



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that a **Governance, Finance & Community Service Committee** meeting of the Devonport City Council will be held in the Council Chambers, on Monday 18 September 2017, 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

13 September 2017

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 18 SEPTEMBER 2017
AT THE COUNCIL CHAMBERS AT 5:30PM**

Item	Page No.
1.0 APOLOGIES.....	1
Ald CD Emmerton	
2.0 DECLARATIONS OF INTEREST	1
3.0 PROCEDURAL.....	2
3.1 PUBLIC QUESTION TIME.....	2
3.2 QUESTIONS ON NOTICE FROM ALDERMEN.....	3
4.0 GOVERNANCE REPORTS	4
4.1 Public Interest Disclosures Act 2002 - Procedures Manual (D477498)	4
4.2 Annual Plan Progress Report - July-August 2017 (D488295)	45
4.3 Elected Members' Expenditure Report - July-August 2017 (D490807)	71
5.0 FINANCE REPORTS	74
5.1 Finance Report for August 2017 (D491528).....	74
6.0 COMMUNITY SERVICES REPORTS	85
6.1 Devonport Jazz 2017 (D476960).....	85
6.2 Devonport Destination Action Plan (D491175)	91
7.0 BI-MONTHLY REPORTS	106
7.1 Governance & Finance Report (D488238)	106
7.2 Community Services Report - September 2017 (D488239)	119
7.3 Minutes of Council's Special Interest Groups and Advisory boards (D489356)	134
7.4 Unconfirmed Minutes - Shared Audit Panel - 7 August 2017 (D478542)	158
8.0 CLOSED SESSION - CONFIDENTIAL MATTERS	162
Out Of Closed Session	163
9.0 CLOSURE	163

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 18 September 2017 commencing at 5:30pm.

PRESENT

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

IN ATTENDANCE

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

1.0 APOLOGIES

The following apology was received for the meeting.

Ald C D Emmerton	Apology
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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 PUBLIC INTEREST DISCLOSURES ACT 2002 - PROCEDURES MANUAL

File: 17652 D477498

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

To ensure that Council complies with its statutory obligations relating to the *Public Interest Disclosures Act 2002*.

BACKGROUND

The main objective of the *Public Interest Disclosures Act 2002* is to encourage and facilitate the making of disclosures of improper conduct (or detrimental action) by public officers and public bodies. The Act specifically includes local government in its definitions of "public body" and "public officer" and therefore applies to all councils (Refer Section 6.2 of the Procedures Manual).

Under Section 38(1)(f) of the *Public Interest Disclosures Act 2002*, the Ombudsman is required to publish Guidelines and Standards to assist users of the Act in determining whether improper conduct (as defined in the Act) is serious or significant. These Guidelines are critical to the operation of the Act as they determine whether a disclosure is covered by the protections of the Act or whether the disclosure must be investigated.

In June 2017, the Ombudsman provided notice to the General Manager that a modified version of the Model Procedures, originally established by their office in 2003, had been drafted. The Ombudsman encouraged all public bodies to adopt the revised Model Procedures.

Council last reviewed and re-adopted the Procedures Manual on 28 July 2014.

STATUTORY REQUIREMENTS

Council, as a "public body", as referred to in the *Public Interest Disclosures Act 2002*, is required to comply with its statutory obligations under the Act, and to utilise the Procedures Manual in order to adhere to the Act's provisions.

DISCUSSION

The Ombudsman published Guidelines and Standards which incorporated revised Model Procedures for adoption by public bodies.

It is a requirement of the Act that:

- Each body establish procedures which comply with the Guidelines and Standards (S60(1));
- That the public body submit its procedures to the Ombudsman for approval before their initial adoption (S60(3)); and
- That the public body thereafter submit its procedures to the Ombudsman for approval once in each 3 year period following their initial approval (S60(3)).

The Ombudsman was provided with a copy of the draft Manual and has approved its content for adoption by Council. Changes are tracked in the attached version of the Manual.

COMMUNITY ENGAGEMENT

No community consultation has been undertaken in respect of this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

- Political/Governance
Failure to comply with the *Public Interest Disclosures Act 2002* is an offence, and the imposition of a penalty, in accordance with the Act, may apply.

CONCLUSION

Council must review and adopt policies and procedural documents to ensure they remain relevant, accurate and comply with its legislative requirements.

The changes made are consistent with Council's previous Procedures Manual and in accordance with the Ombudsman's revised Guidelines and Standards published in June 2017.

ATTACHMENTS

- [1.](#) Public_Interest_Disclosures_Model_Procedures_Manual_Aug 2017 - Approved

RECOMMENDATION

That it be recommended to Council that it adopt the attached *Public Interest Disclosures Act 2002 Procedures Manual* dated July 2017 with immediate effect.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Governance Coordinator	Position:	General Manager

DEVONPORT CITY COUNCIL PROCEDURES



PUBLIC INTEREST DISCLOSURES ACT 2002

TASMANIA

Issued to accompany GUIDELINE No 1/2011

Date of first issue of Guideline and Standards: 28 March 2011

Revised edition: ~~May 2014~~ July 2017

Contents

Attachment I : FLOWCHARTS	3
I STATEMENT OF SUPPORT	1
2 Purpose of these procedures	1
3 The purpose of the Act	2
4 How the Act works	2
5 Comparison with the Integrity Commission Act	3
6 Key terms	4
6.1 <i>The right to make a disclosure</i>	4
6.2 <i>“Public officer” and “public body”</i>	5
6.3 <i>“Contractor”</i>	7
6.4 <i>“Improper conduct” and “corrupt conduct”</i>	8
6.5 <i>Detrimental action</i>	9
7 The reporting system	11
7.1 <i>To whom a disclosure may be made – general principles</i>	11
7.2 <i>Disclosure to persons within the Devonport City Council</i>	12
7.3 <i>Disclosure to the Ombudsman</i>	12
7.4 <i>Disclosure to the Integrity Commission</i>	13
7.5 <i>To which entity should a disclosure be made?</i>	13
8 Roles and responsibilities	14
8.1 <i>Members, officers and employees</i>	14
8.2 <i>Principal Officer</i>	14
8.3 <i>Public Interest Disclosure Officer</i>	1514
8.4 <i>Investigator</i>	1615
8.5 <i>Welfare manager</i>	1615
9 Confidentiality	16
10 Publishing statistics	1817
11 Preliminary issues	18
11.1 <i>What should the recipient of the disclosure do upon receipt of the disclosure?</i>	18
11.2 <i>Assessing the disclosure – is it a protected disclosure?</i>	1918
11.3 <i>Should the disclosure be referred to another body?</i>	2019
11.3.1 <i>Referral to the Ombudsman</i>	2019

11.3.2	Referral to the Integrity Commission	20
11.3.3	Referral of criminal conduct to the Police	2120
11.3.4	Further assessment - Is the disclosure a public interest disclosure?	2120
12	Protection	22
12.1	<i>When does protection commence?</i>	22
12.2	<i>What protection does the Act provide?</i>	2322
13	Investigations	2423
13.1	<i>Introduction</i>	2423
13.2	<i>Matters that do not have to be investigated</i>	2423
13.3	<i>Appointment of investigator and framing of terms of reference</i>	2524
13.4	<i>Investigation plan</i>	2625
13.5	<i>Natural justice</i>	2625
13.6	<i>Conduct of the investigation</i>	2726
13.7	<i>Referral of an investigation to the Ombudsman</i>	2827
13.8	<i>Provision of information about the investigation</i>	2827
14	Action taken after an investigation	2827
14.1	<i>Investigator's final report</i>	2827
14.2	<i>Action to be taken</i>	2928
15	Managing the welfare of the discloser	3029
15.1	<i>Commitment to protecting disclosers</i>	3029
15.2	<i>Keeping the discloser informed</i>	3130
15.3	<i>Occurrence of detrimental action</i>	3130
15.4	<i>Discloser implicated in improper conduct</i>	3130
16	Management of the person against whom a disclosure has been made--	3231
17	Offences	3332
18	Approval and review of these procedures	3433

Attachment I : [FLOWCHARTSFLOWCHART](#)

I STATEMENT OF SUPPORT

The Devonport City Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2002* (the Act). It does not tolerate improper conduct by its employees, officers or members, or the taking of detrimental action against those who come forward to disclose such conduct.

The Devonport City Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal the type of conduct to which the Act is directed.

The Devonport City Council will take all reasonable steps to protect people who make such a disclosure from any detrimental action in reprisal for making the disclosure, and to protect their welfare. It will also afford natural justice to all parties involved in the investigation of a disclosure.

2 Purpose of these procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by Devonport City Council or members, officers or employees of the public body. The procedures are also intended to assist its members, officers and employees to understand the way in which the Act operates and needs to be administered.

The system created by these procedures provides for such disclosures to be made to the General Manager (the Principal Officer) or to a delegated Public Interest Disclosure Officer. Disclosures may be made by people who are “public officers” with the Devonport City Council. ~~or by~~ People who are or have been “contractors” with Devonport City Council for the supply of goods or services ~~can make disclosures to the Ombudsman or Integrity Commission. These expressions meaning of public officers and contractors is~~ are explained later in this document.

These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors, and to use existing grievance procedures within the organisation where appropriate.

The procedures have been prepared in accordance with Guidelines and Standards published by the Ombudsman under s 38(1)(c) of the Act. These Guidelines and Standards can be seen on the Ombudsman’s website at www.ombudsman.tas.gov.au.

3 The purpose of the Act

The Act commenced operation on 1 January 2004. It was substantially amended by the *Public Interest Disclosures Amendment Act 2009*, following a major review of the Act, and these procedures reflect those amendments. The amendments took effect on 1 October 2010.

The purposes of the Act are contained in its long title. These are:

- to encourage and facilitate disclosures of improper conduct by public officers and public bodies
- to protect persons making those disclosures, and others, from detrimental action
- to provide for the matters disclosed to be properly investigated and dealt with, and
- to provide all parties involved in the disclosures with natural justice.

The public interest is served by providing an avenue for persons to report improper conduct and be protected for doing so.

4 How the Act works

Briefly, the Act works in this way:

- It gives certain people – “public officers” and “contractors” – the right to make a disclosure about “improper conduct” or “detrimental action” to certain integrity agencies, other persons and bodies (Part 2 of the Act, particularly s 6).¹
- It provides certain statutory protections for protected disclosures (Part 3).
- It dictates how the recipient of the disclosure is to deal with it (Parts 4 to 8).
- It treats the Ombudsman as the oversight agency in relation to the operation of the Act, including the default investigator, monitor of investigations by public bodies, and setter of standards under the Act.
- Where the disclosure is handled by the Ombudsman or a public body, it requires a preliminary determination as to whether the protected disclosure

¹ Note that s 7A of the Act permits a person to whom a disclosure may be made under Part 2 of the Act to treat a person who is not a public officer or contractor as a contractor for the purposes of the Act, if they consider that it would be in the public interest to do so.

is a “public interest disclosure” (ss 30 and 33). In other words a disclosure which, in the case of decision-making by the Ombudsman, meets the requirements of s 30(2), or, in the case of decision-making by the public body, meets the requirements of s 33(2).

- Subject to exceptions, it requires investigation by the Ombudsman or public body of any protected disclosure which is found to be a public interest disclosure (ss 39 and 63).
- It requires such investigation to be conducted as soon as practicable (ss 39A and 77A).
- It controls the manner in which a disclosure is investigated, and provides powers in this respect.
- In the case of investigation by the Ombudsman, it gives the Ombudsman the power to recommend that action be taken in light of the investigation (s 56.)
- In the case of an investigation by a public body which results in a finding that the alleged conduct occurred, it obliges the public body to take action to prevent that conduct from continuing or recurring, and to take action to remedy any harm or loss which may have arisen (s 75).

~~Two flow charts which depict the way in which the Act works are attached, in Attachment 1. Table 1, which is for general information, depicts how the Ombudsman deals with a disclosure made to the Ombudsman. Table 2 depicts how a public authority deals with a disclosure made to it. A flow charter, which depicts the way in which a public body should deal with a disclosure made to it under the Act, is at Attachment 1 to this document. It is important to note that a person does not have to expressly reference the Act when making a disclosure in order to be eligible for protection, if all the requirements in the Act are otherwise met.~~

5 Comparison with the Integrity Commission Act

The ~~PID~~-Act and the *Integrity Commission Act 2009* (IC Act) work very differently.

Perhaps the most important difference is that the IC Act does not contain any provisions which protect a person who makes a complaint under that Act from detrimental action by way of reprisal. The provision of such protection is a key feature of the ~~PID~~-Act.

Other important differences are:

- the fact that anyone can make a complaint under the IC Act, whereas the right to make a disclosure under the ~~PID~~-Act is given only to a current public officer and a contractor;
- in the types of conduct to which the Act applies;² - the fact that a disclosure may be made under the ~~PID~~-Act about proposed conduct, whereas the IC Act only concerns past conduct;
- the fact that a disclosure under the ~~PID~~-Act may be oral, whereas a complaint under the IC Act must be in writing; and
- the different processes which each Act applies to a matter brought forward under it.

A person who is trying to decide which Act to proceed under should consider seeking legal advice on what is the best course for them to take.

It is possible for a disclosure which is made under the ~~PID~~-Act to be dealt with under the IC Act – see Part 4A of the ~~PID~~-Act.

6 Key terms

6.1 The right to make a disclosure

The right to make a disclosure under the Act is given by s 6 of the Act. That states:

6. *Disclosures about improper conduct or detrimental action*
- (1) *A public officer who believes that another public officer or a public body –*
- (a) has engaged, is engaging or proposes to engage in improper conduct in their capacity as a public officer or public body; or*
- (b) has taken, is taking or proposes to take detrimental action in contravention of section 19 –*
- may disclose that improper conduct or detrimental action in accordance with this Part.*

² The ~~PID~~-Act concerns “improper conduct”, which embraces “corrupt conduct”. The IC Act concerns “misconduct”. The definitions of the expressions thus used in the two Acts do not align.

- (2) *A contractor who believes that the public body with which the contractor has entered into a contract –*
- (a) has engaged, is engaging or proposes to engage in improper conduct in its capacity as a public body; or*
- (b) has taken, is taking or proposes to take detrimental action in contravention of section 19 –*
- may disclose that improper conduct or detrimental action in accordance with this Part.*

As can be seen from the emphasis given to certain expressions in this version of s 6, a number of expressions are key to its operation. These are:

- “public officer”
- “public body”
- “contractor”
- “improper conduct”
- “detrimental action”

Because of the way that the expression “improper conduct” is defined in s 3 of the Act, a further expression is also very important. This is the expression “corrupt conduct”.

Each of these expressions is now explained.

6.2 “Public officer” and “public body”

These expressions are defined in ss 3 and 4 of the Act, in this way:

3. *Interpretation*
- "public body" means a public body referred to in section 4;*
- "public officer" means a public officer referred to in section 4;*
4. *Public bodies and officers*
- (1) Subject to subsection (3), the following bodies and authorities are public bodies for the purposes of this Act:*
- (a) the Parliament of Tasmania;*
- (b) a State Service Agency;*
- (c) the Police Service;*

- (d) a council;
 - (e) a Government Business Enterprise;
 - (f) a State-owned Company;
 - (g) a council-owned company;
 - (h) a body or authority, whether incorporated or not, whose members or a majority of whose members are appointed by the Governor or a Minister;
 - (i) any other prescribed body or authority, whether incorporated or not –
 - (i) to which any money is paid by way of appropriation from the Public Account; or
 - (ii) over which the Government or a Minister exercises control.
- (2) Subject to subsection (3), the following persons are public officers for the purposes of this Act:
- (a) a Member of Parliament;
 - (b) a councillor;
 - (c) a member, officer or employee of a public body;
 - (d) a member of the governing body of a public body;
 - (e) an employee of a council;
 - (f) any person performing functions under the Parliamentary Privilege Act 1898;
 - (g) a person employed in an office of a Minister, Parliamentary Secretary or other Member of Parliament whether in accordance with the State Service Act 2000, Parliamentary Privilege Act 1898 or otherwise;
 - (h) any person performing functions under the Governor of Tasmania Act 1982;
 - (i) a person appointed to an office by the Governor or a Minister under an Act
- (3) The following bodies are not public bodies for the purposes of this Act:
- (a) a court;

- (b) *a tribunal;*
 - (c) *the Tasmanian Industrial Commission;*
 - (d) *the Integrity Commission;*
 - (e) *any other prescribed body.*
- (4) *The following persons are not public officers for the purposes of this Act:*
- (a) *the Governor of Tasmania;*
 - (b) *a judge of the Supreme Court;*
 - (c) *the Associate Judge of the Supreme Court;*
 - (d) *a magistrate of the Magistrates Court;*
 - (e) *the Director of Public Prosecutions;*
 - (f) *any other prescribed person.”*

The Devonport City Council is a “public body”, as so defined.

Further, any member, officer or employee of Devonport City Council is a “public officer”, as so defined.

Note that the right which s 6 of the Act gives to a public officer to make a disclosure must be exercised whilst the person is still a public officer. **It is not a requirement that a public officer refer to the Act, or even have knowledge that the Act exists, to make a disclosure which may be protected under the Act.**

6.3 “Contractor”

This expression is defined in s 3 of the Act, in this way:

3. Interpretation

"contractor" means –

- (a) *a person who at any time has entered into a contract with a public body for the supply of goods or services to, or on behalf of, the public body; or*
- (b) *an employee of the contractor; or*
- (c) *a subcontractor engaged by the contractor to fulfil all or part of a contract with a public body for the supply of goods or services to, or on behalf of, the public body;”*

This definition has the effect that a person may exercise the right given to a contractor by s 6 of the Act even though the contract which they held with the public body is now over. **Note that contractors cannot make a protected disclosure to a public body and should be referred to the Ombudsman or Integrity Commission.**

6.4 “Improper conduct” and “corrupt conduct”

These expressions are also defined in s 3 of the Act, in this way:

“3. Interpretation

“improper conduct” means –

- (a) conduct that constitutes an illegal or unlawful activity; or*
- (b) corrupt conduct; or*
- (c) conduct that constitutes maladministration; or*
- (d) conduct that constitutes professional misconduct; or*
- (e) conduct that constitutes a waste of public resources; or*
- (f) conduct that constitutes a danger to public health or safety or to both public health and safety; or*
- (g) conduct that constitutes a danger to the environment; or*
- (h) misconduct, including breaches of applicable codes of conduct; or*
- (i) conduct that constitutes detrimental action against a person who makes a public interest disclosure under this Act –*

that is serious or significant as determined in accordance with guidelines issued by the Ombudsman;

Note that paragraph (b) leads to another definition in s 3, being that of “corrupt conduct” –

“corrupt conduct” means –

- (a) conduct of a person (whether or not a public officer) that adversely affects, or could adversely affect, either directly or indirectly, the honest performance of a public officer's or public body's functions; or*
- (b) conduct of a public officer that amounts to the performance of any of his or her functions as a public officer dishonestly or with inappropriate partiality; or*
- (c) conduct of a public officer, a former public officer or a public body that amounts to a breach of public trust; or*

- (d) *conduct of a public officer, a former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their functions as such (whether for the benefit of that person or body or otherwise); or*
- (e) *a conspiracy or attempt to engage in conduct referred to in paragraph (a), (b), (c) or (d);”*

Note that, for the right of disclosure under s 6 to apply, the improper conduct (including corrupt conduct) must be serious or significant as determined in accordance with guidelines issued by the Ombudsman. ~~The guidelines can be accessed — as to which see Guideline 1/2010 under the “Publications” tab~~ at www.ombudsman.tas.gov.au.

Examples of “corrupt conduct”

- A public officer takes a bribe in exchange for the discharge of a public duty.
- A public officer favours unmeritorious applications for jobs or permits by friends and relatives.
- A public officer sells confidential information.

Examples of other types of “improper conduct”

- To avoid closure of a town’s only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.
- An agricultural officer delays or declines imposing quarantine to allow a financially distressed farmer to sell diseased stock.
- A building inspector tolerates poor practices and structural defects in the work of a leading local builder, giving rise to a risk to public health or safety.

6.5 Detrimental action

This expression is defined in s 3 of the Act, in this way:

“detrimental action” includes –

- (a) *action causing injury, loss or damage; and*
- (b) *Intimidation or harassment; and*
- (c) *discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action; and*
- (d) *threats of detrimental action;”*

Note that the right to make a disclosure in relation to detrimental action under s 6 relates to detrimental action taken in contravention of s 19 of the Act. Section 19 is in these terms:

19. *Protection from reprisal*
- (1) *A person must not take detrimental action against a person in reprisal for a protected disclosure.*
- Penalty:*
- Fine not exceeding 240 penalty units or imprisonment for a term not exceeding 2 years, or both.*
- (2) *A person takes detrimental action in reprisal for a protected disclosure if—*
- (a) *the person takes or threatens to take the action because —*
- (i) *a person has made, or intends to make, a protected disclosure; or*
- (ii) *the person believes that a person has made or intends to make the protected disclosure; or*
- (b) *the person incites or permits another person to take or threaten to take the action for either of those reasons.*
- (3) *In determining whether a person takes detrimental action in reprisal, it is irrelevant whether or not a reason referred to in subsection (2) is the only or dominant reason as long as it is a substantial reason.”*

The effect of s 19 is that reprisal must have been a substantial reason behind the detrimental action taken, *though other reasons may exist.*

Examples of detrimental action are:

- refusal of a deserved promotion;
- demotion, transfer, isolation in the workplace or changing a person’s duties to their disadvantage;
- threats, abuse or other forms of harassment directly or indirectly against the discloser, his or her family or friends ; and
- discrimination against the discloser or his or her family and associates in applications for jobs, permits or tenders.

