has been completed which will enable online bookings for internal training through Technology One system in the future.	HR Coordinator	30/06/2018

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



## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations</b>						
5.8.1.1 Implement Asset Management software linked to Council's Long Term Financial Strategy	High	In Progress	40%	Expressions of interest received from suppliers are being reviewed by the working group.	Infrastructure & Works Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements</b>						
5.8.2.1 Review all relevant rating forms and transition to electronic based documents available on website	Low	In Progress	30%	Review of forms and electronic documents underway. This is being considered as a Council wide initiative to digitise paper based forms	Revenue Coordinator	30/06/2018



## 5.0 FINANCE REPORTS

### 5.1 PARKING STRATEGY REVIEW

File: 34805 D515382

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

Council's Strategic Plan 2009-2030:

- Strategy 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards

#### SUMMARY

To report to Council on the progress of the actions outlined in the Devonport City Council Parking Strategy.

#### BACKGROUND

Council's Parking Strategy was adopted by Council in January 2016.

The Strategy defines Council's role as a legislator, provider, facilitator and regulator of car parking facilities, from initial planning stages through to enforcement.

The Strategy action plan identifies 40 actions required to reach the objectives.

The development of the Parking Strategy has provided an integrated approach to the planning and management of parking in Devonport and can complement other road network strategies such as the safe movement of traffic; encouraging use of more sustainable transport modes, and promoting access by tourists and surrounding regional areas.

#### STATUTORY REQUIREMENTS

Council operates in accordance with a Car Parking By-law made under section 145 of the *Local Government Act 1993* for the purpose of regulating and controlling the use of car parks belonging to and/or controlled by the Devonport City Council and section 100 of the *Local Government (Highways) Act 1982* for the purpose of prescribing compositions under that section.

#### DISCUSSION

##### Strategy Progress

Implementation of the Strategy is largely the responsibility of the Corporate Services department, with input from internal and external stakeholders.

Of the 40 actions, 20 are completed, 13 are underway or ongoing, and 7 are yet to commence. Details of the status of each action are attached to this report.

Key developments in the last year include:

- Review span of hours of paid parking
- Reword by-law to ensure parking infringements are rounded down to an even dollar amount
- Explore and introduce an automatic process of uploading information from handheld infringement devices to the main payment system
- Determine technology to be used within the Multi-Storey Car Park

- Consider pricing structure of the Multi-Storey Car park
- Review campervan, caravan and trailer parking

The Parking Strategy Action Plan identifies 11 objectives under which subsequent actions are grouped. These objectives include:

1. Improved demand management in CBD car parks
2. Maximise use of existing Pay as You Leave car park facility
3. Review and Utilise new technology
4. Complete construction of Multi-Storey Car Park
5. Investigate creation of further parking space in Southern CBD
6. Ensure adequacy of parking supply following finalisation of living City hotel and retail development plans
7. Enhance the existing permit scheme and ensure the balance between Councils social obligations and revenue implications are considered
8. Encourage long-term parkers into off-street car parks
9. Introduce decorated meters to attract donations for charity
10. Embrace and promote complementary strategies to manage demand for parking
11. Improved education and information provision in relation to parking.

The proposed LIVING CITY project has the potential to significantly alter parking within the Devonport CBD. Once the LIVING CITY plans are more evident, Council may consider a further review of the Parking Strategy.

### **COMMUNITY ENGAGEMENT**

Community engagement was undertaken to assist with the development of the Parking Strategy. It is not proposed any further consultation is required at this stage.

### **FINANCIAL IMPLICATIONS**

A large number of the actions in the Action Plan have been, and will continue to be, completed by staff within the existing budget allocation. Other items requiring a specific allocation of capital expenditure are considered and prioritised as part of the annual budget process.

### **RISK IMPLICATIONS**

Implementation of the strategy action plan will ensure that the parking controls and decisions meet the requirements of the community and need for parking into the future.

### **CONCLUSION**

The Parking Strategy is an important document in ensuring continued improvement in the provision, planning and management of parking in Devonport. It is timely a review is undertaken now to ensure actions are being progressed and they remain relevant.

### **ATTACHMENTS**

- [1. Parking Strategy - Action List - Status update](#)
- [2. Parking-Strategy-2016-FINAL](#)

## RECOMMENDATION

That it be recommended to Council that Council received and note the status of actions listed in the Devonport City Council Parking Strategy Action Plan.

Author:	Danielle Harvey	Endorsed By:	Jeffrey Griffith
Position:	Customer Services Coordinator	Position:	Executive Manager Corporate Services

## Parking Strategy – YEAR TWO STATUS

Definitions;

OG - Ongoing – day to day tasks which are budgeted for annually

S - Short – 1 to 2 years, M- Medium -2 to 5 years, L-Long – 5 +

Resources required

A-OPEX -Annual Operational Expenditure – staffing or operational resource allocated as part of the annual plan

F-OPEX -Future Operational Expenditure – identified increased requirements for future consideration in annual allocation

F-CAPEX –Future Capital Expenditure – identified infrastructure requirements

Action	Responsibility	Timeframe	Resources	Priority	Status
Review span of hours paid parking	Parking	Completion by March 2017	F-OPEX	M	Completed
Explore parking incentives and variable pricing structures	Parking	Completion by March 2017	A-OPEX	M	Completed
In conjunction with relevant stakeholders, explore future alternatives other than free parking days that may provide greater benefit to retailers	Parking, Marketing & Events	Completion by March 2017	F-OPEX	L	Ongoing with DCCI
Consider future direction and provision of free parking days	Parking	Completion by March 2017	F-OPEX	M	Completed, removed free parking days pending outcome of action 3.
Reword by-law to ensure parking infringements are rounded to an even dollar amount	Governance	Completion by June 2016	A-OPEX	M	Completed

Enhance promotion of Best Street Car Park	Parking, Media/Communications	Completion by June 2016	A-OPEX	M	Completed
Explore alternative PAYL sites and options following any changes to Best Street Car Park as part of Living City plans	Infrastructure & Works	Completion by 2020	F-CAPEX	L	Not due to Commence
Finalise the pay by phone trial and consider future options	Parking	Completion by September 2016	F-OPEX	L	Due to be completed asap
Continue to explore alternative payment methods/technology for parking meters	Parking	Ongoing	F-CAPEX	L	Ongoing, as opportunities to purchase equipment arise, this will be given consideration.
Develop a more detailed and formal asset replacement program	Parking/Assets	Completion by June 2016	A-OPEX	M	Completed, ongoing plan in the Capital Budget program.
Explore and introduce an automatic process of uploading information from handheld infringement devices to the main payment system	Parking	Completion by December 2016	F-CAPEX	M	Completed
Determine technology to be used within the Multi Storey Car Park	Parking, Economic Development	Completion by March 2017	F-CAPEX	H	Completed
Consider Pricing structure of Multi Storey Car Park	Parking, Economic Development	Completion by March 2017	A-OPEX	H	Completed



Review ownership model of Multi Storey car park to determine whether it remains under Council ownership and/or management	Economic Development	Completion by 2020	A-OPEX	M	Not due to Commence
Explore options for creation of additional parking space in Southern CBD	Parking, Economic Development	Commence exploring alternatives immediately	F-CAPEX	H	Completed, Steele St Carpark opened Dec 16.
Complete vacancy and parking utilisation surveys in both Council and competitor car parks on an annual basis	Parking	Annual Task	A-OPEX	H	Ongoing
Complete a review to consider consolidation, disposal and usage of existing/remaining car parks	Parking, Economic Development	Completion by 2020	F-OPEX	M	Not due to Commence
Review campervan, caravan and trailer parking	Parking, Infrastructure & Works	Completion by June 2017	F-OPEX	M	Completed, new RV parking at Vic Parade
Explore private car park monitoring opportunities for expansion	Parking	Completion by December 2018	F-OPEX	L	Completed, 128 Best St carpark, Hill Street Carpark and Coles/Woolworths Carpark negotiated.
Consider reduced parking rates or parking permits for new residential development within the CBD to encourage inner city living	Parking, Economic Development	Completion by December 2016	F-OPEX	L	Completed, reduced overall parking rates.

Develop a detailed permit policy	Parking	Completion by June 2016	A-OPEX	L	Completed
Develop an improved aged, disability, service pension permit process/concession voucher booklet scheme	Parking	Completion by December 2016	A-OPEX	M	Still on-going – it was determined to hold off until the fees and other pricing structures were reviewed first.
Create a permit process specifically for tradespeople	Parking	Completion by June 2016	F-OPEX	L	Completed
Review reserved parking utilisation	Parking	Completion by June 2016	A-OPEX	H	Completed, unnecessary reserved parking removed.
Ensure that short stay parking is provided in retail areas to ensure a high turnover for shoppers	Parking, Economic Development, Infrastructure & Works	Ongoing	A-OPEX	M	Ongoing
Encourage visitors to the CBD to use off-street car parks through improvements to their design and operation	Parking, Tourism, Infrastructure & Works	Completion by June 2016	F-CAPEX	M	Review completed, Minor changes made.
Ensure that an adequate provision of disabled parking bays are provided in convenient locations	Parking, Infrastructure & Works	Completion by December 2017	F-OPEX	M	Review completed, more bays added.
Review pricing for Disabled Parking bays	Parking	Completion by December 2017	F-OPEX	L	This was put on hold until the pricing structure and review of available disability bays was completed.

Review loading Zones including time limits and specific truck only zones	Parking, Infrastructure & Works	Completion by December 2017	A-OPEX	L	Recently commenced.
Review provision and location of Taxi Zones	Parking, Infrastructure & Works	Completion by December 2017	A-OPEX	L	Recently commenced.
Recycling and decorating old meters to attract donations for charity	Community Development	Completion by June 2018	A-OPEX	L	Not due to commence yet.
Educate stakeholders about the Capital and operating costs of parking resources in addition to their environmental and social implications	Parking, Media & Communications	Completion by June 2017	A-OPEX	L	Ongoing.
Promotion of bicycle parking; implementation of Bike Riding Strategy	Parking, Infrastructure & Works	Ongoing	A-OPEX	L	Ongoing
Advocate and promote use of existing ferry service	Media & Communications	Ongoing	A-OPEX	L	Not yet commenced
Advocate for improved public transport	Parking, Infrastructure & Works	Ongoing	A-OPEX	L	Ongoing where possible
Review of bus shelters in Devonport for compliance and prioritisation of improvements	Infrastructure & Works	Completion by June 2018	F-OPEX	M	Not due to commence yet.
Review motor bike parking provision	Parking, Infrastructure & Works	Completion by June 2018	A-OPEX	L	ongoing

**Parking Strategy - Action List - Status update**

**ATTACHMENT [1]**

Improved website information	Parking, Media & Communications	Completion by June 2016	A-OPEX	M	Completed
Information for retailers	Parking, Media & Communications	Completion by June 2016	A-OPEX	M	Ongoing
Complete signage review	Parking	Completion by June 2016	F-CAPEX	M	Completed

Devonport City Council



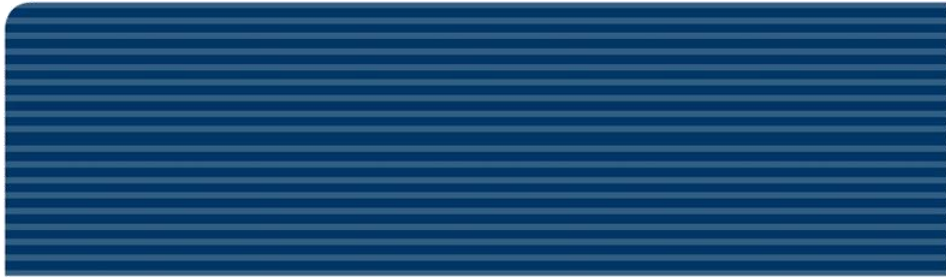
*The City with Spirit*



Parking Strategy

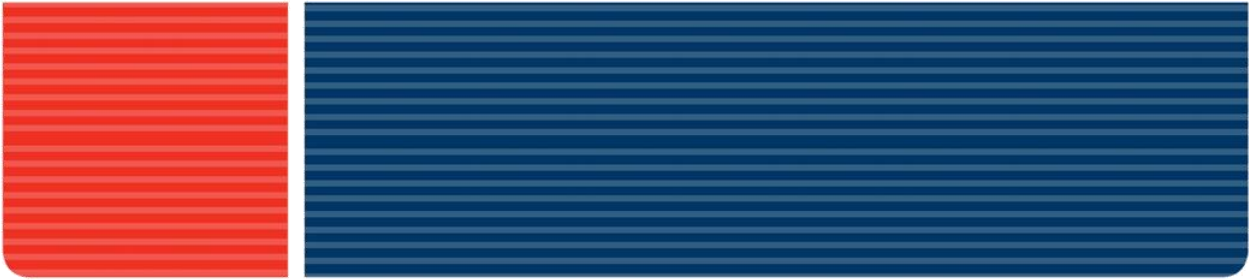


<b>Next Date of Review:</b>	<b>22 February 2021</b>
<b>Document Controller:</b>	Parking Coordinator
<b>Document Reviewer:</b>	Executive Manager Corporate & Business Services
<b>Date Adopted by Council:</b>	<b>22 February 2016</b>



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# 1. Introduction

Devonport City Council first adopted a parking strategy in December 2010. This revision of the strategy, based on the original, updates the strategy for the present day statistics and known future direction. It also considers feedback provided by the community, including information and comments provided as part of a parking survey undertaken in October 2015.

Developing and regularly reviewing a Parking Strategy provides Council with the opportunity to examine parking with a holistic approach and formulate future directions which will aim to serve the economic, social and environmental needs of the City into the future.

The Strategy defines Council's role as a legislator, provider, facilitator and regulator of car parking facilities, from initial planning stages through to enforcement.

## 1.1 Overview of Devonport

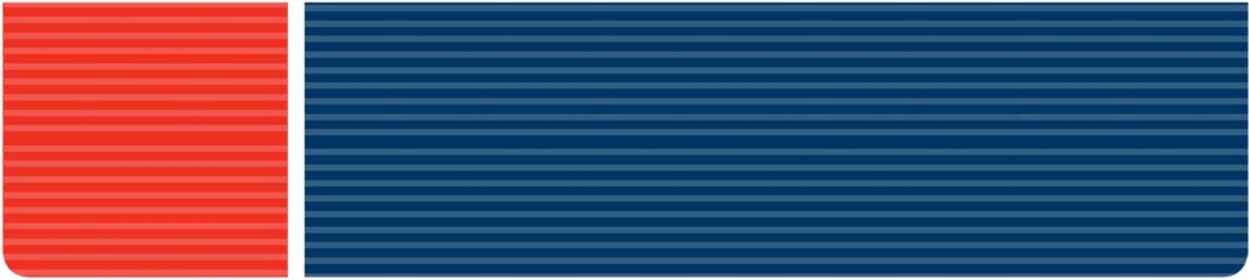
Devonport is a City with a population in excess of 25,000 people and is situated on Tasmania's North Coast. Devonport provides services for residents of the immediate area and surrounding regions. Devonport is a focus of tourist activity, with the Spirit of Tasmania ferries linking the City to Melbourne.

Devonport's industry is focused on a number of key sectors comprising retail trade, manufacturing, health & community services, property & business services and education. Given Devonport's geographical location and natural resources, other important sectors are agriculture, transport and tourism.

Council's Vision, as articulated in Devonport's Strategic Plan 2009-2030 is for Devonport to be a "thriving and welcoming regional City living lightly by river and sea:

- Strong, thriving and welcoming regional City - Devonport is a regional leader with a strong economy. It is a great place to live, work and play.
- Valuing the past, caring for the present, embracing the future - We have been shaped by a rich cultural heritage and enthusiastically embrace present challenges and future opportunities.
- Engaging with the world - We have an outward focus and send quality products and experiences to the world. We welcome all people to share our beautiful City and all it offers.
- Living lightly by river and sea - We live lightly on our valued natural environment of clean rivers, waterways, beaches; rich agricultural land and coastal landscapes so future generations can also enjoy this special place."

Council has committed to the LIVING CITY Project, a \$250 million rejuvenation of the central business district. Commencing construction in 2016, this project will have significant influence on the outcomes and aims of this strategy.



## 1.2 Study Area

This strategy is focused on the entire Devonport area rather than specifically the CBD and Four Ways retail area. Parking issues affect many parts of the City including residential streets and school areas.

# 2. Purpose and Objectives

## 2.1 Guiding Principles

The following principles have been identified to guide the development of both the original Parking Strategy and this revision. They relate to the long term goals in the Devonport Strategic Plan 2009-2030:

- A high degree of accessibility to and within the CBD for workers, shoppers, and visitors is required for the vitality of Devonport (Devonport Strategic Plan 2009-2030 Long Term Goal 3);
- Parking strategy cannot be divorced from other aspects of planning including land use, transport, social infrastructure (Devonport Strategic Plan 2009-2030 Long Term Goals 2, 4 and 5); and
- Demand management, rather than demand satisfaction, is the more sustainable approach to parking provision (Devonport Strategic Plan 2009-2030 Long Term Goal 1)

## 2.2 Objectives

The discussion and actions identified throughout this strategy are aimed at achieving the following objectives:

- Improved demand management in CBD car parks
- Maximise use of existing Pay as You Leave (PAYL) car park facility
- Review and utilise new technology
- Complete construction of Multi-Storey Car Park
- Investigate creation of further parking space in the Southern CBD
- Ensure adequacy of parking supply following finalisation of Living City hotel and retail development plans
- Enhance the existing permit scheme and ensure the balance between Councils social obligations and revenue implications are considered
- Encourage long-term parking in off-street car parks
- Introduce decorated redundant meters in strategic locations to attract donations for charity

## 3. Strategic and Legislative Context

Devonport's Strategic Plan 2009-2030 identifies the following long term goals:

1. Living lightly on our environment
2. Building a unique city
3. Growing a vibrant economy
4. Building quality of life
5. Practicing excellent governance

Strategy 2.3.1 states "Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards"

Parking supply and location has a role to play within each of these long term goals, as it has a major impact on the transport network and the development of urban areas. A coordinated approach is critical from Council to ensure a balance is achieved between differing urban goals. For example, the economic prosperity of a city centre relies on a high level of accessibility for all transport modes, however as an example encouraging greater vehicular travel into the city may not meet environmental objectives.

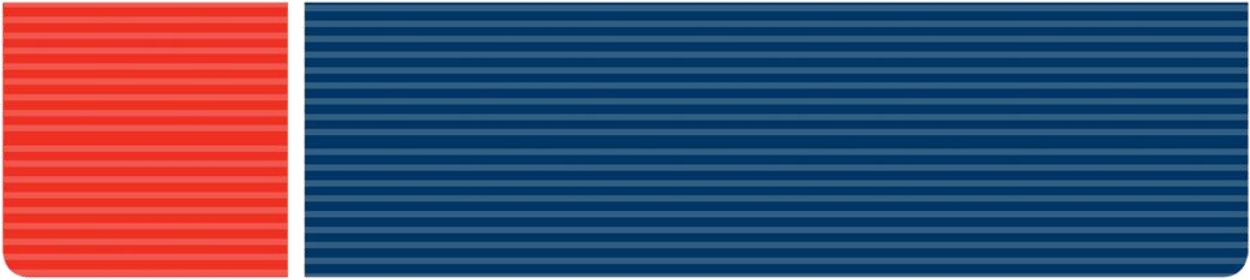
The transport network allows users to travel to activities, be it work, shopping or recreation purposes. Parking has a critical role to play in enabling these users to stop and participate in activities. The location or supply of parking can be a powerful tool in controlling or redirecting transport demand. Similarly, parking can be used to influence the urban environment by persuading or dissuading users from accessing particular areas.

Council operates in accordance with it's Car Parking By-law made under section 145 of the *Local Government Act 1993* for the purpose of regulating and controlling the use of car parks belonging to and/or controlled by the Council.

### 3.1 Planning Scheme Requirements

The Devonport Interim Planning Scheme 2013 specifies the minimum number of off-street parking spaces that must be provided for a wide range of development types. The number of spaces required is generally based on the gross floor area, and/or the number of occupants or seats.

The rates nominated in the Interim Planning Scheme are in most cases as originally included in the 1984 planning scheme, and there may be opportunity to review the ongoing appropriateness of these requirements as cultural changes occur. A number of amendments to this section of the Planning Scheme have already been introduced to address new types of development such as call centres and discount department stores.



### 3. Strategic and Legislative Context (continued)

#### 3.2 CBD Car Parking Exemption Zone (Devonport Local Area Parking Scheme)

Off-street car parking is not currently required to be provided at most developments within the CBD area, although the Planning Scheme does not prohibit the provision of onsite parking. This reduces the amount of land taken up for parking within the CBD, and supports the operation of the existing car parks.

Requiring developments within the CBD to provide car parking for their staff and / or customers would increase the volume of traffic entering the CBD, make inefficient use of land that could otherwise generate economic activity for the City, and counteract sustainable transport planning initiatives. However there is the risk that with future development in the CBD the off-street parking supply will become exhausted, with the responsibility for providing increased parking falling on Council. In this instance, the balance between the extent of the Car Parking, Exemption Zone and the obtaining of funds from the cash-in-lieu scheme needs to be managed. The role of Council and the private sector in providing public parking within the CBD should also be reviewed.

#### 3.3 Cash-in-lieu Policy

Where a development cannot provide the full number of parking spaces as required by the Planning Scheme, "cash-in- lieu" may be required for each space that is not provided. Any cash-in-lieu payments received by Council can only be expended on the maintenance, improvement or supervision of public car parks in the vicinity of the development, or on the provision of a new public car park nearby.

## 3. Strategic and Legislative Context (continued)

### 3.4 Parking Standards

The standard of parking layout to be applied is outlined in the Devonport Interim Planning Scheme 2013 although the Scheme is far from comprehensive in its requirements.

The Traffic Generating Use and Parking Code of the Scheme sets out the various development standards that need to be satisfied. This includes the numerical calculation of parking spaces required, provision for loading and unloading of vehicles, road access and the design in accordance with AS/NZS2890.1 (2004).

The Scheme also includes within the Central business zone an overlay that depicts two precincts where the provision for parking or for loading is exempt from the Code provisions. If a development requires on-site parking within this zone then it is essential that the parking areas are not visible from the road, be necessary for the activity proposed and not exceed the minimum number usually required.

### 3.5 Related Strategies

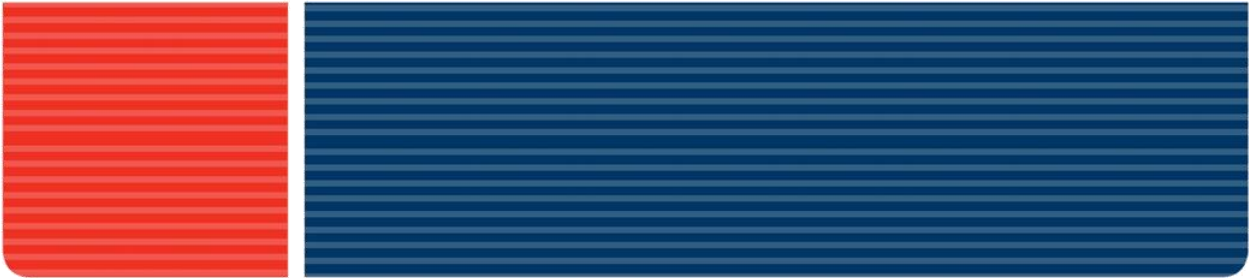
There are a suite of Council documents that have a direct relationship with the Parking Strategy.

The Devonport Road Network Strategy is aimed at providing and maintaining a road network suitable for Devonport and its road users. In particular, the strategy addresses a series of key issues identified through analysis of the existing road network and consultation with key stakeholders, Council and the general public.

Council has an adopted a Bike Riding Strategy which aims to make bike riding more accessible and safer for everyone through promotion, community education and the provision of a well maintained network of bike lanes and paths.

The Devonport City Pedestrian Network Strategy has been produced to 'Progressively make Devonport an area where it is safe and convenient to walk, where people are actively encouraged and enabled to walk, and where the community supports efforts to increase walking.' The Strategy is about making places more pedestrian friendly and encouraging people to walk to more places, more often.

A Public Transport Strategy is being developed which will detail the benefits and options for improved public transport systems, including the impact of the existing Ferry service across the Mersey River between East Devonport and Devonport.



### 3. Strategic and Legislative Context (continued)

Accurate and relevant information and signage about the location, availability and costs of parking can reduce congestion (from circulating and queuing traffic) and make finding parking easier for visitors and tourists. Council's Signage Strategy details specific actions relating to location, detail and provision of signage.

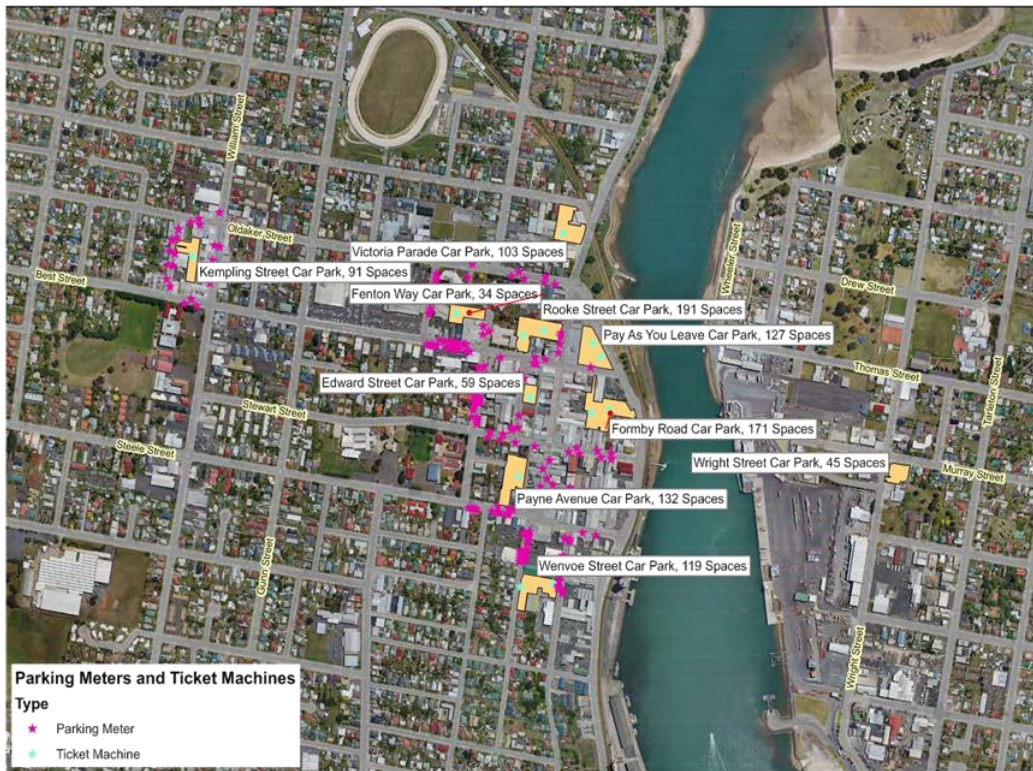
### 4. Current Context

#### 4.1 Parking Supply

Devonport City Council currently owns and operates 9 off-street car parks with a total parking capacity of 1,027 spaces for use by the general public. Council also operates 440 metered on- street parking spaces.

There are also a number of private car parks within the CBD area, including large areas associated with the Kmart and Woolworths stores on the block bounded by Best, Griffiths, Oldaker and Gunn Streets. These car parks are currently administered by CarePark.

Below is a Devonport parking map which shows Council's car parks and metered parking.



## 4. Current Context (continued)

### 4.2 Pricing

The charge for all metered on street parking and off street car parks is determined each year by Council as part of its annual fees and charges schedule. On street meters are charged a consistent rate across the City whilst there is some price variation between car parks.

On street meters are currently operation 9.00am until 5.30pm Monday to Friday and 9.00am until 1.00pm Saturday. Car Park fees apply from 8.00am until 5.30pm on weekdays. There are no charges for car parks on public holidays or weekends.

Monthly Permits and reserved space programs are also available.

### 4.3 Utilisation

To determine the relative utilisation of each of the parking areas occupancy surveys of off-street parking areas and on-street metered spaces are undertaken by Council's Parking and Information Officers periodically.

Table 1 details the occupancy in Council car parks from a survey conducted in late 2015.

**Table 1**

<b>Carparks</b>	<b>Average Occupancy</b>	<b>Capacity</b>	<b>Percentage of Capacity</b>
Best Street	43	127	33%
Edward Street	48	59	81%
Fenton Way	5	34	14%
Formby Road	100	171	58%
Fourways	64	91	70%
Payne Avenue (non reserved)	25	58	43%
Rooke Street	113	177	64%
Victoria Parade	33	103	32%
Wenvoe Street	119	96	80%

These readings based on limited manual observations, were taken at a busy time of year and therefore are considered to provide a conservatively high estimate of demand across the whole year.

It can be seen that occupancy is highest in the Edward Street, Wenvoe Street and Fourways car parks. It is clear from the overall occupancy rate that there is potential for the distribution of parking to be more evenly spread than it currently is.

Table 2 outlines the meter usage during the survey period.

## 4. Current Context (continued)

Table 2

Meters	Average Occupancy	Capacity	Percentage of Capacity
Best Street	23	61	37%
Edward Street	17	22	77%
Fenton Street	15	45	33%
Formby Road	2	6	33%
Griffith Street	2	12	16%
Kempling Street	12	27	44%
King Street	32	41	78%
Macfie Street	6	18	33%
Oldaker Street	27	39	69%
Rooke Street	25	27	93%
Steele Street	11	15	73%
Stewart Street	48	54	89%
Wenvoe Street	12	22	55%

### 4.4 On-Street Parking

As part of a survey conducted in December 2014, counting was undertaken on the peripheral residential streets, ie: Parker, Forbes, Adelaide, Barker etc, that are often parked in by workers. This study found that on the normal paid parking days, an average of 500 vehicles per day parked in the residential streets, whilst on free parking days it appears almost no workers were parked in the same streets.

### 4.5 Living City

LIVING CITY is an urban renewal project that will transform Devonport and revitalise the North West Region. Council adopted the LIVING CITY Master Plan in September 2014. Independent analysis has found that. Significant economic benefits will result from the creation of new retail, business/service and waterfront precincts focused on highlighting the Regions tourism, arts, food & services.

The Plan is underpinned by key principles which involve creating the following distinct precincts within the CBD:

1. Retail Precinct linking the existing shopping centres and preventing further fragmentation;
2. Business and Professional Services Precinct giving purpose to the Southern CBD; and
3. Cultural Waterfront Precinct opening the City up to the river and creating a new City heart.



## 4. Current Context (continued)

As each of these distinct phases progress, there will be impacts on parking supply and provision. Parking within the City will be very different in five years as a result of this project.

## 5. Strategy Development

### 5.1 Parking Surveys

Community consultation in relation to parking was undertaken in September 2015.

The consultation via a detailed 60 question survey attracted 114 responses. In total, 253 people visited the consultation page on Council's website and either viewed the survey, completed the survey or read the existing Parking Strategy. The statistical results were supported by detailed comments to questions.

Some key observations from the survey results include:

- 25% of people rated it difficult or very difficult to find parking when they visit the Devonport CBD
- 73% of respondents feel Council's pricing and penalties are inappropriate
- Exactly 50% of respondents have used the Best Street Car Park since Pay as You Leave (PAYL) parking was introduced
- Whilst cash clearly remains the preferred method for paying for parking at present, the introduction of pay by phone technology and increased credit card payment options may alter this view in the future

The full survey results were presented to Council and the community in January 2016.



## 6. Issue discussion

### 6.1 Multi Storey Car Park

As part of Council's LIVING CITY project a new multi-storey car park will be constructed, with commencement in early 2016. The car park will have 530 spaces over three levels, two vehicle entrances (Best Street and Fenton Way), and exits onto Fenton Way only. Pedestrian accesses are provided to the proposed market square, Best Street and Fenton Way.

Technology and associated pricing structure have yet to be determined.

This multi-storey car park will be the most significant investment in parking infrastructure in the City's history and will change the landscape of parking provision within the City. Maximising utilisation of the multi-storey car park once constructed will allow for greater options to be explored with other current car parking arrangements.

### 6.2 Southern CBD

There are existing demand issues within the Southern CBD. The Wenvoe Street car park is on average 83% occupied. A lack of available parking spaces in this part of town is an impediment to business growth and a deterrent for new business wishing to commence in the area. Regardless of any changes, as a result of new precincts evolving as part of the LIVING CITY project, there is a need to identify increased parking in this area. New sites will need to be explored for off-street car parking and existing timed zones in the CBD fringe area will need to be reviewed.