7 The reporting system

7.1 To whom a disclosure may be made – general principles

For the protections in the Act to apply, a disclosure must be made to the right person or body. Section 7 of the Act deals with this subject, and the following table summarises its effect:

Officer or public body to which the disclosure relates	Person to whom the disclosure may be made
a member, officer or employee of a public body other than the Police Service or a State Service Agency	that public body; or the Integrity Commission; or the Ombudsman
a member, officer or employee of a public body that is a State Service Agency	that State Service Agency; or the Integrity Commission; or the Ombudsman
the principal officer of a public body or State Service Agency	the Ombudsman; or the Integrity Commission
a member of the Police Service, other than the Commissioner of Police	the Commissioner of Police
the Commissioner of Police	the Ombudsman
a member of the Legislative Council	the President of the Legislative Council
a member of the House of Assembly	the Speaker of the House
a councillor, within the meaning of the <i>Local Government Act 1993</i>	the Ombudsman
a person employed under the provisions of the <i>Parliamentary Privilege Act 1898</i>	the Ombudsman; or the Integrity Commission
the Auditor-General	the chairman of the Public Accounts Committee
the Ombudsman	the Joint Standing Committee on Integrity
a person employed in an office of a Minister, Parliamentary Secretary or other Member of Parliament	the Ombudsman
in any other case, including if the disclosure is about a public body as	the Ombudsman; or the Integrity Commission

Officer or public body to which the disclosure relates	Person to whom the disclosure may be made
opposed to an individual public officer	

Hence, disclosures which relate to improper conduct or detrimental action by a member, officer or employee of Devonport City Council must be made as explained in parts 7.2 to 7.6. A contractor, or a member of the public under s7A of the Act, can only make a disclosure about a public body, so they must make it to the Ombudsman or Integrity Commission.

7.2 Disclosure to persons within the Devonport City Council

Disclosures of improper conduct or detrimental action by a member, officer or employee of Devonport City Council may be made to the following officers:

- The General Manager – who is the “Principal Officer” of the public body, within the terms of the Act.
- A Public Interest Disclosure Officer.

Each person who holds or acts in any of the following positions within Devonport City Council has been appointed by the Principal Officer to act as a Public Interest Disclosure Officer, and holds a delegation which enables them to receive public interest disclosures under the Act.

Governance Coordinator – Council recommends that disclosures be made to the Governance Coordinator in the first instance.

Where a person is contemplating making a disclosure and is concerned about approaching the Principal Officer or a Public Interest Disclosure Officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

It is not a requirement that the person contemplating making a disclosure refers to the Act, or is aware of the Act, to make a valid disclosure.

A disclosure about the Principal Officer should be immediately referred to the Ombudsman or the Integrity Commission.

7.3 Disclosure to the Ombudsman

A disclosure about improper conduct or detrimental action by Devonport City Council or any of its members, officers or employees may also be made directly to the Ombudsman. The contact details for the Ombudsman are:

The Ombudsman
GPO Box 960

HOBART TAS 7001

or at

~~99 Bathurst Street~~ Level 6, 86 Collins Street
HOBART TAS 7000

Internet: www.ombudsman.tas.gov.au

Email: ombudsman@ombudsman.tas.gov.au

Phone: 1800 001 170 (~~Charges from mobile phones apply~~ Freecall, though charges for mobile phones may apply)

7.4 Disclosure to the Integrity Commission

A disclosure about improper conduct or detrimental action by ~~{name of public body~~ Devonport City Council } or any of its members, officers or employees may also be made directly to the Integrity Commission. The contact details for the Integrity Commission are:

Tasmanian Integrity Commission
GPO Box 822
HOBART TAS 7001

or at

Level 2
Surrey House
199 Macquarie Street
HOBART TAS 7000

Internet: www.integrity.tas.gov.au

Email: integritycommission@integrity.tas.gov.au

Phone: 1300 720 289

7.5 To which entity should a disclosure be made?

As can be seen from part 7.1 of these procedures, there are some situations in which a disclosure may only be made to a single entity. For instance, if the disclosure is about a councillor in a local council, it must be made to the Ombudsman.

Where there is a choice of entities, those choices will include the Ombudsman and the Integrity Commission. Either of those entities will be able to give advice on the most suitable entity to receive the disclosure, but the Ombudsman has overall responsibility for the administration of the Act.

The considerations which might sensibly bear on the choice of entity to which the disclosure is made include:

- the nature of the normal functions (and therefore the skills and experience) of the different entities which might be chosen;
- the desirability of independent investigation of the disclosure – which might, for instance, lead away from making the disclosure to the public body to which it relates; and
- the seriousness or otherwise of the disclosure.

~~Where the disclosure is against a public body, not against a public officer, it is recommended that the disclosure be made to the Ombudsman.~~ Note that if the disclosure is about Devonport City Council, it can only be made to the Ombudsman or the Integrity Commission. Given the normal functions of the Integrity Commission focus on individual misconduct it is recommended that the Ombudsman be contacted in the first instance.

8 Roles and responsibilities

This part explains the roles and responsibilities of individuals within Devonport City Council under the Act.

8.1 Members, officers and employees

Members, officers and employees of Devonport City Council are encouraged to report known or suspected incidences of improper conduct or detrimental action under the Act, in accordance with these procedures.

All members, officers and employees of the Devonport City Council have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

8.2 Principal Officer

The Principal Officer has primary responsibility for ensuring that the provisions of the Act are implemented by the public body. Section 62A of the Act provides that the Principal Officer has responsibility for:

- preparing procedures for approval by the Ombudsman;
- receiving public interest disclosures and ensuring they are dealt with in accordance with the Act;
- ensuring the protection of witnesses;
- ensuring the application of natural justice in the public body's procedures;

- ensuring the promotion of the importance of public interest disclosures and general education about the Act to all staff, and ensuring easy access to information about the Act and the public body's procedures, and
- providing access to confidential employee assistance programs and appropriately trained internal support staff for those involved in the process.

The Principal Officer may delegate any or all of his or her functions to a Public Interest Disclosure Officer.

8.3 Public Interest Disclosure Officer

A Public Interest Disclosure Officer is appointed by the Principal Officer under s 62A(2) of the Act, and holds a delegation from the Principal Officer which enables him or her to exercise the statutory powers and functions given to the Principal Officer by the Act which are listed in their instrument of delegation.

These procedures frequently give responsibilities or functions to a Public Interest Disclosure Officer. Not all of these are referable to specific statutory powers or functions bestowed on the Principal Officer by the Act, and so some of them represent things which the Public Interest Disclosure Officer is expected to do on a purely administrative basis.

Subject to the terms of their delegation, the responsibilities of a Public Interest Disclosure Officer generally include:

- acting as a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action;
- making arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;
- receiving any disclosure made orally or in writing (from internal and external disclosers);
- recording in writing the details of any disclosure which is made orally;
- impartially assessing the allegation and determining whether it is a disclosure made in accordance with Part 2 of the Act (that is, "a protected disclosure");
- impartially assessing under s 33 of the Act whether a disclosure is a "public interest disclosure", and
- taking all necessary steps to ensure that the identity of the discloser and the identity of the person who is the subject of the disclosure are kept confidential.

8.4 Investigator

Where the Devonport City Council has determined that a disclosure is a public interest disclosure, or where the Ombudsman has referred a disclosed matter to Devonport City Council for investigation, the Principal Officer will appoint an investigator to investigate the matter in accordance with the Act. An investigator may be a person from within the public body or a consultant engaged for that purpose.

8.5 Welfare manager

The welfare manager will be appointed by the Principal Officer or by a Public Interest Disclosure Officer, and is responsible for looking after the general welfare of the discloser. The welfare manager will:

- examine the immediate welfare and protection needs of a person who has made a disclosure, and seek to foster a supportive work environment;
- advise the discloser of the legislative and administrative protections available to him or her;³
- listen and respond to any concerns of harassment, intimidation, victimisation or other detrimental action which may be occurring in reprisal for making the disclosure; and
- so far as is practicable, protect the identity of the discloser in the course of carrying out these responsibilities.

A welfare manager may be a person from within the public body or a consultant engaged for that purpose.

9 Confidentiality

The Devonport City Council will take all reasonable steps to protect the identity of a discloser. Maintaining confidentiality is crucial in ensuring reprisals are not made against the discloser.

All reasonable care should also be taken to protect the privacy of witnesses and of the person against whom the disclosure has been made.

Section 23 of the Act requires any person who receives information due to the handling or investigation of a protected disclosure, not to disclose that information except in certain limited circumstances. Disclosure of information in breach of this

³ See Part 12 below for details of the legislative protections.

section constitutes an offence that is punishable by a maximum fine of 60 penalty units or six months imprisonment, or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- where exercising their functions or the functions of the public body under the Act
- when making a report or recommendation under the Act
- when publishing statistics in the annual report of a public body, and
- in proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars in any report or recommendation that is likely to lead to the identification of the discloser. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report made in accordance with Part 9 of the Act.

It may be necessary to consider disclosing information where:

- it is essential, having regard to the principles of natural justice, that the identifying information be disclosed to the person who is the subject of the disclosure, or
- the investigating body believes that the disclosure of the identifying information is necessary for the matter to be effectively investigated.

In both circumstances, the person who made the disclosure should be informed as to this step.

The Devonport City Council will ensure that all relevant files, whether paper or electronic, are kept securely and can only be accessed by the Principal Officer, Public Interest Disclosure Officer/s, the investigator, and (in relation to welfare matters only) the welfare manager.

All printed material will be kept in files that are clearly marked as confidential, and all materials relevant to an investigation, such as tapes from interviews, will also be stored securely with the files.

Care should also be taken to ensure that all relevant phone calls and meetings are conducted in private.

Section 90 exempts documents from release under the *Right to Information Act 2009* to the extent that they contain information regarding a disclosure, or information that is likely to lead to the identification of the person who made the disclosure or the person who is the subject of the disclosure.

10 Publishing statistics

Section 86 of the Act requires Devonport City Council to include in its annual report:

- the number and types of disclosures made to the Devonport City Council during the year, and the number of disclosures determined to be a public interest disclosure;
- the number of disclosures determined by the Devonport City Council to be public interest disclosures that it investigated during the year;
- the number and types of disclosed matters referred to the Devonport City Council by the Ombudsman for investigation;
- the number and types of disclosures referred by the Devonport City Council to the Ombudsman for investigation;
- the number and types of investigations taken over from the Devonport City Council by the Ombudsman;
- the number and types of disclosed matters that the Devonport City Council has declined to investigate;
- the number and types of disclosed matters that were substantiated upon investigation and the action taken on completion of the investigation, and
- any recommendations made by the Ombudsman that relate to the Devonport City Council.

11 Preliminary issues

11.1 What should the recipient of the disclosure do upon receipt of the disclosure?

If the disclosure is oral, the recipient should make a file note as soon as possible, which records the time when the disclosure was made, the circumstances under which it was made and, so far as is possible, the exact words used by the discloser. The recipient should also ask the discloser to put the disclosure in writing as soon as possible.

Unless the recipient is the Principal Officer (or the disclosure is about the Principal Officer), the recipient should immediately inform the Principal Officer of the disclosure, and should provide the Principal Officer with a copy of the disclosure, or record of the disclosure, and of any accompanying documents.

If the disclosure is from a contractor, a member of the public or about the Principal Officer, it should be immediately referred to the Ombudsman or the Integrity Commission.

A file should be created for the disclosure, marked clearly as being a *Public Interest Disclosures Act* matter – see part 9 of these procedures (Confidentiality).

11.2 Assessing the disclosure – is it a protected disclosure?

The protections provided by the Act to disclosers (contained in Part 4 of the Act) only apply where the disclosure made is a “protected disclosure”. This is defined in s14 as This means a disclosure made in accordance with Part 2 of the Act. :-s-14.

As soon as practicable after the receipt of a disclosure, the disclosure should therefore be assessed by the Principal Officer or a Public Interest Disclosure Officer to determine whether it has been made in accordance with Part 2 of the Act. The following questions need to be asked in carrying out this assessment:

- Has the disclosure been made by a public officer or contractor? (See parts 6.2 and 6.3 above.)
- Does the disclosure concern improper conduct or detrimental action? (see parts 6.4 and 6.5 above.)
- Did the alleged conduct or action occur more than 3 years before the commencement of the Act – i.e. on or after 1 January 2001? (see s 10 of the Act)
- Has the disclosure been made to the appropriate person? (See part 7.1 above.)

As required by s 6 of the Act (see part 6.1 above), one of the preconditions to a disclosure being a protected disclosure, and therefore attracting the protections in Part 3 of the Act, is that it is made by a public officer or a contractor. Note that disclosure by contractors must be made to the Ombudsman or Integrity Commission.

Note that an anonymous disclosure may be accepted if the person receiving it is satisfied that the disclosure is being made by a public officer or contractor: s 8. If the person is satisfied that an anonymous disclosure is from a contractor it should be referred to the Ombudsman.

The person who carries out the assessment should inform the discloser as soon as practicable of their conclusion as to whether the disclosure is a protected disclosure, and of their reasons for coming to that conclusion. This should be done in writing. If the disclosure has been assessed as being a protected disclosure, the discloser should be given a copy of Part 3 of the Act, which details the protections which the Act provides. These protections should be explained to the discloser if necessary. The discloser should also be informed of the process which will now be followed with respect to the disclosure.

A copy of the assessment should also be given to the Principal Officer without delay, where the person who carried out the assessment is not the Principal Officer.

If the disclosure is considered to be a protected disclosure, the Principal Officer or a Public Interest Disclosure Officer should immediately appoint a welfare manager to protect the interests of the discloser, and ensure that the discloser is advised of the name and contact details of that person – see parts 8.5 and 15.1.

Note that s 7A of the Act provides that a person to whom a disclosure may be made under Part 2 of the Act may, if the person considers that it would be in the public interest to do so, treat any other person who is not a public officer or a contractor as a contractor for the purposes of the Act. ~~If this is under consideration, the matter should first be discussed with the Principal Officer, and consideration should also be given to seeking advice from the Ombudsman as to whether this step is appropriate.~~ Only the Ombudsman or the Integrity Commission can accept disclosures from contractors, so the person will need to be advised to contact either of those bodies. If the Public Interest Disclosure Officer considers this is applicable, they should seek advice from the Ombudsman.

11.3 Should the disclosure be referred to another body?

11.3.1 Referral to the Ombudsman

The Devonport City Council may refer a ~~protected-public interest~~ disclosure to the Ombudsman if it believes that it is not able to complete the investigation satisfactorily: (see s 68 of the Act). The Act does not provide for other relevant circumstances in which a public body may refer a protected disclosure to the Ombudsman before commencing an investigation, but an alternative way of achieving the same result would be for the public body to encourage the discloser to make their disclosure direct to the Ombudsman, such that there is no need for the public body to continue to investigate the matter.

11.3.2 Referral to the Integrity Commission

The Devonport City Council may refer a protected disclosure to the Integrity Commission where it considers that the disclosure relates to misconduct as defined in s 4(1) of the ~~Integrity Commission Act 2009~~ IC Act.

The Devonport City Council must notify the discloser of the referral within a reasonable time (unless the disclosure was made anonymously): s 29D.

The Integrity Commission may deal with the disclosure under the ~~Integrity Commission~~ IC Act, or it may refer the disclosure to the Ombudsman or a public body, as the case may require, for action by the Ombudsman or public body in accordance with the ~~Public Interest Disclosures~~ Act.

Matters which would bear on a decision as to whether a protected disclosure should be referred to the Integrity Commission are:

- the relevance of the disclosure to the normal functions of the Commission;

- the desirability of independent investigation by the Commission of the subject matter of the disclosure; and
- the views of the discloser as to whether referral should occur.

11.3.3 Referral of criminal conduct to the Police

It is possible that, before or during an investigation, facts are uncovered that reveal the possibility of a criminal offence. If this happens, the Devonport City Council will not commence, or will suspend the investigation and will consult with the Ombudsman as to the future of the matter. Under section 41 of the Act, the Ombudsman has the power to refer a disclosed matter to the Commissioner of Police for investigation.

If the Ombudsman is satisfied that the disclosed matter should be referred to Tasmania Police, the Devonport City Council should consider whether the disclosure should be referred to the Ombudsman under s 68 of the Act.

Early referral of the matter may avoid interference with the evidentiary trail. Referral to the police through the Ombudsman will also avoid any question of a breach of confidentiality under s 23 of the Act. Once a disclosure is referred to the Commissioner of Police through the Ombudsman, the investigation under the Act ceases. However, there may still be administrative or operational issues which have been identified during the disclosure process or investigation that should be dealt with under other internal processes of the Devonport City Council. The Principal Officer, or the Public Interest Disclosure Officer acting in consultation with the Principal Officer, will decide how the matter should be dealt with.

~~11.3.4~~ 11.4 Further assessment - Is the disclosure a public interest disclosure?

Where the Principal Officer or Public Interest Disclosure Officer has received a disclosure that has been assessed to be a protected disclosure, the Principal Officer or Public Interest Disclosure Officer must make a determination under s 33 of the Act as to whether the disclosure is a public interest disclosure. This assessment must be made within 45 days of the receipt of the disclosure.

For a disclosure to be a public interest disclosure, the public body must be satisfied that the disclosure shows or tends to show that the public officer ~~or public body~~ to whom the disclosure relates –

- has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer, or
- has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

A disclosure must be more than a mere allegation without substantiation. A disclosure must include an indication of the existence of evidence that if substantiated would show or tend to show that the alleged conduct occurred.

Where the Principal Officer or Public Interest Disclosure Officer concludes that the disclosure amounts to a public interest disclosure, he or she must -

- advise the Principal Officer (if not the person receiving the disclosure);
- notify the Ombudsman within 14 days of the decision;
- notify the person making the disclosure within 14 days of the decision (unless it is an anonymous disclosure), and
- proceed to investigate the disclosed matter - see part 12 (Investigations) below - see s 34.

If the Principal Officer or Public Interest Disclosure Officer concludes that the disclosure is not a public interest disclosure, he or she must -

- advise the Principal Officer (if not the person receiving the disclosure)
- notify the Ombudsman within 14 days of the decision, and
- notify the person making the disclosure within 14 days of the decision (unless it is an anonymous disclosure) – see s 35.

The Ombudsman must then review this decision: s 35(2).

If, on review of the matter, the Ombudsman decides that the disclosure is not a public interest disclosure, the matter does not need to be dealt with under the Act. The Principal Officer, or the Public Interest Disclosure Officer in consultation with the Principal Officer, will then decide how the disclosure should be dealt with.

If the Ombudsman determines the disclosure is not a public interest disclosure, but could be a complaint under the *Ombudsman's Act 1978* the Ombudsman must notify the discloser of his or her right to have the disclosure dealt with as a complaint under the *Ombudsman's Act* if he or she wishes.

If the Ombudsman determines that the disclosure is in fact a public interest disclosure, the matter may be referred back to the public body under s42 for investigation under the Act or the Ombudsman will deal with the disclosed matter.

12 Protection

12.1 When does protection commence?

Where the Devonport City Council receives a disclosure which complies with the requirements of Part 2 of the Act, the disclosure immediately attracts the

protections set out in Part 3 of the Act. This is so whether or not the disclosure is factually correct (although one of the requirements of Part 2, as found in s 6, is that the discloser honestly believes that the alleged improper conduct or detrimental action in fact occurred).

The protection also extends to a person who intends to make a disclosure.

Note that, as provided in s 9, a disclosure can still be made where the discloser cannot identify the person or body to whom or to which the disclosure relates.

12.2 What protection does the Act provide?

Part 3 of the Act gives various types of protection to a person who makes a protected disclosure. This part of these procedures only provides a summary of some elements of that Part of the Act.

A person who makes a protected disclosure:

- is not subject to any civil or criminal liability, or to any liability arising by way of administrative process, for making the protected disclosure (s 16);
- does not by doing so commit an offence under a provision of any other Act that imposes a duty to maintain confidentiality, or which imposes any other restriction on the disclosure of information (s 17(1)(a)); and
- does not by doing so breach an obligation by way of oath, or rule of law or practice, or under an agreement, which requires the discloser to maintain confidentiality or otherwise restricts the disclosure of information (s 17(1)(b)).

These last two protections do not apply, however, to a disclosure of information to a person other than the person to whom the protected disclosure was originally made, unless that further disclosure was made in accordance with the Act: (see s 17(2) of the Act).

Part 3 also contains various provisions which are intended to protect a discloser from detrimental action by way of reprisal for a protected disclosure. By s 19, the Act makes it an offence to take such detrimental action. By s 20, it creates a liability to pay damages for such detrimental action. And by s 21, it gives a person who believes that detrimental action has been taken against him or her the right to apply to the Supreme Court for an order requiring the person who has taken the detrimental action to remedy that action, or for an injunction.

13 Investigations

13.1 Introduction

The Devonport City Council must investigate every disclosure referred to it for investigation by the Ombudsman: s 63(b).

Unless the matters set out in 13.2 below apply, or the matter is referred to the Ombudsman, the Devonport City Council will investigate every disclosure that it receives and determines is a public interest disclosure under s 33 of the Act: (see s 63(a) of the Act).

The Principal Officer will appoint an investigator to carry out the investigation. The investigator may be a person from within an organisation or a consultant engaged for that purpose.

The objectives of an investigation are:

- to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment
- to consider the information collected and to draw conclusions objectively and impartially
- to maintain procedural fairness in the treatment of witnesses and generally to all parties involved in the disclosure

13.2 Matters that do not have to be investigated

Before embarking on the investigation of a public interest disclosure, the Principal Officer or Public Interest Disclosure Officer must first consider whether the disclosed matter deserves to be investigated. Section 64 specifies certain circumstances under which a public body may legitimately decide not to investigate. Those circumstances are if:

- in the opinion of the public body the disclosure is trivial, vexatious, misconceived or lacking in substance; or
- the subject matter of the disclosure has already been adequately dealt with by the Ombudsman or a public body, statutory authority, Commonwealth statutory authority, commission, court or tribunal; or
- the person making the disclosure has commenced proceedings in a commission, court or tribunal in relation to the same matter, and that commission, court or tribunal has power to order remedies similar to those available under this Act; or

- the person making the disclosure had knowledge for more than 12 months of the disclosed matter before making the disclosure and failed to give a satisfactory explanation for the delay in making the disclosure; or
- the disclosure relates solely to the personal interests of the person making the disclosure; or
- the disclosure is based on false or misleading information, or
- the matter which is the subject of the disclosure has already been determined and the additional disclosure does not provide significant or substantial new information.

Any decision not to proceed with an investigation on a ground specified in s 64 must be made by the Principal Officer.

If the Principal Officer determines that the disclosed matter is not to be investigated, notice of this fact must be given within 14 days to both the Ombudsman and (except in the case of an anonymous disclosure) the person who made the disclosure. Reasons for the decision must accompany the notice.

The Ombudsman is required by s 65(2) to review such a decision. Following the review, the Ombudsman must notify the Devonport City Council of his or her decision within a reasonable time. If the Ombudsman on review determines that the disclosure should not be investigated, the matter does not need to be dealt with under the Act. The Principal Officer, or the Public Interest Disclosure Officer in consultation with the Principal Officer, will decide how the matter should be dealt with.

If the Ombudsman determines that the disclosure should be investigated, and the matter is not referred to the Ombudsman for a reason specified in s 68, the Devonport City Council must proceed with the investigation.

13.3 Appointment of investigator and framing of terms of reference

The Principal Officer – not a Public Interest Disclosure Officer - will determine who is to carry out the investigation. As earlier indicated, this may be an officer within the Devonport City Council or an external consultant.

The investigator will be given formal terms of reference, signed by the Principal Officer.

The terms of reference will specify –

- the matters to be investigated;
- the date by which the investigation is to be concluded; and
- the resources available to the investigator for the purposes of the investigation.

The completion date should be as soon as practicable but, in any event, not more than 6 months from the date of the determination that the disclosure is a public interest disclosure: s 77A(1). If at any stage before or during the investigation it appears that the investigation cannot be completed within 6 months, the Devonport City Council may apply to the Ombudsman for an extension of up to 6 months in which to complete the investigation: s 77A(2).

The terms of reference should require the investigator to make regular reports to the Principal Officer.

13.4 Investigation plan

The investigator should prepare an investigation plan for approval by the Principal Officer. The plan should list the issues which are to be investigated and describe the steps which the investigator intends to take in investigating each of those issues.

The plan should be updated as necessary during the course of the investigation.

13.5 Natural justice

The principles of natural justice must be carefully observed in the course of the investigation, with respect to all parties involved. These principles are sometimes referred to as “procedural fairness”.

The principles are a set of procedural standards which need to be met if the right of a person to a fair hearing can be accepted as having been satisfied.

The Devonport City Council will comply with the following requirements in ensuring that procedural fairness is accorded to all parties involved:

- No one is to be involved in the investigation who is known to be biased against any person who is potentially subject to an adverse finding, or
- is known to hold any biases which are relevant to the subject-matter of the investigation, or
- in respect of whom there is reasonable ground for apprehending or suspecting bias.⁴

If the investigator is aware of any reason why they may be susceptible to an allegation of bias on the basis of these principles, they should immediately inform the Principal Officer.

⁴ For apprehended bias, the test is whether a fair minded lay observer, taking into account all relevant circumstances, might reasonably apprehend that the decision-maker might not bring an impartial mind to the resolution of the questions that he or she is required to decide.

- Any person who is potentially subject to an adverse finding or comment must be told of:
 - the allegations made against them, or which have arisen against them as a result of the investigation;
 - all of the information which is adverse to their interests and which is, on an objective basis, credible, relevant and significant to the investigation; and
 - the potential findings in view, and their possible consequences.
- This must be done before any final conclusions are formed by the investigator.
- Each such person must be given a reasonable time to respond to the material which is provided to them
- The investigator must maintain an open mind, and must fairly take into account all representations which such a person may make.

Note that there is no requirement to inform the person who is subject to the disclosure as soon as it is received, or as soon as the investigation has commenced. Note also that the name of the person making the disclosure or any particulars which might identify that person must not be revealed unless necessary, and with the discloser's knowledge.

The final investigation report should be drafted in a way that demonstrates that procedural fairness has been accorded. For instance, it should record and deal with all submissions and evidence which a person has put in their defence.

13.6 Conduct of the investigation

A useful reference in planning and executing the investigation is the publication by the Australian Public Service Commission (albeit produced for a different purpose), *Handling misconduct: A human resource practitioner's ~~guide to the reporting and handling of suspected and determined breaches of the APS Code of Conduct (February, 2007).~~(Second Edition, 2015.)*⁵

The investigator should make contemporaneous notes of all discussions and phone calls, and consideration should be given to the desirability of audiotaping significant interviews with witnesses

All information gathered in the course of the investigation must be securely stored.

Interviews should be conducted in private, and the investigator should take all reasonable steps to protect the identity of the discloser. Where disclosure of the identity of the person cannot be avoided, due to the nature of the allegations, the investigator should warn the discloser and his or her welfare manager of this.

13.7 Referral of an investigation to the Ombudsman

Under s 68 of the Act, a public body may refer the investigation of a disclosed matter to the Ombudsman where the public body considers that its own investigation is being obstructed or that it is otherwise not within the capacity of the public body to complete the investigation.

Any decision as to whether the investigation should be referred to the Ombudsman will be taken by the Principal Officer.

See also part 11.3.3, concerning referral of an investigation to the Ombudsman, with a view to referral by the Ombudsman to the Commissioner of Police of suspected criminal conduct.

13.8 Provision of information about the investigation

The Principal Officer or the Public Interest Disclosure Officer must ensure that the discloser is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The Principal Officer must report to the Ombudsman about the progress of an investigation.

Section 74 of the Act requires a public body, at the request of the Ombudsman or the person who made the disclosure, to give the Ombudsman or that person reasonable information about the investigation. The information must be given within 28 days of the request.

However, as provided in s 74(3), such information does not have to be given to the discloser if:

- it has already been given to the person; or
- the giving of the information would endanger the safety of another or may prejudice the conduct of the investigation.

14 Action taken after an investigation

14.1 Investigator's final report

At the conclusion of the investigation, the investigator must submit a written report of his or her findings to the Principal Officer. The report should contain:

- the allegation/s;
- a description of the manner in which the investigation was conducted, with sufficient detail to demonstrate that procedural fairness was observed;

- an account of all relevant information received;
- details of the evidence and submissions supplied by any person against whom an adverse finding is made, and the evaluation of that material by the investigator; and
- the findings made and conclusions reached, and the basis for them.

Note in particular that the report should not include any comment adverse to any person unless that person has been given an opportunity to be heard in the matter and their defence is fairly set out in the report —(see part 13.5 of these procedures).

With a view to potential action by the public body under s 75 of the Act, if the investigator has found that conduct disclosed by the discloser has occurred, the investigator may wish to include recommendations as to:

- any steps that need to be taken by the Devonport City Council to prevent the conduct from continuing or occurring in the future; and
- any action that should be taken by the Devonport City Council to remedy any harm or loss arising from that conduct.

The steps to be taken may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration. For example, if the investigation has revealed conduct that may constitute a criminal offence, consideration should be given to whether the matter should be referred to Tasmania Police, unless this has previously occurred.

The report must be accompanied by:

- the transcript or other record of any oral evidence taken, including tape recordings; and
- all documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.

The report must not disclose particulars likely to lead to the identification of the discloser: s 23(2).

14.2 Action to be taken

If the Principal Officer is satisfied that the conduct which was the subject of the investigation has occurred, he or she must consider the recommendations in the investigator's report and decide upon the steps which are to be taken to prevent the conduct from continuing or occurring in the future: s 75(1)(a). Again taking into consideration any recommendations in the investigator's report, the Principal Officer must also consider whether any action should be taken to remedy any harm or loss arising from the conduct: s 75(1)(b).

Where the Public Interest Disclosure Officer is responsible for the progress of the investigation and is satisfied that the disclosed conduct has occurred, he or she will recommend to the Principal Officer the action that must be taken.

The Principal Officer will provide a written report to the Minister for Local Government, or Devonport City Council, where the disclosure relates to an employee of Council and the Ombudsman, setting out the findings of the investigation and any remedial steps taken.

Where the investigation concludes that the disclosed conduct did not occur, the Principal Officer will report these findings to the Ombudsman and to the discloser.

As required by s 77 of the Act, the Principal Officer will also inform the discloser of the findings of the investigation, and of any steps taken under s 75 as a result of the findings made.

15 Managing the welfare of the discloser

15.1 Commitment to protecting disclosers

The Devonport City Council is committed to the protection of genuine disclosers against detrimental action taken in reprisal for the making of protected disclosures. The Principal Officer is responsible for ensuring that disclosers and witnesses are protected from detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The Principal Officer or the Public Interest Disclosure Officer must appoint a welfare manager to support all persons who have made a protected disclosure. See part 8.5 for the responsibilities of a welfare manager.

The welfare manager must also provide advice about what the discloser should do if they believe that a colleague/s or a relative/s is being subjected to detrimental action. The advice will include what level of information it is necessary for them to provide.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure (s 19). The maximum penalty is a fine of 240 penalty units or two years imprisonment, or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

See part 6.5 for further details as to what constitutes detrimental action.

A discloser who believes that they are being subjected to detrimental action should report it to the Principal Officer or a Public Interest Disclosure Officer. If they believe that the reprisal is not being effectively dealt with by the Devonport City Council, they may report the matter to the Ombudsman. A report of detrimental action may qualify as a protected disclosure under the Act.

15.2 Keeping the discloser informed

The Principal Officer or the ~~Protected~~-Public Interest Disclosure Officer must ensure that the discloser is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The discloser must be informed of the objectives of any investigation that takes place, the findings of the investigation, and the steps taken by the Devonport City Council to address any improper conduct that has been found to have occurred. The discloser must be given reasons for all decisions made by the Devonport City Council in relation to a disclosure. All communication with the discloser must be in plain English.

15.3 Occurrence of detrimental action

If a discloser reports an incident of detrimental action allegedly taken in reprisal for the making of the disclosure, the welfare manager must:

- record details of the incident
- advise the discloser of his or her rights under the Act, and
- advise the Principal Officer of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the Public Interest Disclosure Officer or the Principal Officer will assess the report as a new disclosure under the Act, and it will be dealt with accordingly in accordance with these procedures.

15.4 Discloser implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, the Devonport City Council will handle the disclosure and protect the discloser from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures. At the same time the Devonport City Council acknowledges that the act of disclosing should not shield disclosers from the reasonable consequences flowing from any involvement in improper conduct. Section 18 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The Principal Officer will make the final decision as to whether disciplinary or other action will be taken against a discloser. Where disciplinary or other action relates to conduct that is the subject of the person's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the Principal Officer must be satisfied that it has been clearly demonstrated that:

- the intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- there are good and sufficient grounds that would fully justify action against any non-discloser in the same circumstances; and
- there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The Public Interest Disclosure Officer or Principal Officer will thoroughly document the process, including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The Public Interest Disclosure Officer or Principal Officer will clearly advise the discloser of the proposed action to be taken, and of any mitigating factors that have been taken into account.

16 Management of the person against whom a disclosure has been made

The Devonport City Council recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. The Devonport City Council will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where an investigation does not substantiate a disclosure, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The Public Interest Disclosure Officer or Principal Officer will ensure that the person who is the subject of any disclosure investigated by or on behalf of the Devonport City Council is accorded natural justice in accordance with part 13.5 of these procedures.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or of the investigation, the Public Interest Disclosure Officer or Principal Officer will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

The Devonport City Council will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Principal Officer of the Devonport City Council will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

17 Offences

The Devonport City Council will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

- Section 19(1)

This provision makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The section provides for a maximum penalty of a fine of 240 penalty units or two years imprisonment, or both.
- Section 23(1)

This provision makes it an offence for a person to disclose, except under specified circumstances, information which they have obtained or received in the course of or as a result of a protected disclosure or the investigation of a disclosed matter under the Act. The section provides for a maximum penalty of 60 penalty units or six months imprisonment, or both.
- Section 54

This section creates various offences relating to obstructing the work of the Ombudsman under the Act, including offences relating to misleading the Ombudsman. The section provides for a maximum penalty of 240 penalty units or two years imprisonment, or both.
- Section 87(1)

This provision makes it an offence for a person to knowingly provide false information under the Act to certain officers (including the Ombudsman) with the intention that it be acted on as a disclosed matter. The provision provides for a maximum penalty of 240 penalty units or two years imprisonment, or both.
- Section 87(2)

This section makes it an offence for a person to knowingly provide false information to a person conducting an investigation under the Act. The provision provides for a maximum penalty of 240 penalty units or two years imprisonment, or both.

~~At the present time, the value of a penalty unit is \$130.~~—The value of a penalty unit varies from time to time in accordance with movements in the Consumer Price Index. For more information, see the Department of Justice website at –

http://www.justice.tas.gov.au/legislationreview/value_of_indexed_units_in_legislation

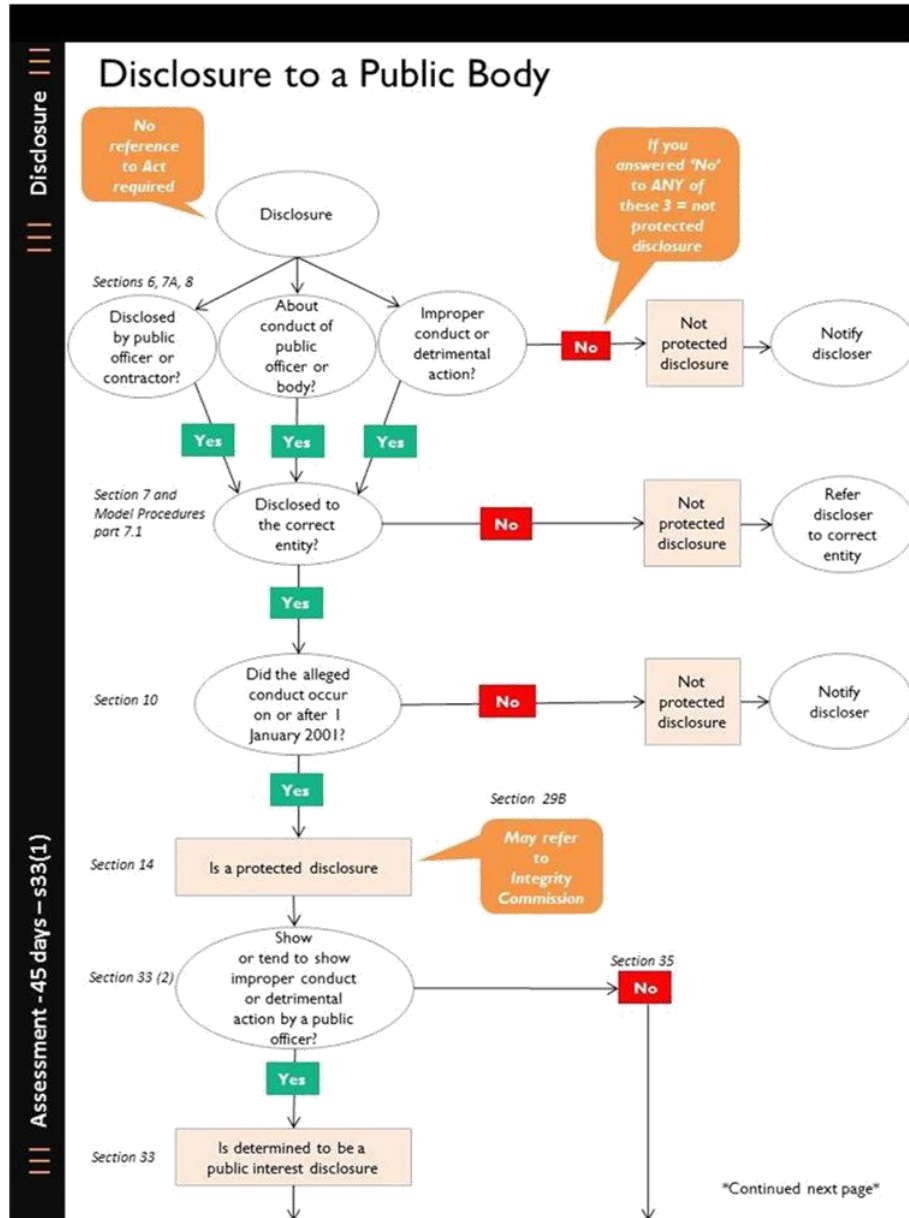
18 Approval and review of these procedures

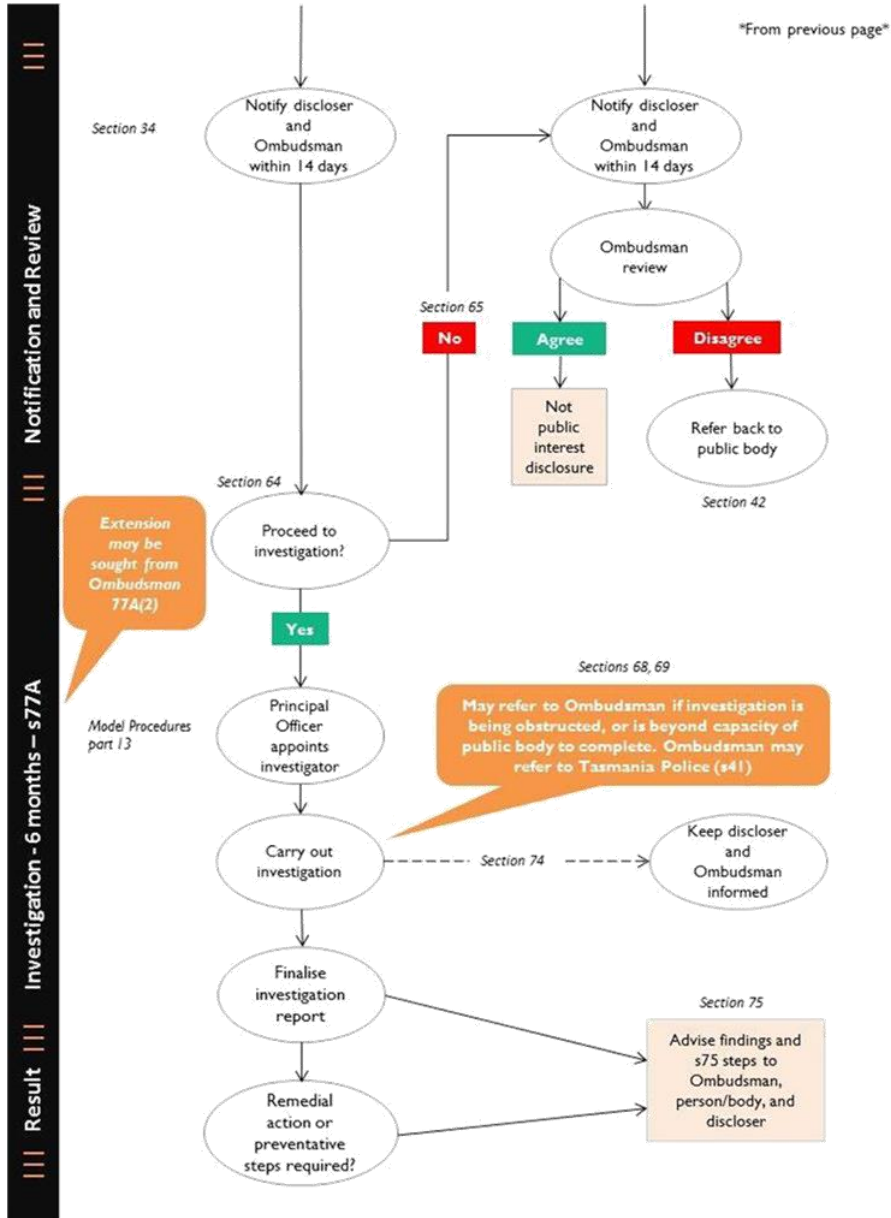
These procedures were approved by the Ombudsman under s 60(3) of the Act on ~~11 August 2017. 6 June 2014.~~

The procedures will be submitted to the Ombudsman for review at least once in each 3 year period to ensure they meet the objectives of the Act and accord with the Guidelines and Standards published by the Ombudsman under s 38(1)(c) of the Act.