### 6.3 LIVING CITY Implications

LIVING CITY construction, commencing in early 2016 will change the landscape of car parking in Devonport's CBD. Whilst the construction of a 530 space Multi Storey Car park will provide additional parking, the existing Rooke Street and Best Street Car Parks will be lost once all stages of the project are complete.

Short term strategies will be implemented whilst the Rooke Street car park is unavailable during the construction period.

It is likely there will be additional parking spaces created with any retail development and similarly with a hotel development when they occur. All of the above will mean that consolidation, disposal and usage of existing/remaining car parks will need to be considered.

Significant changes to the parking layout also provides an opportunity to review campervan, caravan and trailer parking within the CBD and explore private car park monitoring opportunities for expansion of Council's existing regulatory role.

## 6. Issue discussion (continued)

### 6.4 Pricing

Pricing is one of the fundamental mechanisms available to manage the use of parking. As the price of parking increases, the demand for parking generally decreases. That is, fewer people will be willing to pay a higher price. Demand is dramatically increased where parking is free with an unconstrained supply.

Revenue from parking also allows Council to recoup some of the costs of providing parking, and to contribute to the funding of such activities as maintenance, upgrades and expansions. It is one of the few opportunities a regional centre has to generate income from neighbouring residents accessing regional facilities.

The construction of a Multi Storey Car park, and other likely changes to existing parking infrastructure, are catalysts for review of the existing fee structure.

#### 6.4.1 Charges

It is appropriate to use pricing to differentiate between on-street parking and off-street parking, reflecting the generally higher convenience of on-street parking compared to off-street locations. Higher charges for on-street parking, in coordination with time restrictions, can encourage higher turnover of spaces so that a short-stay space is more likely to be available.

Pricing can also be used in lieu of time restrictions to discourage long-term parking in some locations. For instance, the rate charged for stays over say 3 or 4 hours could be higher.

The existing price structure in off-street car parks already imposes a relatively significant daily cost, and it is likely that commuters and long term parkers need to be encouraged in to off-street parking areas from free on-street parking on the CBD fringe. So the pricing in some off-street parking areas could be structured to encourage use by workers, by setting a daily fee that would be attractive when compared to the alternatives (e.g. a car park with a per hour charge or a significant walk from a free parking area.) Parking charges can also be used to support sustainable transport alternatives to the private car, by reducing the difference between the cost of parking and the cost of an alternative. For example if the cost of parking all day is comparable to the cost of a return bus fare and the bus service offers a satisfactory level of service (trip frequency, reliability, comfort etc) then more people will be encouraged to use the bus for trips to and from work, reducing the overall demand for parking. Higher parking costs may also encourage multiple occupant vehicles, further reducing overall parking demand.

#### 6.4.2 Free Parking

In addition to weekends, Council provides free parking in off-street car parks on the following days each year as determined in January 2011:

- Devonport Cup (half day)
- Easter Thursday

## 6. Issue discussion (continued)

- Burnie Show Day (Friday)
- Launceston Cup
- Devonport Christmas Parade

In practical application of the free days, Launceston Show Day has been used as a substitute day for the Launceston Cup Day as it is a full day public holiday in Launceston rather than a part day holiday.

Free parking days do not support the strategic objectives of the Parking Strategy in that they do not encourage regular movement of vehicles or raise revenue from visitors to Devonport.

The parking occupancy survey in December 2014 determined that approximately 61 extra vehicles per day are within the CBD during free parking days excluding vehicles that move from the peripheral residential streets on these days. Yet the income forgone by Council is in the vicinity of \$6,000 per day. Retail promotions that have improved success at drawing visitors to the City may need to be investigated further to maximise economic investment rather than continuing with free parking days. Further alternatives other than free parking days that may provide greater benefit to retailers need to be explored.

### 6.5 Technology

#### 6.5.1 Payment Methods

Currently parking in Devonport can be paid for by cash (coins only) only at parking meters, cash or credit cards at ticket machines, or by cash, EFT or credit card when paying for permits over the counter at Council.

Pay by Phone technology is being trialed on Council owned car parks.

Varied other technology exists that allows, albeit at a cost, an increased range of payment methods for both payments made in advance and payments made at the time of parking and Council must continue to explore options available that will enhance the user experience.

#### 6.6 Payment Mechanism

The current payment mechanism described as "Pay and Display" (P&D) is available in all carparks (other than Best Street PAYL carpark), where drivers anticipate the length of time that they will be parking and pay the appropriate fee upfront with their payment indicated by a ticket displayed inside the vehicle.

Pay and Display has a number of advantages which include access to the parking area is not restricted by boom gates or other controls, which minimises the potential for queuing.

## 6. Issue discussion (continued)

The main disadvantages of P&D are:

- Where tickets are issued, there is inconvenience for drivers who must park, walk to the ticket machine, and return to their car to display the ticket. This is often manifested in the distribution of parking within a car park, with most people preferring to park close to the ticket machine;
- Requires manual checking of tickets and enforcement;
- Drivers must anticipate the length of their stay up front, with no flexibility to extend the length of stay without completing another transaction at the ticket machine or meter, and in some cases where time limits apply they must also move their car;
- The need for change to insert into the ticket machine; and
- Where tickets are issued motorcycles may not be able to display the ticket securely.

The Best Street Car park is "Pay As You Leave" (PAYL), where drivers are issued a ticket when they enter the parking area, and pay a fee on exiting based on the duration of stay. Future changes to car parks will require an examination of structure and consideration of points which include:

- Provided that car park entries and exits can be adequately controlled, PAYL is self-enforcing, whereas P&D requires manual enforcement on a regular basis. As a result, it would be expected that revenue from parking fines would decrease if an area was converted to PAYL, although this may be offset to an extent by an increase in parking revenue as people may be more inclined to increase their length of stay at the end of a period, rather than at the beginning;
- PAYL areas will generally not have time restrictions applied, although the pricing strategy can be used to discourage long-term parking. It is also possible with PAYL to provide an initial free period, such as the first 30 minutes or 1 hour, or to offer discounts if purchase of a good or service can be proved. P&D areas will often have time limits, with parking vouchers expiring after the time limit.
- P&D requires parkers to estimate the length of their stay on arrival, with any extension requiring additional transactions. PAYL allows parkers to pay for the total length of their stay in one transaction.

### 6.7 Permits

Council currently subsidises (in part or wholly) parking costs for certain groups in the community. These include some community groups who do not have to pay for parking. Whilst it should be noted that the cost (paid by the user) of all parking is subsidised in some way, the further subsidising of particular disadvantaged groups within the community is one way that Council can support these groups. However, the main implication for Council of the amount and number of subsidies provided is the loss of revenue from people not having to pay for parking, which is compounded by the abuse and misuse of Council subsidies.

## 6. Issue discussion (continued)

Council also offers discounted rates to the general public for monthly permits for parking in council carparks, and an annual permit for parking in metered spaces. It is likely that the attractiveness of these offers is reduced by the current availability of free parking alternatives close to the CBD.

There are concerns with the existing Concession Voucher Booklet system especially with the confusion around how to use the booklet and is open to abuse because of this.

Additionally the guidelines for charging tradesman permits referred to as "hooded meters" should also be revised.

Reserved parking spaces in the Payne Avenue car park are infrequently used and there is a need to review the provision and management of these spaces due to the heavy administrative requirements, enforcement burden and potential loss of casual parking capacity.

### 6.8 Time Zones

Residential amenity and the desire of workers looking for free parking needs to be balanced. Safety implications also need to be considered. The *Traffic Act* sets the current regulatory guidelines regarding parking too close to corners and driveways but it could be argued in some of Devonport's narrow streets this is not a sufficient control. If time zones are introduced in residential areas, permits for residents are issued allowing them and their visitors to park for longer than the designated time zones.

#### 6.8.1 Time Restrictions

Applying time restrictions to parking spaces allows some users to be restricted, or at least discouraged, from using some spaces. For instance, long-term (all day) parking can be discouraged for the benefit of short-term parking. Short time restrictions encourage high turnover of spaces, which can be beneficial in retail areas. On-street spaces in commercial and retail areas should be subject to short restrictions, encouraging high turnover and creating more opportunities for short-term parkers. Longer-term parking can be provided off-street or remote from the main activity area.

### 6.9 On-Street Parking

On-street parking is usually the most convenient for destination land uses, particularly in "traditional" retail areas (as opposed to shopping centres which are usually located off-street and have their own off-street car parking). As such, demand for on-street spaces may be high, and competition for spaces can be considerable. It is important, therefore, to determine a functional priority for the allocation of on-street parking spaces. The allocation of priority needs to consider the different requirements for different types of land use, such as retail areas or residential areas.

## 6. Issue discussion (continued)

On-street parking controls are used to meet the objectives of this strategy. There are a number of guiding principles used when considering the use of on street parking controls:

- Minimise use: only use parking controls where there is a demonstrated need
- Minimise impact: only apply parking controls at times when there is demonstrated need
- Simplicity: keep parking controls as simple as possible
- Consistently: apply parking controls consistently within areas and between areas, considering the factors described below.

Factors that are considered when determining the use of on-street parking controls include:

- Road Use: Roads with more traffic and higher speeds are more likely to require parking controls to facilitate safe driving and parking. Vehicles types on the road, such as heavy vehicles and public transport vehicles may also influence the use of parking controls.
- Adjacent Land Use: The type of development on the road is key to determining the use of parking controls. Number of trips to a location, length of stay at a location, the needs of the visitors to a location and the availability of alternatives to on street parking all influence the use of parking controls

Road Safety: sight distances can be maintained through the use of parking controls

### 6.10 Motorcycle Parking

It is also appropriate to provide areas within public car parks for motorcycle parking. Parking for motorcycles is generally provided in groupings, and may be included in otherwise "wasted" space within parking areas, subject to consideration of safety implications. The location of motorcycle parking should also consider the practicalities of Pay and Display for motorcyclists, and it may be appropriate to exempt motorcycles from parking fees in some instances.

### 6.11 Parking Meters for Charity

A number of countries around the world have embraced the idea of using old parking meters to raise money for charity. The concept is based on old meters being decorated which are then placed in prominent locations to attract donations. In Montreal for example these meters attract donations in support of the city's homeless, whilst in San Francisco funds from a meter go directly to a chosen charity.

Council have 20 meters that could be used for this purpose. The old parking meters hold 40 coins and accept all coins apart from 50 cent pieces



## 6. Issue discussion (continued)

### 6.12 Education and Cultural Change

The quality of pre-trip information can influence parking behaviour. Visitors to a town such as Devonport will often rely on maps available from the Visitor Information Centre, the Spirit of Tasmania or on-line from trip-planning websites. They may also visit the website of the Devonport City Council, or be directed there from other sites. It is therefore vital that accurate and relevant information is available. Key information will include accurate maps showing access routes, parking areas and the location of key attractions. Interactive maps allow users to select the information most relevant to them, making the maps more user friendly.

Council's website, advertisements in the newspaper and other local media can be used by Council to communicate changes to the operation of parking in the city, and to provide day-to-day information about pricing, availability of permits, and other features of the parking system.

The educational and promotional material should be designed in such a way to encourage behavioral change. Anecdotally, Devonport residents have a preference to park very close to their destination, and strategies must be developed to encourage parking further away.

### 6.13 Enforcement

If people do not expect to get "caught", or held responsible for their actions, they may feel less worried about exceeding time restrictions or not paying the appropriate parking fees. The likelihood of being fined, and the value of the fine, can have a marked effect on behaviour. There is a balance to be reached between providing a high-enough likelihood of enforcement, and the limited resources available for enforcement tasks.

The value of any fines also contributes to a person's perception of the "risk" of being caught. The current fine value is linked to a penalty unit the Penalty Units and other *Penalties Act 1987*. Infringement amounts are set used under the *Traffic Act 1925* for parking in traffic areas such as no standing or no stopping zones, disability zones, time zones etc.

Council's fine amounts are listed in our Devonport Car Parking By-Law 2013 and start at 0.16 of a penalty unit. In the 2015/16 financial year that equates to \$24.64.

Technological improvements can be made to enhance the payment of fines, ensuring there is an automatic process of uploading information from handheld infringement devices to the main payment system.

Parking, control, enforcement and restrictions throughout Devonport are enforced by a team of 6 officers (4.45 FTE).



## 7. Implementation

The Parking Strategy is an important document in ensuring continued improvement in the provision, planning and management of parking in Devonport. It is important regular reviews are undertaken to ensure actions are being progressed and they remain relevant.

A detailed action plan is provided as part of this strategy.

In early 2015 a summary of the original action plan was provided to Council. There were 35 actions in the original strategy with 9 of these completed, 6 in progress and 8 ongoing. Eight actions have not commenced and 4 actions have been deferred.

A large number of the actions in the new Action Plan have been, and will continue to be, completed by staff within the existing budget allocation. Other items requiring a specific allocation of capital expenditure are considered and prioritised as part of the annual budget process.

## 8. Monitoring, Evaluation and Review

A report detailing progress of actions will be provided to the Governance and Finance Committee on an annual basis following adoption of the strategy.

Objective (include Objective No.):	Action:	Responsibility(Business Unit/Officer):	Timeframe	Resources: A-OPEX F-OPEX F-CAPEX	Priority: H M L	Council's Role /stakeholders/ partners role:
<b>Objective 1: Improved demand management in CBD car parks</b>	Review span of hours for paid parking	Parking	Completion by March 2017	F-OPEX	M	Council responsibility
	Explore parking incentives and variable pricing structures	Parking	Completion by March 2017	A-OPEX	M	Council responsibility
	In conjunction with relevant stakeholders, explore future alternatives other than free parking days that may provide greater benefit to retailers	Parking, Marketing & Events	Completion by March 2017	F-OPEX	L	Council responsibility in conjunction with DCCI
	Consider future direction and provision of free parking days	Parking	Completion by March 2017	F-OPEX	M	Council responsibility
	Reward by-law to ensure parking infringements are rounded to an even dollar amount	Governance	Completion by June 2016	A-OPEX	M	Council responsibility
<b>Objective 2: Maximise use of existing Pay as You Leave car park facility</b>	Enhance promotion of Best Street Car Park	Parking, Media/Communications	Completion by June 2016	A-OPEX	M	Council responsibility in conjunction with DCCI
	Explore alternative PAYL sites and options following any changes to Best Street Car Park as part of Living City plans	Infrastructure and Works	Completion by 2020	F-CAPEX	L	Council responsibility
<b>Objective 3: Review and Utilise new technology</b>	Finalise the pay by phone trial and consider future options	Parking	Completion by September 2016	F-OPEX	L	Council responsibility
	Continue to explore alternative payment methods/technology for parking meters	Parking	Ongoing	F-CAPEX	L	Council responsibility
	Develop a more detailed and formal asset replacement program	Parking/ Assets	Completion by June 2016	A-OPEX	M	Council responsibility
	Explore and introduce an automatic process of uploading information from handheld infringement devices to the main payment system	Parking	Completion by December 2016	F-CAPEX	M	Council responsibility

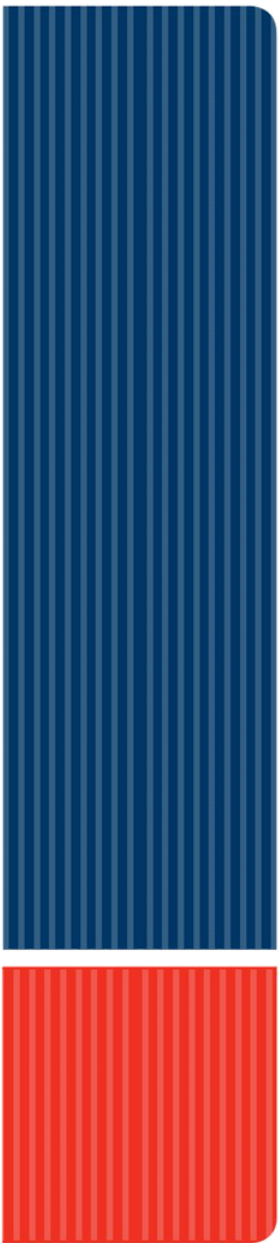
## Parking Strategy Action Plan

## Parking Strategy Action Plan

Objective (include Objective No.):	Action:	Responsibility(Business Unit/Officer):	Timeframe	Resources: A-OPEX F-OPEX F-CAPEX	Priority: H M L	Council's Role /stakeholders/ partners role:
<b>Objective 4: Complete construction of Multi-Storey Car Park</b>	Determine technology to be used within the Multi Storey Car Park	Parking, Economic Development	Completion by March 2017	F-CAPEX	H	Council responsibility
	Consider Pricing structure of Multi Storey Car Park	Parking, Economic Development	Completion by March 2017	A-OPEX	H	Council responsibility
	Review ownership model of Multi Storey car park to determine whether it remains under Council ownership and/or management	Economic Development	Completion by 2020	A-OPEX	M	Council responsibility
<b>Objective 5: Investigate creation of further parking space in Southern CBD</b>	Explore options for creation of additional parking space in Southern CBD	Parking, Economic Development	Commence exploring alternatives immediately	F-CAPEX	H	Council responsibility
<b>Objective 6: Ensure adequacy of parking supply following finalisation of Living City hotel and retail development plans</b>	Complete vacancy and parking utilisation surveys in both Council and competitor car parks on an annual basis	Parking	Annual task	A-OPEX	H	Council responsibility
	Complete a review to consider consolidation, disposal and usage of existing/remaining car parks	Parking, Economic Development	Completion by 2020	F-OPEX	M	Council responsibility
	Review campervan, caravan and trailer parking	Parking, Infrastructure and Works	Completion by June 2017	F-OPEX	M	Council responsibility
	Explore private car park monitoring opportunities for expansion	Parking	Completion by December 2018	F-OPEX	L	Council responsibility
<b>Objective 7: Enhance the existing permit scheme and ensure the balance between Councils social obligations and revenue implications are considered</b>	Consider reduced parking rates or parking permits for new residential development within the CBD to encourage inner city living	Parking, Economic Development	Completion by December 2016	F-OPEX	L	Council responsibility
	Develop a detailed permit policy	Parking	Completion by June 2016	A-OPEX	L	Council responsibility
	Develop an improved aged, disability, service pension permit process/concession voucher booklet scheme	Parking	Completion by December 2016	A-OPEX	M	Council responsibility
	Create a permit process specifically for tradespeople	Parking	Completion by June 2016	F-OPEX	L	Council responsibility
	Review reserved parking utilisation	Parking	Completion by June 2016	A-OPEX	H	Council responsibility

Objective (include Objective No.):	Action:	Responsibility(Business Unit/Officer):	Timeframe	Resources: A-OPEX F-OPEX F-CAPEX	Priority: H M L	Council's Role /stakeholders/ partners role:
<b>Objective 8: Encourage long-term parkers into off-street car parks</b>	Ensure that short stay parking is provided in retail areas to ensure a high turnover for shoppers	Parking, Economic Development, Infrastructure and Works	Ongoing	A-OPEX	M	Council responsibility
	Encourage visitors to the CBD to use off-street car parks through improvements to their design and operation	Parking, Tourism, Infrastructure and Works	Completion by June 2016	F-CAPEX	M	Council responsibility with stakeholders involvement
	Ensure that an adequate provision of disabled parking bays are provided in convenient locations	Parking, Infrastructure and Works	Completion by December 2017	F-CAPEX	M	Council responsibility with stakeholders involvement
	Review pricing for Disabled Parking bays	Parking	Completion by December 2017	F-OPEX	L	Council responsibility with stakeholders involvement
	Review loading Zones including time limits and specific truck only zones	Parking, Infrastructure and Works	Completion by December 2017	A-OPEX	L	Council responsibility with stakeholders involvement
	Review provision and location of Taxi Zones	Parking, Infrastructure and Works	Completion by December 2017	A-OPEX	L	Council responsibility with stakeholders involvement
<b>Objective 9: Introduce decorated meters to attract donations for charity</b>	Recycling and decorating old meters to attract donations for charity	Community Development	Completion by June 2018	A-OPEX	L	Council responsibility with charitable organisations involvement
<b>Objective 10: Embrace and promote complementary strategies to manage demand for parking</b>	Educate stakeholders about the capital and operating costs of parking resources in addition to their environmental and social implications	Parking, Media, Communications	Completion by June 2017	A-OPEX	L	Council responsibility
	Promotion of bicycle parking; implementation of Bike Riding Strategy	Parking, Infrastructure and Works	Ongoing	A-OPEX	L	Council responsibility with Community Groups involvement
	Advocate and promote use of existing ferry service	Media & Communications	Ongoing	A-OPEX	L	Council responsibility with stakeholders involvement
	Advocate for improved public transport	Parking, Infrastructure and Works	Ongoing	A-OPEX	L	Council responsibility
	Review of bus shelters in Devonport for compliance and prioritisation of improvements	Infrastructure and Works	Completion by June 2017	F-OPEX	M	Council responsibility with stakeholders involvement
	Review motor bike parking provision	Parking, Infrastructure and Works	Completion by June 2018	A-OPEX	L	Council responsibility with stakeholders involvement
<b>Objective 11: Improved education and information provision in relation to parking</b>	Improved website information	Parking/ Media Communications	Completion by June 2016	A-OPEX	M	Council responsibility

## Parking Strategy Action Plan



## Parking Strategy Action Plan

Objective (include Objective No.):	Action:	Responsibility(Business Unit/Officer):	Timeframe	Resources: A-OPEX F-OPEX F-CAPEX	Priority: H M L	Council's Role /stakeholders/ partners role:
	Information for retailers	Parking/ Media Communications	Completion by June 2016	A-OPEX	M	Council responsibility
	Complete signage review	Parking	Completion by June 2016	F-CAPEX	M	Council responsibility

## 5.2 FINANCE REPORT FOR FEBRUARY 2018

File: 26544 D516359

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

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

### BACKGROUND

Monthly financial reports are provided to Council for information.

### STATUTORY REQUIREMENTS

No statutory requirements relate directly to this report.

### DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 28 February 2018.

Included in the report are the following:

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

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

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

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

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, YTD expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year.

### COMMUNITY ENGAGEMENT

No community engagement was required for this report.

### FINANCIAL IMPLICATIONS

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

**RISK IMPLICATIONS**

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

**CONCLUSION**

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

**ATTACHMENTS**

- [1.](#) Council Meeting - Attachment 1 - Finance Report - February 2018
- [2.](#) Council Meeting - Attachment 2 - Capital Works - February 2018

**RECOMMENDATION**

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

Author:	Ekkachai Szucs	Endorsed By:	Jeffrey Griffith
Position:	Acting Accountant	Position:	Executive Manager Corporate Services



## Devonport City Council FINANCE REPORT

### YTD for the month ended February 2018

The operating result for the month of February is a higher than budget surplus of \$1.54M which represents a 16% gain on budget. At this stage the operating result for the financial year ending June 2018 is forecast to be a surplus of \$310K.

#### **Rates & Service Charges - \$107K Favourable**

Rates and service charges are ahead of budget as follows: general rates \$62K, waste management charges \$29K, and fire levy charges \$16K. This is primarily due to supplementary assessments processed in January 2018. A forecast adjustment of \$90K has been made.

#### **Fees and User Charges - \$143K Favourable**

Fees and user charges are ahead of budget predominantly due to; infringements and fines \$81K, cemetery fees \$26K, parking fees \$42K, and development fees \$35K. These gains are partially offset by unfavourable variations in admissions charges \$84K (Julie Burgess and marketing and events - Jazz and DFW festivals), property leases \$29K, and animal registrations \$19K. The performance of parking revenue and lease income will continue to be monitored, therefore only a \$45K forecast adjustment has been made at this stage.

#### **Grants - Operating - \$232K Favourable**

Operating grants are significantly over budget, primarily due to unbudgeted instalments received from the Department of State Growth for the demolition of the maternity hospital. At this time only a \$990K forecast adjustment has been made of which \$950K relates to the demolition of the maternity hospital and \$40K relates to above budget Federal Assistance grant funding. Note the \$950K forecast adjustment is offset by a \$950K forecast adjustment under materials and services relating to contractor expenditure to carry out the demolition works.

#### **Contributions - Operating - \$1K Favourable**

The slightly favourable variation predominantly relates to unbudgeted contributions in Infrastructure \$5K, and Recreational Development \$4.7K. This is slightly offset by lower than expected marketing and events sponsorship income. A forecast adjustment of \$5K has been made.

#### **Dividend Income - \$279K Favourable**

Dividend revenue is significantly ahead of budget primarily due to receiving a \$180K 'special dividend' in October from Dulverton Waste Management for their better than expected financial performance in the 2016/17 year, and also a TasWater 2016/17 final wash up payment of \$40K. In addition from slightly higher than expected tax equivalence income Council received under the National Tax Equivalence Regime (NTER). A forecast adjustment of \$300K has been made.

#### **Profit sharing - \$34K Favourable**

The favourable variation relates to a 50% profit sharing arrangement with Belgravia Leisure and is based on the 2016/17 trading period of Splash Aquatic and Leisure Centre. A forecast adjustment of \$34K has been made.

#### **Interest Income - \$93K Favourable**

Interest income is ahead of budget due to a higher than anticipated cash balance throughout the 2017/18 year and the use of term deposits to maximise interest. Three term deposits are likely to be utilised until June 30. A forecast adjustment of \$140K has been made.

#### **Other Revenue - \$89K Favourable**

The majority of the gain relates to sundry income \$40K, the recovery of outstanding infringements \$25K, and utility recoveries associated with the Devonport Aquatic Centre \$12K. A forecast adjustment of \$55K has been made for unbudgeted quarterly contributions (reported as sundry income) from Service Tasmania and Burnie City Council for the services of the Living City project officer and natural resource management officer respectively.



**Employee Benefits - \$325K Favourable**

Expenditure on employee benefits is currently below budget primarily consisting of: employee related costs (training, w/comp & payroll tax) \$125K direct employee costs \$112K, leave entitlements \$51K and superannuation \$37K. The favourable variation can be attributed in part to unfilled vacancies as the budget for employee costs was based on 148.03 FTE's whereas the actual YTD figure for January totalled 143.09 FTE's. At this stage, a \$55K forecast adjustment has been made.

**Materials and Services - \$232K Unfavourable**

Materials and services expenditure are above budget, primarily by contractors expenditure of \$690K due to unbudgeted demolition costs of the maternity hospital, as well as timing related due to resealing projects being scheduled earlier than anticipated. This is partly offset by savings in general expenses \$235K, advertising and marketing \$63K, computer services \$60K and consultants \$36K. Expenditure incurred for the demolition of the maternity hospital is to be reimbursed by the Dpt. of State Growth - refer to above note on operating grants received. A forecast adjustment of \$944K has been made which primarily reflects the additional contractor expenditure associated with the demolition of the old maternity hospital which corresponds with and is offset by the forecast adjustment for the additional \$950K of grant funding from the Dept. of State Growth.

**Depreciation - \$142K Favourable**

Savings in depreciation are primarily explained by over budgeted depreciation for IT relating to TechOne software. A \$135K forecast adjustment has been made.

**Financial Costs - \$246K Favourable**

Financial costs are currently less than budget and predominantly relate to Living City interest expense. The gains reflect the delayed drawdown of Living City loan proceeds in addition to a consistently low interest rate environment. A forecast adjustment has not been considered at this stage.

**Levies & Taxes - \$42K Favourable**

The favourable variation relates to Council rates for Living City and parking and land tax for Living City. A forecast adjustment of \$11K has been made.

**Other Expenses - \$81K Favourable**

A majority of the favourable variation in other expenses relates to the delayed timing of sponsorship of \$60K. Only a \$10K forecast adjustment has been made.

**Internal Charges and Recoveries - \$38K Unfavourable**

Net recoveries are behind budget by \$38K. Recoveries from Operations and CI are behind budget by \$39K and 10K respectively. While Plant is ahead of budget by \$11K. According to the Works system to the end of February 2018, a total of 8,005 labour hours have been capitalised compared to a budget of 9,115 hours.

**Balance Sheet**

The balance of Capital Work in Progress at the end of February is \$53.75M of which \$46.7M relates to the Living City Project, while \$4.74M relates to prior years projects not yet capitalised.

<b>FINANCIAL SUMMARY</b>		YTD to February 2018		
Operating Summary	YTD		Annual Budget	Current Forecast
	Budget	Actual		
Revenue	34,433,045	35,410,362	38,422,987	40,492,522
Expenditure	24,961,189	24,394,527	39,018,660	40,182,494
<b>Operating Position</b>	<b>9,471,856</b>	<b>11,015,834</b>	<b>(595,673)</b>	<b>310,028</b>

Capital Expenditure Summary	Annual Budget	Actual	Annual Forecast
<b>Capital Expenditure</b>	<b>63,259,210</b>	<b>28,284,422</b>	<b>63,259,210</b>

Cash Information		February 2018	June 2017
Operating Account (Reconciled balance)		2,944,149	3,568,105
Interest-Earning Deposits		14,573,917	12,394,846
		<b>17,518,065</b>	<b>15,962,951</b>

Debtor Information	February 2018	June 2017	Rates Debtors Ageing	February 2018	% of Annual Rates
Rates Debtors	6,310,230	(119,014)	2017/2018 - Current	6,126,741	22.5%
Infringement Debtors	61,301	31,789	2016/2017 - 1 Year	81,137	
Sundry Debtors	2,360,689	500,417	2015/2016 - 2 Years	35,618	
Planning & Health Debtors	9,759	8,691	2014/2015 - 3 Years	18,857	
	<b>8,741,978</b>	<b>421,883</b>	2013/2014 - Older	47,877	
				<b>6,310,230</b>	

Cash Investment Information		Actual Rate	February 2018
ANZ Cash Deposits - At Call		1.90%	2,540,361
ANZ Loan Repay. A/c - (existing loans) - At Call		1.50%	31,307
CBA Cash Deposits - At Call		1.00%	2,248
NAB Term Deposit		2.40% 3 months maturing 24/05/2018	4,000,000
AMP Term Deposit		2.55% 6 months maturing 7/03/2018	4,000,000
MyState Term Deposit		2.45% 4 months maturing 6/4/2018	4,000,000
			<b>14,573,917</b>

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

Benchmarks: BBSW90 Day Index 1.79%  
RBA Cash Rate 1.50%

#### Commentary

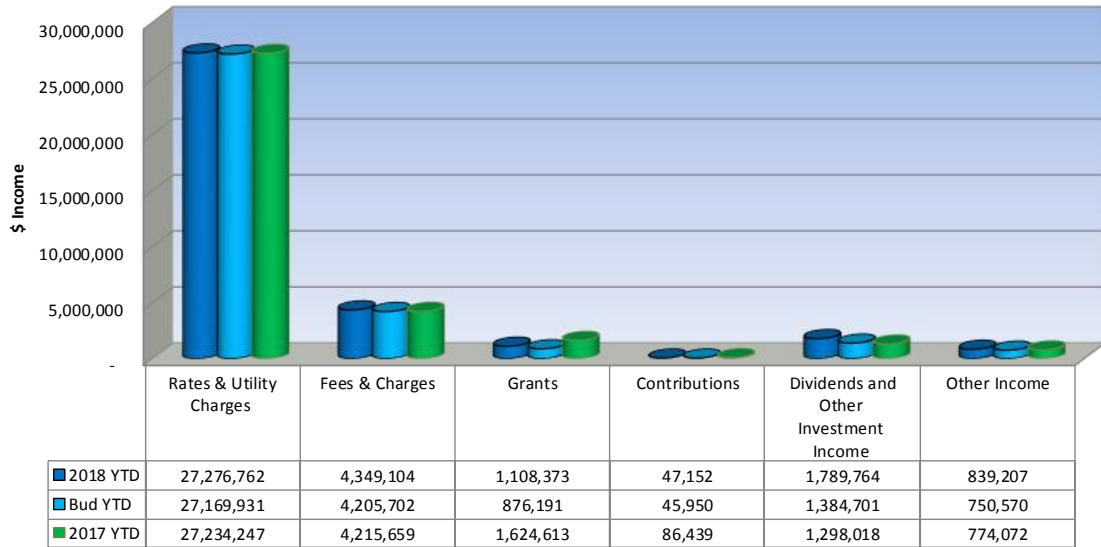
This report provides a high level summary of operational income and expenditure, capital expenditure and the cash and receivables position as at the date of the report.