The date by which the procedures must be submitted to the Ombudsman for review is ~~11 August 2020-6 June 2017.~~

Attachment I: Flowchart





4.2 ANNUAL PLAN PROGRESS REPORT - JULY-AUGUST 2017

File: 26469 D488295

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 31 August 2017.

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

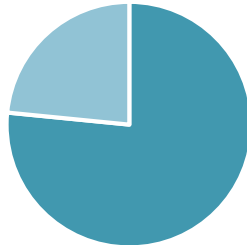
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities this financial year to date include:

- Communication plan developed for waste management collection arrangements for commercial/industrial areas of the City. New service levels progressively being rolled out;
- Tender for relocation of Devonport Regional Gallery and visitor information services to an upgraded facility within the DECC awarded to Fairbrother Pty Ltd. Building permit is pending, with construction to commence late October;
- Project design for dedicated boat trailer and RV parking in Victoria Parade completed and tendered. Construction has commenced;
- Developed Ageing Stronger, Active Longer – 8-week health and well-being program for seniors to commence during Seniors Week 2017;
- National Indoor Bias Bowls Championships held at the Devonport Recreation Centre in August, attracting over 500 participants and visitors to Devonport;
- Emerging artists Ashley Bird and Amber Koroluk-Stephenson exhibited 'The Nostalgic Toybox' and "Homeland" respectively in the Little Gallery in July and August, as part of Council's commitment to delivering emerging and early career exhibitions;
- Developed Festival of Learning Program, secured investment partners, and scheduled launch and festival events;
- Audit of three Council buildings undertaken in July by Council's property insurer, with recommendations forming action plan for monitoring improvements.

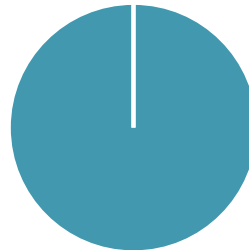
Progress comments are provided for each action in the attached Progress Report. Below is a graphical snapshot of Council's performance against each Strategic Goal and against actions overall across the organisation.

2017/18 AP Actions - Organisation



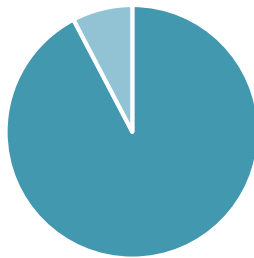
■ On Track - 76.57% ■ Off Track - 23.43%

Goal 1 - Living Lightly on Our Environment



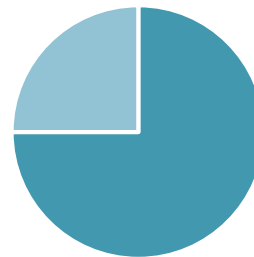
■ On Track - 100% ■ Off Track - 0%

Goal 2 - Building a Unique City



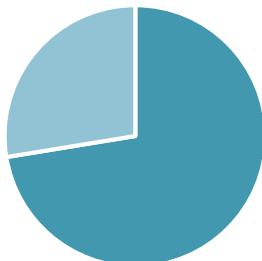
■ On Track - 92.31% ■ Off Track - 7.69%

Goal 3 - Growing a Vibrant Economy



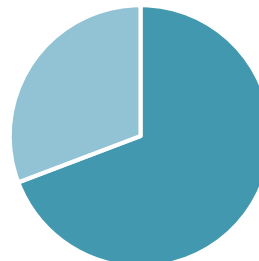
■ On Track - 75% ■ Off Track - 25%

Goal 4 - Building Quality of Life



■ On Track - 72.42% ■ Off Track - 27.58%

Goal 5 - Practicing Excellence in Governance



■ On Track - 69.23% ■ Off Track - 30.77%

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

Budget implications are communicated to Alderman 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 31 August 2017 is provided for the information of the Aldermen and community.

ATTACHMENTS

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

RECOMMENDATION

That it be recommended to Council that the 2017/18 Annual Plan Progress Report for the period ended 31 August 2017 be received and noted.

Author: Position:	Karen Hampton Governance Coordinator	Endorsed By: Position:	Paul West General Manager
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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
Strategy: 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community						
1.1.1.1 Implement energy efficiency actions as outlined in the Environmental Sustainability Strategy	Medium	Not Started	0%	This action not due to commence until January 2018	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
Strategy: 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation						
1.2.1.1 Support the establishment of local groups and schools to assist with conserving biodiversity	Medium	Not Started	0%	This action not due to commence until January 2018	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
Strategy: 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	Not Started	0%	This action not due to commence until January 2018	Executive Officer Community Services	30/06/2018

Outcome: 1.4 Our waste and pollution is reduced

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	25%	A communication plan has been developed and implementation of the new level of service will be rolled out progressively over the coming months	Infrastructure & Works Manager	31/03/2018



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.5 Water is actively conserved

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.5.1 Lead and promote water conservation and re-use initiatives within Council and the community						
1.5.1.1 Investigate water meter consolidation opportunities on Council owned or controlled land	Medium	Not Started	0%	This action not due to commence until November 2017	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
Strategy: 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	16%	Introduction of the State Scheme and Local Planning Schedules (LPS) delayed. Preparation of Draft Local Schedules has commenced	Development Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues						
2.1.3.1 Develop the Local Provisions Schedule for Devonport in accordance with Tasmanian Planning Scheme requirements	Low	In Progress	16%	Awaiting drafting instructions on some mapping and textural changes. First Planning Authority Workshop will be held 4 September 2017. Expectation that LPS from all councils will be completed by late 2017	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
Strategy: 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	Not Started	0%	This action not due to commence until January 2018	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
Strategy: 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	Not Started	0%	This action not due to commence until January 2018	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
Strategy: 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards						
infringements on Council's website						
2.3.1.1 Develop and adopt Street Design Guidelines for urban streets	High	In Progress	50%	A draft document has been prepared and is currently being reviewed. The guidelines will be endorsed by Council prior to being implemented	Infrastructure & Works Manager	31/10/2017
2.3.1.2 Review unpaid infringement follow up process, including payment options	Medium	Not Started	0%	This action not due to commence until January 2018	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	16%	Projects to be delivered in accordance with Capital Works Program	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	Not Started	0%	This action not due to commence until January 2018	Customer Services Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards						
2.3.2.1 Continue to develop hydraulic modelling for the stormwater network	Medium	In Progress	16%	Contractor has commenced the survey of the CBD catchment and a consultant has commenced modelling of the Figure of Eight Creek catchment survey information	City Engineer	30/06/2018
2.3.2.2 Continue to review and update Council's Stormwater Strategy	Medium	In Progress	34%	A review of the existing Stormwater Strategy is progressing	City Engineer	31/12/2017
2.3.2.3 Undertake Stage 7 of the William	Medium	Not Started	0%	This action not due to commence until	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
Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards						
Street stormwater catchment upgrade				December 2017		
Strategy: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards						
2.3.4.1 Review and update the Pioneer Park Master Plan	Medium	In Progress	26%	Community engagement plan completed. Consultation on the park's future has commenced. An online community survey will be available in September. Targeted consultation is planned for September-October with adjoining residents and key groups	Executive Officer Community Services	28/02/2018
Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program						
2.3.5.1 Continue to review and update Council's Asset Management Plans and develop a summary document to provide a high-level overview of Council's assets	High	In Progress	16%	Asset Management plan for roads being prepared for review	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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.1 Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes						
2.4.1.1 Relocate the Devonport Regional Gallery and visitor information services into an upgraded facility within the Devonport Entertainment and Convention Centre	High	In Progress	16%	Tender awarded to Faribrother Pty Ltd. Building permit pending. Construction to commence on site October 2017	Project Manager	30/06/2018
2.4.1.1 Develop an implementation action plan for the conference centre facility	High	In Progress	10%	Development of an action plan has begun, with consideration of an appropriate operating	Convention and Arts Centre Manager	30/06/2018



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
Strategy: 2.4.1 Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes						
including pricing structure and marketing strategies				model		
2.4.1.2 Finalise construction of LIVING CITY Stage 1 in accordance with funding model and agreed design parameters	Medium	In Progress	60%	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
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans						
2.4.2.1 Identify opportunities to attract Government funding to advance the LIVING CITY Waterfront Precinct	Medium	In Progress	24%	Concept design completed and community consultation undertaken. Further traffic modelling as requested by Council has occurred. Awaiting suitable grant opportunity	Deputy General Manager - Infrastructure, Works and Development	30/06/2019
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans						
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	In Progress	16%	Outcome of EOI process currently being assessed	Deputy General Manager - Infrastructure, Works and Development	31/12/2018

ITEM 4.2

Annual Plan Progress Report - July - August 2017

PAGE 54



ATTACHMENT [1]

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
Strategy: 3.1.1 Market and promote the City and its potential as a regional business hub						
3.1.1.1 Identify opportunities to develop a business incubator hub for Devonport	Low	Not Started	0%	No progress to date	Deputy General Manager - Infrastructure, Works and Development	30/06/2018
3.1.1.1 Identify and pursue opportunities to form collaborative relationships with business and retailers	Medium	In Progress	16%	Initial feedback collected from retail stakeholders	Marketing & Events Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.1.2 Manage strategic urban development initiatives that supports the importance of the CBD and reduces fragmentation						
3.1.2.1 Progress retail stages of the LIVING CITY Master Plan	Medium	In Progress	16%	Negotiations underway with Harris Scarfe	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
Strategy: 3.2.1 Support tourism through the provision of infrastructure and facilities						
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	Not Started	0%	This action not due to commence until January 2018	Executive Officer Community Services	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government						
3.2.2.1 Consider actions from the Destination Marketing Plan	Medium	In Progress	16%	Leadership Group formed and met on 30 August 2017	Executive Manager - Corporate, Community & Business Services	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
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government						
3.2.2.2 Review current and potential booking systems to maximise productivity and increase revenue at the Visitor Information Centre	Medium	In Progress	10%	Discussions with the Tasmanian Visitor Information Centre network to determine the appropriate booking system for the Devonport Visitor Information Centre has commenced	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	Not Started	0%	This action has not commenced, however it is intended to progress as the VIC prepares to move to the co-located site with the Gallery. This exercise will develop relationships with existing operators, and encourage new operators to come on-board	Convention and Arts Centre Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities						
3.2.3.1 Engage and promote North West Tasmanian artists in delivering public programs and showcasing work in Council facilities	Medium	Ongoing		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
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities						
3.2.4.1 Develop dedicated boat trailer and RV parking in Victoria Parade	Medium	In Progress	50%	Construction has commenced	City Engineer	31/10/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy						



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
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy						
3.2.5.1 Assess current event sites and potential future event site options to meet future requirements	Low	Not Started	0%	This action will commence in early 2018	Marketing & Events Coordinator	30/06/2018
3.2.5.2 Develop investment frameworks for all Council run events	Low	In Progress	16%	Sponsorship policy updated. Template for sponsorship proposals created. Register of business' approached for sponsorship being developed. Financial structure for Devonport Jazz being reviewed	Marketing & Events Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities						
3.2.6.1 Investigate options for an information database for customer service	Medium	Not Started	0%	No progress to date	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
Strategy: 3.3.1 Improve the City's physical access and connectivity						
3.3.1.1 Conduct an audit of the very high and high walkability areas within the City	High	In Progress	34%	Audit of the CBD area has been completed	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 connectivity issues	Medium	Not Started	0%	This action not due to commence until September 2017	City Engineer	31/03/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character						



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
Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character						
3.3.2.1 Consider improvement options that will enhance entrances to the City	Medium	Not Started	0%	This action not due to commence until October 2017	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
Strategy: 3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development						
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	Not Started	0%	This action due to commence until September 2017	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
Strategy: 3.5.1 Work in partnership with industry and government to pursue opportunities, which address impediments and foster economic development in the area						
3.5.1.1 Actively participate in the development of a Futures Plan by the Cradle Coast Authority	Medium	Completed	100%	The Cradle Coast Authority has determined not to proceed as originally planned with the development of a Futures Plan	Project Officer	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.5.4 Develop and support a culture of excellence in innovation and life long learning to enhance employment opportunities						
3.5.4.1 Support initiatives that encourage learning	Low	In Progress	16%	Developed Festival of Learning Project Developed Readers Cup program and secured schools to participate	Community and Cultural Development 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
Strategy: 4.1.1 Provide sport, recreation and leisure facilities and programs to meet the needs of the community						
4.1.1.1 Facilitate and develop health and wellbeing programs for senior citizens	Low	In Progress	50%	Developed Ageing Stronger, Active Longer 8 week health and wellbeing program for seniors, commences Seniors Week 2017	Community and Cultural Development Manager	30/06/2018
4.1.1.1 Progress the opportunity for staging the inaugural Tasmanian Masters Games in 2018	Medium	In Progress	50%	Report considered by Council at its August Council Meeting	Sport & Recreation Development Coordinator	31/10/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.2 Enhance and increase the utilisation of sport and recreation facilities						
4.1.2.1 Increase visitor and participation numbers at Council's Recreation Centres	Low	In Progress	20%	A number of new initiatives have been introduced at the East Devonport Recreation Centre in partnership with the East Devonport Child and Family Centre. The National Indoor Bias Bowls Championships were held at the Devonport Recreation Centre in August. The event attracted approximately 500 participants and visitors to Devonport	Sport & Recreation Development Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces						
4.1.3.1 Develop an outdoor gymnasium in East Devonport (subject to securing grant funding)	Medium	Not Started	0%	Project will commence if a grant application is successful	Infrastructure & Works Manager	28/02/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.4 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities						
4.1.4.1 Utilise the Sporting Precinct Master Plan to prioritise for future grant opportunities relating to sporting infrastructure	Medium	In Progress	16%	Several projects from the Sporting Precinct Master Plan priorities. A scope of work required for each project is being prepared to provide cost estimates to be included in grant applications	Sport & Recreation Development Coordinator	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
Strategy: 4.1.5 Encourage multi use of open space and facilities to ensure the terms and conditions of any licences or user agreements achieve a positive outcome for the community						
4.1.5.1 Develop a Mersey Bluff Precinct Plan	Medium	In Progress	16%	Council's Local Government Management Challenge team has met and is preparing a consultant's brief calling for EOs	Governance Coordinator	30/06/2018
4.1.5.1 Review and update sports grounds and reserves booking procedure	Medium	In Progress	40%	Review has commenced; feedback from sporting clubs and users of grounds and reserves will be sought	Sport & Recreation Development Coordinator	31/12/2017
4.1.5.2 Review and update user group manual for Council's Recreation Centres	Low	In Progress	40%	A review of forms, procedures and evacuation plans at both Centres has commenced	Sport & Recreation Development Coordinator	31/12/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.6 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities						
4.1.6.1 Develop and implement an online sporting portal, providing the community with relevant information regarding sport and recreation opportunities in Devonport	Low	In Progress	16%	A working group of Council officers has been formed. Several sessions have been held to identify what information should be stored on the online portal	Sport & Recreation Development Coordinator	30/06/2018

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
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage						
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	20%	Established and convened the "Harmony Day Festival Working Group" to deliver a cultural festival at Pioneer Park	Community and Cultural Development Manager	30/04/2018
4.2.1.1 Prepare a conservation plan for the Pioneer Park Cemetery	High	Not Started	0%	This action is due to commence in October	Technical Support Supervisor	28/02/2018



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
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage						
4.2.1.2 Exhibit emerging and early career artist exhibitions, including one children's focussed exhibition	Low	In Progress	20%	Emerging artist Ashley Bird exhibited The Nostalgic Toybox in The Little Gallery in July. In August, emerging artist Amber Koroluk-Stephenson showcased her exhibition 'Homeland' in The Little Gallery	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	In Progress	20%	Plan developed for two outreach sessions in October and two in February/March	BSMC Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations						
4.2.2.1 Develop a city-wide creative strategy	Medium	Not Started	0%	This action not due to commence until January 2018	Community and Cultural Development Manager	31/12/2018
4.2.2.2 Exhibit five state and national touring exhibitions	Medium	In Progress	20%	The national touring exhibition 'Head Over Head' representing prints by Tony Ameneiro closed in July. The NSW artist was present at the Gallery to deliver a talk and exhibition tour to over 40 local high school, college and TAFE students	Gallery Director	30/06/2018
4.2.2.3 Investigate options for the former Devonport Regional Gallery building following relocation to a new facility	High	Not Started	0%	This action has not started. This project may not be initiated until the new calendar year due to relocation schedule of the Gallery	Convention and Arts Centre Manager	30/06/2018
4.2.2.4 Develop a branding and marketing strategy for the new contemporary Arts Centre	High	In Progress	50%	A branding and graphic design consultant has been engaged to develop a brand and brand strategy for the multi-purpose building and new arts centre. The consultant will present concept designs at the Ordinary meeting in October	Convention and Arts Centre Manager	30/09/2017



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
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations						
4.2.2.5 Provide exhibitions at the Bass Strait Maritime Centre which encourage repeat visitation	Medium	In Progress	20%	Plan developed for four exhibitions - September, November, February and April. September 11 installation date for the Deal Island exhibition	BSMC Coordinator	30/06/2018
4.2.2.6 Support the development of a cultural heritage interpretation trail	Low	In Progress	16%	Attending meetings of the Devonport Maritime and Heritage Special Interest Group. Newly formed group scheduled to meet in September 2017	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
Strategy: 4.4.2 Provide and promote effective management of animals within the community						
4.4.2.1 Assist the community with control of domestic animals through education and enforcement as appropriate	Low	In Progress	16%	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	Risk Management & Compliance Coordinator	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.3 Support activities that encourage safe and responsible community behaviour						
4.4.3.1 Develop a master plan for the park in Morris Avenue/Chichester Drive area focussed on increasing community use	Medium	In Progress	16%	Residents in the Morris Avenue / Chichester Drive area have been surveyed. Currently collating responses. A community survey will be available online in September	Executive Officer Community Services	31/03/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.4 Facilitate and support a collaborative approach to community safety						



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
Strategy: 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	In Progress	16%	Meeting held with TasPolice to audit existing locations and identify new locations. Grant has been received to upgrade cameras and work will now focus on this aspect of the project	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
Strategy: 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community						
4.5.1.1 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	Not Started	0%	This action not due to commence until January 2018	Executive Officer Community Services	30/06/2018
4.5.1.2 Deliver Festival of Learning	Medium	In Progress	50%	Developed Festival of Learning Program and secured investment partners. Launch and other events scheduled	Community and Cultural Development Manager	31/10/2017

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	25%	Devonport Readers Cup launched and program developed	Community and Cultural Development 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
Strategy: 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	Not Started	0%	This action not due to commence until January 2018	Community and Cultural Development Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.2 Encourage and provide information and opportunities for active participation in community life						
4.7.2.1 Develop and deliver Seniors Week, Volunteer Week, Harmony Week and International Women's Day activities and events	Medium	In Progress	16%	Seniors Week program has been developed. A Harmony Day working group has been formed to plan and develop a cultural festival for 2018. International Women's Day working group has been formed and planning and developing a program of events for International Women's Day	Community Development & Volunteer Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	25%	Round One grants round closed with assessment scheduled 6 September 2017	Community and Cultural Development Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that 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	16%	New car park will significantly increase number of available disabled bays. Review to commence following opening of new car park. Report to be presented to Infrastructure Works and Development Committee meeting in October 2017	Customer Services Coordinator	31/12/2017
4.7.4.2 Review pricing for Disabled Parking bays	High	In Progress	16%	Report to be presented to Infrastructure Works and Development Committee meeting	Customer Services Coordinator	31/10/2017



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
Strategy: 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that assist the frail, aged, people with disabilities and their carers to engage in all aspects of community life						
				in October 2017		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	Not Started	0%	This initiative is yet to commence. The scope of the project is currently being investigated	Gallery Director	30/06/2018
4.7.5.2 Recognise and promote the indigenous culture and art of the region	Low	In Progress	5%	DRG is working in partnership with Contemporary Art Tasmania to present a Forum and presentation in Devonport later this year. Indigenous and non-indigenous artists from across the state will be invited to attend and local indigenous artists and arts workers will present at the Forum	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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership						
4.8.1.1 Develop an art initiative that engages young people to deliver a public art piece or creative event	Low	In Progress	40%	Two workshops completed with artist mentor Megan Walch and Devonport Regional Gallery's young members (Droogs) designing a new mural for Rooke Lane	Education and Public Programs Officer	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.8.3 Assist in the development, promotion and celebration of youth						
4.8.3.1 Promote National Youth Week through the delivery of workshops and the annual Reclaim the Lane event	Low	Not Started	0%	This action not due to commence until January 2018	Education and Public Programs Officer	31/05/2018