**SUMMARISED OPERATING REPORT**

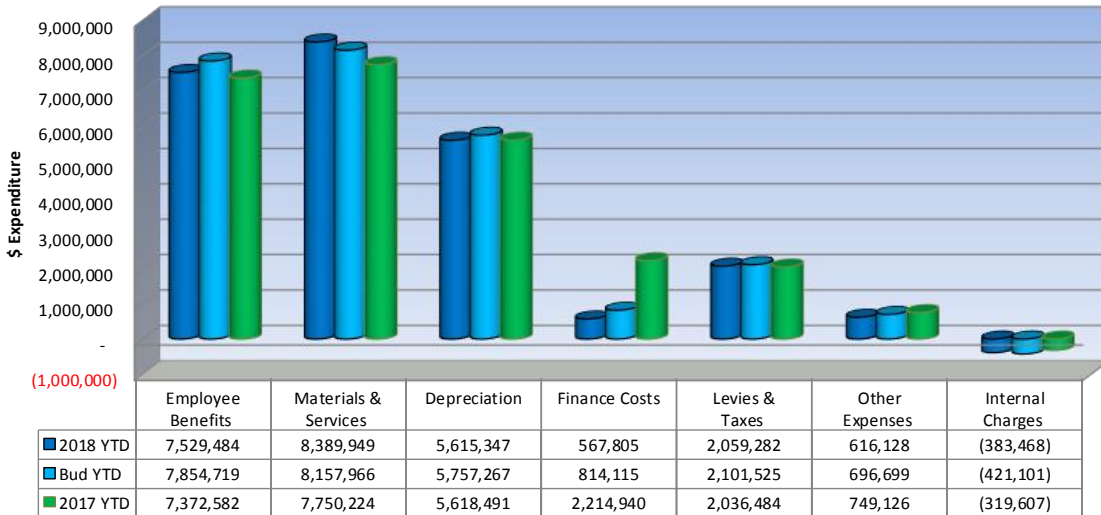
YTD to February 2018

	YTD		YTD Variance		Full Budget 2018	Forecast 2018
	Budget	Actual	\$	%		
<b>INCOME</b>						
Rates and Service Charges	27,169,931	27,276,762	106,831	0.4%	27,227,431	27,728,264
Fees and User Charges	4,205,702	4,349,104	143,402	3.4%	6,417,880	6,462,880
Grants - Operating	876,191	1,108,373	232,182	26.5%	1,133,300	2,123,300
Contributions - Operating	45,950	47,152	1,202	2.6%	49,925	54,925
Dividend Income	1,216,701	1,495,054	278,353	22.9%	2,314,426	2,614,426
Profit Sharing	-	33,702	33,702	#DIV/0!	-	33,702
Interest Income	168,000	261,007	93,007	55.4%	252,000	392,000
Other Revenue	750,570	839,207	88,637	11.8%	1,028,025	1,083,025
<b>TOTAL INCOME</b>	<b>34,433,045</b>	<b>35,410,362</b>	<b>977,317</b>	<b>2.8%</b>	<b>38,422,987</b>	<b>40,492,522</b>
<b>EXPENSES</b>						
Employee Benefits	7,854,719	7,529,484	325,235	4.1%	12,041,147	11,986,147
Materials and Services	8,157,966	8,389,949	(231,983)	-2.8%	12,835,034	13,779,035
Depreciation	5,757,267	5,615,347	141,920	2.5%	8,815,900	8,680,900
Financial Costs	814,115	567,805	246,310	30.3%	1,503,403	1,503,403
Levies & Taxes	2,101,525	2,059,282	42,243	2.0%	3,439,627	3,428,627
Other Expenses	696,699	616,128	80,571	11.6%	1,015,199	1,436,033
Internal Charges and Recoveries	(421,101)	(383,468)	(37,634)	8.9%	(631,651)	(631,651)
<b>TOTAL EXPENSES</b>	<b>24,961,189</b>	<b>24,394,527</b>	<b>566,662</b>	<b>2.3%</b>	<b>39,018,660</b>	<b>40,182,494</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>9,471,856</b>	<b>11,015,834</b>	<b>1,543,978</b>	<b>16.3%</b>	<b>(595,673)</b>	<b>310,028</b>
<b>CAPITAL ITEMS</b>						
Grants - Capital	5,126,550	7,121,986	1,995,436	38.9%	8,711,118	
Contributions - Capital	-	1,132,206	1,132,206	#DIV/0!	800,000	
Gain / Loss on Disposal of Assets	(19,000)	(957,506)	(938,506)	4939.5%	(537,000)	
Change in Value of Investment in DRWMA	-	-	-	0.0%	141,160	
<b>TOTAL CAPITAL ITEMS</b>	<b>5,107,550</b>	<b>7,296,686</b>	<b>2,189,136</b>	<b>42.9%</b>	<b>9,115,278</b>	
<b>NET SURPLUS / (DEFICIT)</b>	<b>14,579,406</b>	<b>18,312,520</b>	<b>3,733,115</b>	<b>25.6%</b>	<b>8,519,605</b>	
<b>Own Source Revenue:</b>	<b>97.3%</b>	<b>96.7%</b>			<b>96.9%</b>	

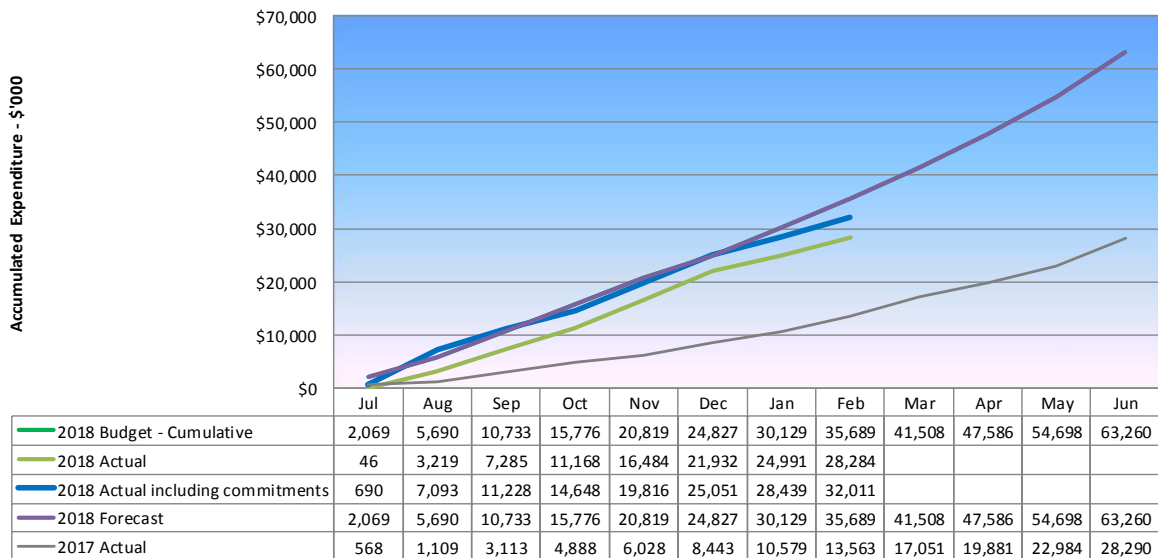
### Income Analysis



### Expenditure Analysis



### Capital Expenditure - \$'000



**BALANCE SHEET REPORT**

As at February 2018

	28 Feb 2018	30 Jun 2017
<b>Current Assets</b>		
Cash at Bank and On Hand	2,944,149	3,568,105
Trust Deposits	143,968	162,040
Cash Investments	14,573,917	12,394,846
Receivables - Rates and Utility Charges	6,310,230	(119,014)
Receivables - Infringements	61,301	31,789
Receivables - Sundry	2,360,689	500,417
Receivables - Planning & Health	9,759	8,691
Loans Receivable - Current	3,700	3,700
Accrued Revenue	497,627	584,179
Prepayments	96,054	96,054
Net GST Receivable	391,541	399,663
	<b>27,392,933</b>	<b>17,630,468</b>
<b>Non Current Assets</b>		
Loans Receivable - Non-Current	27,600	31,300
Dulverton Regional Waste Management Authority	5,515,274	5,515,274
TasWater	86,226,329	86,226,329
Property, Plant & Equipment	693,699,647	691,562,974
Accumulated Depreciation - PP&E	(272,673,035)	(269,017,808)
Capital Work in Progress	53,754,366	29,399,573
	<b>566,550,182</b>	<b>543,717,642</b>
<b>Total Assets</b>	<b>593,943,115</b>	<b>561,348,111</b>
<b>Current Liabilities</b>		
Trade Creditors	970,123	399,319
Accrued Expenses	736,551	3,539,025
Trust Liability	152,313	160,025
Income In Advance - Current	72,587	98,803
Loans - Current	36,475,030	19,738,000
Annual Leave	876,917	1,005,807
Long Service Leave - Current	1,082,981	1,139,222
	<b>40,366,503</b>	<b>26,080,201</b>
<b>Non Current Liabilities</b>		
Income In Advance - Non Current	13,000,000	13,000,000
Derivative Financial Instruments	307,105	307,105
Loans - Non-Current	-	-
Long Service Leave - Non-Current	431,714	431,714
	<b>13,738,820</b>	<b>13,738,820</b>
<b>Total Liabilities</b>	<b>54,105,323</b>	<b>39,819,021</b>
<b>Net Assets</b>	<b>539,837,792</b>	<b>521,529,090</b>
<b>Equity</b>		
Asset Revaluation Reserve	306,153,714	306,157,532
Asset Revaluation Reserve - Associates	1,445,822	1,445,822
Other Reserves	9,829,424	9,829,424
Accumulated Surplus	204,096,311	196,878,567
Operating Surplus / (Deficit)	11,015,834	2,051,514
Capital Surplus / (Deficit)	7,296,686	5,166,231
<b>Total Equity</b>	<b>539,837,792</b>	<b>521,529,090</b>
<b>Current Ratio:</b>	<b>0.68</b>	<b>0.68</b>

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

## Capital Works Income &amp; Expenditure Report for February 2018

	Funding 2017/18				Expenditure 2017/18			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	Month	Month	Spent	
<b>Summary</b>												
Open Space & Recreation	759,400	194,998	954,398	-	115,272	18,118	133,390	821,008				
Buildings & Facilities	1,638,000	2,680,214	4,318,214	-	1,462,453	2,256,320	3,718,773	599,441				
Stormwater	610,000	161,927	771,927	-	433,447	21,402	454,848	317,079				
Transport	5,065,000	916,804	5,981,804	1,211,868	3,147,893	916,530	4,064,422	1,917,382				
Living City	39,900,000	9,929,021	49,829,021	7,499,250	22,846,518	126,408	22,972,926	26,856,095				
Plant & Fleet	549,100	267,051	816,151	-	144,506	351,529	496,035	320,116				
Other Equipment	399,200	188,495	587,695	-	134,334	36,719	171,053	416,642				
<b>Total Capital Works</b>	<b>48,920,700</b>	<b>14,338,510</b>	<b>63,259,210</b>	<b>8,711,118</b>	<b>28,284,422</b>	<b>3,727,025</b>	<b>32,011,447</b>	<b>31,247,763</b>				
<b>Open Space &amp; Recreation</b>												
CP0128 Signage Strategy Actions		66,313	66,313		14,411	5,800	20,211	46,102	Sept - 17	Mar - 18	30.5%	Sports ground signage installed prior to Masters Games, signage for parks and public amenities has been installed
CP0129 Don River Rail Trail - Don to Tugrah gravel track		115,052	115,052		2,609	-	2,609	112,443	TBA	TBA	2.3%	Land acquisitions being finalised
CP0130 Home Hill - Facility signage		5,000	5,000		-	-	-	5,000	TBA	TBA	0.0%	Signage to be installed once the branding for Home Hill is developed
CP0131 Path lighting - Victoria Parade, 250m from Cenotaph north		8,633	8,633		6,703	-	6,703	1,930	completed	completed	77.6%	
CP0135 Meercroft Park - Re-clad external walls of change rooms	28,000		28,000		17,254	-	17,254	10,746	completed	completed	61.6%	
CP0134 Mersey Bluff Playground - Shade Sail Renewal	28,000		28,000		56	10,655	10,711	17,289	TBA	TBA	38.3%	New sail being fabricated
CP0136 Aquatic Ctr. O/door Filter vessels associated pipework and roof over	140,000		140,000		280	-	280	139,720	April - 18	May - 18	0.2%	Parts have been ordered and will be stored ready for work on site to be completed after summer season
CP0137 Vietnam Veteran's Memorial - BBQ shelter renewal	80,000		80,000		585	-	585	79,415	Feb - 18	April - 18	0.7%	
CP0138 Path Renewal Program	65,000		65,000		208	-	208	64,792	TBA	TBA	0.3%	
CP0139 Aquatic Centre - replace shade covers north & west of 50m pool	25,000		25,000		19,500	-	19,500	5,500	completed	completed	0.0%	
CP0140 Fitness Equipment East Devonport	217,400		217,400		6,855	-	6,855	210,545	TBA	TBA	3.2%	Quotations have been requested for civil work and equipment installation
CP0141 Julie Burgess Pontoon Lights	6,000	-	6,000		156	-	156	5,844	TBA	TBA	2.6%	
CP0142 Lovett St. Soccer Ground - new scoreboard & coach/players bench	50,000		50,000		28,770	1,663	30,432	19,568	completed	completed	60.9%	
CP0143 Mersey Vale cemetery - Children's Area	100,000		100,000		-	-	-	100,000	TBA	TBA	0.0%	
CP0144 Mersey Vale Cemetery - future columns for memorial garden	20,000		20,000		17,885	-	17,885	2,115	completed	completed	89.4%	
<b>Total Open Space &amp; Recreation</b>	<b>759,400</b>	<b>194,998</b>	<b>954,398</b>	<b>-</b>	<b>115,272</b>	<b>18,118</b>	<b>133,390</b>	<b>821,008</b>			<b>14.0%</b>	

Buildings & Facilities													
CB0059	Public Art		23,418	23,418		-	-	-	23,418	TBA	TBA	0.0%	
CB0078	Works Depot – Vehicle wash bay		107,371	107,371		106,261	307	106,569	802	completed	completed	99.3%	Awaiting permits from Taswater
CB0085	D/Port Dog's Home - Construction of 2 pens	80,000		80,000		160	-	160	79,840	TBA	TBA	0.2%	
CB0086	Payne Avenue toilet block	200,000		200,000		606	-	606	199,394	TBA	TBA	0.3%	Council decision, Res 256/17 (IWC 46/17) to reallocate funds to renew the East Devonport Foreshore toilet block.
CB0087	Devonport Football Club - roof	50,000		50,000		764	41,764	42,527	7,473	Mar - 18	Mar - 18	85.1%	Awaiting contractor, work is scheduled to be carried out in March
CB0080	Art Gallery Integration Project	1,300,000	1,549,425	2,849,425		347,025	2,214,249	2,561,275	288,150	Dec - 2017	TBA	89.9%	Finalising design and permits. Construction to commence December 2017
CB0089	Devonport rec. Centre - additional toilet in men's squash change rooms	8,000		8,000		7,459	-	7,459	541	completed	completed	93.2%	
CB0090	169 Steele St - Property purchase		1,000,000	1,000,000		1,000,177	-	1,000,177	(177)	completed	completed	100.0%	Purchase of site settled on 29/9/17
<b>Total Facilities</b>		<b>1,638,000</b>	<b>2,680,214</b>	<b>4,318,214</b>	<b>-</b>	<b>1,462,453</b>	<b>2,256,320</b>	<b>3,718,773</b>	<b>599,441</b>			<b>86.1%</b>	

	Funding 2017/18				Expenditure 2017/18			Balance	Performance Measures				
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments	
<b>Transport</b>													
CT0164	Steele St Fenton St Intersection Upgrade		10,000	10,000		5,072	5,910	10,982	(982)	completed	completed	109.8%	Commitment to be cancelled no longer required
CT0165	William St Renewal Best St- Stewart St		4,500	4,500		6,610	4,067	10,677	(6,177)	completed	completed	237.3%	Commitment to be cancelled no longer required
CT0169	Fornby Road & Best Street intersection safety improvements		262,089	262,089		-	-	-	262,089	TBA	TBA	0.0%	Signal changes to be implemented during 2017/18. Remaining works to be carried forward.
CT0175	Victoria Parade boat ramp improvements	300,000	165,652	465,652	280,000	393,792	1	393,793	71,859	completed	completed	84.6%	Improvements under consideration
CT0176	Tarleton St Wright St safety improvements - blackspot		112,036	112,036		1,625	143,256	144,881	(32,845)	Jan - 18	Feb - 18	129.3%	Additional external funding secured, not yet received. Civil work complete, Signal upgrades pending
CT0178	Middle Road interchange off ramp improvements		84,664	84,664		83,453	-	83,453	1,211	completed	completed	98.6%	
CT0183	Steele-Rooke-MacFie intersection renewal		62,378	62,378		64,616	-	64,616	(2,238)	completed	completed	103.6%	Additional work funded from under expenditure on other transport projects
CT0186	Elizabeth St renewal - Forbes to Hiller		2,000	2,000		2,682	-	2,682	(682)	completed	completed	134.1%	
CT0195	Oldaker and Ronald Safety Improvements	140,000		140,000	140,000	67,395	50,281	117,676	22,324	completed	completed	84.1%	
CT0196	Gatenby Drive detention basin access	20,000		20,000		3,972	-	3,972	16,028	completed	completed	19.9%	
NA	Webberleys Road Seal	60,000		60,000	45,000	-	-	-	60,000	NA	NA	0.0%	External funding not available. Project will no longer proceed.
CT0197	Paloona Road - Hogg Creek approach barriers	20,000		20,000		7,582	-	7,582	12,418	completed	completed	37.9%	
CT0198	Mersey Bluff pedestrian link	75,000		75,000		150	-	150	74,850	TBA	TBA	0.2%	Pending traffic, parking and pedestrian study due in May
CT0199	Griffiths Street - pedestrian link	30,000		30,000		32,346	116	32,462	(2,462)	completed	completed	108.2%	Additional work funded from under expenditure on other transport projects
CT0200	Forth Road, Don - pedestrian link	30,000		30,000		9,150	-	9,150	20,850	Apr-18	May-18	30.5%	External funding has been secured. Design progressing

CT0201	Road traffic device renewal	25,000		25,000		5,639	920	6,559	18,441	Jan-18	TBA	26.2%	Barrier repairs underway
CT0202	Street light provision	20,000		20,000		22,919	29,830	52,749	(32,749)	Aug-18	Apr-18	263.7%	2 poles in East Devonport ordered, over expenditure to be recovered from other Transport projects
CT0203	Transport minor works	25,000		25,000		50	-	50	24,950	TBA	TBA	0.2%	
CT0194	Reseal program	700,000		700,000		465,671	54,241	519,911	180,089	Aug-17	Apr-18	74.3%	Work in Clayton Drive, Steele St and Don Road due in April
CT0182	Parking Infrastructure renewal	25,000	20,539	45,539		2,262	-	2,262	43,277	Jan-18	TBA	5.0%	7 machines installed in Fourways
CT0205	Torquay Rd reconstruction - Canning Drv. East to West	400,000		400,000	-	304,216	-	304,216	95,784	completed	completed	76.1%	
CT0206	Birala Place renewal	90,000		90,000		77,653	-	77,653	12,347	completed	completed	86.3%	
CT0207	Saleyard Road renewal	300,000		300,000		32,330	208,197	240,527	59,473	Mar-18	Apr-18	80.2%	Construction pending
CT0208	Bishops Road renewal	480,000		480,000		24,438	-	24,438	455,562	TBA	TBA	5.1%	on hold - threatened species
CT0209	Formby Rd. renewal northbound - Lyons Av. To Bass Highway	330,000		330,000		124,258	242,712	366,970	(36,970)	completed	completed	111.2%	Additional works approved by Council Res Min 227/17
CT0210	CBD footpath renewals	200,000		200,000		31,036	168,499	199,535	465	Mar-18	May-18	99.8%	Construction pending
CT0211	Rural Road route signs	40,000		40,000		6,757	-	6,757	33,243	Apr-18	May-18	16.9%	Quotations requested
CT0212	D/port Road renewal - Bay Drv. to Mersey Rd.	350,000		350,000		377,461	4,186	381,647	(31,647)	completed	completed	109.0%	Additional stormwater and pavement work required to be funded from other transport projects
CT0213	James St. renewal - Clements St to Nth Fenton St	470,000		470,000		10,899	-	10,899	459,101	Mar-18	Jun-18	2.3%	Tenders closed and under assessment
CT0187	Ronald St. renewal - Madden St. to Parker St.	35,000	151,506	186,506		175,485	-	175,485	11,021	completed	completed	94.1%	
CT0214	Lighthouse carpark improvements	100,000		100,000		93,661	473	94,134	5,866	completed	completed	94.1%	
CT0189	Buster Road renewal - west of Don River (stg.2)	750,000	41,440	791,440	746,868	705,221	-	705,221	86,219	completed	completed	89.1%	
CT0215	Rooke St. (design) Stewart St. to Steele St.	50,000		50,000		9,492	3,842	13,334	36,666	Aug-18	TBA	26.7%	Consultation underway
	<b>Total Transport</b>	<b>5,065,000</b>	<b>916,804</b>	<b>5,981,804</b>	<b>1,211,868</b>	<b>3,147,893</b>	<b>916,530</b>	<b>4,064,422</b>	<b>1,917,382</b>			<b>67.9%</b>	

	Funding 2017/18				Expenditure 2017/18			Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
<b>Stormwater</b>												
CS0053		26,000	26,000		25,093	-	25,093	907	completed	completed	96.5%	
CS0055		66,886	66,886		2,977	-	2,977	63,909	TBA	TBA	4.5%	Project on hold awaiting Federal Government environmental approvals
CS0059		69,041	69,041		53,490	-	53,490	15,551	completed	completed	77.5%	
CS0062	30,000		30,000		17,283	4,106	21,389	8,611	Feb-18	TBA	71.3%	Work in Elizabeth St complete
CS0063	250,000		250,000		230,716	-	230,716	19,284	Jan-18	Mar-18	92.3%	Civil work complete. Minor rail work pending
CS0064	15,000		15,000		401	-	401	14,599	Mar-18	Apr-18	2.7%	Design progressing
CS0065	25,000		25,000		30,695	-	30,695	(5,695)	completed	completed	122.8%	Additional work funded from under expenditure on other stormwater projects
CS0066	15,000		15,000		8,796	-	8,796	6,204	completed	completed	58.6%	
CS0067	30,000		30,000		3,836	15,825	19,661	10,339	Mar-18	Mar-18	65.5%	Construction underway
CS0068	95,000		95,000		27,831	1,362	29,193	65,807	Mar-18	Apr-18	30.7%	Construction underway
CS0069	40,000		40,000		1,320	109	1,429	38,571	May-18	May-18	3.6%	Design progressing
CS0070	30,000		30,000		15,840	-	15,840	14,160	Sep-17	TBA	52.8%	2 sites completed, site 3 pending.
CS0071	50,000		50,000		15,167	-	15,167	34,833	Aug-17	TBA	30.3%	Various locations under consideration
	30,000		30,000					30,000			0.0%	Project combined with Victoria Parade Boat Ramp Improvements (CT0175)
<b>Total Stormwater</b>	<b>610,000</b>	<b>161,927</b>	<b>771,927</b>	<b>-</b>	<b>433,447</b>	<b>21,402</b>	<b>454,848</b>	<b>317,079</b>			<b>58.9%</b>	



<b>Plant &amp; Fleet</b>													
CF0020	Hire Plant Replacement Plan (including disposal proceeds)	320,000	65,452	385,452		35,143	351,529	386,672	(1,220)	NA	NA	100.3%	List of identified items to be progressively purchased
CF0021	Minor Non-hire plant Replacement Plan (including disposal proceeds)	59,100	45,347	104,447		17,357	-	17,357	87,090	NA	NA	16.6%	List of identified items to be progressively purchased
CF0019	Fleet Replacement Plan (including disposal proceeds)	170,000	156,252	326,252		92,006	-	92,006	234,246	NA	NA	28.2%	List of identified items to be progressively purchased
<b>Total Plant &amp; Fleet</b>		<b>549,100</b>	<b>267,051</b>	<b>816,151</b>	<b>-</b>	<b>144,506</b>	<b>351,529</b>	<b>496,035</b>	<b>320,116</b>			<b>60.8%</b>	
<b>Other Equipment</b>													
CE0008	Office Equipment (inc. art acquisition \$10K)	136,200	47,546	183,746		119,459	8,490	127,948	55,798	NA	NA	69.6%	List of identified items to be progressively purchased
CC0010 &	Information Technology - Renewal & Upgrades	263,000	140,949	403,949		14,876	28,229	43,105	360,844	NA	NA	10.7%	Ongoing program of IT infrastructure upgrades
<b>Total Other Equipment</b>		<b>399,200</b>	<b>188,495</b>	<b>587,695</b>	<b>-</b>	<b>134,334</b>	<b>36,719</b>	<b>171,053</b>	<b>416,642</b>			<b>29.1%</b>	
<b>TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY</b>		<b>9,020,700</b>	<b>4,409,489</b>	<b>13,430,189</b>	<b>1,211,868</b>	<b>5,437,904</b>	<b>3,600,617</b>	<b>9,038,521</b>	<b>4,391,668</b>			<b>67.3%</b>	
<b>Living City</b>													
CB0068	Living City - Strategic Initiatives	39,900,000	9,929,021	49,829,021	7,499,250	22,846,518	126,408	22,972,926	26,856,095	July - 17	June - 18	46.1%	Project to continue through duration of the year
<b>Total Living City</b>		<b>39,900,000</b>	<b>9,929,021</b>	<b>49,829,021</b>	<b>7,499,250</b>	<b>22,846,518</b>	<b>126,408</b>	<b>22,972,926</b>	<b>26,856,095</b>			<b>46.1%</b>	
<b>TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY</b>		<b>48,920,700</b>	<b>14,338,510</b>	<b>63,259,210</b>	<b>8,711,118</b>	<b>28,284,422</b>	<b>3,727,025</b>	<b>32,011,447</b>	<b>31,247,763</b>			<b>50.6%</b>	

## **6.0 COMMUNITY SERVICES REPORTS**

### **6.1 CORPORATE CLIMATE CHANGE ADAPTATION PLAN**

**File: 29524 D515972**

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

Council's Strategic Plan 2009-2030:

- Strategy 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government

#### **SUMMARY**

To present the Corporate Climate Change Adaptation Plan 2018-2023 to Council.

#### **BACKGROUND**

Council developed the first Corporate Climate Change Adaptation Plan in 2013 with funding through a Climate Connect Grant from the Tasmanian Climate Change Office, Department of Premier and Cabinet. All nine Councils of the Cradle Coast region developed adaptation plans through the project. The 2013 Plan has subsequently been reviewed internally in late 2017.

#### **STATUTORY REQUIREMENTS**

There are no statutory requirements in relation to this report.

#### **DISCUSSION**

The Plan aims to improve the capability of the Council to manage corporate risks associated with climate change that are within the Council's sphere of influence.

The development of the Plan is based upon municipality-specific, climate projection data provided by the Antarctic Climate and Ecosystems Cooperative Research Centre 'Climate Futures for Tasmania' program.

The Plan presents summarised scientific climate projections, risk statements, and adaptation actions for four key climate change impacts: Rainfall; Sea Level Rise and Storm Tide; Heat; and Bushfire.

Further details are provided in the attached Plan.

#### **COMMUNITY ENGAGEMENT**

As an internal corporate plan, several workshops were held with relevant Council officers in late 2017 to review progress of the 2013 plan, review current risks and develop new adaptation actions.

#### **FINANCIAL IMPLICATIONS**

Several actions in the plan are currently undertaken as part of usual business operations, and hence are budgeted for in the annual operational budget. Some actions will require a specific allocation in future operational and capital budgets that will be considered on an annual basis as part of Council's budgetary process.

**RISK IMPLICATIONS**

- Asset & Property Infrastructure  
Increased damage to Council's assets and infrastructure may result from extreme weather events. Actions to mitigate this risk are outlined in the plan.
- Environmental Sustainability  
Changes in climatic conditions may negatively impact on Devonport's environmental values and biodiversity. These have been factored into the plan.
- Emergency Business Continuity  
Increased extreme weather events resulting in power outages and telecommunications failure to Council buildings and assets may result in an inability of the Council to coordinate and deliver services and emergency management responses placing the community at risk. Council's Business Continuity Plan outlines strategies to address this.
- Risk Reporting  
Adaptation actions have been integrated into Council's risk register and will be reported through Council's risk reporting process.

**CONCLUSION**

The Corporate Climate Change Adaptation Plan 2018-2023 uses a risk management approach to climate change impacts, based on available scientific data, local knowledge, and internal expertise.

Scientific research and modelling of climate change is continually evolving. Therefore, there is a potential that future climate change projection data may require reassessment of the risks, actions and timeframes identified in this Plan. Otherwise the Plan will be reviewed in 2023.

**ATTACHMENTS**

- [1.](#) Corporate Climate Change Adaptation Plan 2018-2023

**RECOMMENDATION**

That it be recommended to Council that the Corporate Climate Change Adaptation Plan 2018-2023 be noted.

Author:	Carol Bryant	Endorsed By:	Matthew Atkins
Position:	Executive Officer Community Services	Position:	Deputy General Manager



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# Devonport City Council

## Corporate Climate Change Adaptation Plan 2018-2023



## Acknowledgements

The development of the 2013 Devonport City Council's Corporate Climate Change Adaptation Plan was funded through a Climate Connect Grant from the Tasmanian Climate Change Office, Department of Premier and Cabinet. This 2013 Plan has subsequently been reviewed internally by Devonport City Council staff in late 2017. The core content of this document is based on the 2013 plan:

Graham, Katrina; Green, Graham; Heyward, Oliver (2013). Devonport City Council's Corporate Climate Change Adaptation Plan. Southern Tasmanian Council's Authority.

### Disclaimer

While reasonable efforts have been made to ensure that the contents of the Devonport City Council's Corporate Climate Change Adaptation Plan are correct the STCA does not accept responsibility for the accuracy or completeness of its contents and shall not be liable for any loss or damage that may be occasioned directly or indirectly through the Adaptation Plan.



## Climate Change Snapshot for Devonport City Council

Tasmania is fortunate to have the highest resolution climate modelling conducted in Australia. The Climate Futures for Tasmania Project, completed in 2011, provides detailed climate modelling down to the municipal scale out to 2100. It provides a sound knowledge base for identifying climate related risks at a local level and subsequently in informing appropriate decisions to manage climate change related risks such as increasing temperatures, changing rainfall patterns, sea level rise and extreme events (torrential rain, flooding, storm surge and bushfire). Climate Futures for Tasmania prepared a detailed report specifically for Devonport City Council's municipal area, this report is included in the package of supporting documents provided to the Council with the Devonport City Council's Corporate Climate Change Adaptation Plan. The data and trends from this report remain unchanged in 2017. The material provided below is a summary of key points from the report.

### Current climate and recent trends

Devonport has a **temperate climate** with a **moderate temperature range** (average daily maximum is around 21.5°C in February and 12.7°C). **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 and Forthside Research Station receives an average of 967 mm per year (45 mm in January and 121 mm in July). There has been a **decline in average annual rainfall** since the mid 1970s, and this decline has been **strongest in autumn**.

### Projected change in conditions by 2100 (A2 emissions scenario)

Climate Change Variable	Change	Relative change
Temperature (annual average)	+2.6 to 3.3°C	
Summer days (>25°C)	+ 30days	300%
Warm spells (days)	From 6 days up to 19 days	216%
Hottest day of the year	+ 3 – 4°C	
Frost risk days/year	From 6 days down to 1 day	
Rainfall (annual average)	Slight increase in winter & summer	
Rainfall (wettest day of the year)	> 9mm	10 – 15 %
Rainfall extreme (ARI-200)	+ 35 mm	>35 %
Evaporation	Increase by 19%	19 %
Runoff	Average rainfall increase slightly in all seasons	
River flows	Decreased rainfall inland leading to reduced average flows: Forth & Mersey Rivers -7%. Don River little change 1%	
Coastal inundation	100-year event becomes a 4-year event	
Growing Degree Days	Current 1000 GDD to increase to 1750 GDD	



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### *Extreme events*

The changes in climate that are most likely to impact upon council's infrastructure, roads, and the local community and environment is a magnification in intensity of extreme events. Specific impacts on Devonport City Council are as follows:

The **temperature** of very hot days to **increase by up to 4°C**. **Warm spells** (days in a row where temperatures are in their top 5%) currently last around 6 days and **will increase by up to 19 days**.

Extended **heat waves** and more extreme temperatures are likely to enhance the **occurrence and intensity of bushfires**.

**Rainfall** will trend towards **heavier events** interspersed by **longer dry periods**. High daily runoff events are likely to increase, including those that may lead to erosion or flooding. **Rainfall volume in a 200-year average recurrence interval (ARI) event will increase by up to 35%**.

**Inundation** along coastline **will increase**. The current 100-year storm tide event is around 1.9 to 2.0m above average sea level, and accounting for sea level rise (0.82 m), the **current 100-year coastal inundation event will be exceeded every 10 – 30 years by 2030, and a 4-year event by 2090**.




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## 1. Introduction

### 1.1 Project Background

The preparation of the 2013 Devonport City Council Corporate Climate Change Adaptation Plan (the Plan), was funded by a Tasmanian Government Climate Connect grant, the Cradle Coast Council's Adaptation Project (the Project), for the extension of the Regional Councils Climate Adaptation Program (RCCAP) to the councils of the Cradle Coast. The Project reviewed and updated 4 priority climate change risks identified by Cradle Coast councils through the Local Adaptation Pathways Program (LAPP) in 2009 and developed adaptation actions. Delivered to the 9 councils of the Cradle Coast it importantly provides the foundation for consistent and collaborative adaptation planning at the council and inter council level, and regionally and state-wide.

The Project extended the RCCAP that was developed by councils for councils to increase their capacity to identify and manage the risks and opportunities associated with climate change. The 'pilot' phase of RCCAP was conducted with southern Tasmanian councils in 2011-12 and was delivered by the Southern Tasmanian Councils Authority (STCA) in partnership with the Tasmanian Climate Change Office (TCCO) and the Local Government Association of Tasmania (LGAT). The program's key outputs were:

- Council (corporate) Climate Change Adaptation Plans for each of the 12 southern councils;
- a Regional Climate Change Adaptation Strategy covering themes common to all councils;
- establishment of a local government climate change web-portal (to be hosted on the TCCO's website) for adaptation planning tools and resources; and
- extension to the Northern Councils.

RCCAP was funded by the Australian Government's Local Government Reform Fund (LGRF), administered by the Department of Regional Australia, Local Government, Arts and Sport. The Hobart City Council also provided a financial contribution of 20% of the overall program funds<sup>1</sup>.

In late 2017 the a working group of staff of the Devonport City Council reviewed the 2013 Plan, in particular the risk statements and developed priority actions in response.

The Plan assists in meeting strategy 1.2.2 of the Devonport Strategic Plan 2009-2030 to:

*1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government.*

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<sup>1</sup>The RCCAP was extended to councils of the 'Northern Region' in May 2012 and involved risk management and adaptation action planning workshops with West Tamar Council, Launceston City Council, Dorset Council and Break O Day Council.



## 1.2 Project Context

There is an expansive and growing body of scientific evidence that the global climate is changing and that extreme weather events and sea level rise will increase in the 21<sup>st</sup> century<sup>2</sup>. It is now recognised that there are a range of potential future climate scenarios dependent upon the scale of effort achieved in reducing greenhouse gas emissions. Even if the composition of today's atmosphere was fixed (which would imply a dramatic reduction in current emissions), surface air temperatures would continue to warm by up to 0.9 °C<sup>3</sup>. Under a 'best-case scenario' where significant reductions in greenhouse gas emissions are achieved it is still pertinent to initiate an adaptation response in order to minimise climate change impacts associated with the warming climate on infrastructure, economy, community and the environment.

In Australia, it is recognised by all tiers of government that it is appropriate and effective to manage climate change at a 'local' scale. The Australian Government recognises that local governments will be key actors in adapting to the local impacts of climate change and their engagement will be a critical part of any national reform agenda<sup>4</sup>. It has produced publications aimed at assisting local government manage climate change risk<sup>5</sup> and implement adaptation actions<sup>6</sup>. The TCCO also works in a collaborative manner to support local government in climate change adaptation projects.

The Council of Australian Government's (COAG) Select Committee on Climate Change, in September 2012, released the Paper the 'Roles and Responsibilities for Climate Change in Australia'<sup>7</sup>. The Paper stated that local government will:

- Administer relevant state and territory and / or Commonwealth legislation to promote adaptation as required including the application of relevant codes, such as the Building Code of Australia;
- Manage risks and impacts to public assets owned and managed by local governments;
- Manage risks and impacts to local government service delivery;
- Collaborate across councils and with State and Territory Governments to manage risks of regional climate change impacts;
- Ensure policies and regulations under their jurisdiction, including local planning and development regulations, incorporate climate change considerations and are consistent with State and Commonwealth Government adaptation approaches;

<sup>2</sup>IPCC, 2011: Summary for Policymakers. In: Intergovernmental Panel on Climate Change Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation [Field, C. B., Barros, V., Stocker, T.F., Qin, D., Dokken, D., Ebi, K.L., Mastrandrea, M. D., Mach, K. J., Plattner, G.-K., Allen, S., Tignor, M. and P. M. Midgley (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA.

<sup>3</sup>IPCC, 2007: Climate Change, 2007: The Physical Science Basis. Contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change [Solomon, S., D. Qin, M. Manning (eds.)].

<sup>4</sup> Department of Climate Change, 2010: Adapting to climate change in Australia, an Australian Government Position Paper

<sup>5</sup>Australian Greenhouse Office, 2006: Climate Change Impacts and Risk Management – a Guide for Business and Government.

<sup>6</sup> Department of Climate Change, 2009: Climate Change Adaptation Actions for Local Government.

<sup>7</sup><http://climatechange.gov.au/roles-and-responsibilities-climate-change-australia>



- 
- Facilitate building resilience and adaptive capacity in the local community, including through providing information about relevant climate change risks;
  - Work in partnership with the community, locally-based and relevant NGOs, business and other key stakeholders to manage the risks and impacts associated with climate change; and
  - Contribute appropriate resources to prepare, prevent, respond and recover from detrimental climatic impacts.

Local government's roles and responsibilities in responding to climate change, is reinforced by the *Local Government Act (Tas) 1993*, which requires councils to provide for the health, safety and welfare of the community; as well as represent and promote the interests of the community; and provide for the peace, order and good government of its municipal area.<sup>8</sup>

In managing and preparing for the impacts of climate change, Local Government is well positioned to work with communities due to its:

- core function to directly support and assist local communities;
- local knowledge and experience;
- understanding of community needs and vulnerabilities;
- key role in responding to emergencies;
- role in infrastructure design, construction and maintenance;
- role in review and update of planning schemes (in relation to identified local impacts and threats); and
- ability to effectively disseminate information and provide support to the community.

Local experience, in combination with relevant scientific data and technical expertise, provides the key inputs for undertaking a well-informed 'risk management' approach to climate change. Moreover, effective adaptation requires a portfolio of actions, ranging from fortifying infrastructure, building capacity (individual and institutional) to advocacy and collaboration. There is also an appreciation that managing current and future risks in relation to climate change can have benefits (such as improving human well-being and protecting biodiversity) regardless of the magnitude of climate change that occurs. It is in this context that the RCCAP is based.

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<sup>8</sup>*Local Government Act (Tas) 1993*.Section 20 Function and Powers.



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## 1.4 Purpose and scope

The Plan aims to improve the capability of the Council to manage the priority 4 key corporate risks associated with climate change, being Rainfall & Flooding; Sea Level Rise & Storm Tide; Heat; and Bushfire.

The development of the Plan was based upon council-specific, climate projection data provided by the Antarctic Climate and Ecosystems Cooperative Research Centre (ACE CRC) 'Climate Futures for Tasmania' program. The Plan identifies 5 priority climate change risks within the context of currently available climate change data. Scientific research and modelling of climate change is continually evolving. Therefore, there is a potential that future climate change projection data may require reassessment of the risks, actions and timeframes identified in this Plan.

Specific outputs from the modelled climate scenario for the Devonport City Council, such as future rainfall patterns, extreme events, bushfire likelihood and projected sea level rise formed the basis of 'risk management' and 'adaptation action' workshops held with the Council's staff in development of the Plan. Workshops were conducted in a manner consistent with the International Organisation for Standardisation (ISO) 31000:2009 Standard for Risk Management as well as the Australian Government publication *Climate Change Impacts and Risk Management: A Guide for Business and Government*. A review workshop was held with Council officers in late 2017 to review risks and where required develop new adaptation actions.

Outputs of the workshops conducted with the Council's staff underlie the content of the Plan. The Plan is structured so that the prioritised adaptation actions have been allocated to specific business units within the Council. Each priority action has associated roles, responsibilities and timeframes.

The Plan also presents adaptation actions to manage risks that are within the Council's sphere of influence, but are the responsibility, to some degree, of other organisations (such as State Government Agencies, Community Groups and Private Corporations). The primary purpose of the 'stakeholder' section of the Plan is to ensure there is: clear understanding of roles and responsibilities; clarity as to where partner organisations are at in managing climate change risk; and identification of collaborative opportunities for managing risks that are relevant to local communities.

The is adaptation plan incorporates an 'implementation plan' to ensure there is:

- a consistent process for the endorsement of corporate climate change adaptation plans by all councils of the region/State;
- a logical way for incorporation of key local risks and adaptation actions into council documents and processes such as risk registers, strategic plans, annual plans or asset management plans;
- an appropriate mechanism to implement sub-regional and regional adaptation actions either through advocacy or collaboration; and
- a mechanism for plan review and updating.



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## 2. Climate Change & Council's Corporate Risks

This section presents the Devonport City Council's:

- Summarised scientific climate projections for each of the key climate impacts: Rainfall; Sea Level Rise and Storm Tide; Heat; and Bushfire.
- Risk statements and adaptation actions for the 4 priority climate change risks based on a review and update of risks and actions in the 2013 plan.

The numbering of the treated risks are based on the numbering from the Devonport City Council Risk Assessment Spreadsheet to enable ready reference and review of the Plan.



## RAINFALL

### at a Glance

### Climate Change Projections

*(A2 emission scenario from Climate Futures Tasmania)*

By 2100 in Devonport City Council Municipal area:

- Rainfall is expected to trend towards heavier events interspersed by longer dry periods
- Rainfall on the wettest day of the year to increase by about 20%.
- Rainfall volume in 200-year average recurrence interval (ARI) event will increase by up to 35 %
- River flows will be reduced slightly :Forth River (central estimate -7%) Mersey River -7%. Don River little change 1%

*(from Local Climate Profile Hobart - Climate Futures Tasmania)*

### Key Vulnerabilities

Increased extreme rainfall events in Devonport City Council may result in:

- Periodic flooding of infrastructure and property
- Increased damage to infrastructure e.g. bridges
- Over-loading of on-site wastewater treatment systems
- Impact on emergency services capacity
- Greater vulnerability to drought due to seasonal rainfall changes
- Impact on the regional economy due to agricultural impacts such as soil erosion and crop damage
- Pressure on vegetation & wildlife due to rainfall change
- Impact on viability of local recreational and commercial fisheries



## 2.1 Rainfall & Flooding Risks

Rainfall events and flooding of a magnitude & frequency not experienced before have the potential to be devastating for infrastructure, agriculture, public safety and the regional economy.

The identified 'priority' rainfall and flooding risks and adaptation actions for Devonport City Council are presented below:

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-1	Stormwater system becoming under capacity in areas as a result of more intense, short duration rain events, leading to an increased requirement for upgrade or replacement.	Service Delivery	Likely	Major	Extreme

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk 1 (Service Delivery)							
A-1	Adequately resource the Action Plan accompanying the revised Stormwater Strategy - in particular flood modelling of priority areas	Infrastructure & Works	Stormwater Strategy	Within a year	Likely	Moderate	High
A-2	Continue preventative practices prior to and during extreme events e.g. clearing gutters and drains	Infrastructure & Works	Roads & Stormwater Service Level	Immediate	Likely	Moderate	High



Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-2	Increased rainfall / severe weather events leading to increased damage to infrastructure and roads resulting in increased maintenance and clean up costs	Financial	Likely	Moderate	High

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk 2 (Financial)							
A-3	Increase resources towards monitoring and maintenance activities	Infrastructure & Works	Roads & Stormwater Service Level	Within 5 years	Likely	Moderate	High

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-3	Riparian vegetated buffers to waterways are insufficient to reduce velocity of overland flow during more intense, short duration rain events resulting in erosion of waterways and sedimentation downstream	Environmental	Likely	Moderate	High

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk 3 (Environmental)							
A-4	Provide information to relevant sections of the community on the function of the catchments and buffers to waterways with the aim of retaining or revegetating riparian zones	Community Services	Environmental Sustainability Strategy	Within a year	Possible	Minor	Moderate
A-5	Maintain and where required revegetate riparian zones on Council owned and managed land	Community Services	Environmental Sustainability Strategy	Within a year	Possible	Minor	Moderate





Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-4	Increase in rainfall / flooding / high wind and other severe weather events leading to increased deterioration of roads, bridges, coastal and park infrastructure (eg trees, pontoons) resulting in heightened public safety concerns	Public Safety	Likely	Major	Extreme

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk 4 (Public Safety)							
A-6	Assess tree damage after high wind & rain events	Infrastructure & Works	Public Open Space Service Level	Immediate	Possible	Minor	Moderate



## SEA LEVEL RISE & STORM TIDE

### at a Glance

#### Climate Change Projections

*(A2 emission scenario from Climate Future Tasmania)*

- Sea level is predicted globally to increase by 0.82 m by 2100
- Inundation along the coastline is expected to increase
- The current 100-year storm tide event (0.9 to 1.2 m above average sea level) may become a 50-year event by 2030, and a 2 to 6-year event by 2090

#### Key Vulnerabilities

Sea level rise & storm tide in Devonport may result in:

- Inundation and degradation of low-lying roads and stormwater assets
- Inundation and damage to low lying property assets
- Damage to coastal walking tracks
- Impacts to the coastal environment (beaches, dunes, saltmarshes, wetlands).
- Exacerbation in flood impact in estuarine settlements when storm surge and river flooding coincide
- Loss of saltmarsh and wetland areas and distribution

## 2.2 Sea Level Rise and Storm Surge Risks

Sea level has been rising recently at approximately 3.3 mm/year. A rise of 0.82 meters in global average sea level is expected by 2100 under continuing high emissions of greenhouse gases (*Climate Futures Tasmania Municipal Profile*). LIDAR data is now available for much of the Tasmanian coast which shows how this inundation will affect low-lying areas of the Tasmanian coast under a range of inundation levels. This gradual filling of the 'bathtub' does not however account for the complexity of the full range of interacting factors and forces that occur on the shoreline e.g. shoreline type, wind conditions, wave run-up, freshwater flooding, or event timing and frequency. Coastal geomorphic studies that consider all of these factors are the most accurate method currently available for predicting the likely impact on specific areas of the coastline.

The identified 'priority' risks and actions for Devonport City Council's municipal area in relation to sea level rise and storm surge are presented below.



Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-5	Extreme storm tide events resulting in foreshore erosion and inundation impacting on council owned and managed reserves, parks and facilities resulting in increased costs to the council	Financial	Likely	Moderate	High

Action Code	Adaptation Action 1	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-5 (Financial)							
A-7	Advocate to the Cradle Coast Authority for a coastal vulnerability study of council assets across the region or state-wide	General Management	Strategic Plan	Within 5 years	Likely	Minor	Moderate

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-6	Sea level rise and increased coastal inundation during storm tide events resulting in areas becoming unsuitable for development or certain land-uses requiring rezoning through the Council's planning system and preparing for potential litigation issues for the Council	Strategy	Likely	Moderate	High

Action Code	Adaptation Action 1	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-6 (Strategy)							
A-8	Abide with relevant codes of the Tasmanian Planning Scheme	Development	Strategic Plan	Immediate	Possible	Possible	Moderate



Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-7	Increased coastal inundation during storm tide events resulting in inundation of Council owned and managed reserves resulting in environmental degradation and loss of coastal values	Environmental	Unlikely	Moderate	Moderate

Action Code	Adaptation Action 1	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-7 (Environmental)							
A-9	Assess risks, prioritise works and implement dune / foreshore restoration programmes as required	Community Services Infrastructure & Works	Strategic Plan	Long term	Unlikely	Minor	Low



## HEAT at a Glance

### Climate Change Projections

*(A2 emission scenario)*

By 2100 across Devonport City Council municipal area:

- Average annual temperatures are projected to increase by 2.6°C – 3.3°C.
- The number of days > 25°C is expected to increase to more than 25 days per year.
- The temperature of very hot days to increase by up to 4°C in some locations.
- Warm spells (days in a row where temperatures are in their top 5%) will last up to 19 days longer.
- Extended heat waves and more extreme temperatures are likely to enhance the occurrence and intensity of bushfires.

*(from Local Climate Profile Hobart - Climate Futures Tasmania)*

### Key Vulnerabilities

Increased heat in Devonport may result in:

- Increase in vector borne disease as their ranges increase
- An increase in heat related mortality particularly in vulnerable demographics such as the elderly, very young and chronically ill
- Greater frequency and intensity of bushfires
- New invasive weed and pathogen species leading to loss of agricultural production and natural habitats.
- Higher temperatures and reduced 'chill hours' will create both benefits & setbacks

## 2.3 Heat Risks

Rising average temperatures and more frequent extreme temperatures have the potential to contribute to a variety of impacts including heat related illness and mortality, particularly in vulnerable demographics such as the elderly. Impacts may also be incurred on the Council's infrastructure and property, on agricultural industries that are important to the region's economy, as well as on the environment.



Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-8	Increase in vector-borne illness which will have an adverse effect on public health leading to increased pressure on the public health system and potential spread of disease	Public Safety	Unlikely	Moderate	Moderate

Action Code	Adaptation Action 1	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-8 (Public Safety)							
A-10	Comply with and support the direction provided by Tasmanian Government Public Health Services	Development	Strategic Plan	Long term	Rare	Moderate	Low

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-9	Increased temperatures leading to increased risk of sunburn and heat stress for users of council's public open space resulting in potential public liability claims and public complaints	Public Safety	Possible	Minor	Moderate

Action Code	Adaptation Action 1	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-9 (Public Safety)							
A-11	Ensure sufficient shade - natural or built - is available or planned for when developing new facilities in public open space	Infrastructure & Works	Strategic Plan	Long term	Unlikely	Minor	Low



## BUSHFIRE

at a Glance

### Climate Change Projections

(A2 emission scenario)

- An increase in projected bushfire likelihood and intensity across Tasmania  
(BRAM; Antarctic Climate Ecosystems 2011)

### Key Vulnerabilities

Changes to bushfire likelihood & behaviour in Devonport may result in:

- An increase in maintenance and replacement costs of the Devonport City Council's and community's infrastructure.
- Significant community disruption leading to a range of public health and safety issues.

## 2.4 Bushfire

Climate change may result in increased bushfire risk in the Devonport City Council's municipal area although at this stage there is no conclusive data for this impact. However, factors that may contribute to an increase in likelihood and severity of bushfire are:

- changes to land-use could lead to changes in fuel density and distribution as well as a change to the vulnerability of particular vegetation communities; and
- potential increase in vegetation growth as a result of increases in rainfall, temperature and atmospheric CO<sub>2</sub>.

The key identified risks and actions in relation to bushfire for the Devonport City Council are presented below.

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-10	Increased likelihood and severity of bushfire across the Council's municipal area severely impacting on private property and businesses leading to increased costs	Financial	Likely	Moderate	High



Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
<b>Risk R-10 (Financial)</b>							
A-12	Alignment of bushfire management plans for council owned land to ensure appropriate and coordinated fire mitigation practices	Infrastructure & Works	Don Reserve and Kelcey Tier Bushfire Management Plans	Immediate	Likely	Moderate	High

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-11	Increased temperatures resulting in an increased bushfire risk leading to public safety concerns	Public Safety	Likely	Major	Extreme

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
<b>Risk R-11 (Public Safety)</b>							
A-13	Improve emergency management & community disaster preparedness and response	Risk Management	Mersey-Leven Emergency Management Plan	Immediate	Possible	Major	High

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-12	Altered fire regimes leading to a change in ecosystem function and reducing resilience of native flora/fauna/communities, particularly threatened species	Environmental	Possible	Moderate	Moderate





Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
<b>Risk R-12 (Environmental)</b>							
A-14	Implement prescribed burning regimes dictated by appropriate bushfire management plans, when resources are available	Community Services Infrastructure & Works	Bushfire Management Plans	Long term	Possible	Moderate	Moderate



## 2.5 Other Risks

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-13	Increased extreme weather events resulting in power outages and telecommunications failure to Council buildings and assets resulting in an inability of the Council to coordinate and deliver services and emergency management responses placing the community at risk	Service Delivery	Likely	Moderate	High

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-13 (Service Delivery)							
A-15	In accordance with the Business Continuity Plan identify alternative business locations and power supplies to enable continuous operations	Management Team	Business Continuity Plan	Within a year	Unlikely	Moderate	Moderate

Risk Code	Risk Statement	Success criteria	Likelihood	Consequence	Risk Level
R-14	Increase in severe weather events across the region impacting on the capacity of state emergency services to respond to Devonport events resulting in resourcing challenges for Council	Service Delivery	Likely	Moderate	High

Action Code	Adaptation Action	Responsibility	Relevant Council document	Timeline for delivery	Treated Likelihood	Treated Consequence	Treated risk level
Risk R-14 (Service Delivery)							
A-16	In line with Council's Business Continuity Plan, prioritise Council's service delivery, including reassigning employees to priority tasks	Management team	Business Continuity Plan	Within 5 years	Possible	Moderate	Moderate



A-17	Develop a volunteer register and provide relevant training for volunteers to assist with basic tasks in the event of an emergency	Community Services Risk Management	Mersey-Level Emergency Management Plan	Within 5 years	Possible	Moderate	Moderate
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## 2.6 Low Risks

The climate risks contained in the table below are considered to be low risk hence have not been considered further at this stage.

Table: Devonport City Council's Corporate Risks - Low Risk

Risk Code	Climate Impact	Success Criteria	Risk Statement (Impact Hazard + Outcome)	Likelihood	Consequence	Level of Risk
R-15	Heat	Public Safety	Increased temperatures resulting in heat related illness in vulnerable community sectors including the aged and very young	Rare	Moderate	Low
R-16	Heat	Financial	Increased temperatures and frequency of hot days leading to increased demand for cooling in Council buildings affecting energy consumption	Possible	Insignificant	Low
R-17	Other	Environmental	Changed climatic conditions leading to adverse impacts on ecological succession and increased extent of existing invasive weeds / pests and increase in new invasive weeds / pests degrading natural habitats leading to increased maintenance costs	Unlikely	Minor	Low
R-18	Other	Strategy	Changes to the Council's planning systems and processes that take into account climate impacts across the municipal area resulting increased training requirements for council workers and increased costs to the council	Unlikely	Insignificant	Low
R-19	Other	Financial	Increased potential for litigation from development in areas that are vulnerable to climate impacts due to poor advice provided by the Council employees	Rare	Moderate	Low



### 3. Strategic Corporate Adaptation Actions

Strategic priorities are broad level climate change adaptation actions that do not specifically address a particular area or risk and fall across numerous Council service areas. There are key overarching corporate functions that are worth considering for minimising the Council's risk in the face of extreme events posed by climate change including:

- incorporation of climate change risks into the Council's risk register to minimise the Council's exposure to litigation in relation to extreme events;
- incorporation of climate change planning into strategic, annual and financial planning; and
- developing a process for communication within the Council and to the community.

Strategic corporate actions proposed in in the 2013 Plan as outlined in the table below, will be reviewed upon the June 2018 release of the recommendations of the TCCO project 'Climate Resilient Councils'.

**Table:** Potential strategic corporate actions as listed in 2013 Plan

Action	Status November 2017
<b>Ensure legal liability issues are addressed</b> The legal advice established for Tasmanian councils is covered in Section 4.	<b>Ongoing</b> To be addressed at a regional and/or state level.
<b>Update Council's risk register - ongoing</b> Integrate climate change risk management into the Council's existing risk assessment framework and migrate treated risks to the risk register.	<b>Ongoing</b> Risks have been integrated with Council's risk register.
<b>Emergency management planning in relation to climate hazards</b> Ensure that the projected impacts of climate change are properly considered in the Council's emergency management planning processes. Emergency response plans should be investigated, developed and implemented considering the best available climate change projections. Up to date emergency response procedures can minimise consequences when extreme events occur.	<b>Ongoing</b> Projections are presented and discussed at the Mersey Leven Emergency Management Committee.
<b>Implement communication strategy</b> Develop and implement a climate change communication and education plan for the Council's staff. Increased staff capacity and awareness will assist in incorporating climate change scenarios and impacts into policy and decision making processes.	<b>Not commenced</b> To be progressed when resources are available.



Action	Status November 2017
<p><b>Incorporate identified actions into other Council plans &amp; strategies</b></p> <p>Consideration of climate change risks and impacts in other Council strategies, policies and plans (such as Strategic &amp; Annual Plan). The climate change impacts and risk process outlined throughout this Adaptation Plan should be considered in the development of future plans, policies and strategies. This will also ensure there are a range of potential internal mechanisms for important actions to be implemented.</p>	<p><b>Ongoing</b></p> <p>This plan integrates with several other council documents and processes. Further direction to be considered as part of the recommendations of the TCCO Climate Resilient Council's project.</p>
<p><b>Annual reporting</b></p> <p>Consider developing climate change related Key Performance Indicators that could be reported on through the Council's annual report.</p>	<p><b>Not commenced</b></p> <p>To be considered as part of the review of Council's Environmental Strategy.</p>
<p><b>Climate Change Champion</b></p> <p>Appoint a climate change champion supported by a cross Council team to implement the Adaptation Plan.</p>	<p><b>Ongoing</b></p> <p>A Council Officer will be allocated to oversee implementation of the plan.</p>

Success of the strategic actions is dependent on senior management support. Implementation of strategic actions will provide the Council with a solid framework in climate change adaptation and will build an internal culture that supports the implementation of the adaptation actions specific to the Council business areas described in subsequent sections.

## 4. Legal Implications of Climate Change Action

Councils are at the forefront of responding to climate change impacts and increasingly local communities are looking to their councils to provide solutions to adapt to, manage, transfer or share the risks associated with climate change impacts.<sup>9</sup> A key consideration of councils in the face of climate change is potential liability that they are exposed to through their various statutory roles, powers and functions. A particular concern is the potential liability that councils are exposed to through their adopted action or inaction in particular circumstances.

Baker and McKenzie (BMK), in a report to the Australian Local Governments Authority on the risk of councils' climate change liability, outline a number of actions that councils may follow to reduce liability.<sup>10</sup> These include:

- **exercising reasonable care when making planning decisions**, which involves taking care to ensure all relevant facts are known and understood, that relevant law is identified and understood, and that reasons for decisions are expressed in clear and accurate terms
- **keeping up to date with general climate change science and information**, particularly in relation to potential risks from natural hazards, relevant to their local government area

<sup>9</sup>Baker and McKenzie; 22 July 2011. 'Local Council Risk of Liability in the Face of Climate Change – Resolving uncertainties', a report for the Australian Local Government Association.

<sup>10</sup>*Ibid* pp 82 – 83.



- **developing clear and certain criteria for decision making** to increase public confidence that decisions are made on the basis of the best available scientific evidence
- **increasing public consultation**, as this may improve transparency around decision-making processes and limit administrative review following consideration resourcing required to manage consultation process; and
- facilitating the **provision of information to property owners** on potential risks to property.

BMK also noted that there are a number legislative and policy frameworks that create barriers to effective climate change adaptation by councils. These included: lack of decision-making power, lack of consistency, and lack of clear guidance, materials, expertise and funding.<sup>11</sup> They particularly advocated for a nationally consistent approach to managing climate change impacts on the coastal zone.

RCCAP engaged Shaun McElwaine + Associates (SMA)<sup>12</sup> to provide advice on the legal context within which the impacts of climate change reside and how they relate to Tasmanian councils as a whole.<sup>13</sup> SMA's advice is provided as an accompanying report to this plan. The advice, dated 18 December 2011, established that overall councils are not liable for existing use or development, nor will they incur liability for 'no action' in response to climate impacts; however, should they take action they could be liable should that action cause harm or damage. It also considered that councils may be found liable for operational advice such as the assessment of planning applications and new developments.

The advice also noted that while the development and adoption of a [council's CCAP] 'climate risk plan and/or climate change adaptation action(s)' was positive it would also set the standard for the discharge of the duty of care. Thus if a council did not take the climate risk plan and or action(s) into consideration when making operational decisions it may become liable for the consequences of the operational decision.<sup>14</sup>

The advice contained three actions that could be undertaken by the State Government to reduce Tasmanian council's exposure and potential liability.

1. Amendment to the *Local Government Act (Tas) 1993* by the State Government to insert an equivalent section to that of the *s733 Local Government Act (NSW)* that exempts local governments from civil liability for the impacts of climate change where statutory powers, planning scheme provisions and assessment of development applications are undertaken in good faith and in accordance with manual(s) prepared by the State Government.
2. Review of the State Coastal Policy 1996 by the State Government so as to provide clarity on what is required to satisfy its requirements, i.e.
  - how planning schemes must deal with the impacts of climate change

<sup>11</sup>*Ibid* pp75- 81

<sup>12</sup>A copy of the legal advice can be obtained by contacting the STCA

<sup>13</sup> This legal advice was considered alongside two similar reports:

- 'Legal issues for Local Government in addressing coastal erosion risks, a research report for Clarence City Council', Dr. McDonald, 18 March 2011
- 'Local Councils Risk of Liability in the Face of Climate Change Resolving Uncertainties', a report for the Australian Local Government Association', Baker and McKenzie, 22 July 2011.

Overall SMA's advice is consistent with the legal comments provided in these two reports.

<sup>14</sup>McElwaine, 2011, p.24.



- 
- provide specific recommendations and guidelines to manage climate change impacts
  - set prescribed levels for sea level rise in developed coastal regions throughout the State.
3. Formulation of a state-wide code to deal with climate change impacts (with the outcome to achieve a uniform set of provisions across the State) that:
- is measurable, i.e. contains specific development controls
  - removes decision making from planning authorities
  - does not require risk analysis
  - sets prescribed levels for sea level rise in developed coastal regions throughout the State.

It is considered that the SMA's recommendations whilst reasonable and sound are unlikely to be successful or progressed in time efficient manner. Therefore reflecting on SMA's full advice, and to address the barriers to effective climate change adaptation identified by BMK, it is prudent and sagacious for the Council, through the Cradle Coast Authority or as an individual council to advocate for the Tasmanian Government to:

- play a more active role in the provision of information and guidance in relation to climate change and natural hazards, particularly in coastal areas; and
- consider exempting local governments from civil liability for the impacts of climate change where statutory powers, planning scheme provisions and assessment of development applications are undertaken in good faith and in accordance with manual(s) prepared by the Tasmanian Government.

#### **Disclaimer**

The purpose of this advice is for the Council generally and the Council should not rely upon it. No liability is accepted for the content of the advice, or for the consequences of any actions taken on the basis of the information provided. If the Council wishes to rely upon the advice it is recommended that they seek their own advice prior to doing so

## **5. Implementation Approach**

The implementation of this Adaptation Plan requires a co-ordinated approach, both across the Council's business, in partnership with other councils, and with external stakeholders. Key components of implementation include:

- a consistent process for the endorsement of Adaptation Plans by all councils of the region;
- a logical way for incorporation of key local risks and adaptation actions into the Council's documents and processes such as risk registers, strategic plans, annual plans or asset management plans;
- an appropriate mechanism to implement sub-regional and regional adaptation actions either through advocacy or collaboration; and
- a mechanism for the review and updating of Adaptation Plans.

Implementation of the adaptation actions in this Adaptation Plan will provide the Devonport City Council with an initial response to the challenges posed by climate change. Effective implementation does not mean 're-inventing the wheel', to the contrary many of the Council's current activities/operational practices can be modified to assist in managing future climate variability. To this end, it will be important that outcomes from the risk assessment process

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used to support the development of this Adaptation Plan are integrated with other Devonport City Council's strategic risk management and planning activities. Senior management will also provide a key role in the Plan's implementation by remaining engaged with this process and through assuming responsibility for maintaining the risk assessment and implementing adaptation actions.

### 5.1 Financial and resource requirements

Financial and resource availability are critical factors for enabling implementation of adaptation actions. The adaptation options identified in this Plan will come at varying degrees of cost and resource requirement. It is likely that the Devonport City Council will initially support implementation of those adaptation actions which are cost effective and align with current resource capacity and availability. Implementation of these actions i.e. 'low hanging fruit' will enable Council to gain some initial momentum in responding to impacts posed by climate change.

It is important to recognise that not all climate change action within the Council will require its own funding, but will become embedded in the operational business of the Council through appropriate governance arrangements, planning and policy. Notwithstanding this some of the more complex adaptation options will require substantial financial support and resources. For these actions, pursuing grant funding and establishing partnerships for collaborative or common actions can be effective in reducing the overall cost of action for the Council, enabling the full cost of action to be offset.

### 5.2 Monitoring and Evaluation

Monitoring and evaluating the implementation of actions contained within the Plan will be critical in tracking progress with regard to the appropriateness and effectiveness of actions.

Tracking progress against actions in the Plan is important to determine:

- Whether actions need to be reviewed; and
- Whether actions are being implemented via operational plans.

Ongoing monitoring of the Plan should include the following:

- Reporting of implementation of adaptation actions;
- Reviewing progress for each council business area;
- Testing whether actions are still relevant;
- Consideration of barriers and barriers to implementing the Plan; and
- Consulting with external stakeholders to determine progress with regard to implementation of actions of a collaborative nature.

Annual monitoring of the Plan should be reported in the Council's annual report.