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
Strategy: 5.1.1 Promote open communication and cooperation with local and state governments in regional initiatives						
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	25%	Continue 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
Strategy: 5.1.2 Pursue opportunities for cooperative initiatives including resource sharing with other councils, organisations and community groups						
5.1.2.1 Consider outcomes from the Cradle Coast Shared Services Project	Medium	In Progress	25%	Draft report provided to the Working Group established under the Cradle Coast Authority. Information to be provided to member councils in near future	General Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.1.3 Represent and promote Council at Regional, State and National forums						
5.1.3.1 Be an active participant at the state level through the Local Government Association of Tasmania	Low	In Progress	25%	Continue to participate at the state level. Mayor Martin appointed as a member of the General Management Committee of LGAT	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
Strategy: 5.2.1 Review policies and implement initiatives to ensure meaningful, two-way communication and consultation with the community						
5.2.1.1 Undertake community consultation where appropriate to ascertain views and input to Council decision making	Low	In Progress	25%	Consultation undertaken on matters as required	Media and Communications Officer	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community						



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
Strategy: 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	In Progress	16%	The "Julie Burgess" identified as an area of need in consultation with internal stakeholders	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
Strategy: 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	Not Started	0%	This action not due to commence until January 2018	Governance Coordinator	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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 not due to commence until March 2018	Governance Coordinator	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.6 Integrate business excellence principles and continuous improvement behaviours into the culture of the organisation						
5.3.6.1 Undertake training to support and promote continuous improvement activity and philosophy across the organisation	Low	In Progress	20%	Training for Continuous Improvement facilitators and Council management scheduled for September 19 2017	Governance Coordinator	30/06/2018

Outcome: 5.4 Council is recognised for its customer service ethos



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.4 Council is recognised for its customer service ethos

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs						
5.4.1.1 Investigate sending rate reminder notices via electronic means	Low	In Progress	16%	Ratepayers able to receive reminders via email or text SMS. Forms available online	Executive Manager - Organisational Performance	30/06/2018
Strategy: 5.4.2 Monitor and evaluate Council's service standards						
5.4.2.1 Investigate self-serve customer service options	Low	Not Started	0%	No progress to date	Customer Services Coordinator	30/06/2018
5.4.2.2 Investigate and develop measures for reporting on efficient and effective customer service	Medium	Not Started	0%	No progress to date	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
Strategy: 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements						
5.5.1.1 Implement Australian Taxation Office reporting requirements in regard to government grants and payments	Low	In Progress	10%	TechnologyOne are in the process of developing software to facilitate Council meeting the ATO reporting requirements. Discussions have taken place with relevant staff and software testing will be conducted once the software is made available	Accountant	30/06/2018
5.5.1.2 Review and update direct debit payment arrangements	Low	Not Started	0%	This action not due to commence until October 2017	Revenue Coordinator	30/06/2018
Strategy: 5.5.2 Ensure comprehensive financial planning to meet sustainability requirements						



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
Strategy: 5.5.2 Ensure comprehensive financial planning to meet sustainability requirements						
5.5.2.1 Review Council's Long Term Financial Strategy	Medium	Not Started	0%	This action not due to commence until January 2018	Executive Manager - Organisational Performance	30/06/2018
Strategy: 5.5.3 Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered						
5.5.3.1 As part of the annual budget process, review fees and charges and rate modelling processes	Medium	Not Started	0%	This action not due to commence until January 2018	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
Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards						
5.6.1.1 Review identified improvement areas in the Health Management System	Medium	Not Started	0%	Due to commence September 2017	Safety Officer	30/06/2018
Strategy: 5.6.3 Integrate risk management principles into all business practices						
5.6.3.1 Assess and implement where appropriate, recommendations from the Municipal Association of Victoria (MAV) Annual Risk Service	Medium	In Progress	16%	An audit of three Council buildings was undertaken in July by Council's property insurer. A number of recommendations have been made. An Action Plan is to be developed to monitor improvement	Risk Management & Compliance Coordinator	30/06/2018
Strategy: 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting						
5.6.4.1 Develop and implement an internal safety auditing process in accordance with the Safety Management	Medium	In Progress	16%	The Safety Management Plan is undergoing a final review. A draft Audit Schedule has been developed. Awareness sessions will be	Safety Officer	30/06/2018



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
Strategy: 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting						
Plan				provided to staff prior to the commencement of the auditing process		
5.6.4.1 Support the activities of Council's Audit Panel	Low	In Progress	16%	Ongoing support is provided to the DCC and Shared Audit Panel. The Panels met on 7 August 2017	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
Strategy: 5.7.1 Provide opportunities for the development of Council employees						
5.7.1.1 Develop a training calendar focussed on employee skill development	Low	In Progress	16%	Performance appraisals currently under way. Training schedule will be identified as part of this process to assist in the development of a training calendar	HR Coordinator	30/06/2018

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
Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations						
5.8.1.1 Implement Asset Management software linked to Council's Long Term Financial Strategy	High	Not Started	0%	This action not due to commence until September 2017	Infrastructure & Works Manager	30/06/2018
Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements						
5.8.2.1 Review all relevant rating forms and transition to electronic based documents available on website	Low	Not Started	0%	This action not due to commence until October 2017	Revenue Coordinator	30/06/2018



4.3 ELECTED MEMBERS' EXPENDITURE REPORT - JULY-AUGUST 2017

File: 22947 D490807

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 two month period July-August, 2017 inclusive, is detailed below:

Mayor Steve Martin

\$ 59.16 Mobile telephone expenses
 \$ 36.86 ALP Breakfast
 \$ 154.62 Book of the Year Awards dinner
 \$ 81.82 Devonport Basketball dinner
 \$ 499.00 Accommodation and meal expenses – LGAT Conference

Alderman Rockliff

\$ 289.09 Accommodation expenses - LGAT Conference

Alderman Laycock

\$ 395.91 Accommodation and meal expenses – LGAT Conference

Alderman Milne

\$ 372.73 Accommodation and meal expenses – LGAT Conference

Alderman Goodwin

\$ 349.09 Accommodation and meal expenses – LGAT Conference

Alderman Jarman

\$ 347.27 Accommodation and meal expenses – LGAT Conference

Alderman Matthews

\$ 800.00 LGAT Conference Registration fee
 \$ 592.14 Accommodation, meal and travel expenses – LGAT Conference

Aldermen

\$ 291.44 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 - August 2017

RECOMMENDATION

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

Author: Position:	Karen Hampton Governance Coordinator	Endorsed By: Position:	Paul West General Manager
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Aldermen Expenses

Cumulative figures Year to date - July/August 2017

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	8,194		3,277	958	-		735	37	59	\$ 13,260
Ald Emmerton			3,277		37					\$ 3,314
Ald Goodwin			3,277		37		349			\$ 3,663
Ald Jarman			3,277		37		347			\$ 3,661
Ald Matthews			3,277	40	36	800	552			\$ 4,705
Ald Milne			3,277		36		372			\$ 3,685
Ald Laycock			3,277		36		396			\$ 3,709
Ald Perry			3,277		36					\$ 3,313
Deputy Mayor Rockliff		2,561	3,277		36		289			\$ 6,163
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 8,194	\$ 2,561	\$ 29,493	\$ 998	\$ 291	\$ 800	\$ 3,040	\$ 37	\$ 59	\$ 45,473
Budget	54,300	17,000	195,500	11,500	4,000	15,000	13,500	1,500	900	313,200
BALANCE UNSPENT	\$ 46,106	\$ 14,439	\$ 166,007	\$ 10,502	\$ 3,709	\$ 14,200	\$ 10,460	\$ 1,463	\$ 841	\$ 267,727
% Spent Year to Date	15%	15%	15%	9%	7%	5%	23%	2%	7%	15%

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

5.0 FINANCE REPORTS

5.1 FINANCE REPORT FOR AUGUST 2017

File: 26544 D491528

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

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

BACKGROUND

Monthly financial reports are provided to Council for information.

STATUTORY REQUIREMENTS

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

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

DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 31 August 2017.

Included in the report are the following:

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

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

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

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

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, YTD expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year. Carried forward funding from the 2016/17 financial year is yet to be added to the table and will be reported to Council at the 25 September meeting.

COMMUNITY ENGAGEMENT

No community engagement was required for this report.

FINANCIAL IMPLICATIONS

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

The 2017/18 budget includes the financial impact of proposed changes to the commercial waste collection service. The assumption at the time resulted in the recognition of the full amount of service charges revenue and an offsetting remission to commercial ratepayers of \$410,833. However, the final rates resolution included a 10% cap on commercial waste charges rather than granting a remission. The transaction results in the same net financial impact to Council, but creates variances against budget for Service Charge – Waste Management revenue and Remission expense of the \$410,833. This variance will remain for the entire financial year. It is proposed to amend the budget to offset the variance. The impact will be to reduce Waste Charges revenue budget by \$410,833 and reduce Remission expense budget by the same amount.

RISK IMPLICATIONS

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

CONCLUSION

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

ATTACHMENTS

- [1. Finance Report - Aug. 2017 - Attachment 1](#)
- [2. Capital Report - Aug. 2017 - Attachment 2](#)

RECOMMENDATION

That it be recommended to Council that:

- the Finance Report for August 2017 be received and noted; and
- in accordance with Section 82(4) of the Local Government Act 1993, Council by absolute majority amend the 2017/18 budget to reduce each of the Service Charge – Waste Management revenue and Waste Management Remission expense by \$410,833.

Author: Position:	Rodney O'Rourke Accountant	Endorsed By: Position:	Kym Peebles Executive Manager Organisational Performance
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Devonport City Council

FINANCE REPORT

YTD for the month ended August 2017

Contents:	Page
Monthly Finance Report for Council.	
Financial Summary	1
Summarised Operating Report, including Financial Charts	2-3
Balance Sheet Report	4
Capital Expenditure Report (with Commitments)	5-7
Operating Report (Natural Account Level) - Whole of Council	8-11
Forecast Adjustments	12
Work in Progress Detailed Report	13-14
Service Unit Summary Report	15-19
Signed Management Reports by Department	

Note:

Signed Management Reports were not provided by the due date for the following Departments:

Nil

The operating result for the month of August is a surplus of \$456K, which represents a 2.0% gain on budget. At this stage a forecast operating result for the financial year ending June 2018 is a deficit of \$522K

Rates & Service Charges - \$371K Unfavourable

Rates and services charges are behind budget due to waste management charges. The majority of the unfavourable variation relates to commercial waste and follows a change to Council's rating policy regarding the determination of commercial waste charges. During the early budget stages it was proposed to raise commercial waste charges to their full value then allow a partial remission of the new waste charge, as this has not occurred the impact is reported as a reduction in commercial waste income of \$411K offset by a gain in commercial waste remissions of \$411K.

Fees and User Charges - \$43K Favourable

Fees and user charges are ahead of budget due to: infringements and fines, facility hire, development fees and property leases these gains are partially offset by unfavourable variations in transfer station fees and admissions fees (Jazz festival and the Bass Strait Maritime Centre).

Grants - Operating - \$1K Unfavourable

Contributions - Operating - \$7K Favourable

The favourable variation predominantly relates to donations received for the Road Safety Bike Park.

Dividend Income - \$1K Unfavourable

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 - \$8K Favourable

Interest income is slightly ahead of budget due to a higher than expected investment balance at the beginning of the financial year.

Other Revenue - \$36K Favourable

The gain relates to the recovery of outstanding infringements and utility recoveries associated with the Devonport Aquatic Centre.

Employee Benefits - \$162K Favourable

Expenditure on employee benefits is currently below budget consisting of: direct employee costs \$85K, leave entitlements \$25K, employee related costs (training, w/comp & payroll tax \$41K, and superannuation \$11K. The 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 July totalled 143.93 FTE's.

Materials and Services - \$65K Favourable

Expenditure on materials is currently less than budget and predominantly relates electricity and gas charges which are expected to more closely align with budget as the year progresses.

Depreciation - \$4K Favourable

Depreciation currently aligns closely with budget.

Financial Costs - \$11K Favourable

Financial costs are slightly below budget and relate to bank fees and charges and interest expense.

Levies & Taxes - \$15K Favourable

The favourable variation relates to Council rates for Living City, parking, the aquatic centre and sports grounds.

Other Expenses - \$497K Favourable

The majority of the favourable variation in other expenses relates to commercial waste remissions of \$411K the remainder of the gain relates to sponsorship, community grants and bad debts expense. Refer above comment under rates and service charges.

Internal Charges and Recoveries - \$53K Unfavourable

Internal charges and recoveries are behind budget as a result of fewer labour hours being capitalised than planned. Net recoveries from Operations are behind budget by \$40K, Infrastructure is behind budget by \$8K and plant is behind budget by \$5K. According to the Works system, to the end of August 2017, a total of 1,132 labour hours have been capitalised compared to a budget of 2,279 hours.

Balance Sheet

The balance of Capital Work in Progress at the end of August is \$32.78M all of which \$32.71M relates to prior years projects not yet capitalised, including \$27.42M in relation to the LIVING CITY Project.

SUMMARISED OPERATING REPORT							
YTD to August 2017							
	YTD		YTD Variance		Full Budget 2018	Forecast 2018	
	Budget	Actual	\$	%			
INCOME							
Rates and Service Charges	27,523,264	27,151,971	(371,293)	-1.3%	27,638,264	27,638,264	
Fees and User Charges	1,092,413	1,135,888	43,475	4.0%	6,417,880	6,417,880	
Grants - Operating	335,442	334,889	(554)	-0.2%	1,133,300	1,173,300	
Contributions - Operating	1,988	9,304	7,316	368.1%	49,925	49,925	
Dividend Income	80,000	78,901	(1,099)	-1.4%	2,314,426	2,314,426	
Profit Sharing	-	33,702	33,702	#DIV/0!	-	33,702	
Interest Income	42,000	49,999	7,999	19.0%	252,000	252,000	
Other Revenue	171,392	207,862	36,470	21.3%	1,028,025	1,028,025	
TOTAL INCOME	29,246,499	29,002,515	(243,984)	-0.8%	38,833,820	38,907,522	
EXPENSES							
Employee Benefits	1,957,152	1,795,455	161,696	8.3%	12,041,147	12,041,147	
Materials and Services	1,926,110	1,860,859	65,251	3.4%	12,835,034	12,835,035	
Depreciation	1,439,317	1,435,206	4,111	0.3%	8,815,900	8,815,900	
Financial Costs	109,331	98,289	11,043	10.1%	1,503,403	1,503,403	
Levies & Taxes	465,188	450,625	14,563	3.1%	3,439,627	3,439,627	
Other Expenses	666,866	170,023	496,843	74.5%	1,426,033	1,426,033	
Internal Charges and Recoveries	(105,275)	(51,818)	(53,457)	50.8%	(631,651)	(631,651)	
TOTAL EXPENSES	6,458,689	5,758,639	700,050	10.8%	39,429,493	39,429,494	
NET OPERATING SURPLUS / (DEFICIT)	22,787,810	23,243,877	456,066	2.0%	(595,673)	(521,972)	
CAPITAL ITEMS							
Grants - Capital	1,999,800	2,049,799	49,999	2.5%	8,711,118		
Contributions - Capital	-	-	-	0.0%	800,000		
Gain / Loss on Disposal of Assets	(1,000)	(134,491)	(133,491)	13349.1%	(537,000)		
Change in Value of Investment in DRWMA	-	-	-	0.0%	141,160		
TOTAL CAPITAL ITEMS	1,998,800	1,915,308	(83,492)	-4.2%	9,115,278		
NET SURPLUS / (DEFICIT)	24,786,610	25,159,185	372,575	1.5%	8,519,605		
Own Source Revenue:	98.8%	98.8%			97.0%		

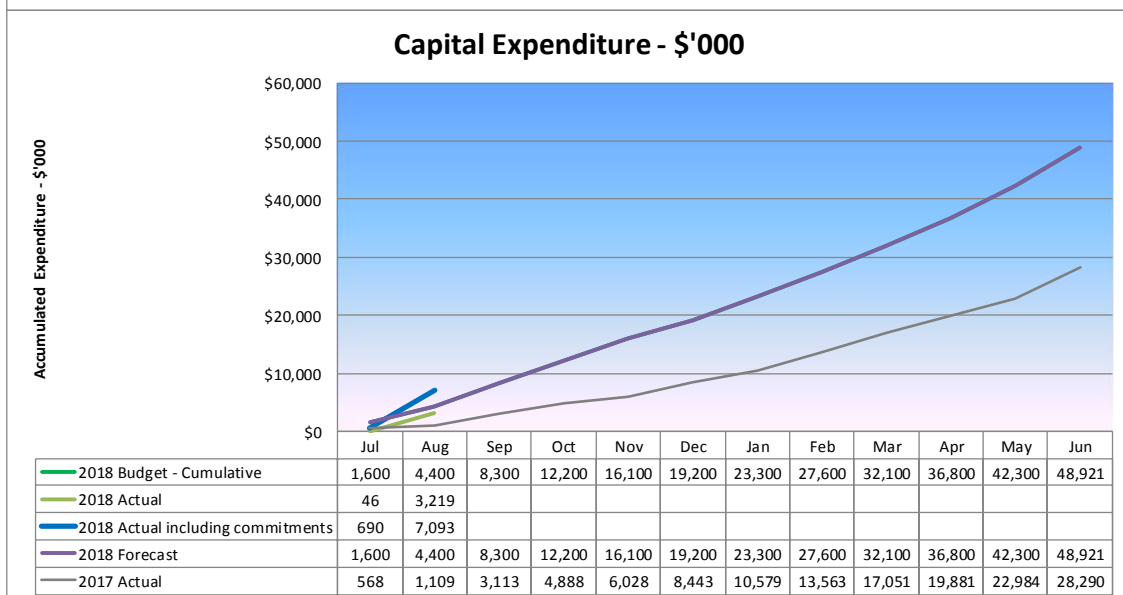
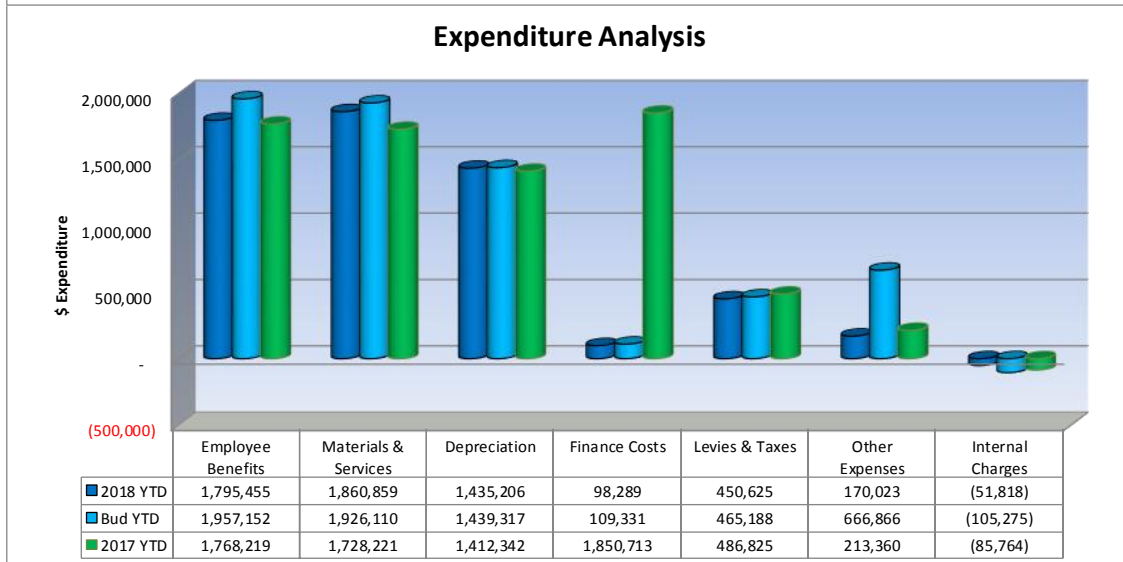
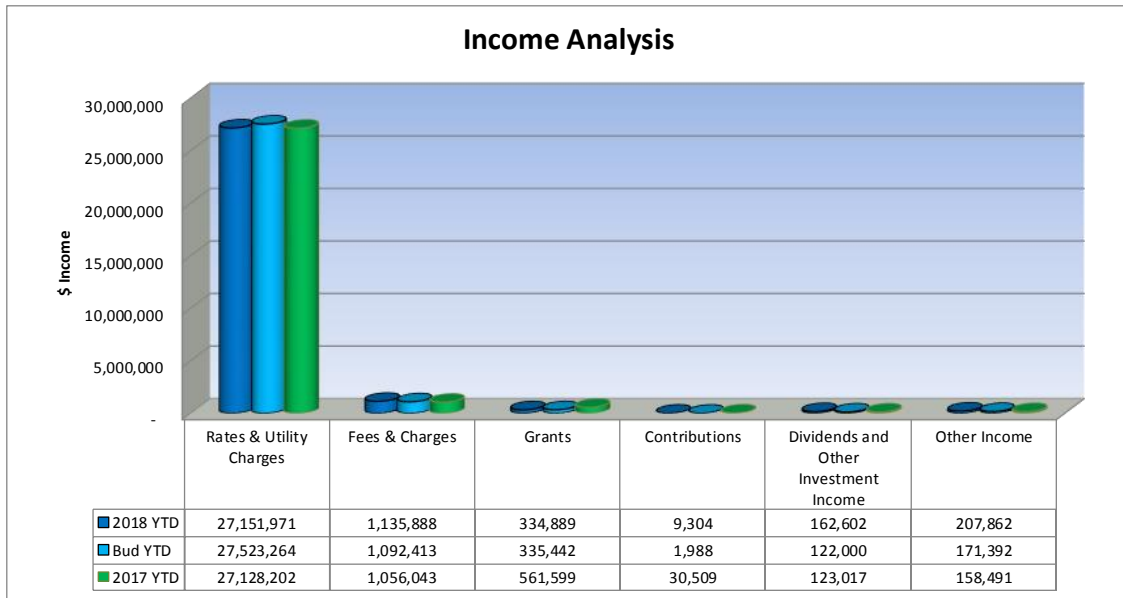
FINANCIAL SUMMARY					YTD to August 2017	
Operating Summary		YTD		Annual	Current	
		Budget	Actual	Budget	Forecast	
Revenue		29,246,499	29,002,515	38,833,820	38,907,522	
Expenditure		6,458,689	5,758,639	39,429,493	39,429,494	
Operating Position		22,787,810	23,243,877	(595,673)	(521,972)	
Capital Expenditure Summary		Annual	Actual	Annual		
		Budget		Forecast		
Capital Expenditure		48,920,700	3,219,425	48,920,700		
Cash Information				August 2017	June 2017	
Operating Account (Reconciled balance)				2,383,280	3,568,105	
Interest-Earning Deposits				17,593,015	12,394,846	
				19,976,295	15,962,951	
Debtor Information		August 2017	June 2017	Rates Debtors	% of Annual	
				Ageing	August 2017	Rates
Rates Debtors		17,357,354	(119,014)	2017/2018 - Current	17,001,303	62.6%
Infringement Debtors		73,929	31,789	2016/2017 - 1 Year	221,529	
Sundry Debtors		229,249	500,417	2015/2016 - 2 Years	53,631	
Planning & Health Debtors		17,040	8,691	2014/2015 - 3 Years	23,693	
				2013/2014 - Older	57,198	
		17,677,571	421,883		17,357,354	
Cash Investment Information				Actual Rate	August 2017	
ANZ Cash Deposits - At Call				2.00%	12,570,869	
ANZ Loan Repay. A/c - (existing loans) - At Call				1.50%	20,969	
CBA Cash Deposits - At Call				1.00%	1,001,177	
MyState Term Deposit				2.70% 4 months maturing 6/12/2017	4,000,000	
					17,593,015	

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

Benchmarks: BBSW90 Day Index 1.72%
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.