As discussed in the previous sections, the Plan focuses on the treatment or priority climate change risks. Although non-priority risks are not addressed in the Plan they should not be ignored. The Council should maintain a 'watching brief' on non-priority risks rated as 'moderate' or 'low' as part of the Plan review process. This would include:





- 
- Reviewing the ratings of non-priority risks should new information become available; and
  - Upgrading risks to priority risks and developing adaptation actions where appropriate.

## 5.4 Review

The Plan should be reviewed every five years, or earlier if circumstances require. The review of the Plan will be required in context of:

- progress on initial actions;
- updated information on climate science and its relevance at the municipal scale;
- progress in regional and state-wide planning instruments, particularly in relation to codes that guide development in areas likely to be impacted by climate change e.g. the coastal zone;
- developments in State policy in relation to climate change and the coastal zone;
- changes to the legal framework in relation to the Council's liability in relation to managing climate change risk and implementing actions;

The 'Toolkit' developed as part of the Regional Climate Change Adaptation Project will guide the Council's staff in revisiting the risk assessment and adaptation action processes used in the development of this Plan. The Toolkit, as of June 2013, is hosted on the TCCO website.



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## 6. Stakeholder Involvement & Collaboration

Climate change projections are likely to impact either directly or indirectly on all aspects of the Council's function. Further to this, impacts are liable to be felt throughout the community and within many other organisations that council has direct involvement with. A collaborative adaptation response between all stakeholders is therefore essential for council to maintain its high service levels in a changing climate.

There is also a significant body of work currently being undertaken within other organisations throughout the community that contribute to meeting climate change adaptation objectives for Northern Tasmania, and that act to assist council in meeting its own objectives. It is therefore important that these linkages are identified; that complimentary processes value-add to one another and duplication of efforts is avoided wherever possible.

In order for there to be clear understanding of roles and responsibilities in relation to management of the identified climate change risks, together with recognition of opportunities to develop or strengthen existing collaborations, RCCAP engaged with the identified stakeholders.

### 6.1 TasNetworks (Aurora Energy)

TasNetworks (Aurora Energy) manages the local electricity distribution network around Tasmania and is the electricity provider for the majority of Tasmania's electricity usage. Many of council's services are dependent on the proper operation of Aurora's assets.

The Tasmanian Electricity Code governs TasNetworks, requiring it to maintain its infrastructure to minimise risks associated with the failure or reduced performance of assets. Thus, if the operating environment changes in a way that increases the risk of asset failure, as a result of climate change, then TasNetworks has an obligation to manage that change.

TasNetworks has not identified climate change as a key business risk, however the Distribution Business Division (responsible for managing Aurora's network) has identified climate change broadly as one of 19 divisional risks.

A key area of concern for Aurora is the lack of consultation during assessment of development applications in vulnerable areas. When new developments are approved by councils, Aurora is required under law to provide power to site. Aurora is not included in the planning assessment process and where proposals may be vulnerable to the projected impacts of climate change, delivery of this requirement may in the future become difficult. Collaboration in the planning approval stage could better manage these situations.

### 6.2 Dept. of Health and Human Services (DHHS)

The Department of Health and Human Services (DHHS) is responsible for delivery of integrated services that maintain and improve the health and wellbeing of individual Tasmanians and the Tasmanian community.



A national process, coordinated by the Department of Health and Aging, which is developing a national human health climate change adaptation plan, drives climate action for DHHS. The internal draft climate change plan is to be developed by the Australian Health Protection Committee's Environmental Health Committee, however there is no clear timeframe for its completion. It is not expected that climate impacts will be as significant as that experienced by other States.

In lieu of the national plan the DHHS does not currently have any documents for the management of climate change risks.

### 6.3 Department of State Growth

The Department of State Growth provides infrastructure and related services for the social and economic development of Tasmania. By providing a strategic approach to the provision of both physical infrastructure and regulatory frameworks, DIER aims to (amongst other unrelated factors):

- Enhance infrastructure decision-making across Government;
- Facilitate a safe, sustainable and efficient transport system that enhances economic and social development, in the context of the challenges of climate change, and
- Promote reliable, efficient, safe and sustainable energy systems.

The state road network is approximately 3700km in length and includes approximately 800 bridge structures and 500 culverts. The network is divided into three regional networks; each network has its own Network Manager (NM) and three Network Supervisors (NS). This structure sees each NS responsible for the management of approximately 400km of road. Not surprisingly, these staff have an in-depth knowledge of their 'turf' and the direct/indirect effects of extreme weather events. Therefore it is fair to state that Department of State Growth staff have inadvertently been documenting and managing the effects of a changing climate for some time now and are thus well positioned to manage the road network in to the future. The Department of State Growth acknowledges that climate change per se has not featured prominently in past decision-making; however, this is not to say that the Department is unaware of the impacts of a changing climate. Climate change is but one element of the 'risk assessment' (RA) process. The Department of State Growth acknowledges the significance/weighting of climate change within the RA process is increasing in-line with their continually improving awareness and understanding.

The Department of State Growth acknowledges that the impacts of a changing climate are highly varied, but notes there are impacts more likely to affect the serviceability of the state road network. From a State Growth perspective, the key threatening climate change related impacts are:

- Increased intensity of rainfall events (and the effects of);
- Sea level rise, and
- Storm surge.



The Department of State Growth has chosen not to independently fund climate change research; instead, opting for a collaborative approach that has to date, proven quite successful. Given that the Department has limited financial resources (at present and into future) with particular reference to climate change type investments; State Growth will continue to support and sponsor collaborative research and the development of tools and applications that have the capacity to make the Department a 'more informed' client. In terms of projects, State Growth have co-funded/sponsored three climate change related projects in recent years; these include:

- Climate Futures Tasmania – Infrastructure (CFT-I);
- Greenhouse Gas Assessment Workbook for Road Projects – Transport Authorities Greenhouse Group (TAGG), and
- 'Carbon Gauge – Calculating the Greenhouse Footprint of Roads'.

#### 6.4 Dept. Primary Industries, Parks, Water & Environment (DPIPWE)

DPIPWE have three key programs in relation to climate change adaptation:

- Natural Systems Resilient to Climate Change Project;
- Climate Change and Coastal Vulnerability Program; and
- Climate Change Impact Monitoring Program for the World Heritage Area (WHA)

Key elements of the Natural Systems Resilient to Climate Change Project are the report: [DPIPWE (2010) Vulnerability of Tasmania's Natural Environment to Climate Change: An Overview], and a series of relevant spatial resources:

1. spatial layer predicting spread/occurrence of WONS (weeds of national significance) in the future;
2. spatial layer predicting areas that are not vulnerable to the root-rot fungus (*Phytophthora cinnamomi*);
3. spatial layer as a predictor of biosecurity and disease issues related to the natural environment;
4. spatial layer identifying fire 'refugia' i.e. areas in the landscape with low vulnerability to wildfire; and
5. spatial layer highlighting past glacial 'refugia', i.e. where vegetation communities have contracted to in the past during changing climate.

Components of the *Climate Change and Coastal Vulnerability Program* include:

- the Climate Change and Coastal Risk Assessment Project which has tools and resources to assist with risk-based management and planning for various assets and values in the coastal zone; and
- The 'Sharples' Report – Indicative Mapping of Tasmanian Coastal Vulnerability to Climate Change and Sea Level Rise.

The *Climate Change Impact Monitoring Program (WHA)* includes:

- Vegetation community monitoring, particularly endemic conifers.
- Efforts to improve understanding of the effect of sea level changes on coastal geodiversity and biodiversity and identification of opportunities for adaptive management. There is alignment here with the NRM South saltmarsh inundation mapping project.



- 
- A recently released report [Climate Change and Geodiversity in the World Heritage Area] which highlights how climate change may impact upon Tasmania's geological, geomorphological and soil features (and processes).

## 6.5 MAV Insurance Liability Mutual Insurance (LMI)

MAV Insurance Liability Mutual Insurance (LMI) is the primary insurer for Tasmania councils. Many of the Councils have identified LMI as their most critical risk management framework that should be considered in climate change risk management and adaptation planning.

LMI does not have a statutory obligation to manage climate risks. They do however have a general commitment to assist member councils in effectively managing their risks with a focus on continuous improvement. LMI has developed a broad range of manuals and guidance documents for its members, although not specific and limited to climate change. These documents and support materials may be made available on request.

LMI conducts a biennial audit on all its members, part of which is an Organisational Risk Management section. As part of this section we examine the comprehensiveness of risk assessments for 4 risk areas of council in some detail, one of which is climate change.

LMI also has an internal risk register that includes risks to the scheme from a key claims driver view as well as unusual, new and emerging risks. Climate Change is one of the risks, and is being monitored by the Risk Committee. LMI is unable to provide this risk register to Councils, as it is an internal document only.

LMI does not dictate to members about how they manage their risks. Recommendations and suggestions for improvements may be made, however they have neither the power nor the inclination to 'demand' changes.

## 6.6 State Emergency Services (SES)

The State Emergency Services is the statutory authority that coordinates emergency management responses Tasmania-wide. It is a division of the Department of Police and Emergency Management and is comprised of both paid staff and volunteers. It has four core functions that are set out in the Emergency Management Act (Tas) 2006 s.26 as follows:

- The provision of advice and services relating to emergency management in accordance with emergency management plans or as otherwise authorised by the State Controller or Minister in writing provided to the Director SES, other than the provision of a service provided by another statutory service.
  - The provision of services relating to rescue and retrieval operations as authorised by the Minister or State Controller.
  - The provision of administrative services for the State Committee and each Regional Committee, including support in the preparation and review of emergency management plans as required by the State Committee and Regional Committees.
-



- The recruitment, training and support of volunteer members of the State Emergency Service.

Local Government is an important stakeholder in the delivery of emergency management responses and planning. It is identified in key SES documents and plans that set out the key roles and responsibilities of stakeholders. Pursuant to section 34 of the EMA each Council must: prepare an Emergency Management Plan: review the EMP every 2 years; appoint an emergency management coordinator and establish and maintain voluntary units.

The SES's response to climate change, through the 'Natural Disaster Resilience Program' and other funding programs, has been to fund and engage in research initiatives that identify and seek to quantify key climate risks as they apply across Tasmania, including:

- Climate Futures Tasmania – Bushfire.
- Climate Futures Tasmania - Extreme Events.
- Clarence City Council study into the effect of sea level rise – this was the precursor to the current work that CCC has undertaken.
- Tasmanian Extreme Wind Hazards Stand-alone Tool (TEWHST).
- State Framework for natural hazards and Land Use Planning Project.

The SES is the custodian of a significant body of climate change data as a result of its involvement in the Climate Futures Tasmania project and collaboration with Geoscience Australia (Extreme Wind Hazard Project). Opportunities exist for the utilisation of this data to inform local, regional and state emergency management planning.

## 6.7 Tasmania Fire Service (TFS)

Tasmania Fire Service (TFS) is involved with multiple forums dealing with the impacts of climate change and the potential risks associated with the onset of climate change. Through the bushfire cooperative research council (BCRC) and the Australasian Fire & Emergency Service Council (AFAC), TFS is participating in research and modelling for bushfire. The research being conducted includes, looking at current bushfire risks and assessing current prediction tools to determine modelling for the future. This research will have a bearing on issues such as:

- resource to risk modelling;
- community protection planning;
- bushfire prediction tools;
- bushfire weather modelling;
- prescribed burning modelling; and
- fire management planning.

TFS has also participated in the Climate Futures for Tasmania Project, especially the 'Extreme Events' component. TFS will use this to map a pathway forward for future strategic planning.



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From TFS's perspective the relationship with local government will be important, if not critical for future directions in climate change. Through the State Fire Management Council (SFMC), where LGAT is represented, TFS will engage with local government to ensure they are consulted regarding climate change and bushfire risk into the future. SFMC is currently lobbying State Government for funding to assist with additional programs to develop strategies for vegetation management for the mitigation of bushfires. This also includes legislative changes. Although currently in its infancy, this program will include climate change contingencies as part of the planning process. LGAT are an identified key stakeholder in this program and will be consulted throughout the development of this strategy.

SFMC provides a forum for local government to work with TFS and other land management agencies in relation to climate change and bushfire mitigation. At a 'coal face' level TFS will need to work closely with local government for the development of fire management planning, prescribed burning programs and development planning, especially in bushfire prone areas.

## 6.2 TASMANIAN MASTERS GAMES

File: 34341 D516522

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.1.6 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities

### SUMMARY

To provide an update to Council regarding the proposed Tasmanian Masters Games.

### BACKGROUND

At Council's meeting held 26 September 2017 (Min No 195/17 refers), it was determined:

*"That Council note the draft business plan for a proposed Tasmanian Masters Games to be held in Devonport and surrounds in October 2018 and agree to proceed with event planning".*

Following Council's resolution, planning commenced for the Tasmanian Masters Games (TMG) to be held 25-28 October 2018. The sum of \$5,000 was allocated in the 2017/18 budget. From this, a website, trademark and logo were developed.

### STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

### DISCUSSION

Expressions of interest were called from sporting bodies to participate in the TMG as well as discussions with other key stakeholders at a State level. To date, 14 sports indicated their interest to be involved in the Games, subject to final arrangements being confirmed. These included Australian Rules football, mountain biking, badminton, rowing/dragon boats/canoeing/kayaking, basketball, squash, soccer, table tennis, cricket, tennis, cycling, tenpin bowling, hockey and touch football.

An indicative budget was prepared for inclusion in the TMG Business Plan. The budget is very dependent on the final business model, registration numbers, sponsorship and external financial support. An amount of \$70,000 was included in the budget to be sourced from the State Government and local sponsorship.

Despite lobbying all major parties during the recent State election campaign, no funds were committed to the event other than \$5,000 sponsorship from Senator Steve Martin. The budget is also heavily reliant on Council in-kind support (staff resources, ground preparation including line marking etc and equipment hire).

Discussions have since been held with the Manager Sport and Recreation, Department of Premier and Cabinet regarding any funding possibility. This confirmed that there is some possible funding available which would require Council to re-work its business plan to meet the criteria. This would be one off funding of approximately \$30,000.

It is noted that the following Master's events are also scheduled for the latter half of 2018 and it is very likely that these events may impact on participation numbers for the TMG.

Alice Springs Masters Games 13-20 October 2018

<https://www.alicespringsmastersgames.com.au>



Pan Pacific Masters Games 2-11 November 2018 at Gold Coast  
<https://mastersgames.com.au>

The Australian Masters Hockey Annual National Championships are also to be held in Hobart 22 September - 7 October which currently has 85 teams competing in 9 age groups. This may also impact on having hockey at the TMG.

<https://www.australianmastershockey.com>

A recent discussion with Rob Bradley, President and CEO of Confederation of Australian Sport has suggested that there could be some negative impacts as a result of these games as many participants of Masters Games plan well ahead. He has suggested that due to these other events, Council would need to focus its attention on Tasmanian/Victorian entrants for 2018.

Due to both the budget and participant concerns, Council may wish to re-consider running the TMG in 2018. Planning to proceed with the TMG in 2020 could be considered a better option and in the meantime Council could develop a Business Plan for long term sustainability of the event including funding models. Deferring the games to 2020 would allow the event to be locked into sporting calendars now to avoid conflicts with other Masters' events.

### **COMMUNITY ENGAGEMENT**

There has been no community engagement undertaken as a result of this report. It has previously been announced that the inaugural TMG would be held in October 2018.

### **FINANCIAL IMPLICATIONS**

An indicative budget was prepared for inclusion in the Business Plan. The budget is very dependent on the final business model, registration numbers, sponsorship and external financial support (\$70,000 State Govt and local sponsorship).

The indicative budget as currently drafted relies heavily on State Government funding, sponsorship and significant Council in kind. If Council proceeds with the TMG without guaranteed funding, there will be a need to commit more funds in the 2018/19 budget to cover the costs of running the event which could be potentially \$30-50,000 depending on the success of other funding sources.

### **RISK IMPLICATIONS**

Low participant numbers will have an impact on the financial contribution required from Council. Some sports may choose not to participate for a variety of reasons including scheduling and resources but more particularly due to the conflict with the Alice Springs Masters Games and Pan Pacific Masters Games, Gold Coast to be held in October and November respectively. The Australian Masters Hockey Annual National Championships are also likely to impact.

Council could suffer reputational risk by running TMG with low participant numbers and its future relevance on the Masters' calendar could then be potentially damaged.

### **CONCLUSION**

Postponing the running of the inaugural TMG until 2020 may be the best solution for the long term benefit of the TMG. This would enable Council to continue discussions with the State Government and other stakeholders to develop a model that will secure longer term funding and not conflict with already well established Masters Games.

Equally there has been some expectations created through the announcement of the TMG for October 2018 and Council determining not to proceed with the event may generate

some negative feedback.

There appears to be three options available to Council in relation to the TMG which have been outlined for consideration.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That it be recommended to Council in relation to the proposed Tasmanian Masters Games, Council

**Option 1**

determine that the Games not proceed in October 2018 instead being postponed until 2020 to allow a more sustainable funding and participation model to be developed.

**Option 2**

determine that the Games are to proceed in October 2018, acknowledging that without significant State Government and/or sponsorship funding that there will be a requirement for Council to underwrite the Games as part of its 2018/19 operational budget.

**Option 3**

- (a) determine that the Games not proceed in October 2018; and
- (b) further consider its approach to the staging of the Games in the future subject to a commitment of funding support from the State Government and/or through external sponsorship.

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

## 7.0 INFORMATION REPORTS

### 7.1 BUDGET CONSULTATION 2018-19

File: 30420-01 D516944

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

Council's Strategic Plan 2009-2030:

Strategy 5.2.3 Encourage community action and participation that results in increased well-being and engagement

#### SUMMARY

This report presents the outcomes from public consultation undertaken on potential capital works projects and council service initiatives for the 2018/19 financial year.

#### BACKGROUND

Council has sought community input through structured community engagement as part of its annual budget preparations for the last three financial years. Community consultation provides an opportunity for Devonport ratepayers and residents to provide input and suggestions to Aldermen for their consideration as part of the budget deliberation project.

Devonport residents indicated they had a strong desire for greater input into Council's decision making in a community satisfaction survey conducted in August 2013. They also indicated that financial management, provision of Council information to the community and economic development were of significant importance to them.

Council's Community Engagement Policy and feedback from previous consultations were considered in the preparation of a project community engagement plan, together with Council's *Strategic Plan* and *Long Term Financial Plan*.

Objectives for the community engagement were defined as follows:

- Seek community input regarding key priorities for the 2018/19 budget, to assist Council and management in the budget making process;
- Involve the community in the decision-making process for the 2018/19 operating and capital budgets;
- Educate the community on the complexity and competitiveness of the budgeting process;
- Help ensure a better match between community expectations and actual expenditure and delivery of services and projects.

#### STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

#### DISCUSSION

The 2018/19 Council budget consultation invited community members to contribute their ideas for projects and initiatives which they feel will benefit the community and was hosted at [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) and through Council's Customer Service Centre.

The consultation achieved a number of submissions, both via Speak Up Devonport and in writing.

## Report to Governance, Finance &amp; Community Service Committee meeting on 19 March 2018

Consultation Tool	Number of Responses
Speak Up Devonport – Budget consultation page views	95
Speak Up Devonport submissions received	40
Written submissions received	8

**Speak Up Devonport Submissions:**

Forty online submissions were received via Speak Up Devonport and are attached to the report. This is a significant increase on the previous year and they are summarised as follows:

Topic	Number of Responses
Mountain bike trails at Kelcey Tier greenbelt	22
Lighting along Victoria Parade	3
Install play equipment in Woodrising Avenue park	2
Toilet at Horsehead Creek	1
Bush park at Spreyton	1
Encourage learning for life activities	1
Paint the silos on the wharf	1
Remove existing exercise equipment at Bluff and replace with similar equipment that was there in the past	1
Trees in Wright, Church and Pardoe Streets	1
Family fun day for people with disabilities	1
Implement a cash refund recycling plant	1
Green waste collection bins	1
Improved cleaning around bbq facilities at bluff	1
More equipment and shading in dog exercise park	1
Safe cycleway access to Devonport from the west	1
Fencing bluff playground	1

**Written Submissions:**

Six written submissions were received and are attached to the report. The submissions are summarised as follows:

Topic	Number of Responses
Rejuvenation of Mary Street wetlands*	1
Additional play equipment at bluff playground to cater for older children	1
Art work on planter boxes in Best Street	1
Increased parking at bluff area	1
Establishment of a remembrance garden for Pioneer Park	1
Upgrade to East Devonport ferry pontoon	1
Improvements for cycling along River Road	1
Fourways (William Street) Median Strip	1
Fenton Villas – quit ownership	1
Formby Road/Elizabeth Street turn in	1
Road Markings at traffic lights	1
Road Potholes	1
Shopping strip speed limits	1
Traffic Light controls	1
Mersey Bridge exit to Formby Road – road surface	1
Unmetered road markings	1

\* This submission contained several images of the wetlands not attached to the report but will be considered as part of the budget deliberations.

## **COMMUNITY ENGAGEMENT**

Community engagement was planned, developed and implemented in accordance with Council's Community Engagement Policy. The level of impact of the budgets is of a high level and is considered to be of value and interest to the Devonport community.

Community engagement was undertaken between 1 February 2018 and 5 March 2018.

The consultation was promoted through:

- Speak Up Devonport website at [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au);
- Council's website – promotion was featured on the home page and news pages and re-directed users to the budget consultation online at [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au);
- Reported in the Mayor's Message in Coast to Coast twice;
- A media release was distributed to Tasmanian media and was reported on by The Advocate, ABC Northern Tasmania, 7AD and Sea FM;
- Council's Facebook page was updated on numerous occasions advising of the consultation;
- Twitter – A number of budget consultation related tweets were made @Devonportcity;
- A visual display was created for the screen in the Customer Service area of Council's Fenton Way office;

The engagement was very comparable to the previous year and while more submissions were received, the overall level of engagement was lower than last year. This indicates that the sections of the community who are aware of the process are well organised and take full advantage of the process to promote areas of interest.

Council officers will review the consultation process and consider ways to increase the reach and engagement with the community.

Following Council's adoption of the 2018/19 budget, it is proposed to prepare a Budget Consultation Summary outlining the key budget measures and how Council responded to the consultation feedback.

## **FINANCIAL IMPLICATIONS**

### **Operating Budget 2018/19**

The facilitation and community engagement plan was planned, developed, managed and delivered by Council staff. The design and development for the consultation were developed and printed in-house, with associated costs part of Council's normal operating expenses.

## **RISK IMPLICATIONS**

- Consultation and/or Communication  
The positive sentiment created for Council through the consultation process needs to be maintained. Council must ensure that the public are kept informed of the budget decisions, any rating changes fully explained and the community feedback received responded to after the budget has been finalised, or risk losing public support.

### CONCLUSION

The number of submissions received through the community engagement for the 2018/19 budget was pleasing, however the overall level of engagement has reduced from the previous year.

The feedback received does provide Council with a high level of community input and will be taken into consideration in the budget decision making process, together with Council's Strategic Plan and Long Term Financial Plan.

Following Council's adoption of the 2018/19 budget, it is proposed to prepare a Budget Consultation Summary outlining the key budget measures and how Council responded to the consultation feedback.

### ATTACHMENTS

- [1.](#) Budget Consultation Feedback 2018-19

### RECOMMENDATION

That it be recommended to Council that it receive and note the Budget Consultation 2018-19 report and refer submissions to budget deliberations.

Author: Position:	Kym Peebles Executive Manager Organisational Performance	Endorsed By: Position:	Paul West General Manager
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First Name	Last Name	Suburb	Speak Up Devonport Comments
Jess	Hingston	Devonport	Hello all! I would love to see an extension of the lighting to the vic parade pathway that was partially done last year. With the upcoming dark months it will be a welcomed initiative for all the walkers, runners and cyclists that utilise this great path every day and improve safety. Thank you
Alex	Morse	South Spreyton	Bush park in Spreyton please
Kathleen	Priestly	Don	A Living City cannot be comprised of new buildings alone. Therefore it is important that resourcing is put towards increasing the knowledge and skills of individuals within the Devonport City to truly create a Living City. There needs to be activities, workshops and events resourced that value, celebrate, support and encourage learning throughout all of the life stages but in particular in the Adult life stages. The City of Wyndham in Victoria is a leading light in this area and could be used to model learning across the ages within Devonport.
Josh	Skinn	Stony Rise	More funding and development of the KT Green Belt MTB trails please. I think for people arriving on the boat for a MTB holiday in Tasmania, KT needs to be on their first stop, instead of just heading off to Launceston/Derby/Hobart
Josh	Cox	Devonport	More Mountain bike trails in Kelcey tier
Mat	Manion	Stonyrise	It would be good to have more trails added because it's been a great place to take my kids so close to Devonport to ride
Jesse	Hilder	Tugrah	Hello, I just wanted to voice my support for the kelcey tier mountain bike trails. As a mountain biker and believer in getting people outdoors and healthy. I think the expansion of these tracks can only be a good thing for the local community.
Myles	Overton	Devonport	More support for mountain bike trail construction and amenities for kelcey tier it's a fast growing sport and devonport needs to get on board
Guy	Murphy	Spreyton	Please seriously consider the Kelcey Tier Mountain Bike Trails for funding. The trails not only directly benefit the local community via engagement in a healthy and environmentally responsible activity, but shines a spotlight on Devonport as an additional destination for mountain bikers who come to the state to experience Blue Derby and now Maydena, and even more so in the future with the Wild Mersey trails in the pipeline. Devonport is uniquely positioned to capitalise on this new tourism stream, where rather than flying into Launceston or Hobart, riders may consider a trip over on the Spirit for a Tassie MTB road trip, with a trail network within 10 minutes of getting off the boat.
Keith	Sanderson	Port sorell	I fully support and encourage DCC to fund track development and construction at the Kelcey Tier. MTB is growing statewide and our region should be involved and benefit from the huge influx of people coming to Tas to ride. It would also further encourage families to ride and get involved.
Nick	Reeman	Devonport	Please support the development of the Kelsey Tiers MTB trails. This is an emerging recreational and tourist industry that needs support to grow. There are numerous social, health and economic advantages of developing a first class facility in Devonport. Build it and they will come!
Rhys	Yerbury	Barrington	I would like to see the budget support the development of the mountain bike trails in the kelcey tier green belt
Jonathan	Cowen	Ulverstone	I would like to see money go towards the further development of the Kelsey Tiers mountain bike trails. I believe that with the work that has previously been completed by the local MTB club and volunteers, that this money would be a well received boost to the expansion of this recreational area. I also feel that with cycle tourism in Tasmania on the rise that this development would assist in drawing mountain bike tourists from both across Tasmania and interstate, therefore providing local riders with better facilities, a drawcard for Devonport to appeal to tourists and a benefit to local shops and businesses. Kind regards, Jonathan Cowen.
Daman	Peters	Devonport	Kelcey Tiers Mountain bike trails - These trails have increased immensely over the last few years. It is a growth sport and it will continue to grow. This can really help put Devonport on the map!

Grant	Sims	Devonport	I strongly suggest that providing funds for future developments and upgrades to the Kelcy Tier mountain bike trails would be greatly beneficial to promoting the area and producing revenue in one of the fastest growing adventure activities in Australia. I personally have taken school groups regularly to the area which has led to many returning with their friends and family members. The growth of mountain biking in this state has directly benefited many local businesses and brought thousands of mainland and international visitors to our state. By providing fund for the continued growth and improvement of this area will not only have significant financial benefits to the community but the flow on in health benefits and recreational opportunities will be invaluable.
Nick	Gilbert	Forth	Please consider the Kelcey Tiers mountain bike trails for funding to enable continued development of this area into a sort after tourism destination, promoting healthy lifestyles and social inclusion, in turn boosting local economy.
Kaylah	Rataj	Tugrah	Please consider Kelsey Tier in your next budget. We use the area so that students can engage in a healthy and active lifestyle that also provides them the opportunity to challenge themselves and connect with the natural environment.
Kerry	Atkinson	Ulverstone	As a novice mountain biker that loves coming over to Kelcey Tiers to ride the trails there I can't think of any better way to spend some \$\$\$\$\$ improving what already are fantastic trails. Mountain biking is getting huge in Tasmania and anything that brings Mainland riders into your community is fantastic
Todd	Johnstone	Miandetta	I believe the Devonport community would benefit greatly if the council helped build mountain bike trails in kelcey tier
Danita	Needleman	Don	To celebrate Devonport's port history and upgrade its image from an industrial/fairly boring feel (many tourists simply by-pass it especially when coming off the ferry - we almost didn't move here on that basis), I'd suggest painting the silos. Search 'painted silos australia' online to see examples. This would compliment the Living City development, give the city more character and attract visitors. Rather than be seen as a dull & boring port location, let's make that a positive feature!
Paula	Speight	Port Sorell	I would really love to see some funding allocated to the Kelsey Tier Mountain Bike Trails. There is huge potential to tap into the incoming MTB tourism market on the back of Derby and Maydena, Devonport is perfectly placed to develop local trails to entice the MTB travellers already coming into the state to hang around in Devonport on the way in and out to ride the local trails.
Benjamin	Doran	Don	My name is Ben Doran and I want to speak up about the Kelcey Tiers mountain bike tracks. Kelcey tiers has been an excellent place for me and my mates to go up for a ride and to have fun, there is already heaps of tracks but there still is so much more that could be done. I have just started racing at Kelcey Tiers with a group of my mates and is a encouraging community for all age groups. once you have finished the race you can just sit down and have a bbq and drinks. If Kelcey Tiers was given further funding it could be a huge tourism boost with people all of tasmania even maybe Australia riding the tracks. Please take my thoughts into consideration thankyou
Glenda	West	Devonport	A toilet block at Horsehead Creek boat ramp would be appreciated, after being out fishing all day and get back to shore a toilet block there would be great.
Bruce	Tivendale	Devonport	(1) remove the adult exercise equipment on the walking track, just east of the Bluff, which almost nobody uses because it requires the strength and agility of an elite athlete. (2) Replace it with equipment like that which used to be there, which anybody could use - and many did - regardless of their fitness.
Kirsty	Jones	Stony Rise	I would like to put forward my suggestion for further funding for the Kelcey Tier Mountain Bike Trails. This growing sport is an all inclusive activity that is growing in popularity, especially within the youth community. I am seeing more and more groups of young adults using the existing trails, and not only is this giving them a healthy outlet, but it has the added benefit of discouraging less desirable uses for the Kelcey Tier Greenbelt, especially motorbikes, as the area gains popularity.



John	Cook	Spreyton	There is a very urgent need for some kind of childrens play ground or other recreational facility. I have noticed two large parcels of public open space between Woodrising Avenue and Leila Avenue which in my opinion would be a ideal area for such facilities. With a growing number of young families moving into the area I ask the Council to give this request serious consideration when forming the upcoming 2018/2019 budget consultation process.
Frances	Wilson	East Devonport	I would like to see more trees planted in the main streets like Wright, Church and Pardoe Sts. How about Chinese Tallow Woods, or small oaks, or magnolias? We see so many Australian gum trees planted inappropriately and cut back into horrible shapes to avoid overhead cables. Lets get away from that, and plant trees that will exist under these aerial cables and not need annual trimming. This web site is helpful. <a href="http://www.abc.net.au/gardening/stories/s1160350.htm">http://www.abc.net.au/gardening/stories/s1160350.htm</a>
Aaron	jones	Stony rise	My name is Aaron, I'm 12 years old. A couple years ago I discovered the Kelcey Tier Mountain Bike Trails, and have fallen in love with mountain biking. I now ride and race regularly with a local club, and even my Dad has joined in! I think it would be great if the council could assist with further development of the trails and facilities. It's all done by volunteers, and its great that kids like me have somewhere safe to ride.
Steve	Jones	Stony Rise	That funding is provided to build more mountain bike trails in the Kelcey Tier greenbelt. These trails not only provide a significant amount of enjoyment for all users, but also reduces the amount of unwanted and illegal motor bike riders in the area. An added benefit of building these tracks will bring more events to the state, as it did when the Masters Games were held in this area.
Craig	Oates	East Devonport	Family fun day for people with disabilities as they always miss out
Grant	Walker	Devonport	My suggestion is for funding of further development of the Kelsey Tier mountain bike trails ... Personally I have only been involved in mountain biking for the past 18 months but I have quickly come to realise what all the hype and buzz is about in mountain bike riding !!! As a 47 year old the obvious benefits are health and well being from the physical side of the mountain biking but I have also meet some awesome people through the Mersey valley mountain bike club where myself and 9 year old son have joined. The Kelsey tier trails are a great place for families to go for a bike ride and I often end up with a Ute load of my sons friends who also love to come riding with us at every opportunity. The funding and further development of more trails in the Kelsey tier area does not only benefit the bike riding community it shows the council are taking a keen interest in the communities Heath & Safety as there are no vehicles to contend with on the trails !! A Free family activity with the potential for revenue to Devonport via the ever growing mountain biking tourism boom (that is not only Australian wide but World wide)would be of significant benefit to the council... With 100's of people flocking to Tasmania every year for the world mountain bike enduro event at Derby I believe Devonport also has the opportunity attract some of those visiting mountain bikers to our region to ride our tracks as well as providing the locals with a cost effective, healthy and safe place to enjoy. Thank You Grant Walker
Gill	Brazendale	East Devonport	Devonport should take first steps for Tasmania to implement a cash refund recycling plant ie like the Return and Earn transfer stations popping up all over NSW and beyond. Please check out <a href="http://www.returnandearn.org.au">www.returnandearn.org.au</a> This is such an awesome initiative by NSW councils and would be warmly welcomed here. I can forward photos from NSW at your request. Please take a look at this. The benefits to our community strongly outweigh initial costs in the long run ie, less rubbish, less recycling collection, less homelessness etc etc
JoHanna	Robertson	Sulphur Creek	Currently there is no safe pathway for cycling to Devonport from the West. The two options, Forth Rd and Bass Highway provide significant risk as both are 100km/h+ speed limits. If there was an alternative people would use it, however given no alternative cyclists are forced to use either of these roads at considerable risk to themselves. An upgrade to widen the shoulder and include a bike lane on Forth Rd would be appreciated.

Chantelle	McNulty	Devonport	Bluff Playground safety concern for families especially families of families with multiple children. I have had quite a few conversations with other concerned mothers about the safety concern of the bluff playground having no fence around the main playground area. Whilst it is great having the smaller playground enclosed, once you have a child that is a bit older and no longer wanting to play in that area and having a younger sibling/s and having to play & watch multiple children going in different directions it would be amazing and reassuring to have the larger playground fully enclosed and adjoined to the smaller playground for the safety of our children. Look forward to hearing a response and have other mothers that would be happy to support this. Thanks
Matthew	Rolls	East Devonport	Improved/additional lighting for the walking track between the bluff and CBD. Kilometer marking for the Devonport ParkRun course, this event attracts a large number of locals and tourists each week, and promotes healthy lifestyle.
Kathryn	Edmunds	Devonport	As a rate pay of Devonport I was absolutely horrified recently, when our family decided to have a BBQ at the Bluff. The area around the BBQ's was disgusting. There was cigarette butts, bread ties, food scraps and all sorts of other rubbish, the bark was scattered everywhere and I was just totally shocked. If we want the Living City to be successful, all of our public areas should be kept clean and presentable. If I travelled from interstate and went to BBQ at the Bluff, I would very very disappointed and would remember NOT to go back there. The focus of the Living City Project should include the entire community and not just the CBD. Don't we pay rates, which, helps to pay for our parks, recreational areas and public facilities to be maintained. I will not use the BBQ area again and will not recommend this to family and friends as a good spot to BBQ. Also, I have never in all the years that I have lived in my current location, seen the street sweeper come into out court. My issues may seem insignificant compared to others, but, they are important to me.
Claire	Jordan	Stony Rise	Would love to have more lighting on the walking track around Victoria Parade/Mersey Bluff. It's fantastic with the new lights, but there are still significant areas unlit. Many people utilise the pathway for running and walking even during winter months, so it would be great from a safety perspective to have more lighting installed along this route
Gabi	Goodacre	Devonport	We definitely need green waste collection bins
Jennifer	Mullett	Spreyton	I move here 40yrs ago thinking there would be play equipment on the park in Woodrising ave now I have grandchildren and still nothing ! 😞
Barry	Lee	Devonport	Regarding the dog exercise park near the pool complex, it has been suggested that exercise equipment similar to what is at Ulverstone would be good, also some more shading with sun shades and a drinking fountain at the far end of the park. I would also like to see these improvements along with a lot of the other park users. Regards Barry Lee

05/03/2018 D516497



## 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

## Budget 2018/2019 - Do you have an idea to improve Devonport?

Devonport residents and ratepayers are invited to provide feedback and submissions to Council as it commences preparing the 2018/2019 City budget. As part of the budget consultation phase Council is inviting ideas from community members for projects and initiatives which will benefit the community.

First Name: Frances Last Name: Wilson

Street Address: 26 Wright St

Suburb: East Side Village, Devonport.

Email: d4fwilson@gmail.com

Daytime Phone No.: 03 6427 7305 Mob. 0438 913 005

Your Project or Initiative Submission:

Rejuvenation of Mary St Wetlands.

Attachments:

1. Submission - "Mary St Wetlands" docx
2. Photo's - Walk through Mary St Wetlands
- " - Eastern boundary of Mary St Wetlands
- " - Footpath from Melaleuca Aged Care to Mary St Wetlands
3. Email from Jenny Mountney, East Devonport Child and Family Centre.

+ photo's of Mary St Wetlands

+ hard copy of submission

Please return this form to Council's Customer Service Centre, post to Devonport City Council, PO Box 604, Devonport TAS 7310 or email to council@devonport.tas.gov.au by Monday, 5 March 2017.

*The City with Spirit*

**I ask Council to consider allocating funds to the MARY ST WETLANDS in the 2018-19 Budget, in line with Council Policy 5.7 outlined below:**

*Council Policy 5.7 (summarised):*

*Identifying off-road and on-road links between region, sub-region and neighbourhood space and the re-development of existing open space as per the Guidelines for the Planning, Design and Construction of Public Open Space 2007.*

*Development of a viable system of primary fauna corridors across the municipality, especially fauna corridors along the alignments of waterways.*

*Coordinate the management of open space along and across municipal boundaries.*

*Secure open space areas along critical trail networks, not owned by Devonport Council, through negotiation with the relevant authorities.*

### **History of the Mary St Wetlands**

Originally the Mary Street wetlands was a marshy area, which flooded regularly after rain, and harboured little appeal. Around twenty years ago a group of residents saw its potential and petitioned Council to set up the Mary St Wetlands, and their voluntary group assisted in the dredging of the ponds, and the ongoing weeding and general maintenance.

Residents moved away, or aged, and the voluntary group was disbanded. Since then the wetlands has seen only minimal attention from council or residents.

I would like to see the wetlands resurrected. Currently the water is stagnant, while bull rushes and weeds have smothered the ponds. The infrastructure (bridges, railings, fences and pathways) are in need of urgent repair. Rubbish collects in the trees and on the water, and endemic plants have died, leaving raised beds empty of all but weeds.

A viable wetlands would be of tremendous benefit to local residents.

There is a possibility that a voluntary group could be involved in regular maintenance, subject to current Council Policy.

Perhaps the wetlands could also be listed in the **Clean Up Australia** program?

**I have not costed the project. If this proposal finds merit with Council costing would be more appropriately done by those within Council who will be responsible for the work.**

**Maintenance issues:**

1. Commitment of money for ongoing upkeep of the wetlands.
2. One-off weeding and rubbish clearing of the ponds.
3. Replace dilapidated fencing around the ponds (The NO SWIMMING sign is almost hidden by vegetation).
4. Paths brought up to the accessibility code allowing people in wheelchairs and using mobility aids to access the area.
5. Repairs to current bridges and railings.
5. Replanting of endemic species in dirt mounds, especially the Johns St entrance.
6. Signage to indicate individual species of flora and fauna for educational purposes (or brochure).
7. An extra seat or two in shady areas for elderly residents.
8. A **MARY ST WETLANDS** sign at the front – at present there is only a **NO DOGS** sign.
9. If possible a picnic table for residents to sit and eat lunch there.

**Stakeholders:**

- East Devonport Child and Family Centre (see email) and Day Care Centres.
- Local residents and previous members of the Wetlands volunteer group.
- East Devonport Primary Public School (who have a copy of this submission).
- Melaleuca Aged Care Facility (who have a copy of this submission).

**A well maintained wetland would be of tremendous value to our community:**

1. **Melaleuca Aged Care Facility residents** already use a concrete path that runs from their facility to the rear of the wetland. We need only make the **internal paths accessible** to this footpath and residents will be able to walk freely within the wetland, enjoying the **natural beauty**, and improving their **mental health**.
2. **Children from day care and local schools** would have an **instructional wetland** on their doorstep, with the flora and fauna endemic to the area individually signposted where possible, or listed in a brochure which encompasses the features of the wetland.
3. **Residents**, living in our urban areas, would have a **peaceful, natural environment** in which to walk, relax and contemplate nature.
4. This wetland is on the doorstep of our suburb, but its eastern boundary backs on to open countryside. The wetland is a **valuable resource for native animals** which infiltrate the residential area. We must keep these water sources viable.

05/03/2018 D516497

SIGNED:



.....  
Frances Wilson  
26 Wright St  
East Devonport TAS 7310  
0438 913005  
03 6427 7305  
([d4fwilson@gmail.com](mailto:d4fwilson@gmail.com))

**Enclosed:**

1. Devonport Council Budget 2018/2019 Submission Form.
2. Printed copies of photos on the USB.
3. A USB which includes:
  - Photos of the wetlands, its eastern boundaries and Melaleuca Aged Care footpath.
  - A copy of this submission.
  - The email from Jenny Mountney, East Devonport Child and Family Centre.

05/03/2018 D516497

**Dennis**

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**From:** Mountney, Jenny (DoE) <jenny.mountney@education.tas.gov.au>  
**Sent:** Friday, March 02, 2018 10:38 AM  
**To:** d4fwilson@gmail.com  
**Subject:** Mary St Wetlands

Good morning Frances,

Thank you for providing an overview of the Mary St Wetlands and the need for maintenance and ongoing upkeep.

I would like to support this budget proposal. The wetlands have unlimited potential as a recreational space and educational as well as being an important ecosystem.

Regards,

*Jenny*

**Jenny Mountney | Centre Leader  
East Devonport Child and Family Centre**



m 0408 997 413

**p 64784336** (please note new number)

e [jenny.mountney@education.tas.gov.au](mailto:jenny.mountney@education.tas.gov.au)

w [www.education.tas.gov.au/childandfamily](http://www.education.tas.gov.au/childandfamily)

P.O Box 301E, East Devonport 7310



Find us on  
**Facebook**

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05/03/2018 D516371



## DEVONPORT CITY COUNCIL

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## Budget 2018/2019 - Do you have an idea to improve Devonport?

Devonport residents and ratepayers are invited to provide feedback and submissions to Council as it commences preparing the 2018/2019 City budget. As part of the budget consultation phase Council is inviting ideas from community members for projects and initiatives which will benefit the community.

First Name: BRENDA Last Name: PAUL

Street Address: 3-222 WILLIAM ST

Suburb: DEVONPORT

Email: \_\_\_\_\_

Daytime Phone No.: 04 231704

Your Project or Initiative Submission: \_\_\_\_\_

'ARTWORKS' on planter tubs in Best St - more colour on 'concrete' tubs, planters in any areas. Artwork displays for Mall?  
Encourage youth/young folk to design themes and vary ideas during the year.  
More frequent cutting back of vegetation at roundabouts because of poor visibility if cycling or walking e.g. William/Nicholls St. intersection and Nicholls/Nixon intersection.

Please return this form to Council's Customer Service Centre, post to Devonport City Council, PO Box 604, Devonport TAS 7310 or email to council@devonport.tas.gov.au by Monday, 5 March 2017.

*The City with Spirit*





March 2018:

Merseylink - Suggestions regarding potential upgrade to East Devonport Pontoon area:

1. Install Parking Barriers:

- Previous Barriers have been removed however nothing has replaced them.

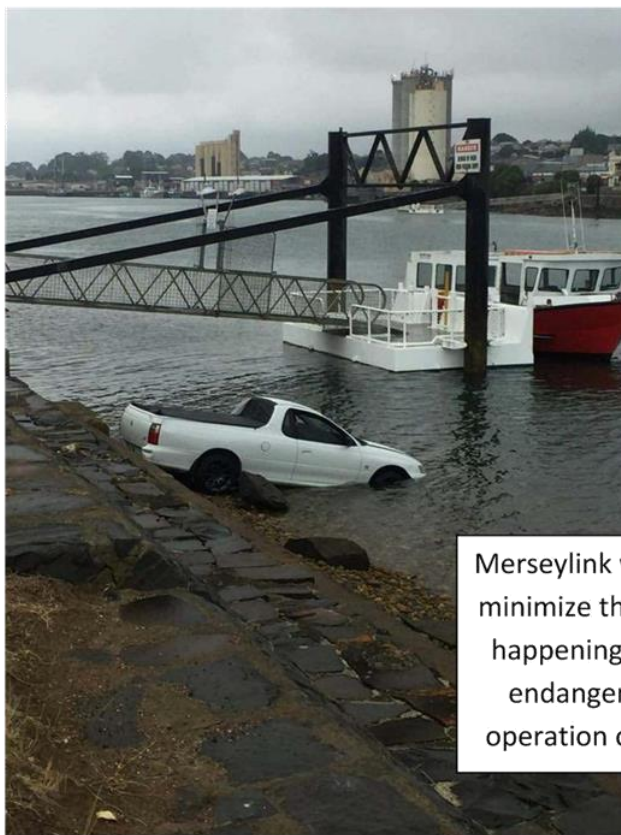
2. Clean-up the general area and make the bank safer.

3. Footpath Extension:

- Extension of existing footpath down to Pontoon gangway.
- Extension and or re surfacing of the footpath across to the car park entrance.

5/3/2018 - Merseylink

1. Parking Barriers:



Merseylink would like to minimize the risk of this happening again, as it endangers the safe operation of the Ferry.

5/3/2018 - Merseylink

2. Bank Repairs:



5/3/2018 - Merseylink

3. Footpath Extension to Pontoon gangway:



5/3/2018 - Merseylink



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**Budget 2018/2019 - Do you have an idea to improve Devonport?**

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First Name: DANE Last Name: LATON

Street Address: 3 CHALMERS LANE

Suburb: DEVONPORT

Email: dane@driftdevonport.com

Daytime Phone No.: 0407 243208 / 64244695

Your Project or Initiative Submission:

PLEASE SEE ATTACHED WRITTEN SUBMISSION  
AND PROPOSAL.

Please return this form to Council's Customer Service Centre, post to Devonport City Council, PO Box 604, Devonport TAS 7310 or email to council@devonport.tas.gov.au by Monday, 5 March 2017.



Dane Layton (and on behalf of Bluff Precinct stakeholders)  
3 Chalmers Lane  
Devonport, Tas  
7310

Paul West  
General Manager  
Devonport City Council  
P.O Box 604  
Devonport, TAS  
7310

To The General Manager,

I am writing to on behalf of myself and all stakeholders within the Mersey Bluff precinct (Devonport Surf Life Saving Club, Mrs Jones Restaurant, Mersey Bluff Caravan Park and Drift Café Restaurant) with a submission to be included in the 2018/19 Devonport City Council budget, attached is a proposal to support the submission which was previously submitted to council alderman in 2016.

My submission is for an extension to the existing parking infrastructure to the rear of the restaurants and Devonport Surf lifesaving club to be included in the budget. Attached is a proposal for extension to the existing car parking which was presented to council at a council meeting in January 2016. Myself and all stakeholders of the Bluff precinct area believe that this proposal solves many issues which exist in this area of the Bluff precinct and would manage to do so in a very economically efficient manner (refer attached cost assessment).

The attached proposal (which is included to start a discussion only and should not be viewed as a fully resolved concept) would allow for more parking without removing the ability to hold large public events in the promenade area as the space was originally intended for. Stage 1 as shown on the attached proposal could be completed for minimal cost using the existing paved surface and painting lines over. There would only be a small amount of surface that would need to be constructed in order to link the existing carpark to the rear of the restaurants with proposed car parking on the paved surface of the promenade area.

At present the existing car parking is intended to be used by restaurant customers only, however is often filled with general beach goers and people using the BBQ and playground facilities. To restrict the parking to restaurant customers only would be impossible to police and the attached proposal would mean that there would be no restrictions needed to be placed on parking in the area.

The proposal would also help to slow down cars in the area and would help to limit 'hoon' behaviour by passively slowing down cars through the layout of the car parking infrastructure.

The attached proposal would also allow for access from the main road and alleviate the issue of tourists from outside the area not being able to locate the restaurant businesses. Together we believe that eating at the restaurants, spending time at the Bluff area generally and swimming at the patrolled beach of the Bluff is a highly marketable experience to have

in Devonport for visitors from outside of the area and one which should be supported and facilitated through appropriate infrastructure. Signage could also be placed on the access point from Bluff Road directly which would help visitors to locate the businesses which people currently have problems with.

Both restaurants currently experience restrictions to trade as a result of customers not being able to get a park close by. This is a problem especially during lunch times when people have a limited amount of time to arrive, eat and get back to work within a set amount of time and if there are no carparks available they will turn around and go somewhere else instead.

The restaurant businesses, caravan park, naturally beauty of the area and patrolled beach are a major drawcard for visitors to the area and attract many visitors from interstate, internationally and elsewhere in Tasmania and we believe that there should be more infrastructure in place to facilitate these visitors to the area.

If you would like to discuss further, please do not hesitate to get in contact with me at [dane@driftdevonport.com](mailto:dane@driftdevonport.com) or on 0407243208.

We look forward to hearing from you about this submission and thank you in advance for your consideration of this proposal.

Kind Regards,

Dane Layton  
Drift Café Restaurant

David Aitken  
Mrs Jones Restaurant

Luke Emmett  
Mersey Bluff Caravan Park and Devonport Surf Life Saving Club.



**car parking(existing)**

behind surfclub etc:  
46 spaces(inc. disabled)

in front of playground:  
88 space(inc. disabled)

**Total: 134 parking spaces**

**car parking(proposed)**

**+ 78 spaces**  
**= 212 car parking spaces total**

concept drawings only, these drawings are purely indicative and not to be used for council submission, construction or any other purpose  
© Copyright 2018 Layton Design.

DWG: CONCEPT  
SCALE: 1:750 @ A3





**A REMEMBRANCE GARDEN  
FOR PIONEER PARK,  
THOMAS STREET,  
EAST DEVONPORT**

**Submission by Helen Anderson**

**92 Tarleton St, East Devonport 7310.**

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

**PREAMBLE**

- This Park is a meeting place for young mothers and their children.
- It is enjoyed by families for BBQs.
- Youth use the skate park on a daily basis.
- It is a site that can be used for community functions.
- It is a green space in an area that may in the future become more industrial.

**We should remember what the prior usage of the area was about—it was a burial ground!**

Having provided areas for physical activity —the skate park area and the bicycle training area— and picnicking facilities—the public BBQ, and toilet, and hopefully a rotunda for more shade and shelter, it is now time to honour the dead.

An area for quiet contemplation that includes seating and a proper garden that is designed in such a way as to provide barriers against inappropriate incursions from more physical activities, and also to prevent another project being plonked on the spot because it appears to be vacant.

For these reasons it is an area that should be treasured and treated with great care.

Let us not forget what the area previously was. It was once the site of two burial grounds—both of which have been cleared. Because there is little that survives many people are no longer aware of its original purpose when they should be being reminded that it is the last resting place of the first settlers of Torquay and Formby.

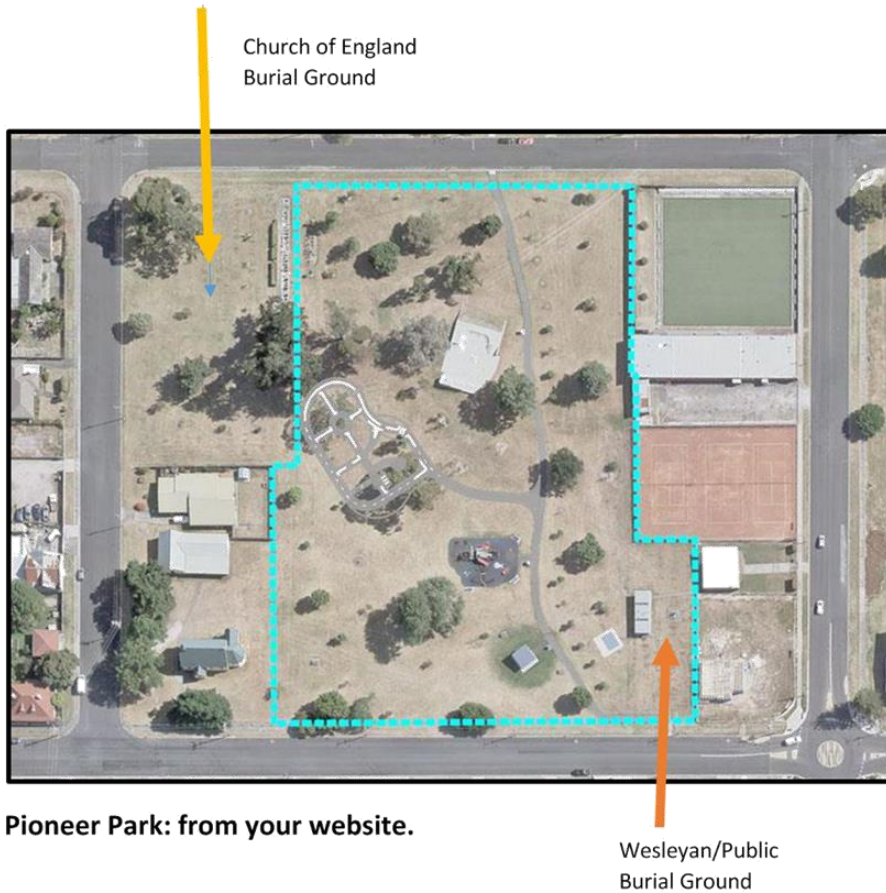
Some of the headstones from the Church of England (Anglican) burial ground (the larger of the two) have been retained but have not been laid out in a satisfactory way for visitors to photograph properly, or to preserve the headstones themselves. I know that Council is aware of this and I hope that something is in the pipeline to correct this.

They are also subject to mindless vandalism.

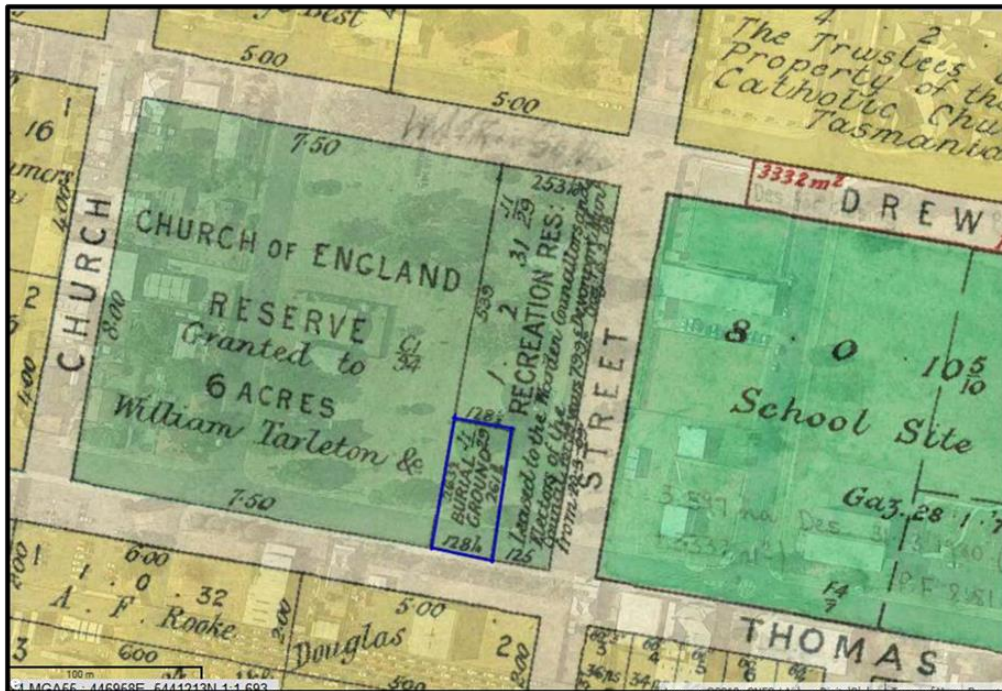
Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

The second smaller area was originally granted to the Wesleyan denomination (Methodist, now Uniting) but became more of an area for public burials and now nothing remains, apart from the cairn that records the name of the known burials within that burial ground.

**LOCATION**



Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



#### The Wesleyan Burial Ground: The List

In 1853 the Government of the day allocated 6 acres bounded by Church, Drew, Wright, and Thomas Streets to the Church of England, and a smaller area was granted to the Wesleyans for a burial ground (the area outlined in blue).

**One hundred and ten years** or so later both of these burial grounds were resumed and became Pioneer Park although the area of the Church of England cemetery is not included in the park.

The area has now been developed into a popular park, but I believe that the small area that was the Wesleyan burial ground should be developed as a garden of remembrance to prevent the original purpose of the area from being developed inappropriately.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

**PROPOSAL:****Start afresh:—**

- Create a **large** garden on the site of the old Wesleyan burial ground.
- Remove the trees presently surrounding the cairn. Photo 1



- **Photo 1:** This is a recent view of the commemorative cairn that was erected in the area many years ago. Since this photo was taken bedding roses have been added.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

- Re-think the cairn.

You could reposition the cairn within the boundaries of the new garden, or better still, create a new memorial. Surround the re-positioned cairn/memorial with decorative iron-work as per photo 2, or revamp the present cairn to make it proportional to the garden to be built around it.



- **Photo 2:** A beautiful iron-work railing like the one featured in this photograph could surround the present cairn, highlighting the past usage of the area.
- Build a stone wall around the boundaries of the garden similar to the rock walls at the river's edge.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



This lovely sculpture could be re-interpreted for a sculpture in the Remembrance Garden. It could be of a local pioneer —perhaps “Roaring Tom” Holyman, of the seafaring Holyman family—several of whom were buried in this ground. Providing is it substantial enough to deter vandals is could look good in any part of the park, but could incorporate the bronze plaque of names presently attached to the cairn.

- Build hard landscaping leading to and around the cairn and beyond, including seating areas. Photo 3.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



- **Photo 3:** Hard landscaping—low stone walls similar to those provided along the river between Train Street and Roundhouse park—that could act as a boundary between the two areas of activity — physical and passive.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



**PLANT SELECTION**

- Line the pathway with timber arbors for climbing roses. Photo 4



- **Photo 4:** *Cecile Brunner*, also known as the *Sweetheart Rose*, was a French-bred rose that entered horticultural history in 1881 under the formal name of *Mademoiselle Cecile Brunner*. *Cecile Brunner* is a fabulous climbing rose with small, pink flowers. It blooms profusely throughout the summer.

*Pierre de Ronsard* is another wonderful climber. The dark pink flowers are tinged in creamy white and are full and beautiful.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



Old City Cemetery, Sacramento, California, USA

<http://thecemeterytraveler.blogspot.com.au/2016/05/antique-cemetery-roses.html>

Other types of obelisks for climbing roses if the suggested arbors are too expensive to create.

- Fill-in plants

A perennial garden planted out with perennial plants rather than annuals. Salvias come in a wide range of colours (from purples, to mauves, to blues, to pinks, to reds) and habits and flower throughout the year if chosen with care and are most useful as food plants for our native honeyeaters.

- I'm suggesting plants as there appears to be a limited selection currently being used in our parks.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



- Salvias come in a great range of colours and habit.
- Penstemons, again a range of colours and long flowering period. Correas come in a variety of species and hybrids so planting could be other than the commonly used *Correa alba* or *Correa reflexa*. They flower for a long period, provide food for our honeyeaters and if managed well are long-lived.
- Groundcovers— Thymes come in several colours and are long-lived.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



- Colourful varieties of Bottlebrush and Kunzia
- Create generously wide garden beds around the boundary of the garden. Plant with a variety of plants—hydrangeas, japonica etc. Photos 5 & 6.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



- **Photo 5:** An underplanting of hydrangeas.

- **Photo 6:** Hedges—that can be a boundary and also provide colour—Japonica (comes with a long flowering period in white or orange flowers), or the native Westringia (flowers and foliage also in several colours) or even some of the softer grasses such as Poa and Calamagrostis 'Karl Foerster' (Feather Reedgrass). Even Dierama species could be used as they come in a variety of colours and sizes or the Dietes used so successfully along Formby Road.



Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

## INTERPRETIVE SIGNAGE

A percentage of visitors to Tasmania would be seeking out their family history and cemetery sites are foremost on their “to-do” list.

Where are their Torquay (and Formby) ancestors laid to rest? Unless they had access to old land maps they would have no idea.

The Bass Strait Maritime Centre has a panoramic photograph that includes the Wesleyan burial ground. This could be used as part of any interpretive signage that may be designed for this area.

The stone wall if used could have interpretive signage on the outside outlining the history of the burial ground and also that of the town of Torquay.

## WATER



**Photo 7:** Every garden should have a water feature and as there is a lot of area to be filled a water feature could be included.

A vandal proof bird bath/water supply should not be beyond the capabilities of your maintenance department.

As the water needs to be clean and always available some kind of inbuilt water supply could be devised.

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

## AN ALTERNATIVE GARDEN DESIGN

The above proposal would be very expensive to build but maybe there are grants available for such things. The scheme does not have to be implemented all at the same time, although this would be desirable.

- The garden illustrated below would make an acceptable alternative.
- As per the previous submission it would require removal of the trees, a revamp of the cairn—something resembling a headstone—and the possible use of the cemetery railing idea.



Oakland Cemetery, Atlanta, Georgia, USA

<https://www.atlanta.net/things-to-do/history/oakland-cemetery/>

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—

- Whilst the above garden includes headstones something along these lines could incorporate a tall column or cairn with the bronze plaque. The feature would need to be placed so that it could be easily viewed.
- Establish a Friends of the Remembrance Garden group of competent people to assist parks staff with maintenance of the garden.

I hope that this submission will at least result in some creative thinking when additional features are being added to Pioneer Park.

Our forebears produced beautiful public buildings in the town, long before it became a city —the Giblin Hall, the Town Hall, the Supreme Court building — can we not repay their foresight by commemorating them in something better than “run of the mill?”

*Helen Anderson*

Submission for a Remembrance Garden at Pioneer Park, East Devonport, by Helen Anderson, 92 Tarleton St., East Devonport, 7310.—



Hey, here's my budget submission provided in consultation with my children.

Can we look at developing the playground at the Bluff and utilising the grassed area between the skatepark and the existing playground for a new older kids playground. As most of the equipment in the current playground is designed for younger kids. There's nothing down there for the 8-15 year old's that still want to play, or are there with younger siblings.

- Flying fox (similar to the one in Ulverstone at Fairway park)
- Higher, bigger swings suitable for older kids (the current swings at the playground are set very low for the little kids).
- Climbing structure similar to the adventure playground structure at Nixon St primary School (with a big slide from the top)
- Series of Monkey bars or similar structure for kids to climb and swing on

Could also look at doing something similar at Pioneer park, although I'm guessing this may already be covered in the master plan.

I believe Ulverstone did the flying fox and carousel swing for \$45,000.

Artists rendering of the Ulverstone flying fox – image from the Advocate 25/1/16



Cheers,  
Justin

**Justin Rattray**  
Marketing & Events Officer | Devonport City Council  
17 Fenton Way (PO Box 604) Devonport TAS 7310  
P: (03) 6424 0516  
E: [jrattray@devonport.tas.gov.au](mailto:jrattray@devonport.tas.gov.au)



#devonporttas

Hi,

I realise the time for proposals for the 2018-19 period has ended just recently, I am hoping you may be able to slip this in anyway.

I have recently needed to get from Devonport to Latrobe by Bicycle for my work, I will be needing to make this trip each day now, the thing that struck me was that there is no safe way in which to do so. The Highway has inherent dangers for a cyclist. The only other option was river road.

Riding this was not a particularly great experience, its so narrow that when a car is passing and another car is coming , there is no where to do, no way to protect yourself. Cars zip up that road at 80, and when a car is going 80 on a windy road, when they come around a corner that you cannot see the other side on, and a bike is right there, The only option is swerve onto the other side of the road. But when there is a car on the other side of the road, its a safety hazard.

This is not the car drivers fault, nor is it the Cyclists fault.

I realise you have a plan for River Road in your long term plans but I am proposing to move that up to this year, as I feel given the amount of cyclists that are using that road (I counted 11 in about a 15 minute period last night. (not all together as one group , separate riders), it is only a matter of time before someone is hit by a car

In order to do this, either the road needs widening to allow for a bike lane on both sides of the road, this has some issues in that you need to cut away the cliff face in order to do it. This is no doubt both a bit complex and a bit expensive.

So I wondered about building a path on the river side of the road wide enough for two bikes or people to pass each other, a little bit wider than the Victoria bridge paths. it wouldn't need to be much wider than that, the Victoria bridge is a bit too narrow, really got to suck it in when trying to pass another cyclist coming the other way,

My proposal is that instead of cutting into the side of the cliff to widen the road, you build a path out of treated wood, on the river side of the road, while there is a fall away on that side down to the water, the path could be secured by beams grounded in the earth below, See attached image of some bridge beams to see what I mean.