BALANCE SHEET REPORT

As at August 2017

	31 Aug 2017	30 Jun 2017
Current Assets		
Cash at Bank and On Hand	2,383,280	3,568,105
Trust Deposits	173,038	162,040
Cash Investments	17,593,015	12,394,846
Receivables - Rates and Utility Charges	17,357,354	(119,014)
Receivables - Infringements	73,929	31,789
Receivables - Sundry	229,249	500,417
Receivables - Planning & Health	17,040	8,691
Loans Receivable - Current	3,700	3,700
Accrued Revenue	65,240	584,179
Prepayments	96,054	96,054
Net GST Receivable	384,489	399,663
	38,376,386	17,630,468
Non Current Assets		
Loans Receivable - Non-Current	27,600	31,300
Dulverton Regional Waste Management Authority TasWater	5,515,274	5,515,274
Property, Plant & Equipment	86,226,329	86,226,329
Accumulated Depreciation - PP&E	691,189,812	691,562,974
Capital Work in Progress	(270,218,160)	(269,017,808)
	32,780,182	29,399,573
	545,521,036	543,717,642
Total Assets	583,897,423	561,348,111
Current Liabilities		
Trade Creditors	790,191	399,319
Accrued Expenses	546,035	3,539,025
Trust Liability	193,194	160,025
Income In Advance - Current	93,202	98,803
Loans - Current	768,000	768,000
Annual Leave	1,044,941	1,005,807
Long Service Leave - Current	1,115,755	1,139,222
	4,551,318	7,110,201
Non Current Liabilities		
Income In Advance - Non Current	13,000,000	13,000,000
Loans - Non-Current	18,844,000	18,970,000
Long Service Leave - Non-Current	431,714	431,714
	32,275,714	32,401,714
Total Liabilities	36,827,032	39,511,915
Net Assets	547,070,391	521,836,195
Equity		
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	204,482,245	196,878,567
Operating Surplus / (Deficit)	23,243,877	2,358,619
Capital Surplus / (Deficit)	1,915,308	5,166,231
Total Equity	547,070,391	521,836,195
Current Ratio:	8.43	2.48

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

Capital Works Income & Expenditure Report for August 2017													
	Funding 2017/18				Expenditure 2017/18				Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Forecast	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	\$	Month	Month	Spent	
Summary													
Open Space & Recreation	759,400	-	759,400	-	759,400	999	13,400	14,399	745,001				
Buildings & Facilities	1,638,000	-	1,638,000	-	1,638,000	20,508	2,366,393	2,386,901	(748,901)				
Stormwater	580,000	-	580,000	-	580,000	17,211	1,598	18,808	561,192				
Transport	5,095,000	-	5,095,000	1,211,868	5,095,000	119,573	1,419,364	1,538,937	3,556,063				
Living City	39,900,000	-	39,900,000	7,499,250	39,900,000	3,061,134	48,128	3,109,262	36,790,738				
Plant & Fleet	549,100	-	549,100	-	549,100	-	-	-	549,100				
Other Equipment	399,200	-	399,200	-	399,200	-	24,422	24,422	374,778				
Total Capital Works	48,920,700	-	48,920,700	8,711,118	48,920,700	3,219,425	3,873,303	7,092,728	41,827,972				
Open Space & Recreation													
CP0135 Meercroft Park - Re-clad external walls of change rooms	28,000	-	28,000	-	28,000	-	-	-	28,000	Dec - 17	Dec - 17	0.0%	RFQ will be out early september with expected works to be carried out in December to avoid most busy time
CP0134 Mersey Bluff Playground - Shade Sail Renewal	28,000	-	28,000	-	28,000	-	-	-	28,000	Oct - 17	Oct - 17	0.0%	Early October fitment - Low disruption
CP0136 Aquatic Ctr. O/door Filter vessels associated pipework and roof over	140,000	-	140,000	-	140,000	-	-	-	140,000	April - 18	May - 18	0.0%	Scope & RFQ Sep , parts will be ordered but due to Manufacture time, parts will be ordered & stored ready for fitment after summer season
CP0137 Vietnam Veteran's Memorial - BBQ shelter renewal	80,000	-	80,000	-	80,000	425	-	425	79,575	Feb - 18	April - 18	0.5%	Rplace support structure and reconfigure BBQ layout - Design underway
CP0138 Path Renewal Program	65,000	-	65,000	-	65,000	-	-	-	65,000	TBA	TBA	0.0%	Work scope still to be developed - will be summer job
CP0139 Aquatic Centre - replace shade covers north & west of 50m pool	25,000	-	25,000	-	25,000	-	-	-	25,000	Oct - 17	Oct - 17	0.0%	Early October fitment - Low disruption
CP0140 Fitness Equipment East Devonport	217,400	-	217,400	-	217,400	-	-	-	217,400	TBA	TBA	0.0%	Pending grant
CP0141 Julie Burgess Pontoon Lights	6,000	-	6,000	-	6,000	156	-	156	5,844	Oct - 17	Oct - 17	2.6%	
CP0142 Lovett St. Soccer Ground - new scoreboard & coach/players bench	50,000	-	50,000	-	50,000	300	-	300	49,700	Jan - 18	Mar - 18	0.6%	Feb- March works - grant application in place
CP0143 Mersey Vale cemetery - Children's Area	100,000	-	100,000	-	100,000	-	-	-	100,000	TBA	TBA	0.0%	
CP0144 Mersey Vale Cemetery - future columns for memorial garden	20,000	-	20,000	-	20,000	117	13,400	13,517	6,483	Oct - 17	Nov - 17	67.6%	16 pillars to be installed
Total Open Space & Recreation	759,400	-	759,400	-	759,400	999	13,400	14,399	745,001			1.9%	
Buildings & Facilities													
CB0085 D/Port Dog's Home - Construction of 2 pens	80,000	-	80,000	-	80,000	-	-	-	80,000	TBA	TBA	0.0%	
CB0086 Payne Avenue toilet block	200,000	-	200,000	-	200,000	-	-	-	200,000	TBA	TBA	0.0%	
CB0087 Devonport Football Club - roof	50,000	-	50,000	-	50,000	-	-	-	50,000	Jan - 18	Jan - 18	0.0%	RFQ to be prepared
CB0080 Art Gallery Integration Project	1,300,000	-	1,300,000	-	1,300,000	20,000	2,360,172	2,380,172	(1,080,172)	TBA	TBA	183.1%	
CB0089 Devonport rec. Centre - additional toilet in men's squash change rooms	8,000	-	8,000	-	8,000	508	6,221	6,729	1,271	Sep - 17	Sep - 17	84.1%	RFQ submissions due 28/08 works to be completed prior to 2nd week in October
Total Facilities	1,638,000	-	1,638,000	-	1,638,000	20,508	2,366,393	2,386,901	(748,901)			145.7%	

	Funding 2017/18				Expenditure 2017/18				Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	Funding Included in Total \$	Forecast \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Transport													
CT0195 Oldaker and Ronald Safety Improvements	140,000		140,000	140,000	140,000	-	-	-	140,000	Feb-18	Mar-18	0.0%	External funding secured.
CT0196 Gatenby Drive detention basin access	20,000		20,000		20,000	-	-	-	20,000	Nov-17	Dec-17	0.0%	
CS0064 Webberleys Road Seal	60,000		60,000	45,000	60,000				60,000			0.0%	External funding not available. Project will no longer proceed.
CT0197 Paloona Road - Hogg Creek approach barriers	20,000		20,000		20,000	664	6,832	7,496	12,504	Aug-17	Sep-17	37.5%	Installation underway
CT0198 Mersey Bluff pedestrian link	75,000		75,000		75,000	-	-	-	75,000	Feb-18	Mar-18	0.0%	
CT0199 Griffiths Street - pedestrian link	30,000		30,000		30,000	2,767	-	2,767	27,233	Oct-17	Nov-18	9.2%	Design and consultation progressing
CT0200 Forth Road, Don - pedestrian link	30,000		30,000		30,000	-	-	-	30,000	Jan-18	Feb-18	0.0%	
CT0201 Road traffic device renewal	25,000		25,000		25,000	-	-	-	25,000	TBA	TBA	0.0%	
CT0202 Street light provision	20,000		20,000		20,000	-	15,450	15,450	4,550	Aug-18	TBA	77.3%	2 poles in East Devonport ordered
CT0203 Transport minor works	25,000		25,000		25,000	-	-	-	25,000	TBA	TBA	0.0%	
CT0194 Reseal program	700,000		700,000		700,000	31,942	357,516	389,458	310,542	Aug-17	Jan-18	55.6%	Asphalt work underway
CT0182 Parking Infrastructure renewal	25,000		25,000		25,000	-	-	-	25,000	TBA	TBA	0.0%	machines have been ordered
CT0205 Torquay Rd reconstruction - Canning Drv. East to West	400,000		400,000	-	400,000	12,548	1,260	13,808	386,192	Oct-17	Dec-17	3.5%	Tenders advertised
CT0206 Birala Place renewal	90,000		90,000		90,000	6,636	405	7,041	82,959	Sep-17	Oct-17	7.8%	Design progressing
CT0207 Saleyard Road renewal	300,000		300,000		300,000	1,504	1,278	2,782	297,218	Jan-18	Mar-18	0.9%	
CT0208 Bishops Road renewal	480,000		480,000		480,000	3,233	2,005	5,238	474,762	Dec-17	Mar-18	1.1%	
CT0209 Formby Rd. renewal northbound - Lyons Av. To Bass Highway	330,000		330,000		330,000	5,161	2,772	7,932	322,068	Dec-17	Mar-18	2.4%	
CT0210 CBD footpath renewals	200,000		200,000		200,000	-	-	-	200,000	Mar-18	Jun-18	0.0%	
CT0211 Rural Road route signs	40,000		40,000		40,000	-	-	-	40,000	Mar-18	Mar-18	0.0%	
CT0212 D/port Road renewal - Bay Drv. to Mersey Rd.	275,000		275,000		275,000	15,752	628	16,380	258,620	Oct-17	Dec-17	6.0%	Design progressing
CT0213 James St. renewal - Clements St to Nth Fenton St	360,000		360,000		360,000	35	1,765	1,800	358,200	Mar-18	Jun-18	0.5%	
CT0187 Ronald St. renewal - Madden St. to Parker St.	35,000		35,000		35,000	153	-	153	34,847	Sep-17	Nov-17	0.4%	
CT0214 Lighthouse carpark improvements	100,000		100,000		100,000	2,483	-	2,483	97,517	Oct-17	Nov-17	2.5%	Design and consultation progressing
CT0189 Buster Road renewal - west of Don River (stg.2)	750,000		750,000	746,868	750,000	3,128	683,131	686,259	63,741	Sep-17	Jan-18	91.5%	construction pending
CT0213 James St footpath renewal - Clements St. to North Fenton St.	110,000		110,000		110,000	35	1,765	1,800	108,200	TBA	TBA	1.6%	
CT0212 Devonport Rd. Footpath renewal - Bay Drv. to Mersey Road	75,000		75,000		75,000	15,752	628	16,380	58,620	TBA	TBA	21.8%	
CT0175 Victoria Parade boat ramp improvements	330,000		330,000	280,000	330,000	17,780	343,929	361,709	(31,709)	Sept 17	Dec 17	109.6%	construction has commenced
CT0215 Rooke St. (design) Stewart St. to Steele St.	50,000		50,000		50,000	-	-	-	50,000	Aug-18	TBA	0.0%	
Total Transport	5,095,000	-	5,095,000	1,211,868	5,095,000	119,573	1,419,364	1,538,937	3,556,063			30.2%	

	Funding 2017/18				Expenditure 2017/18				Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	Funding Included in Total \$	Forecast \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Stormwater													
CS0062 Minor stormwater works	30,000		30,000		30,000	1,289	-	1,289	28,711	TBA	TBA	4.3%	Various locations under consideration
CS0063 William St. SW catchment upgrade - Stage 7	250,000		250,000		250,000	8,245	333	8,578	241,422	Oct-17	Dec-17	3.4%	Design progressing
CS0064 Webberleys Road - new culvert	15,000		15,000		15,000	-	-	-	15,000	Jan-18	Jan-18	0.0%	
CS0065 264 Lillico Road culvert upgrade	25,000		25,000		25,000	-	-	-	25,000	Nov-17	Nov-17	0.0%	
CS0066 42 Lawrence Drv. s/water improvements	15,000		15,000		15,000	6,425	1,030	7,454	7,546	Aug-17	Sep-17	49.7%	Construction pending
CS0067 Tugrah Road - new pits in gravel section	30,000		30,000		30,000	-	-	-	30,000	Jan-17	Feb-17	0.0%	
CS0068 Finlayson Way - stormwater improvements	95,000		95,000		95,000	-	235	235	94,765	Oct-17	Nov-17	0.2%	
SC0069 Maidstone Park - stormwater NE of oval	40,000		40,000		40,000	-	-	-	40,000	May-18	May-18	0.0%	
CS0070 Stormwater outfall risk management	30,000		30,000		30,000	1,253	-	1,253	28,747	Sep-17	TBA	4.2%	Design progressing
CS0071 Pit replacements	50,000		50,000		50,000	-	-	-	50,000	Aug-17	TBA	0.0%	Various locations under consideration
Total Stormwater	580,000	-	580,000	-	580,000	17,211	1,598	18,808	561,192			3.2%	
Plant & Fleet													
CF0020 Hire Plant Replacement Plan (including disposal proceeds)	320,000		320,000		320,000	-	-	-	320,000	NA	NA	0.0%	List of identified items to be progressively purchased
CF0021 Minor Non-hire plant Replacement Plan (including disposal proceeds)	59,100		59,100		59,100	-	-	-	59,100	NA	NA	0.0%	List of identified items to be progressively purchased
CF0019 Fleet Replacement Plan (including disposal proceeds)	170,000		170,000		170,000	-	-	-	170,000	NA	NA	0.0%	List of identified items to be progressively purchased
Total Plant & Fleet	549,100	-	549,100	-	549,100	-	-	-	549,100			0.0%	
Other Equipment													
CE0008 Office Equipment (inc. art acquisition \$10K)	136,200		136,200		136,200	-	9,109	9,109	127,091	NA	NA	6.7%	List of identified items to be progressively purchased
CC0010 Information Technology - Renewal &	263,000		263,000		263,000	-	15,313	15,313	247,688	NA	NA	5.8%	Ongoing program of IT infrastructure upgrades
Total Other Equipment	399,200	-	399,200	-	399,200	-	24,422	24,422	374,778			6.1%	
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY	9,020,700	-	9,020,700	1,211,868	9,020,700	158,291	3,825,175	3,983,466	5,037,234			44.2%	
Living City													
CB0068 Living City - Strategic Initiatives	39,900,000		39,900,000	7,499,250	39,900,000	3,061,134	48,128	3,109,262	36,790,738	July 2017	June 2018	7.8%	Project to continue through duration of the year
Total Living City	39,900,000	-	39,900,000	7,499,250	39,900,000	3,061,134	48,128	3,109,262	36,790,738			7.8%	
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY	48,920,700	-	48,920,700	8,711,118	48,920,700	3,219,425	3,873,303	7,092,728	41,827,972			14.5%	

6.0 COMMUNITY SERVICES REPORTS

6.1 DEVONPORT JAZZ 2017

File: 33120 D476960

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To provide Council with an overview of the Devonport Jazz Festival 2017.

BACKGROUND

The Devonport Jazz Festival was held from 27-30 July 2017. The four-day festival featured 39 performances at venues throughout Devonport and surrounds.

The festival, now in its sixteenth year featured The Idea of North, Monica Trapaga & the Bachelor Pad, the Jackson Four and an array of well-known local and mainland jazz and blues artists. Once again the program featured a variety of jazz styles and events that suited all budgets and tastes. A notable inclusion in the 2017 festival was Polish jazz duo Myrczek & Tomaszewski, with their appearance in Devonport Jazz allowing them to build an Australian tour.

Devonport Jazz saw 3,500 individual tickets sold to a combination of events that were either funded by Council in venues that Council managed or events in venues where Council engaged artists and on-sold them. Council collects a fee from venues to cover the cost of the artists performing in that venue and provides audio infrastructure and operators for venues that do not have the set up to provide their own. Council also manages the marketing and promotion of the festival.

Council wears the risk for any loss where ticket revenue does not exceed venue and artist costs for performances in Council owned venues.

In late 2016, Viktor Zappner stepped down as Musical Director of Devonport Jazz after many years. The 2017 festival saw this role performed by the Marketing and Events department.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

The 2017 festival saw a double headliner with Monica Trapaga of Play School fame playing alongside her band The Bachelor Pad on Friday night and award winning 4-piece a capella group The Idea of North performing on the Saturday night. The Idea of North rounded out their appearance with a sell-out singing workshop on Saturday morning. As per previous years, headline acts played in the Town Hall Theatre at the Devonport Entertainment and Convention Centre.

Other highlights included a series of Pure Jazz Sessions at the Lifeway Auditorium, the addition of dinner and show events at French restaurant, Bistro Camille and a band playing live to a silent movie.

Due to poor weather the Muso's in the Mall event was cancelled. Unfortunately, there was no back up venue that could accommodate the big band that was scheduled to play. Swing dance lessons in Centenary Court were offered as an alternative and were attended by approximately 30 people. Despite the cancellation of Muso's in the Mall the free or low-cost events on Saturday afternoon and evening were very well attended with Toni Swain at Tapas, The Jackson Four at The Central and Billy Whitton at The Alexander Hotel playing to full houses.

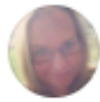
The festival had an 'unofficial' launch on Wednesday 26 July with the Jacob Boote Trio playing at Southern Wild Distillery.



Event Promotion

It was important that Devonport Jazz developed a strong visual identity in the lead up to the 2017 festival. A television campaign was developed that portrayed Devonport Jazz as a stylish and intriguing event. The campaign ran state-wide on both Channel 7 and 9 from April through to July.

Social media was an important aspect of the festival and allowed for connection with our audience via audio and visual clips of featured artists and interaction with artists and venues. The Devonport Jazz Facebook page reached forty-two thousand people during July, up from twenty-seven thousand in July 2016. 92 posts included the #DevonportJazz2017 or #DevonportJazz. This year saw a series of videos recorded by artists with a special message for Devonport Jazz patrons.



mclisa74 • Follow
Devonport, Tasmania

mclisa74 We're #here for the #wine & #jazz baby 'cause we're #hepcats #tassie #minibreak #devonportjazz2017
michele.jackson1 Kool Kats 😊



sunrisedevonport • Following

sunrisedevonport Not long now till Bistrot Camille will be swinging to the fine tunes from Nadira Farid and Nick Parish Soirée Jazz on Friday 28th. It's going to be such a good vibe up in here
7.45pm show is full but 4.30pm dinner and show still has some tables available.....at this stage anyway! 🎷 Happy Jazz Festival Devonport 🎷
#devonportjazz #devonportjazz2017 #jazz #frenchjazz #devonporttas #discovertasmania #tasmania #tassie #tassiefood #frenchfood #bistrocamille #sunrise #sunrisemotel #sunrisemotel @sunrisedevonport

Devonport Jazz ran two key news campaigns in the lead up to the festival. All print and digital advertising carried the strong Devonport Jazz branding.