This would bring that side of the wooden path up to the level of the road, so that the path can be beside the road.

As an add on to this, adding an occasional , lookout area so people could pull off to the side to admire the river views would be an addition to make it really great, similar to what you have done on the bike track in Devonport.

I am envisioning it ending up looking something along the lines of this:



The sides would not need to be quite as elaborate as this, but I feel a path like this, would provide a safe way to travel, add another place for tourists to go for a nice walk , and would not detract from the beauty and charm that River Road Provides.

I feel this should be in the 2018-19 budget for the safety reasons I mentioned above. It is currently unsafe, and I feel this would be more cost effective than cutting into the cliff side to widen the road.

Thank you for your consideration

Lawrence Cooke

**From:** Douglas Janney <[djanney39@gmail.com](mailto:djanney39@gmail.com)>  
**Sent:** Saturday, 10 March 2018 9:50 AM  
**To:** council <[council@devonport.tas.gov.au](mailto:council@devonport.tas.gov.au)>  
**Subject:** Budget suggestions 2018-2019

The below items are for consideration. Some have been previously listed

**4 Ways (William St) median strip**

Previously in Budget 2014-15

**Fenton St Villas (New)**

Quit the ownership/operation

**Formby Rd/Elizabeth St turns IN (New)**

The turn IN is very blunt and the corners need to have a larger radius.

**Road markings at Traffic Lights**

Correspondence dated 15&16/03/13

**Road Potholes**

Budgets 2012-13&2016-17

**Shopping strip speed limits**

Budgets 2014-15 &2016-17

**Traffic lights controls**

Budget 2012-13&2016-17

**Mersey Bridge runoff (straight) to Formby Rd (New)**

Road surface is rough and needs to be smooth

**Un metered road markings**

Budget 2016-17

Douglas Janney  
23 Watkinson St  
Devonport  
ph 03 6424 3753

**7.2 ELECTED MEMBERS' EXPENDITURE REPORT FEBRUARY 2018**

File: 22947 D516385

**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 February 2018, is detailed below:

**Mayor Steve Martin**

\$ 78.41 Mobile telephone expenses  
\$ 163.64 Accommodation – Hobart meetings

**Acting Mayor Annette Rockliff**

\$ 50.00 Business breakfast  
\$ 33.18 Meal expenses  
\$ 5.09 Parking expenses

**Aldermen**

\$ 300.08 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.](#) Cumulative Totals - YTD - February 2018

**RECOMMENDATION**

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

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

## Aldermen Expenses

Cumulative figures Year to date - February 2018

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	I'Pads	Conference/ Professional Development Attendance	Travel, Accom & Meal expenses	Meeting expenses	Mobile Phone	Total
Mayor Martin	37,251		14,900	7,664	-		1,949	64	495	\$ 62,323
Ald Emmerton			14,900		286					\$ 15,186
Ald Goodwin			14,900		286		349			\$ 15,535
Ald Jarman			14,900		286		347			\$ 15,533
Ald Matthews			14,900	40	286	800	552			\$ 16,578
Ald Milne			14,900		286	354	372			\$ 15,912
Ald Laycock			14,900		286	474	396			\$ 16,056
Ald Perry			14,900	64	286					\$ 15,250
Deputy Mayor Rockliff		11,646	14,900		286	524	683			\$ 28,039
Other Non Attributable										\$ -
<b>TOTAL - YEAR TO DATE</b>	<b>\$ 37,251</b>	<b>\$ 11,646</b>	<b>\$ 134,100</b>	<b>\$ 7,768</b>	<b>\$ 2,288</b>	<b>\$ 2,152</b>	<b>\$ 4,648</b>	<b>\$ 64</b>	<b>\$ 495</b>	<b>\$ 200,412</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>\$ 17,049</b>	<b>\$ 5,354</b>	<b>\$ 61,400</b>	<b>\$ 3,732</b>	<b>\$ 1,712</b>	<b>\$ 12,848</b>	<b>\$ 8,852</b>	<b>\$ 1,436</b>	<b>\$ 405</b>	<b>\$ 112,788</b>
% Spent Year to Date	69%	69%	69%	68%	57%	14%	34%	4%	55%	64%

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

## 7.3 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS

File: 34511 D516629

### 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:

- Devonport Regional Gallery Advisory Board
  - The Board reviewed the most recent Gallery Plans
  - The Board reviewed the Gallery Report and Friends of the Gallery Report: Attached
- East Devonport Special Interest Group
  - The Committee reviewed the Exercise Equipment Concept Plan and the Pioneer Park Draft Master Plan
  - The Committee discussed upcoming East Devonport Events.



### **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.](#) Unconfirmed Devonport Regional Gallery Advisory Board Minutes and Action List 31 January 2018
- [2.](#) Unconfirmed East Devonport Special Interest Group Minutes and Action List 13 February 2018

### **RECOMMENDATION**

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

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

**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
DEVONPORT REGIONAL GALLERY ADVISORY BOARD  
MEETING HELD WEDNESDAY, 31 JANUARY 2018  
5.05PM TOUR OF GALLERY STORAGE FACILITY  
5.55PM MEETING CONTINUED COUNCIL COMMITTEE ROOMS**

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

Council Officers

Geoff Dobson  
Ellie Ray  
Danielle O'Brien

Guest

Karen Mathew – Friends of the Devonport Regional Gallery

**PRESENT**

Geoff Dobson (Chair), Ald Jarman, Ald Milne, Lee Dixon, Linda Johnston, Karen Mathew, Alister McCrae (arrived 5.55pm), Alexandra Morse, Marilyn Raw (arrived 5.20pm) and Danielle O'Brien

**1.0 APOLOGIES**

Josephine Kelly, Carol Whish-Wilson and Ellie Ray

**NOT PRESENT**

Vivienne Breheney

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Board recommends that the previous minutes of the meeting held 15 November 2018 be received and noted.

*Moved: Ald Jarman /L Dixon*

**CARRIED**

**4.0 ACTION LIST**

Board reviewed, please see attached Action List for updates.

**5.0 REPORTS**

Gallery Report: Attached

*Moved: G Dobson /M Raw*

**CARRIED**

Friends Report: Attached

**6.0 GENERAL BUSINESS****6.1 Corporate Plan Actions**

The Board reviewed and noted the Galleries progress in meeting the Corporate Plan Actions.

**6.2 Strategic Plan**

The Board noted that the Gallery have been successful in their Arts Tasmania grant application.

**6.3 Devonport Regional Gallery Relocation**

- Fairbrother have now moved on sight.
- Heritage issues are being worked through as they arise.
- Have uncovered timber floorboards upstairs and plans have been altered to restore the flooring rather than replace.

**6.4 Acquisition Proposal**

The Board reviewed the acquisition proposal. Attached

Artist: Nerida de Jong

Title: The Little Gallery

Date: n.d

Medium: pen sketch

Dimensions: Image – 10.2 x 16.0cm

Frame – 24.0 x 30.0cm

Edition: n/a

The Devonport Regional Gallery Advisory Board endorse the Acquisition Proposal regarding the Nerida de Jong work entitled The Little Gallery.

Moved: G Dobson /Ald Milne

**CARRIED**

**7.0 AGENDA ITEMS FOR NEXT MEETING**

**NEXT MEETING TO BE HELD WEDNESDAY, 14 MARCH 2018 COMMENCING 5.30PM DEVONPORT COMMITTEE ROOMS**

**MEETING CLOSED 6.52PM**

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST  
MEETING HELD 31 JANUARY 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
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 Birgitta Magnusson-Reid to begin programming.	NOV 18
	Upcoming Exhibits	DO'B	Completed	Board to receive a list of future exhibit dates/titles. Emailed 17 Nov 2017 and with a 2018 Exhibition Program 31 Jan 2018.	
20 SEPTEMBER	Gallery Storage Facility	ER	Completed	31 Jan Board toured the Gallery storage facility.	
	Gallery Relocation	DO'B/ GD	Completed	31 Jan Board shown and discussed most recent Gallery plans.	JAN

<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  
GALLERYGallery Report Wednesday 31 January

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**EXHIBITION OCTOBER - DECEMBER***RACT Insurance Tasmanian Portraiture Prize**The Black Suite: When You See – Angela Casey (The Little Gallery)*

Closed Sunday 3 December

Opening attendance:

Total attendance: 3887

**EXHIBITION DECEMBER - JANUARY***New Alchemists*

Curated by Dr Alicia King

Closed Sunday 7 January

Opening attendance: 35

Total attendance: 1579

**EXHIBITIONS JANUARY – FEBRUARY***'There Is No Abstract Art...'*

Curated by Erin Wilson

*Down The Rabbit Hole With Scissors - Gina (The Little Gallery)*

Opened Friday 12 January

Opening attendance: 65

**EDUCATION & PUBLIC PROGRAMS 15 NOVEMBER 2017 – 31 JANUARY 2018**

Date	Program	Attendance
16 November	Education: Little Aesthetics (Primary School Group)	61
20 November	Public Program: Books + Art Reading Group	5
21 November	Education: Art Spark	12
22 November	Education: 1,2,3 Create!	7
22 November	Education: Little Aesthetics (Primary School Group)	46
24 November	Public Program: Christmas Market	520
28 November	Education: Art Spark	13
11 December	Public Program: Books + Art Reading Group	5
12 December	Education: Art Spark	12
15 January	Public Program: Books + Art Reading Group	5

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**DEVONPORT  
REGIONAL  
GALLERY**

Gallery Report Wednesday 31 January

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**UPDATE****The Friends**

To be provide by Karen Mathew

**THE DROOGS**

On the 24 November, the Droogs and Friends Committee held a twilight Artisan Christmas Market at Devonport Regional Gallery. The Droogs decorated the Gallery in a Christmas theme prior to the event, and raised money by offering a gift wrapping service.

The Droogs have taken a break over the Christmas and school holiday period; their first meeting for the 218 is scheduled for February 23 and a priority will be beginning the planning process for Youth Week 2018.

**NEW GALLERY**

Building permits have been received and work began during December. New facility due to open mid to late 2018.

**STAFF**

Creative Learning and Public Programs Officer – Birgetta Magnusson-Reid began 29 January 2018.



Opening night of Down The Rabbit Hole With Scissors - Gina (The Little Gallery)

Devonport Regional Gallery Advisory Board

Meeting of the 31 January 2018

**Friends of the Gallery Report**

Since my last report Friends committee members have participated in and attended a number of events and functions.

On Friday November 24 we operated a stall at the DROOG'S Christmas Market which was held in the gallery. This was a reasonable fund raiser for us, even though we over catered, but in future we hope to better gauge our requirements.

On December 3 of our committee members and 2 life members attended a Christmas lunch at the QVMAG. This was held by the Tasmanian branch of Museums Galleries Australia and included a very interesting tour of the recently opened exhibition – 'The First Tasmanians: Our Story.' This is a permanent installation and well worth a visit.

On the social side, we met at the Maritime Museum just before Christmas to enjoy morning tea with our retired treasurer from last year, Ann Thomas. Some of our past members were also attended.

On 12 January this year committee members supported the gallery with the opening of the current exhibitions 'There is no Abstract Art' and 'Down the Rabbit Hole With Scissors – Gina .'.

During the next month we will be busy organising our wine tasting event which will be held on Friday March 16. Titled 'The Ides of March' this evening will include selected wines from Ghost Rock Vineyard paired with matching platters from Drift Café Restaurant.

Karen Mathew

President FDRG



DEVONPORT  
REGIONAL  
GALLERY

## DCC PERMANENT COLLECTION

## ACQUISITION PROPOSAL FORM

Proposing Staff Member: Erin Wilson (Curator)

Date submitted: 31/01/18

**1. OBJECT DETAILS**

Artist: Nerida de Jong  
 Title: The Little Gallery  
 Date: n.d.  
 Medium: pen sketch  
 Dimensions: Image – 10.2 x 16.0 cm  
 Frame – 24.0 x 30.0 cm  
 Edition: n/a

**2. ACQUISITION DETAILS**

Object inspected: Erin Wilson, 25/01/18

Object reviewed by: DRG SIG

Purchase Price: N/A

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

Funds confirmed: N/A

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

Donor name: Bronwen Dickinson

Donor address: 148 Steele Street, Devonport TAS 7310

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

**3. CONDITION / TRANSPORTATION / STORAGE**

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

Storage or conservation requirements: N/A

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

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

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

#### 4. DATABASE

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

#### 5. CONFLICT OF INTEREST DECLARATION

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

Please highlight the appropriate statement:

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

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

If you have a conflict of interest please declare:

#### 6. STATEMENT OF SIGNIFICANCE / RECOMMENDATION

Nerida de Jong was born in Sydney, New South Wales in 1945. She studied Fine Art at the National School of Art, Sydney, before holding her first solo exhibition in Devonport, Tasmania. De Jong was later included in group exhibitions including the Sydney Morning Herald Art Prize and the Portia Geach Memorial Prize for women, and has won prizes including the North Coast Art Awards and the Southern Cross Festival of Arts. De Jong is known for her portraiture and sketches, and more recently her vibrant paintings of her current home, Saint-Cirq Lapopie, France.

This work by de Jong shows the original Little Gallery (date unknown). The Devonport Regional Gallery evolved from the inception of The Little Gallery, which was founded by Jean Thomas as a private enterprise in 1966. Jean Thomas' vision for the Gallery was as a centre for community arts and activities. Her aim was to promote Tasmanian artists and to provide an impartial program of appreciation with the inclusion of national and international exhibitions. The Little Gallery was situated in a weatherboard building behind the Baptist Church in Stewart Street, which is now home to the Devonport Regional Gallery.

The DCC Permanent Collection does not currently contain any works showing the original Little Gallery, making this work significant to the collection.

The work is in a similar style to the Kathleen Cocker collection of 260 watercolours and pen sketches of houses and businesses from the North West Tasmanian region. It is anticipated the work would be displayed alongside the Cocker Collection, the first opportunity being as the Collection Corner work displayed during the exhibition *Not Without a Trace* in April 2018. *Not Without a Trace* will combine a selection of works from two collections held by DCC. The exhibition will include more than 200 watercolour paintings of the North West Coast of Tasmania, alongside a series of photographs from the Homes of Devon Collection. Together these trace the history of homes from the broader Devonport region over a period spanning more than a century, creating unique lasting records of both homes lost, and those still standing. The addition of this work to the DCC as a record of the original Gallery is significant.

This work is recommended for acquisition.

Signed: Erin Wilson  
Curator

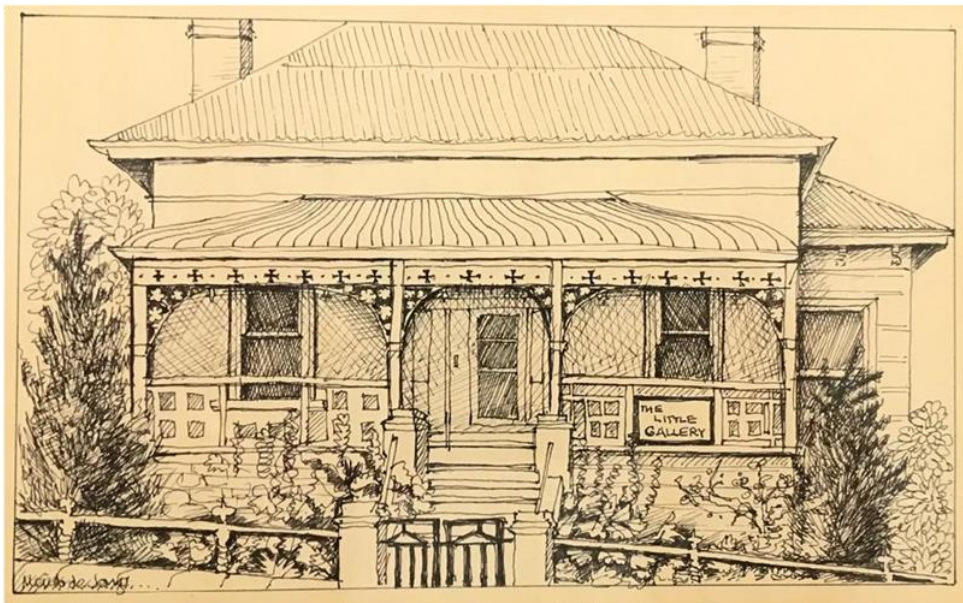
Date: 25/1/18

Signed:  
Convention & Arts Centre Manager

Date:

Approved:  
Not approved:

Date:  
Date:



**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
EAST DEVONPORT SPECIAL INTEREST GROUP  
MEETING HELD TUESDAY, 13 FEBRUARY 2018 3.35PM**

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  
Carol Bryant  
Charmane Hardy  
Danielle O'Brien

**PRESENT**

Ald Rockliff (Chair), Ald Jarman, Tracey Carter, Maureen Clarke, Jenny Mountney, Scott Newman, Frances Wilson, Carol Bryant, Charmane Hardy and Danielle O'Brien

**1.0 APOLOGIES**

Neil Newman, Karen Hampton

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Group noted and confirmed the previous minutes of the meeting held 28 November 2017.

**4.0 ACTION LIST**

Reviewed, please see attached Action List for updates.

**5.0 INFORMATION SHARING**

- o SN – website has free listings for charities.
- o CH -Bike Safety Park; not only is the Bike Safety Park being used by children and young families, but a group of older women who are relearning bike safety.
- o Clean Up Australia Day – Details in Action List
- o JM - New principle at East Devonport Primary School - Steve Bainbridge
- o JM - Certificate II and III Community Services students are looking for volunteer work up to 2 hours at a time. Funding models have changed, meaning students are required to complete their studies via practical experience. Please contact Child and Family Centre should you know an organization that could use the assistance.

**6.0 GENERAL BUSINESS****6.1 Exercise Equipment - Concept Plan**

- Group reviewed the concept plan drawn up as a result of community consultation showing Melrose Street as the preferred option.
- Melrose Street ablution block scheduled for upgrade in the next financial year.
- May need to upgrade the fence bordering the Caravan Park.
- BBQ and playground are staying.
- Aiming to start construction this financial year, completed by the end of 2018.

**6.2 Pioneer Park Master Plan – Draft Master Plan**

- Group reviewed the draft Master Plan
- Feedback required prior to concept plan being developed.

Group Feedback

- Signage encouraging people to report driving onto the park could assist pedestrian safety.

**7.0 AGENDA ITEMS FOR NEXT MEETING**

**8.0 NEXT MEETING TO BE HELD TUESDAY, 17 APRIL 2018 COMMENCING AT 3.30PM AT THE EAST DEVONPORT CHILD AND FAMILY CENTRE**

**MEETING CLOSED 4.30PM**

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST  
MEETING HELD 13 FEBRUARY 2018**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
13 FEBRUARY 2018	Clean Up Australia Day		In progress	Clean Up Australia Day BBQ Friday 2 March 10am-12pm Melrose Street. please RSVP to Council  Sunday 4 March 9.30am-12pm Join Ambleside Neighbourhood Watch at River Road Ambleside.	
	14 Murray Street		In progress	Squatters are apparently living in building. Action: Concerned for their safety CH will advise Tas Police.	
	Harmony Day		In progress	21 March 5-7pm Long Picnic Table Action: DO'B to provide a copy of poster to the East Devonport SIG.	
28 NOVEMBER 2017	Wright Street Tiger Stripes		In progress	Re-painting is scheduled for February 2018.  13 Feb, Murray Street has been painted.	
	Pioneer Park Master Plan		Complete	Draft Plan to be presented at next meeting or earlier if available.	
17 OCTOBER 2017	East Devonport Shopping Sign		In progress	Location: -41.183090, 146.412264 Latrobe municipality. Ald Jarman has spoken to the owner of the property. The sign has been there for about 30 years. Action: Ask Latrobe council for permission to update the sign, ask for planning permission dimensions etc. Follow up with GM.  If appropriate Ald Jarman to ask local retailers to pay for a sign update.	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
30 MAY 2017	Exercise Equipment		In progress	13 Feb group reviewed concept plans.	
	Transport Services		In progress	Consultation completed awaiting transport network report and recommendations from Tas Gov.  Some new routes in East Devonport have begun.	
21 FEBRUARY 2017	East Devonport Community Plan Beautification: Universal Access to the beach		In progress	13 Feb A grant proposal recently submitted on behalf of Rotary Club of Devonport South East, awaiting response.  Melrose Street Ablution block scheduled for upgrade in the next financial year.	
	East Devonport Community Plan Increased sense of safety through a vibrant sense of place: Cultural Festival	CH	In progress	Group agreed to work towards a simple 21 March 2018 Harmony Day Festival.  Equipment Hire has been approved. Cultural entertainment being sought.  Charmane has formed a Working Group to consist of: Ald Rockliff, MC, PK, JM	
15 MARCH 2017	Pioneer Park	All / PK	In progress	Email received 11 May 2016, on behalf of Mersey Apex, Ald Goodwin granted permission to relocate the memorial plaque.	Nov

## 7.4 COMMUNITY SERVICES, ARTS AND CULTURE REPORT - MARCH 2018

File: 29530 D512729

### 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 January 2018 to 28 February 2018.

### BACKGROUND

This report is provided to the Governance, Finance & 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 Development and Engagement
  - Recreation and Sports Development
  - Tourism, Marketing, Promotion and Events
- Arts and Cultural Development
  - Bass Strait Maritime Museum
  - Devonport Entertainment and Convention Centre (DECC)
  - Devonport Regional Gallery
  - Visitor Information Centre
  - paranapple convention centre

### DISCUSSION

#### 1. COMMUNITY SERVICES

##### 1.1 Community Development January and February Events/Programs

###### 1.1.1. Seasonal Program and Publication

Community Services assisted in the Delivery of the Summer season program which included; fishing, "on your bike", boot camp, beach party and summer photo walk series.

###### 1.1.2. Aging Stronger, Active Longer and TAFE Partnership

Beginning in Seniors Week, this 8 week program was held at the Devonport and East Devonport Recreation and Function Centres. This program resumed in early February and has been exceptionally well received, with classes at the EDRC regularly attracting 10-12 participants, whilst the sessions at the DRC has over 30 seniors attend each week. Feedback from participants has been very positive with new members continuing to sign up each week.

Council's recreation department has entered into a partnership with TasTAFE. Students studying fitness will run the Ageing Stronger, Active Longer Seniors



Program under the supervision of their teacher and Council's Recreation staff. Students will gain practical experience and an opportunity to interact with senior members of our community. The feedback from participants has been very positive.

**1.1.3. International Women's Day**

Council along with a number of partnering organisations, will be delivering a week long calendar of events during 1-8 March 2018 which will include Leaders in Heels Speakers Forum and Diamonds of Devonport.

**1.1.4. PCYC**

Council is currently working with Tas Police and PCYC to establish a PCYC program within the Devonport region.

**1.1.5. Environmental Sustainability**

Planning and consultation underway to develop Council's environmental strategy. Community input on the key environmental and sustainable living issues and ideas to address these are being sought through an online survey. Expressions of interest are open until mid March for community members to form a working group to assist Council develop the strategy.

**1.1.6. Regional Youth Strategy**

A working group of community organisations has been analysing the results of youth consultation conducted in mid-late 2017 and identifying key issues and possible actions. Further consultation with young people will be undertaken in March to draft potential project ideas.

**1.1.7 Australian Day Citizenship Ceremony**

The 2018 Australia Day Awards and Citizenship Ceremony was held on 25 January. The event was held at Providore Place and Council Officers worked with Providore Place to style the area and set up staging, seating and sound. The event saw an increase in attendance compared to previous years with an estimated 200 people in attendance.

Three awards were presented on the night: Community Event of the Year was awarded to the Rotary Club of Devonport for The Great Teddy Bear Fly In and Kite Festival, Young Citizen of the Year was jointly awarded to Adam Jago and Marcus Smith and the Citizen of the Year award went to Ray Wright. 2018 saw a record number of nominees, with 15 nominees being celebrated at the event (five in each category). Nine new citizens were also welcomed from the UK, Sri Lanka, Vietnam and South Africa.

The 2018 Ambassador was Bianca Welsh, co-owner of three highly successful Launceston restaurants, youth mental health advocate, tourism advisor, and 2016 Young Australian of the Year nominee.

Entertainment was provided by the Devonport Brass Band.

**1.1.8 Taste the Harvest**

Taste the Harvest was held on Sunday, 21 January at Roundhouse Park, a move from its traditional March long weekend date and rebranded Taste the Harvest Summer Style. The event underwent some changes for 2018, with the removal of the Producers Marquee and addition of a series of artisan market stalls.

Approximately 2,000 patrons attended the eight hour event, which is a similar figure to 2017. In previous years Council has assisted in the programming of

entertainment across the event. This year the entertainment was self-managed and featured country recording artist James Blundell and three local bands.

The children's area was managed by the Bass Strait Maritime Centre.

Council and The Lions Club of Devonport have formalised and signed the Partnership Agreement for Taste the Harvest. This agreement will span three years, with an annual review. As part of this Agreement, Council provides staging and infrastructure support and financial assistance for marketing.

The City of Devonport Lions Club are currently considering dates for next year's event. The organising committee have declared all positions vacant and will be welcoming new members in March.

#### **1.1.9 2018 Devonport Triathlon**

Dates: 17 February 2018

Location: Mersey Bluff Precinct

Number of competitors and officials: **150**

Event Overview – International, Interstate & Intrastate

Duration: 1 day

The 2018 Devonport Triathlon, which this year also hosted a Paratriathlon World Cup. The World Cup is just one of six being held around the globe and the only one in Australia.

Now in its 33rd year, the race ranks among Australia's oldest triathlons, and continues to enjoy high participation and spectator numbers.



#### **1.1.10 Health & Wellbeing Programs – Recreation Officer**

Bootcamp program at East Devonport resumed 14 February with a welcome back BBQ for all children and parents. Followed by a 'Bring a Buddy to Bootcamp' day on 28 February.

#### **1.1.11 School Holidays Program**

School holidays sports program resumed in January 2018, activities included:

- Hockey with a coach from Hockey Tasmania;

- Bootcamp fitness, fun and games;
- NRL qualified active after schools coach;
- Nippers with Devonport SLSC;
- Excursion to Launceston; Airtime360 trampolines, lunch in monkey park, Westbury maze;
- Learn to surf with Sealions Aquatic school;
- Soccer with the Devonport Strikers;
- Dancing with Techsteps dance teachers; and
- Indoor Bowls with Devonport Senior Citizens.

#### 1.1.12 Queen's Baton Relay

On Wednesday 7 February, Devonport hosted a leg of the 2018 Gold Coast Commonwealth Games Queen's Baton Relay. The relay comprised of 27 Baton Bearers who carried the Baton from Devonport Bluff Promenade through the Streets of Devonport. The relay ended with a short community celebration in the Rooke Street Mall. It was estimated that 2,000 people lined the route to watch the relay.

#### 1.1.13 Social Media Marketing

Social Media guidelines were rolled out across the organisation combined with training on the newly implemented Social Media Management Tool. The tool is designed to streamline content creation across the organisation and allows publishing to multiple platforms from the desktop. This ensures staff without access to mobile phones and tablets can create social media content, increasing our engagement with the community across all of Council's profiles.

#### 1.1.14 Retail Strategy

A draft retail strategy was presented to Aldermen at a workshop in February. The draft strategy will be presented to Council in due course for their endorsement of subsequent community consultation.

#### 1.1.15 Devonport Jazz

Planning commenced for Devonport Jazz 2018 with an EOI distributed to venues, initial branding developed and early artist negotiations commencing.

A new Devonport Jazz Special Interest Group has begun meeting monthly.

### 1.2 Participation Across Community Service Facilities and Events

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

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

Recreation Centre Participation				
Facility	Customers through the Door	Number of Program Participants	Customers through the Door	Number of Program Participants
	January 2018		February 2018	
East Devonport Recreation Centre	704	1,571	1,624	2,323

Devonport Recreation Centre	182	242	2,020	3,394
<b>TOTAL</b>	886	1,813	3,644	5,717
<b>TOTAL 2017</b>	1,752	1,127	8,487	4,885

### 1.2.1 Recreation Facilities Usage

Usage for facilities for January and February are listed in the table below:

<b>Recreation Usage</b>			
<b>Facility</b>	<b>Room/Ground</b>	<b>Number of Bookings January</b>	<b>Number of Bookings February</b>
Devonport Recreation Centre	Judo Room	5	11
	Meeting Room	3	5
	Sauna	3	9
	Squash	27	37
	Stadium	31	63
	Table Tennis Building	15	53
	Youth Centre	23	79
East Devonport Recreation and Function Centre	Community Room	7	24
	Stadium	10	47
Ground/Reserve	Reserves – Vietnam Vets Memorial	0	0
	Reserves – Bluff	2	4
	Reserves – Roundhouse Park	2	1
	Coles Beach	0	1
	Reserves - Don	0	0
	Reserves - Lighthouse	1	0
	Reserves – Kelcey Tier	1	1
	Reserves – Cenotaph	0	0
	Skate Park	1	0
	Reserves – Pioneer Park	0	0
	Byard Park	2	3
	Devonport Oval	5	3
	Don Rec Ground	1	2
	Girdlestone Park	2	3
	Maidstone Park	1	1
	Meercroft Park & Eugene	2	4
	Valley Road Soccer Centre	1	1
<b>Total</b>		<b>145</b>	<b>352</b>

Special events held at the DRC for January and February are listed in the table below:

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	Taekwondo Tournament	4 February
	NWBU Senior Men & Women	9 February
	Squash Come & Try Day	10 February
	NWBU Charity Game	17 February
	Devonport Senior Citizens, Indoor Bowls	21 February
	NWBU Senior Men & Women	23 February
	Van Diemen Rollers Event	24 February
East Devonport Recreation and Function Centre	Scripture Union Holiday Program	15-18 January
	Stamp & Coin Expo	10 February
	Labor Party Forum	22 February
	Devon Patch workers & Quilters Expo	24 February
<b>Total</b>		<b>11</b>

### 1.2.2 Splash – January 2018

Centres Attendances including YTD Comparison

Year to date comparison								
Attendees	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	YTD
Casual Entry	3,735	3,147	4,264	5,120	4,650	6,663	10,141	37,720
Fitness Members	7,927	8,396	10,232	8,998	9,042	10,819	7,356	62,770
Learn to Swim	3,432	3,440	4,360	3,640	3,720	4,560	3,520	26,672
Lane Hire	915	1,225	1,100	270	725	3,331	425	7,991
Bookings	521	547	441	457	988	1,250	216	4,420
<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>139,573</b>

\*Please note Splash reporting is a month behind

## 1.3 Community Development Upcoming Events/Programs

### 1.3.1 Upcoming Sporting Events in 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
Victoria Parade - Bluff	Run Devonport	18 March
Devonport Recreation Centre	BTAS Pre-Season Tournament	24-25 March
	NW Thunder Games (4) SEABL	April
	BTAS College Championships	26-27 May
	BTAS Tri-Series Round 3	23 June
	Futsal Islanders Cup	June
	Tas Squash Open	29 June
	NWBU Finals	July
	Junior Intertown Finals	27 August
Devonport Oval	BTAS U12 State Championships	1-2 Sep
	Summer Carnival	December

Mersey Bluff Precinct	Tour of Tasmania Cycling Event	October
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#### 1.4 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
Devonport Brass Band	3 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
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

## 2 ARTS AND CULTURAL DEVELOPMENT

### 2.1 Arts and Cultural Development January and February Events/Programs

#### 2.1.1 DECC Theatre Performances & Events

##### Emma & Lachy Tour – The Wiggles

Due to the refurbishment of the Town Hall Theatre, this concert was held at the Ulverstone Sports & Leisure Centre.



*Emma & Lachy Tour – The Wiggles*

*Charmaine Wilson – Freaky Whispers*

Due to the refurbishment of the Town Hall Theatre, this event was relocated to the Latrobe Memorial Hall.

### **2.1.2 Gallery Exhibitions**

*New Alchemists*

*Curated by Dr Alicia King*

Closed: Sunday 7 January 2018

Opening attendance: 35

Total attendance: 1579

*'There is no Abstract Art...'*

*Curated by Erin Wilson*

Opened: Friday 12 January

Closed: 19 February

Opening attendance: 65

*Gina: Down the rabbit holes with scissors*

*Little Gallery*

Opened: Friday 12 January

Closed: 19 February

Opening attendance: 65

*'There is no Abstract Art...'*

This exhibition curated by Erin Wilson, explored the notion that all artworks represent something, whether an object from the world, an idea or an intent. Drawn from the DCC Permanent Collection, this exhibition included works by Australian artists ranging from the 1970s to the 21st Century, who engage with abstract expressionism, conceptualism and geometric abstraction.