- A series of print advertisements in The Mercury newspaper specifically to attract patrons to the festival from Hobart.
- A digital campaign targeting patrons from the Launceston area. The digital campaign utilised a number of tools such as key-word searches and location tagging to identify users to then target with digital advertising. The results from this activity were pleasing and is something that will be explored for future festivals.

<p>PH: 1800 005 222, FAX: (03) 6230 0252 or see your local newsagent (no home delivery charge).</p>	<p>...positive about the future. "This is essentially an optimistic exercise, preparing for,</p>	<p>On the flip side, sectors like hospitality, real estate, science/technology services and health</p>	<p>positive change for me." For more, see today's Tasweekend inside.</p>	<p>The cover prices of the Saturday Mercury and Sunday Tasmanian remain unchanged.</p>
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07.21.2017 22:21 NewsCorp Australia - Tearsheet

Devonport Jazz secured a billboard position on Devonport Road, Quoiba which displayed a promotional image for most of July.

A LED screen was secured on-loan to Council and placed in the window facing Best Street and Fenton Way to promote the festival.

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

Devonport Jazz was also pleased to see the return of the ABC Live Broadcast, hosted by Fred Hooper. The broadcast saw eight Devonport Jazz artists and two venue operators interviewed and the artists given the opportunity to perform live. The broadcast was streamed on ABC Local Radio North Tasmania.

2018 Devonport Jazz Event

Planning for the 2018 event is underway.

The review of the 2017 event identified a number of components which will be considered for improvement in the planning for 2018. These components include:

- Diversity of artists to attract new audiences;
- Explore the addition of a central CBD festival space that acts as a performance venue, lounge, and festival info hub; and
- Reviewing the number of headline acts and artists that Council engage to perform at the festival.

It is anticipated that applying the above points will alter the program and delivery of the Festival in future years.

COMMUNITY ENGAGEMENT

A post-festival survey was circulated to patrons from both the Devonport Jazz mailing list and those that purchased tickets from the DECC and opted in to receive communication from the festival. 63 responses were received.

The feedback showed:

- Audiences are predominately local with 74% of respondents from Devonport and North-West Tasmania. Just 6% of respondents were from Hobart/Southern Tasmania and 4% were from the mainland;
- Just 19% of respondents indicated this was their first time attending Devonport Jazz with 51% attending more than five times;
- Overwhelmingly respondents enjoyed the artists, atmosphere and variety of genres and events in the Devonport Jazz program;
- 89% of respondents indicated they would attend the event next year.

Overall feedback was generally very positive with many commenting on the 'fun' and diverse program of events this year. Again, the low cost and free events were the most popular events, with many disappointed the Muso's in the Mall event was cancelled rather than moved to another venue.

Suggested improvements included ensuring events did not clash with others and were publicised further to ensure enough attendees, implementing changes that would attract a younger audience, more free/low cost events and ensuring the festival includes enough real jazz events to remain a 'jazz' festival.

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

Devonport Jazz also utilised the skills, experience and resources of the Jazz Taskforce. The Taskforce of 18 volunteers were rostered on for approximately 233 hours over the festival. Their duties included acting as ushers, venue liaisons, information desk, drivers and looking

after the back-stage functions. The function of the Devonport Jazz Taskforce will be reviewed with the addition of a Devonport Jazz Special Interest Group in October.

FINANCIAL IMPLICATIONS

The net operational budget allocated by Council to stage Devonport Jazz in 2017 was \$50,320 down from \$55,000 in 2016, excluding any Council staffing costs.

The overall operational net cost for Devonport Jazz 2017 was \$56,619, excluding staffing costs, a result that exceeds the budgeted amount by \$6,299.

A detailed budget breakdown is as follows:

	2017 Budget	2017 Actual
INCOME		
Sponsorship	11,000	11,000
Venue Agreements	16,900	17,442
Admission Charges	30,700	25,854
Merchandise	500	317
TOTAL INCOME	59,100	54,613
EXPENSES		
Performance Agreements Headliners	16,500	16,500
Performance Agreements General	21,100	20,700
Performance Agreement Pre-festival	400	-
Accommodation	9,000	10,054
Flights (Contra)	6,000	6,000
Flights (Credit Card)	3,000	3,871
Ground Travel	2,000	3,400
Miscellaneous	1,900	1,393
Photography/Video	1,000	979
Sound technical	10,000	9,831
Venue expenses	9,000	12,631
DECC ticketing & Credit Cards fees	4,000	936
APRA	1,000	228
Brochures & Promotional materials	3,500	2,285
TVC	10,000	10,285
Radio	3,000	6,078
Print	7,520	6,020
Digital	500	40
TOTAL EXPENSES	109,420	111,232
NET OPERATING SURPLUS / (DEFICIT)	(50,320)	(56,619)

Council incurred a loss on both the artists it directly engaged, and also those that were on-sold through performance agreements to venues.

Council managed events, performed at DECC, Lifeway Auditorium and the Don Centre, achieved a 53% occupancy rate with 1,136 tickets sold out of a possible 1,790. Council recorded a combined net loss of \$11,730 for the staging of these events.

Performances sourced by Council and on sold to other venues achieved an occupancy rate of 90% with 2,304 tickets sold. Whilst it is assumed that the participating venues returned profits on the events, Council recorded a loss of \$36,592 for the cost of staging these events. Whilst the venues covered the cost of the artist fee, the costs for accommodation, travel, meals and in-venue sound equipment and operators were covered by Council. The removal of this support for venues would likely mean cost to venues to host Devonport Jazz events would outweigh the return on investment to host events.

RISK IMPLICATIONS

- Reputation - In order to ensure the future sustainability of the event, there is a need to attract a more diverse audience, to boost tickets sales. There is the risk, when diversifying, that the festival will lose its Jazz focus which would not be true to the name and reputation of the festival and may turn away the Devonport Jazz faithful which currently make up half of the audience.
- Financial - There is a financial risk to Council that the cost to stage events in external venues is significant and that without the current level of support, external venues may not see a return on investment for their Devonport Jazz event.

CONCLUSION

Devonport Jazz continues to be a key event for Devonport. The event has a reputation worth protecting and a loyal audience base however there is a need to explore the future structure of the festival and how a more diverse audience can be attracted. It is important to reassess the objectives of the festival ensure they remain current.

Every event needs to be reinvented regularly to ensure it can continue.

ATTACHMENTS

Nil

RECOMMENDATION

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

1. note the feedback received on the event was generally positive, and;
2. note that the 2017 event ran at a net cost of \$56,619 (excluding Marketing and Events staff costs).

Author: Position:	JoHanna Robertson Marketing and Events Officer	Endorsed By: Position:	Shane Crawford Executive Manager Corporate, Community & Business Services
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6.2 DEVONPORT DESTINATION ACTION PLAN

File: 31710 D491175

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities

SUMMARY

This report is to seek endorsement of the Devonport Destination Action Plan 2017-2020 (DAP) developed by Cradle Coast Authority to assist Council form priorities for tourism sector development.

BACKGROUND

The DAP was created through a workshop process which brought together representatives from stakeholder groups that benefit from the visitor economy, local government, State Government agencies, industry and the community. The Plan seeks to identify the challenges and opportunities facing the Devonport region and to establish achievable affordable priorities that if delivered would increase the destination's competitiveness.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

The DAP is a document covering a broad range of tourism issues as they intersect with a local community or wider area. Good destination management planning ensures the benefit from tourism capital projects and marketing provide returns locally.

The DAP assists Council to identify priorities for the City's tourism sector development.

The plan highlights 4 main summary priorities for the Devonport region.

1. Implementation of Leadership
2. Develop and consistently promote a unique place brand for the Devonport region
3. Develop authentic and unique visitor experiences that reflect the place brand
4. Infrastructure, product and service development

For the DAP priorities and actions to be implemented, stakeholders will need to work collaboratively and cooperatively. A leadership group of representatives has formed to review and effectively track the process of the plan. This group consists of Executive Manager Corporate, Community & Business (DCC), Marketing & Events Officer (DCC), Theresa Lord (Cradle Coast Authority), Chelsea Bell (Cradle Coast Authority), Simon Hamilton (The Cultivate Group) & Dane Layton (Drift Restaurant)

COMMUNITY ENGAGEMENT

Community engagement has been undertaken as part of this report. Workshops were run with stakeholder groups to develop the content. Malcom Wells from Island Innovation was the author of the DAP. Focus will now turn to distribution of the plan and partnering with organisations to progress actions.

FINANCIAL IMPLICATIONS

The DAP assists Council to gain a better understanding of where resources, particularly capital investment will provide the best value for money.

Any actions within the report which may have financial implications will be included in future years budgeting.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

The DAP provides an important insight for Council into the tourism opportunities across the municipality.

ATTACHMENTS

- 1. [Devonport Destination Action Plan 2017-2020](#)

RECOMMENDATION

That it be recommended to Council that the Devonport Destination Action Plan be received and noted.

Author:	Shane Crawford	Endorsed By:	Paul West
Position:	Executive Manager Corporate, Community & Business Services	Position:	General Manager

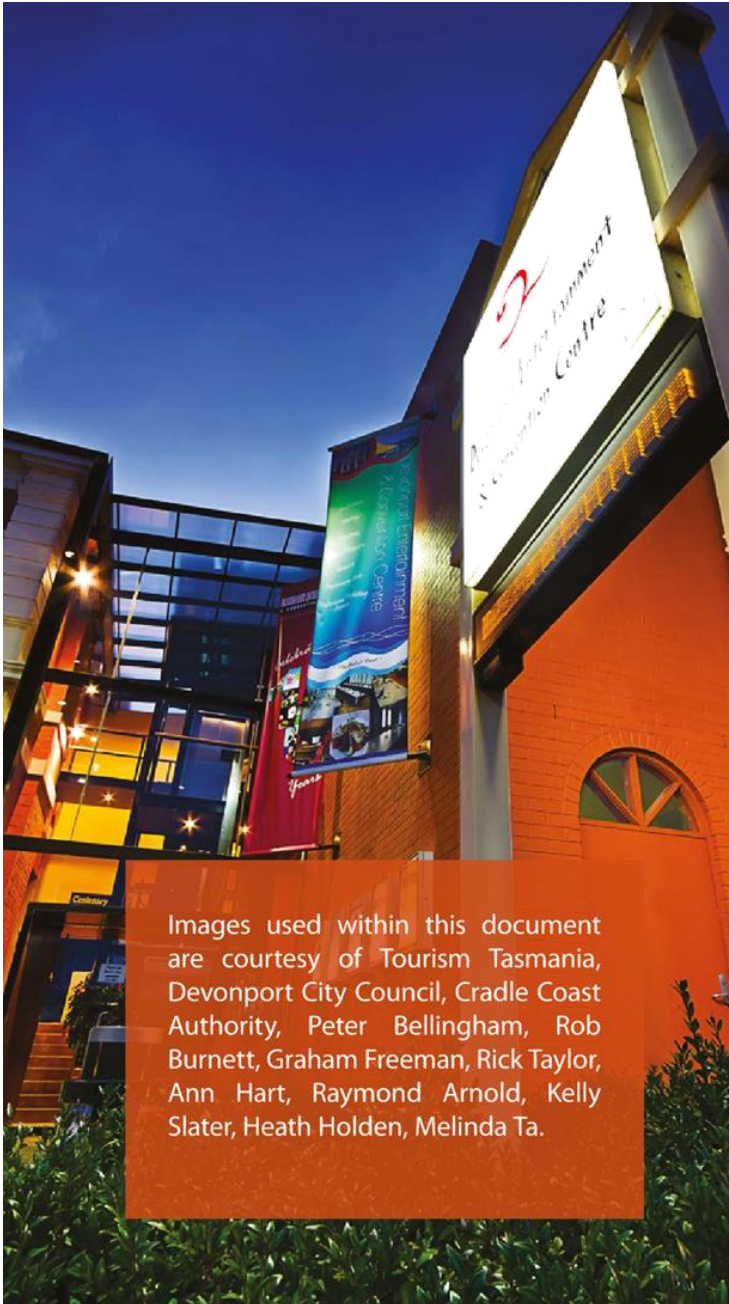


DEVONPORT

Destination Action Plan 2017-2020

June 2017





Images used within this document are courtesy of Tourism Tasmania, Devonport City Council, Cradle Coast Authority, Peter Bellingham, Rob Burnett, Graham Freeman, Rick Taylor, Ann Hart, Raymond Arnold, Kelly Slater, Heath Holden, Melinda Ta.

Acknowledgments

The development of the Devonport Destination Action Plan has been facilitated by Cradle Coast Authority (CCA) with the support of the Department of State Growth.

The process brought together representatives from stakeholder groups that benefit from the visitor economy; local government, state government agencies, industry and the community to develop a Plan. This Plan seeks to identify the challenges and opportunities facing the Devonport region and to establish achievable affordable priorities that if delivered would increase the destination's competitiveness.

This is an action focused plan that identifies specific priorities and actions that if cooperatively acted on by stakeholders will contribute to the achievement of agreed objectives in the short term (rolling three years). As such the Plan does not purport to be a comprehensive strategic plan but is deliberately focused on identifying the key challenges and opportunities facing the destination and to establish achievable and affordable priorities and actions to address them. It is a 'bottom-up' plan driven by the industry, in cooperation with local government and the community, while being cognisant of State and regional strategic plans and programs.

Cradle Coast Authority would like to thank all who participated in the plan development process:

Facilitator

Malcolm Wells

Participants

- Tim Cox (TasTAFE)
- Prudence Cunningham (TasPorts)
- Jessie Pangas (Devonport Regional Art Gallery)
- Dane Layton (Drift Restaurant)
- Michelle Barton (Goodstone Group)
- Mark Cadle (Goodstone Group)
- Steve Martin (Devonport City Council)
- Ian Waller (CCA)
- Shane Crawford (Devonport City Council)
- Justin Rattray (Devonport City Council)
- Kevin Maynard (TT Line – Spirit of Tasmania)
- Ellie Ray (Devonport Regional Art Gallery)
- Debbie Grice (Quality Gateway Hotel)
- Stacey Sheehan (Devonport Chamber of Commerce and Industry)
- Ameer Freeman Providore Place
- Simon Hamilton Providore Place.



Introduction

This Destination Action Plan for Devonport identifies priority strategies and actions which if implemented over three years will enhance the region's position as one of Tasmania's premier tourism regions. Destination Action Plans are an implementation initiative of the Tasmanian Visitor Economy Strategy 2015-2020 (T21), Priority #4 Building capability, capacity and community.

This Plan has been prepared by a facilitated workshop process involving business and community representatives who considered and reached consensus on tourism development, marketing and management opportunities and challenges. The group then identified and agreed on the key priorities and actions that would make a positive difference to the growth and sustainability of the Devonport' visitor economy and improve the visitor experience.

The Devonport Municipality covers 116 square kilometres, extending from the Don River in the West to the airport at Pardoe in the east and south to Spreyton. There was a permanent population of 25,533 in June 2015, a loss of 223 since 2011 (it is understood that 2016 figures may demonstrate some population revival). Entry points by air and sea are located in Devonport. The Living City project will open the city centre up to the Mersey River to better showcase the region's world-class produce, aiming for an increased share of the visitor economy.



The visitor economy

Objectives

The common objectives for tourism are to increase the yield from visitors by increasing:

1. Visitor satisfaction
2. Visitor length of stay
3. Visitor expenditure
4. Visitor dispersal (geographically and seasonally)
5. Visitor numbers.

The primary objective of this Plan is to maximise the visitor experience and increase visitor satisfaction. This will in turn result in more visitors, increased dispersal of those visitors across the region, increased length of stay and visitor expenditure.

Visitors to the Devonport and the Northwest Coast region are substantial contributors to the local economy. Visitors include leisure tourists (intrastate, interstate and international), visitors to friends and relatives, business visitors, students and day trippers. Their expenditure is 'new money' contributed to the local economy which supports jobs, real estate value and the provision of services, facilities and activities in the community.

Interstate and International Visitors

The Tasmanian Visitors survey (TVS) only collects data on visitors to the City of Devonport. For the year ending December 2016:

- Devonport received 297,682 visitors (an increase on the previous year of 3.8 percent but 39 percent just passed through without stopping)
- Overnight stays were up 8.6 percent to 83,065
- Visitor nights up 15 percent to 209,820 (average 2.5 nights per visitor).

Intrastate Visitors (note: estimates only because of small sample size)

- Day trips to Devonport: 407,000 up 219,000 on 2015
- Overnight visitors to Devonport: 46,000, down 1,000 on previous year
- Visitor nights in Devonport: 111,000, down 39,000 on previous year (average 2.4 nights per visitor).

Employment

The tourism industry in Cradle Coast region has been relatively static between 2006 and 2015. The tourism and hospitality sector employs about 3,000 persons and slightly more than one-third of these are part-time employees (National Institute of Economic and Industry Research (NIEIR) 2016): In 2014/15:

- Tourism sector represents 6.9% of total employment in the Cradle Coast region (approximately 6,800 jobs) slightly below the State average of 8 percent
- Tourism in the Cradle Coast region is estimated to generate almost \$500m in economic output annually, accounting for over 4,000 direct and indirect jobs
- Major tourism related industries are accommodation and food services
- Currently, the premier visitor experiences for visitors to Devonport are: The Bluff, Tiagarra, Regional Gallery, Don River Railway, Maritime Heritage Centre and food and agritourism.

4



Our challenges

No definable, competitive identity for place

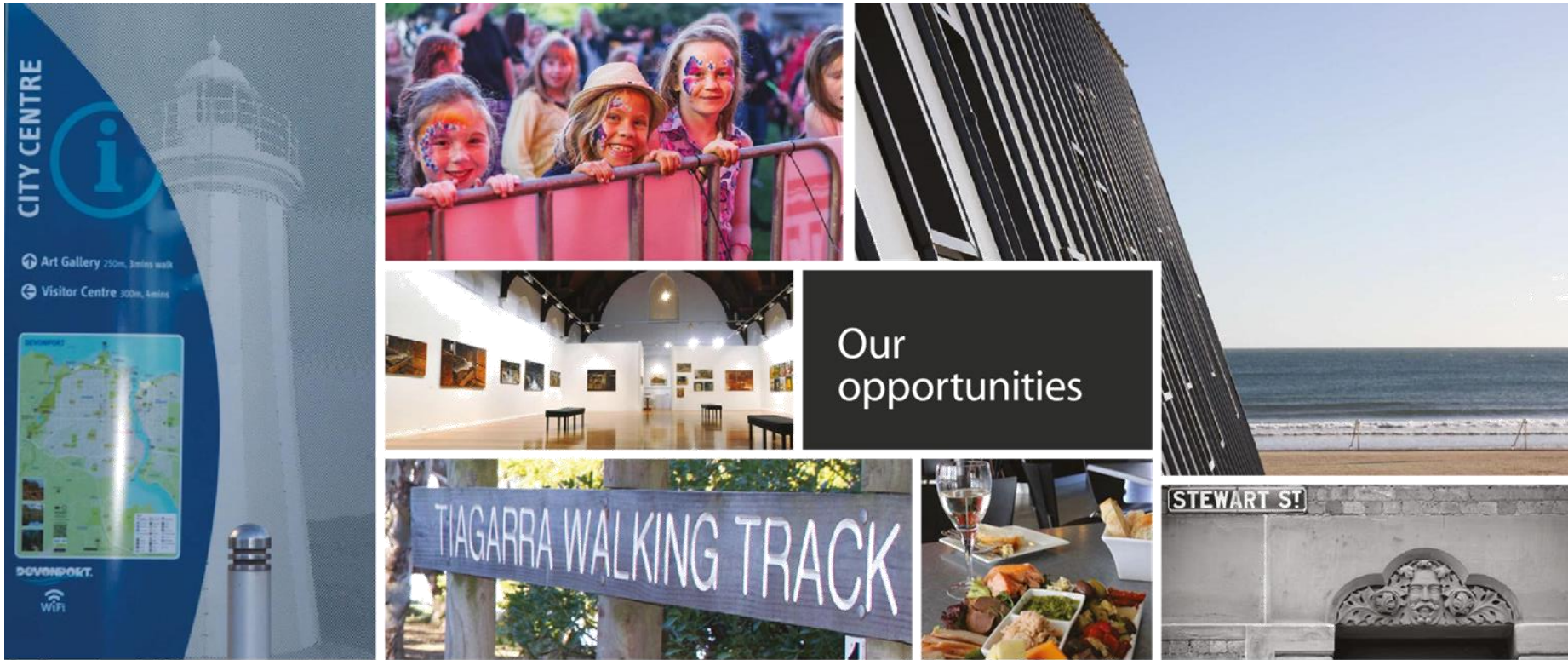
- No perception of icon, what does Devonport really stand for?
- No real identity – where do we fit in the visitor experience?
- Poor understanding of our cultural identity?
- No real unique selling point?
- What is our brand? Who are we?