The title of this exhibition is taken from the Pablo Picasso quote: *'There is no abstract art. You must always start with something. Afterwards you can remove all traces of reality.'*

*Down the rabbit hole with scissors*

This exhibition of collages has been inspired by the artist's travels and desire to 'make' throughout her journeys overseas and at home. Much of the subject matter has been found by local East Devonport Artist Gina, and recycled to form surreal and at times, unsettling images that stir the imagination and memory.

*National Photographic Portrait Prize 2017*

*Toured by the National Portrait Gallery, Canberra*

Opened: Friday 23 February

Opening attendance: 48

*Mike Singe: Carbon Capture and Storage/Celebrating 400ppm*

*Little Gallery*

Opened: Friday 23 January

Opening attendance: 48

*National Photographic Portrait Prize 2017*

The National Photographic Portrait Prize is an annual prize open to both aspiring and professional photographers, reflecting the distinctive vision of Australia's portrait photographers and the unique nature of their subjects.

Now in its tenth year, the prize continues to present surprising perspectives on contemporary photographic portraiture, with the images remaining an evolving kaleidoscope of the nation's preoccupations and identity.



*Preview talk for Friends of Devonport Regional Gallery prior to the exhibition opening with guest speaker Joanna Gilmore, Curator, National Portrait Gallery.*

*Mike Singe: Carbon Capture and Storage/Celebrating 400ppm*

This exhibition showcases a small selection of works from an ongoing series of soot drawings (carbon capture and storage/carbon reduction). In a futile attempt to find a positive aspect to climate change, the exhibition features animals that are likely to benefit from a warming planet.



### 2.1.3 Committee Update

#### The Droogs

Have begun planning for Tasmanian Youth Week.

#### Friends of the Gallery

Are planning for their next event which will include selected wines from Ghost Rock Vineyard paired with matching platters from Drift Café Restaurant.

#### Devonport Regional Gallery Advisory Board

The Advisory Board toured the Gallery Storage facility, received an update on the Regional Gallery Relocation and discussed an acquisition proposal.

### 2.1.4 Bass Strait Maritime Centre

#### Visitor Numbers

Visitor numbers for January and February included six cruise ship bus tours. Five additional bookings were cancelled due to insufficient numbers.

#### Café

In January Devonfield Enterprises withdrew from the café operations. Council has sought expressions of interest for lease of the cafe.

#### The Finlayson Exhibition

Created much interest from the local community with the Volunteers able to collect additional anecdotal feedback additional information for the files.

#### External Events

Three volunteers hosted the children's activities marquee at the Devonport Lions Club Taste of the Harvest. It was an excellent promotional activity for the Centre.

Three evening “*Riverside Ramble*” events were conducted during February with forty-one participants. The sessions were a history walk and talk with numbers attending restricted to ensure a good experience for all. The walks were led by volunteer Stephen Hiller, a collection management team member and passionate historian.



Australian Maritime Museums Council Meeting

The Coordinator attended the Australian Maritime Museums Council (AMMC) meeting and workshop in Sydney 21-23 February and gave a short presentation on the proposed workshop to be held in Devonport 18-19 October.

Media

Bass Strait Maritime Museum was mentioned as a place well worth a visit in the February edition of UK magazine publication "Ships of Today and Yesterday" about ferries and featured the *Princess of Tasmania*.

Collection Management

Work with the Past Perfect database and digitising of photos continued.

Two tubs of newspaper clippings from 1970/80s donated to the Centre recently have provided volunteers with additional information for the local history files.



**2.1.5 Julie Burgess**

Maintenance was completed mid-January and sea trials were undertaken. Sailings commenced on Sunday, 4 February. Seven sailings were completed during the month of February with ten cancelled – four no skipper available, three due to weather conditions, one due to crew availability, one no passengers and one trip to Ulverstone did not go ahead due to planning constraints.

**2.1.6 Tourism Development Strategy**

Members of the Destination Action Plan leadership group met with Cradle Coast Authority to discuss expanding the leadership group and the possibility of obtaining State Government grants for DAP actions. The DAP leadership group will reconvene in the coming months to progress the Devonport DAP.

**2.1.7 Cradle Country Marketing Group (CCMG)**

The Cradle Country Marketing Group have reprinted the new guide and map due to unprecedented high demand. 30,000 additional copies have been distributed through the Tourism Brochure Exchange network.

The group has been preparing draft budgets and planning meetings with Cradle Coast Authority to discuss alignment of marketing efforts.

## 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 January and February period.

	Customers through the Door January 2018	Customers through the Door February 2018
Devonport Regional Gallery	991	3,741
Visitor Information Centre	5,883	5,323
Bass Strait Maritime Centre	929	889
Julie Burgess	0	72
Devonport Entertainment & Convention Centre - audience	Centre was closed	1082
<b>TOTAL</b>	<b>7,803</b>	<b>11,107</b>
<b>TOTAL 2017</b>	<b>9,511</b>	<b>10,064</b>

### 2.2.1 Theatre Performances & Events

The following table shows the DECC hire for January and February period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	2	2	1082
Community Hire	0	0	0
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>1082</b>

### 2.2.2 DECC Ticketing

For the seventh consecutive year, the very popular *Concert in the Vines* at Ghost Rock Vineyard was held on 24 February. A total of 1,130 tickets were sold through the DECC box office and its agencies since the launch of the event in November 2017.

Whilst Ghost Rock Vineyard has its own website, online sales are directly linked to the DECC's ticketing system. The Centre processes all online transactions and receives a service fee for tickets purchased online.

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

Box Office/Agency Sales	Number of Tickets Sold
DECC Performances & Events	2,008
Concert in the Vines	199
Ticketmaster Events	63
Ticktek Events	77
<b>Totals</b>	<b>2,347</b>

**2.2.3 Education & Public Programs – January and February**

<b>Draft – Gallery Education and Public Programs</b>		
<b>Program</b>	<b>Attendance</b>	<b>Date</b>
Public Program: Books + Art Reading Group	5	15 January
Public Program: Devonport Tafe – Gallery presentation	13	7 February
Public Programs: Books + Art Reading Group	9	12 February
Education: Art Spark	15	13 February
Public Programs: 'There is no abstract art...' Twilight Tour	29	15 February
Education: Art Spark	13	20 February
Public Programs: Exhibition preview talk for Friends	28	23 February
Education: Art Spark	14	27 February
Education: 1,2,3 Create	4	28 February

**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 and Geoff Dobson	Endorsed By:	Paul West
Position:	Community Services Manager/ Convention and Arts Centre Manager	Position:	General Manager

## 7.5 GOVERNANCE & FINANCE REPORT

File: 29468 D516788

### 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 January and February 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
- Financial Reporting
- Strategic and Operational Plans
- Corporate Communication
- Human Resources
- Partnerships
- Information Technology
- Budget Management
- Car Parking
- Property Management
- Legal Issues
- Customer Service
- Financial Strategy and Management
  - Revenue and Rating
  - Grants
  - Loan Borrowings
  - Compliance
  - 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 January and February 2018:

REG/371	Devonport Regional Gallery - Notification of Regional Art Fund Community Grant Application 2017 Round 2 - \$8,400	2/01/2018
REG/372	Adhesion Order - Vol 5408 Fol 289 - 13-14 Wiena Crescent, Devonport	5/01/2018
REG/373	Final Plan of Survey and Schedule of Easements - PA2016.0053 - Collins Way	15/01/2018
REG/374	Section 90 Certificate - Devonport City Council Acquisition - Jasmin Cove Pty Ltd - 158 Caroline Street, East Devonport	5/02/2018
REG/375	Subdivision SA2011.0011 Volume 173713 Folio 62 - Devonport Tennis Club	14/02/2018

**1.2. Property Management update**

The contract for the sale of four further lots at 24-26 Triton Road, East Devonport is with Council's Solicitors for finalisation.

**1.3. Aldermen's Attendance**

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

No. of Meetings Attendance	Council	Planning Authority		Governance & Finance		Infrastructure & Works		Workshops
	11	6		4		4		12
		Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Ald S L Martin	10	6	0	3	0	0	3	10
Ald D C Emmerton	9	3	0	3	0	0	2	8
Ald G F Goodwin	10	4	0	3	0	4	0	10
Ald A J Jarman	11	0	4	3	0	3	0	12
Ald L M Laycock	11	0	2	0	2	2	0	12
Ald J F Matthews	10	5	0	0	4	2	0	11
Ald T M Milne	11	4	0	4	0	0	4	11
Ald L M Perry	11	6	0	0	3	4	0	12
Ald A L Rockliff	11	0	4	3	0	4	0	12

**1.4. HUMAN RESOURCES****1.4.1. Recruitment****Staff positions advertised January 2018 to February 2018**

Position	Department	Work Location
Community Services Manager	Community Services	City Offices
Human Resources Officer	Organisational Performance	City Offices
Visitor Services Coordinator (internal only)	Art and Convention	City Offices/Paranaple
Accountant	Corporate Support	City Offices
Media and Communications Officer	Organisational Performance	City Offices

**Staff Appointments January 2018 to February 2018**

Position	Name	Department	Work Location
Community Development & Recreation Officer	Nikita Hillier	Community Services	City Offices
Executive Manager Corporate Services	Jeffrey Griffith	Corporates Services	City Offices
Community Services Manager	Karen Hampton	Community Services	City Offices
Project Officer	Sarah Beckett	Art & Convention	Bass Strait Maritime Centre

Human Resources Officer	Amy Smith	Organisational Performance	City Offices
Visitor Services Coordinator	Justin Rattray	Art & Convention	City Offices/ Paranaple

**Staff Departures January 2018 to February 2018**

Position	Name	Department	Work Location	Date Effective
Public Programs Officer	Dianne Sheehan	Art & Convention	Devonport Regional Gallery	5/1/2018
Human Resources Officer	Jacqui Surtees	Organisational Performance	City Offices	15/2/2018
Media and Communications Officer	Janine Phillips	Organisational Performance	City Offices	23/2/2018
Executive Assistant – Community Services	April Nelson	Community Services	City Offices	28/2/2018

**1.4.2. 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	4 claims	0	\$ 40,104.19
30/6/2017*	7 claims	1	\$ 46,550.92
30/6/2016	20 claims	0	\$127,951.07
30/6/2015	12 claims	0	\$201,329.20
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$327,921.89

**Commentary:**

\* Claim/s remains open in this year ending.

**New Workers Compensation claims for the period**

One new claim lodged in January 2018.

No new claims lodged in February 2018.

**1.4.3. Work Experience**

Date	Work Experience Program	Student	Location of placement
20/1/2018 to 20/2/2018	University of Melbourne Planning Student	Anastasia Badina	Planning

**1.4.4. Staff Training**

Issued Date	Training Description	No. of employees	Department	Location
22/1/2018	Safety Inductions – Ameropa	4	Infrastructure Works and Development	Lawrence Drive & City Offices
24/1/2018	Diploma of Project Management	1	Infrastructure Works and Development	City Offices
24/1/2018 - 15/2/18	Track Safety Awareness – Tasrail	10	Infrastructure Works and Development	Lawrence Drive

**1.4.5. Health & Wellbeing**

Council's employee Health and Wellbeing program promoted Wear Red Day on 14 February. Wear Red Day raised money towards vital first-stage, innovative research into the prevention, diagnosis and treatment of heart disease, gold coin donations were made with \$25 being donated to Heart Research Australia.

**1.4.6. Industrial Relations**

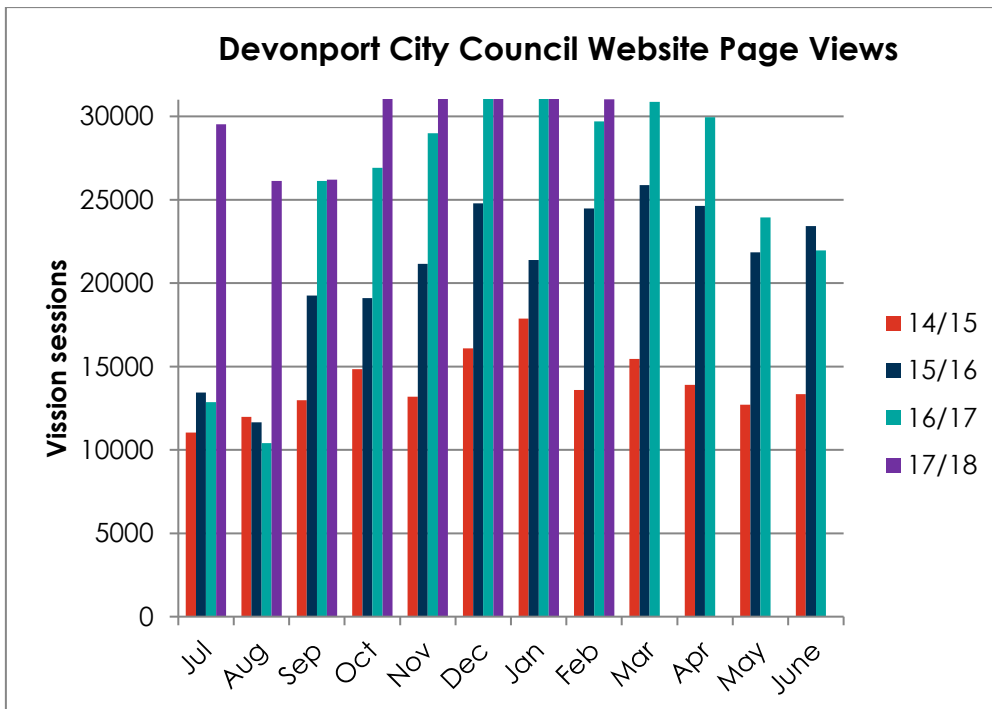
The proposed Devonport City Council Enterprise Agreement 2017 is being assessed and waiting approval from the Fair Work Commission.

**1.5. CORPORATE COMMUNICATION – JANUARY TO FEBRUARY 2018**

**1.5.1. Devonport City Council Website**

Visitation to Council's website for the months of January and February increased slightly compared to this time last year, with an increase of 13.9% in January (36,884 visits) and 4.5% in February (31,022 visits).

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, the Waste Transfer Station 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>January 2018</b>	<b>February 2018</b>
<b>Total Visitor sessions</b>	16,801	13,577
<b>Total page views</b>	36,884	31,022
<b>Average daily sessions</b>	542	485
<b>Average session duration (minutes)</b>	1:34	1:38
<b>Average page views per visit</b>	2.2	2.28
<b>Device Category</b>		
• Desktop	35%	42%
• Mobile Phone	53%	47%
• Tablet	12%	11%
<b>Top 10 Pages</b>	<ol style="list-style-type: none"> <li>1. Home Page</li> <li>2. Employment/Careers/ Employment Opportunities</li> <li>3. How to Contact Us</li> <li>4. Events-Activities</li> <li>5. Contact Us</li> <li>6. Events/What's On</li> <li>7. Mersey Vale Cemetery Search</li> <li>8. Council/Employment/ Careers</li> <li>9. Events/Activities/Taste The Harvest</li> <li>10. Waste Transfer Station</li> </ol>	<ol style="list-style-type: none"> <li>1. Home Page</li> <li>2. How to Contact us</li> <li>3. Employment/Careers/ Employment Opportunities</li> <li>4. Contact Us</li> <li>5. Employment/Careers</li> <li>6. Mersey Vale Cemetery Search</li> <li>7. Events-Activities</li> <li>8. Events/What's On</li> <li>9. Work/Employment- Opportunities</li> <li>10. Parking in Devonport</li> </ol>

### 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 three community consultations were undertaken:

- 2018-2023 Draft Waste Strategy – 20 December 2017 to 29 January 2018
- Southern Rooke Street Renewal Project – 22 December 2017 – 29 January 2018
- Budget Consultation – 1 February to 5 March

### 1.5.3. Social Media

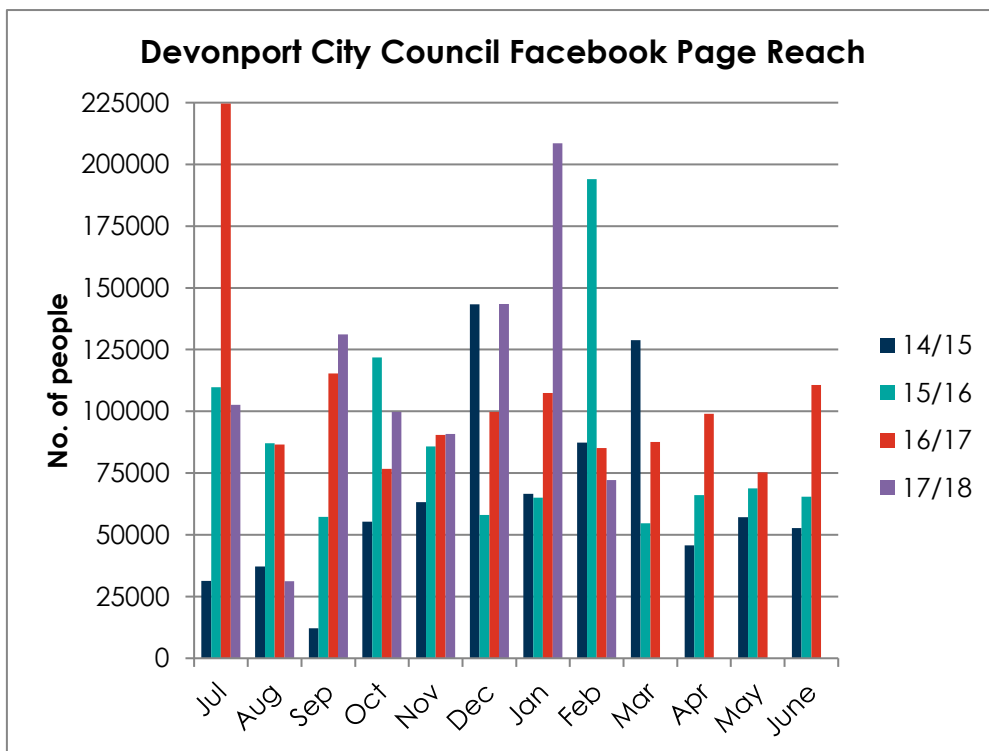
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

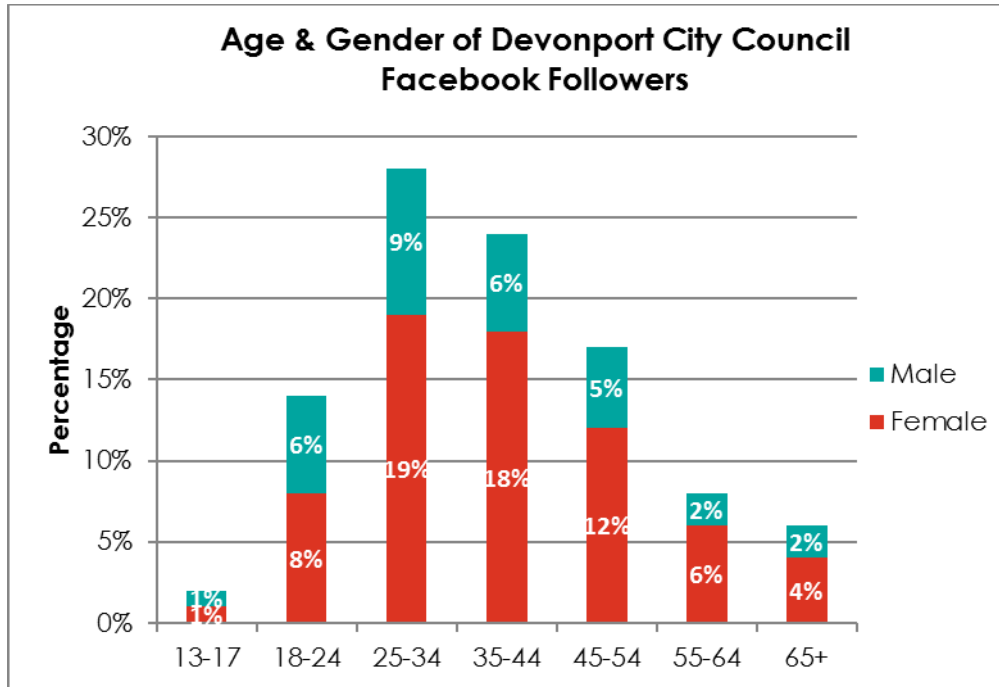
Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 371 followers as at 28 February 2018. It is actively used to 'break' news to the media.

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.

DCC Facebook Page Statistics	January 2018	February 2018
<b>Facebook Followers:</b> Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	6,371 TY (5,334 LY) +19.4%	6,436 TY (5,434 LY) +18.4%
<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).	208,604 TY (107,410LY) +94.2%	72,151 TY (85,098 LY) -15.2%
<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.	23,881 TY (8,984 LY) +165.8%	6,714 TY (5,359 LY) +25.3%





During January and February 2018 the top 10 page posts each month in terms of audience reach were:

January 2018	February 2018
1. Indian Myna sighting – 9/1/18 – 50K	1. Road closures Queens Baton Relay – 5/2/18 – 10K
2. Parking changes reminder – 4/1/18 – 29K	2. BreastScreen Tasmania Bus visit – 14/2/18 – 8.8K
3. Position Vacant HR Officer – 22/1/18 – 11.6K	3. Horsehead Creek Pontoon Closure – 15/2/18 – 6K
4. Queens Baton Relay advanced notification – 28/1/18 – 11.6K	4. Fruit Fly Control Area extended – 18/2/18 – 5K
5. Fruit Fly detection notification – 28/1/18 – 10K	5. Clean up Australia Day notice – 21/2/18 – 4K
6. Lighthouse carpark renewal – 10/1/18 – 9.8K	6. Commonwealth Games Queens Baton Relay today – 6/2/18 – 3K
7. Summer program photography lessons reminder – 7/1/18 – 7.5K	7. 2018/19 Budget Consultation reminder – 11/2/18 – 3K
8. Council cover photo update – 1/1/18 – 6K	8. Queens Baton relay image gallery – 6/2/18 – 2.6K
9. Summer program fishing event – 14/1/18 – 4.6K	9. Wet weather road alert – 13/2/18 – 2.5K
10. 2018-2023 Waste Strategy consultation – 2/1/18 – 3.6K	10. 2018/19 Budget Consultation – 4/2/18 – 2.4K

**1.5.4. Publications & Media**

During the month of January 2018, Council published:

- Ten (10) media releases, alerts and invitations:
  - Parking Changes
  - Round Two Financial Assistance Scheme Open
  - Diamonds of Devonport Nominations Open
  - Lighthouse Car Park redevelopment

- Skate Scoot and BMX comp
- Australia Day Awards and Citizenship Ceremony
- Council appoints new managers
- Australia Day Award Recipients
- Queen's Baton Relay
- DECC performances relocated to Ulverstone

During the month of February 2018, Council published:

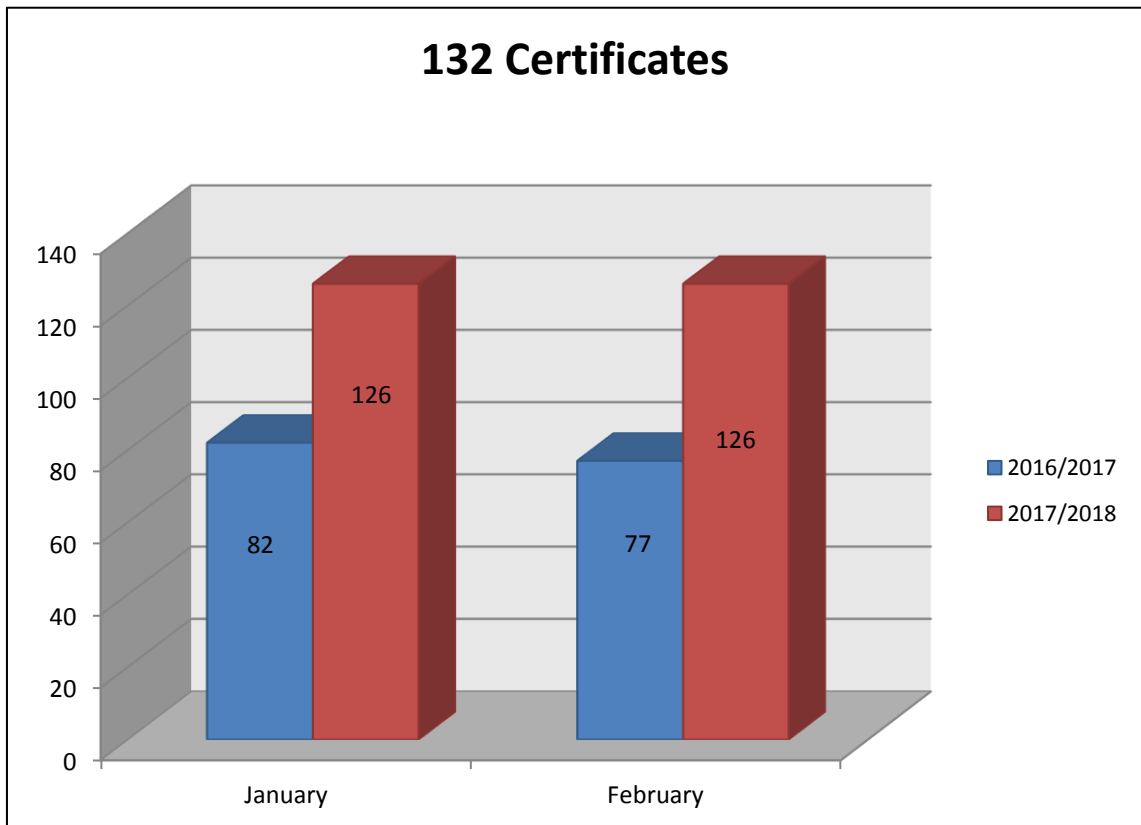
- Seven (7) media releases, alerts and invitations:
  - Community input invited for 2018/19 budget
  - Diamonds of Devonport
  - Harmony Day
  - Clean up Australia Day
  - Pioneer Park & Highfield Park Master Plans
  - Environmental Management Strategy
  - LIVING CITY Cooking Centre

**2. CORPORATE SERVICES**

**2.1. Finance**

**2.1.1. S132 Certificates**

During the months of January and February 2018, the Finance Team issued 252 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>January</b>	64.84%	64.12%	66.25%
<b>February</b>	76.39%	74.40%	77.22%

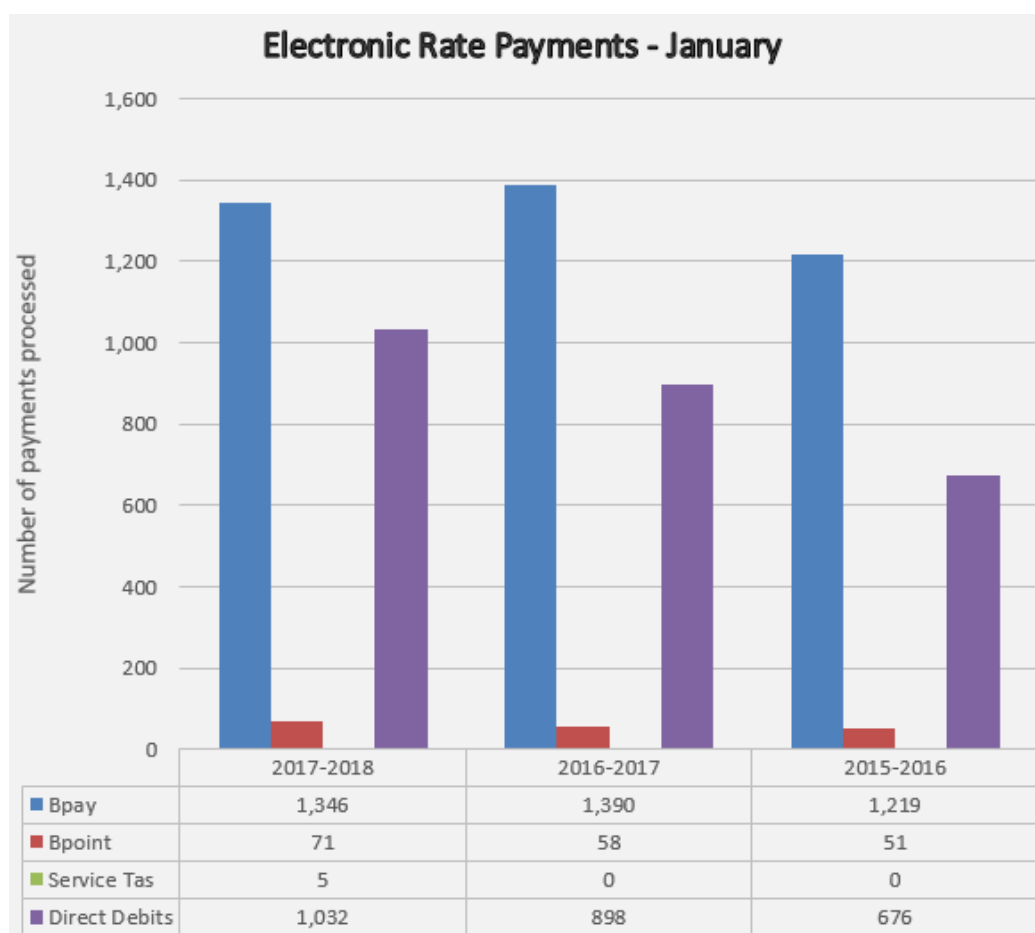
\* Please note the above statistics include rates paid in advance.

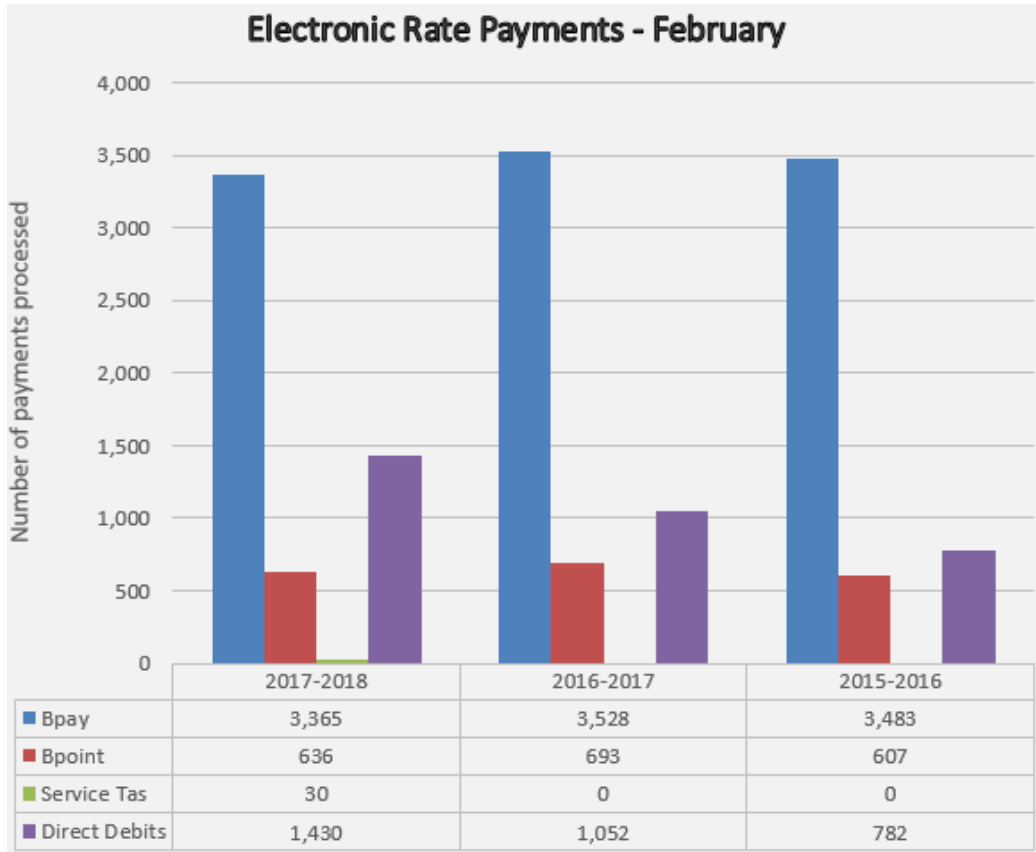
#### Number of Properties Paid in Full

	2017/2018*		2016/2017*		2015/2016	
	Number	Percentage	Number	Percentage	Number	Percentage
<b>January</b>	3285	26.43%	3125	25.33%	3732	30.70%
<b>February</b>	3630	29.21%	3451	27.98%	4052	33.33%

\* 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**

<b>Income - Car Parks (Total)</b>	<b>16/17</b>	<b>17/18</b>
<b>February</b>	\$63,834.01	\$79,992.22

<b>Income from Meters</b>	<b>16/17</b>	<b>17/18</b>
<b>February</b>	\$38,792.11	\$41,282.17

<b>Infringements Issued</b>	<b>16/17</b>	<b>17/18</b>
<b>February</b>	1,454	1,386

**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 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 CLOSURE**

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