Infrastructure and product development

- Need to develop 3-4 key attractions that are must-do visitor experiences.
- Poor and uncoordinated directional/motivational signage
- Existing key experiences need contemporising (use of new technology)

Marketing and visitor service

- Limited understanding and application of digital marketing
- Not using social media to improve visitor experience effectively
- Getting information to visitors on what we have to offer prior to visit
- Lack of a collaborative approach to managing our visitor economy.



Develop a compelling place brand (a place brand is a much more all-embracing concept than a tourism brand)

- Made up of tourism, immigration, export, arts & culture, business attraction, governance
- Events that support the brand – a place where great events happen
- Do it better than anyone else (Events Development Coordinator)
- Energising/educating local community to embrace the brand and visitors to the town
- Making the most of the *Living City* opportunity

Product development

- Identify and develop a 3-4 unique and competitive visitor experiences that reflect the place

Marketing and promotion

- Promote Devonport as the 'heart of the north coast' visitor experience
- Visitor economy integrated into general promotion of place
- Build on gateway status

Visitor services and servicing

- Strategies to facilitate discovery of place (bike hire, walking & cycle trails, shared coastal pathway)
- Wayfinding strategy (signage, better use of digital technology etc.)
- Integrated approach to food, beverage and agritourism experiences, 'meet the maker' opportunities
- Become the model visitor service centre on the north coast.



DIAGNOSTIC RATING

Industry research has established that the following factors are present in successful destinations that are achieving the above objectives. The workshop participants considered these factors relative to the Devonport in reaching consensus on the priority strategies and actions. A focus on continuous improvement of all these factors will contribute to the competitive growth and sustainability of the visitor economy. Participants rated Devonport as follows against these criteria.

Success factors

Characteristics	Rating	Comments
1. Strong local organisations focused on their core role of regional marketing and development.	5.6	Ongoing communication and engagement through the development of operator and community participation.
2. Strong regional tourism organisation.	6.1	Use them!
3. Local Government support.	5.9	Good base to build on this, leadership role for place branding.
4. Strong, consistent and effective leadership by individuals or organisations.	6.2	Support leadership development, individuals and organisations.
5. Strategic planning for the region with economic, social, environmental and cultural objectives supported by local destination action plans.	5.0	DAP in progress.
6. Consistent visitor service excellence.	5.3	Need to address and improve.
7. Research driven cooperative marketing.	5.1	Increase collaboration and communication, link to promotion of place brand.
8. A breadth and depth of tourism infrastructure, experiences and events matched to market demand.	5.3	Opportunity for strategic action and continuous improvement. Develop and exploit competitive advantages.
9. Risk management plans in place.	5.1	Communicate risk mitigation and recovery planning in Local Government risk management strategies relevant to visitor management.
10. Supportive communities which understand the value of tourism.	5.4	Opportunity to strengthen through communication and community involvement.



Action Plan implementation

The following Action Plan outlines priorities and actions as a guide for stakeholders to collaboratively and cooperatively implement the Plan. To facilitate this, an Implementation Leadership Group of representatives will be formed. While the Plan identifies primary organisational responsibilities and in many cases joint responsibility, it is reasonable to expect that the Implementation Leadership Group will consider and review this progressively. One key consideration will be the availability and securing of resources to progress the implementation of the Plan in a timely manner. It may also be appropriate and necessary to involve other organisations and to seek funding for specific projects.

The Plan does not commit any organisation to the actions proposed but is a guide to pursuing priorities and actions which will make a positive difference to the achievement of the tourism objectives noted above. Implementation should take note of the Making Devonport 2030 - Community Strategic Plan and the Tourism Development Strategy 2009–2019 that can be accessed at: <http://www.devonport.tas.gov.au/Council/Publications-Plans-Reports/Council-Plans-Strategies>

The priority actions are assigned a KPI priority rating as a guide. These ratings are:

HIGH within the first year

MEDIUM within one to two years

LOW within three years (none are included in the initial action plan).

Progress of implementation of the Plan will be undertaken annually by CCA in consultation with the Implementation Leadership Group. This may result in a revision and updating of the Plan. Regardless, a new plan will be prepared in three years.

The following organisations have been identified that have an important role to work together to implement the priority actions. This will include nominating representatives to form the core of an Implementation Steering Group (ISG).

- Cradle Coast Authority (CCA)
- Devonport City Council (DCC)
- Devonport Tourism Association (DTA)
- Devonport Chamber of Commerce and Industry (DCCI)
- Department of State Growth (DSG)
- Tourism Tasmania (TT)
- Arts Tasmania (AT)
- Business Events Tasmania (BET)
- TasTAFE (TAFE)
- Devonport Regional Art Gallery (DRAG) including Tiagarra
- Don River Railway (DRR)
- Providore Place (PP)
- TT Line, Devonport Airport
- Local schools, neighbouring municipalities & other Devonport businesses.



Summary of Priorities

1. Implementation leadership
2. Develop and consistently promote a unique place brand for the Devonport
3. Develop authentic and unique visitor experiences that reflect the place brand
4. Infrastructure, product and service development.

PRIORITY 1 Implementation leadership

Actions	Organisations	Priorities
1. Form a Devonport DAP implementation leadership group.	CCA, DCC, DTA, Providore Place	High
2. Group to identify 2-3 actions for immediate action over the first year and apply sound project management process with support from CCA. Use Tourism Development Strategy 2009-2019 as a guide.		High
3. Consider a formal launch of the Destination Action Plan to engage and motivate industry stakeholders and the community.		High
4. Develop and implement a communications plan to keep all stakeholders informed of progress and to maintain engagement and momentum.		High
5. Encourage Council and identified stakeholders (see page 8) to endorse the Plan and to actively participate in the Implementation Leadership Group.		High
6. Consider progressing DAP in consultation with the tourism industry, other businesses and community groups in Devonport.		High
7. Find effective ways of increasing operator cooperation and engagement to facilitate implementation of actions in other priorities.		High



PRIORITY 2

Develop and consistently promote a unique place brand for Devonport (see Attachment 2 outline of place-branding)*

Actions	Organisations	Priorities
1. In consultation with key stakeholders, develop a unique and recognisable place brand and positioning for Devonport that establishes the city as the centre of the north coast.	DCC, DTA, DCCI, key stakeholders CCA to help facilitate this	High
2. Consider consistency and relevance to the Cradle Coast/Great Nature Trail brand and positioning, as well as other significant industry and community activities in and around Devonport.		High
3. Undertake a comprehensive industry and community engagement and communication process to build ownership of the brand and positioning.		High
4. Develop a brand style guide, including target markets, narrative and signature images. Encourage business and organisations to consistently use in their promotional activity and communications.		High/Medium
5. Ensure that the positioning features consistently in operator, destination, regional and Tasmanian websites including signature images and the agreed narrative.		High/Medium
6. Consider including signature images on roadside signs at all key entry points to the Devonport, including at the air and sea terminals. Consider maximising building-scapes for art and promotion.		High/Medium

*The Implementation Group and the Devonport City Council could consider initially tackling a Tourism Branding initiative consistent with that done in other parts of the State, if a full Place Branding initiative is beyond present resources, however the broader Place Branding initiative was a core recommendation of the 2010 Tourism Development Strategy.



PRIORITY 3
Develop authentic and unique visitor experiences that reflect the place brand

Actions		Organisations	Priorities
1.	Give consideration to identifying and focussing on developing signature experiences that can determine a unique sense of place. Consider: a. Living City b. Indigenous heritage at Bluff, Tiagarra c. History and cultural heritage d. Food, beverage and agritourism experiences e. Rail tourism.	DCC, DTA, CCA, DRAG, DRR, PP, Other stakeholders	High
2.	Work with the lead organisation for each experience to ensure that they have viable business plans and a program of development that is 'Shovel-ready' to take advantage of funding opportunities.		High
3.	Consider how these experiences may link to the 'Living City'.		High
4.	Undertake an audit of visitor facilities, amenities and services to identify opportunities for maintenance, renewal, development and addressing service gaps, relative to contemporary competitor destination and visitor expectations.		Medium
5.	Ensure that these signature experiences are well represented in signage at entry points to city, sea and airports as well as in digital media channels.		Medium
6.	Develop a program of signature events that underpin the place brand and the significant visitor experiences.		Medium
7.	Develop strategies to facilitate discovery of place (Bike hire, walking & cycle trails, shared coastal pathway).		Medium
8.	Develop an integrated wayfinding strategy (signage, better use of digital technology etc.)		Medium



PRIORITY 4

Infrastructure, product and service development

Actions

1.	With the support of CCA and Devonport City Council, continue to advocate for the improvement of public infrastructure in the region such as roads, walking tracks, toilets and directional signage (interpretative such as agriculture, scenic/photo stops and directional).	DCC, CCA, DTA	Medium
2.	Ensure the proposed new conference and convention facilities in the <i>Living City</i> precinct meet the needs of the meetings and business events market.	DCC, DTA, BET	High
3.	Promote and facilitate the development of new accommodation in the city that meets the needs of the contemporary traveller and in particular, the needs of the conference and meetings market	DCC, DTA, BET	High
4.	Establish an industry development program focussed on encouraging innovation such as operator visits to other destinations/attractions to benchmark our signature experiences and to explore opportunities for development to meet visitor expectations and new opportunities.	DCC, CCA, DTA	Medium
5.	Facilitate and support the development of volunteers to assist with event delivery and visitor services.	DCC, DTA	Medium
6.	Undertake an ongoing visitor satisfaction survey to benchmark performance and to identify opportunities for improvement. Communicate the results to the industry and community with commentary to encourage a lift of standards across the region. Consider programs such as <i>ReviewPro</i> to collate and analyse destination specific information with trip advisor ratings.	DTA, Operators	Medium
7.	Increase online digital presence of products and experiences. Encourage operators to be on the Australian Tourism Data Warehouse (ATDW) and utilise digital assets (such as social media, google my business and tourism websites) to maximise visitor information servicing.	DTA, CCA, Operators	High
8.	Participate in the Tasmanian Hospitality Association (THA) customer engagement training program.	DTA, Operators	Ongoing
9.	Consider the outcomes of the Tasmanian Visitor Engagement project and apply to service delivery in the Cradle Coast region as a best practice destination.	All	Ongoing

Agenda For The First Meeting Of The Implementation Leadership Group

1. Confirm representation on the group (it is good to have someone who has a grasp of business planning and project management on the group).
2. Elect a spokesperson.
3. Review Action Plan and in particular those actions regarded as a HIGH priority. Limit immediate actions to no more than 6 high priorities, rate the others as HIGH/MEDIUM. Review HIGH priority actions in following table. (There are 9 now, some more onerous than others. Definitely no more, aim for 6. The *2010 Tourism Development Plan* had 18 high priority actions with 23 ongoing actions, is it any wonder that not much has happened?)
4. Develop a strategy for each priority action and identify key stakeholders. Allocate one group member to progress each action, usually by meeting with key stakeholders to develop appropriate response.
5. Decide how you are going to promote the DAP and communicate progress to key stakeholders.
6. Determine ongoing meeting schedule for group.
7. For each action, determine KPI's.

Attachments

1. High Priority Actions summary
2. Guidelines for developing a Place Branding Initiative
3. An example of the output from a relatively short process to develop a Tourism Destination Identity.

7.0 INFORMATION REPORTS

7.1 GOVERNANCE & FINANCE REPORT

File: 33784 D488238

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 in the following areas of Council:

- Governance;
- Organisational Performance; and
- Corporate and Business 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. GOVERNANCE AND LEGAL

1.1. Common Seal Register

The following documents have been signed under Council's seal for the period July/August 2017:

REG/322	Plan of Survey - PA2017.0063	3/07/2017
REG/323	Plan of Survey - PA2011.0011	3/07/2017
REG/324	Sealed Adhesion Order - 80-82 Formby Road	3/07/2017
REG/325	Draft Amendment AM2017.01	3/07/2017

Report to Governance, Finance & Community Service Committee meeting on 18 September 2017

REG/326	Adhesion Order - 89 Best Street, Volume 145969 Folio 1, Volume 145969 Folio 2 and Volume 148460 Folio 1	17/07/2017
REG/327	SA2012.0012 Amendment Sealed Plan 101A Brooke Street, East Devonport	20/07/2017
REG/328	Adhesion Order 14 and 16 Madden Crescent - PA2016.0131 - Volume 56848 58&59	1/08/2017
REG/329	Adhesion Order 108 and 100 Parker Street - PA2017.0025 Volume 56848 5&6	1/08/2017
REG/330	Lease of Crown Land at Waverley Road & Steele Street, Devonport (Sawdust Bridge)	1/08/2017
REG/332	169 Steele Street, Devonport agreement	8/08/2017
REG/333	Part 5 Agreement - 4 Nyora Court - PA2017.0068	8/08/2017
REG/334	Plan of Survey - Hawk Hill (Tas) Pty Ltd - F/R 173374-200	18/09/2015
REG/335	Plan of Survey - Owner: Folio F/R 125743-2 -	21/08/2017
REG/336	Plan of Survey - Owner: Folio F/R122470-1 F/R125068-2	22/08/2017
REG/337	Lease Agreement - DCC and Don Cricket Club - Don Recreation Ground	28/08/2017
REG/338	Deed of Surrender of Land at 151 Rooke Street Devonport	30/08/2017
REG/339	Crown Land - 21 Oldaker Street	30/08/2017

1.2. Property Management update

An Expression of Interest for the provision of real estate sales and marketing advice has been distributed to all agents in the Devonport area with a closing date of 22 September 2017. The successful agency will be provided with a 12 month contract with Council on agreed terms to assist in the sale of Council land recently identified as being surplus to needs.

A valuation has been requested for land at 24-26 Triton Road, East Devonport following Council's decision to dispose of the land at its August Council meeting.

In accordance with Section 178 of the *Local Government Act 1993*, the proposed disposal of land at McCabe Avenue, Devonport has been advertised in The Advocate twice (2nd and 6th September) and the closing date for objections is September 25. A report will be prepared for the October Council meeting reporting on objections received or otherwise.

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	Leave of Absence Approved during the period
	3	Member	Non Member	Member	Non Member	Member	Non Member	5	
Mayor Ald S L Martin	3	3	0	1	0	0	1	5	
Ald D C Emmerton	2	1	0	1	0	0	0	2	
Ald G F Goodwin	3	3	0	1	0	1	0	5	
Ald A J Jarman	3	0	3	1	0	1	0	5	
Ald L M Laycock	3	0	0	0	0	0	0	5	
Ald J F Matthews	2	2	0	0	1	0	0	5	
Ald T M Milne	3	2	0	1	0	0	1	4	
Ald L M Perry	3	3	0	0	1	1	0	5	
Ald A L Rockliff	3	0	2	0	0	1	0	5	9 - 18 July 2017

2. ORGANISATIONAL PERFORMANCE

2.1. Tasmanian Audit Office - Interim Management Letter

The Tasmanian Audit Office completed the Interim Audit in June and issued an Interim Management letter in July. The interim audit focusses on testing internal

controls which are in place and includes reviews of governance arrangements across a number of areas including financial controls. The interim audit findings acknowledged the completion of a report into Council's Significant Business Activities and closed the one matter raised during the previous year's end audit. Two additional matters were identified in the audit findings:

- The Asset Management Plans are due to be reviewed and Council has indicated the review will be completed by 31 January 2018; and
- The Audit Office requested Council consider testing the IT Disaster Recovery Plan in the 2017/18 year. Council's position is to continue to maintain, store and test the back up of the system, however a full test of the IT Plan will be undertaken in the 2018/19 year following the relocation to the new multi purpose building.

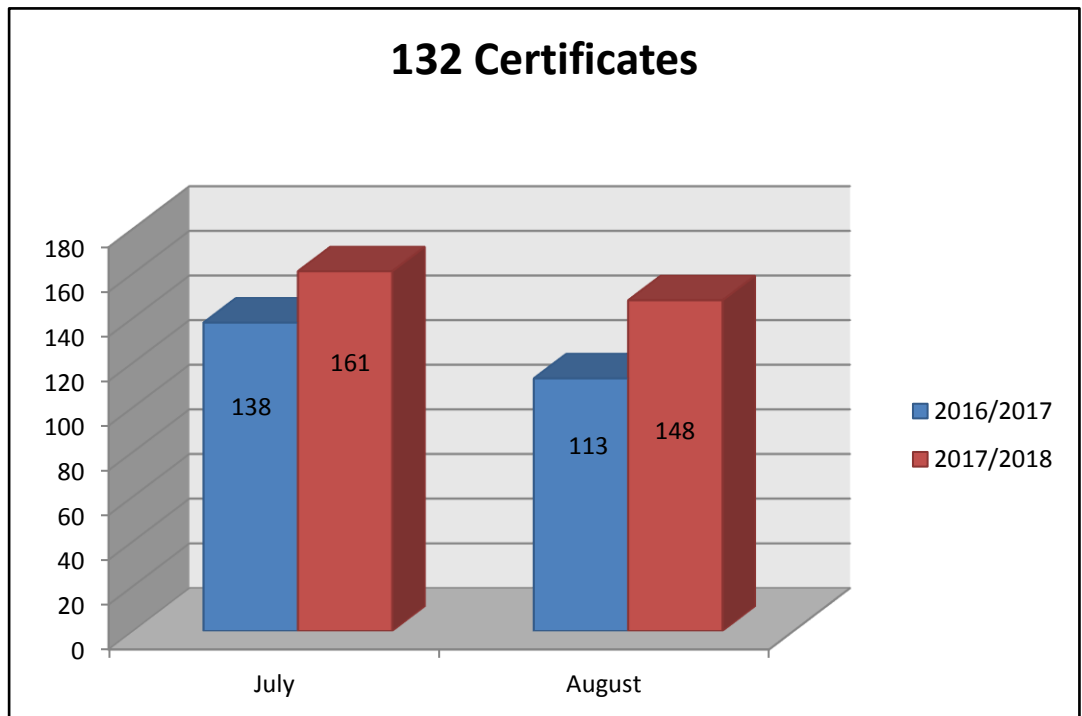
2.2. 2016/17 Year End

Preparation of the Annual Financial Statements is complete and representatives from the Tasmanian Audit Office are finalising the year end audit. A summary of the financial results for the year, including commentary, is subject to a separate report to the September Council meeting and will be included in the Annual Report presented at the Annual General Meeting.

2.3. Finance

2.3.1. S132 Certificates

During the months of July and August, the Finance Team issued 309 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.



2.3.2. Rate Statistics**Percentage of Rates Paid***

	2017/2018	2016/2017	2015/2016
July	14.93%	15.30%	14.58%
August	35.87%	35.38%	37.63%

*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
July	1,037	8.34%	1,040	8.43%	1,034	8.50%
August	2,323	18.09%	2,231	18.09%	2,838	23.34%

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

3. CORPORATE SERVICES**3.1. Human Resources****3.1.1. Recruitment****Staff positions advertised July 2017 to August 2017**

Position	Department	Work Location
Media and Communications Officer	General Management	Fenton Way
Customer Service Officer – Devonport Recreation Centre (Casual)	Corporate, Community and Business	Forbes Street

Staff Appointments July 2017 to August 2017

Position	Name	Department	Work Location
Safety Officer (Extension to temporary position)	Phillip Bourke	Infrastructure Works and Development	Fenton Way
Media and Communications Officer	Janine Phillips	General Management	Fenton Way
Planning Officer (change from Cadet Planner to Planning Officer)	Alex Mountney	Infrastructure Works and Development	Fenton Way
Casual Customer Service Officer	Cailei-Larissa Gabb	Corporate, Community & Business Services	Devonport Recreation Centre

Civil Works Leading Hand (internal appointment)	Craig Shegog	Infrastructure Works and Development	Lawrence Drive
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Staff Departures July 2017 to August 2017

Position	Name	Department	Work Location	Date Effective
Animal Control Officer	Michael Corney	Infrastructure Works and Development	Fenton Way	10/7/2017
Media and Communication Officer	Karina Moore	General Management	Fenton Way	31/7/2017

3.1.2. 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*	2 claims	1	\$ 3,400.00
30/6/2017	7 claims	0	\$ 23,250.92
30/6/2016*	20 claims	1	\$140,498.90
30/6/2015	12 claims	0	\$200,036.35
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$326,805.70

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

Claims lodged in July 2017.

No claims lodged in August 2017.

3.1.3. Work Experience

Date	Work Experience Program	Student	Location of placement
21/7/2017 to 26/7/2017	Latrobe High School	Meg Sanderson	DECC – Theatre, technician, lighting and sound engineering.

Beacon Foundation -High Impact Program (HIP) - Polish

Human Resources Coordinator attended Reece High School on Wednesday 5 July 2017 to participate in a work readiness program named 'Polish' attended by 22, year 9 students. The program is designed to leave participants feeling motivated and inspired to achieve positive outcomes when they transition into work, further education or training. Focus areas included, first impressions,

interview techniques, networking and communication skills and working effectively within a team.

3.1.4. Staff Training

Issued Date	Training Description	No. of employees	Department	Location
5/7/2017	Certificate IV – Business	2	Corporate, Community & Business Services	Fenton Way
11/8/2017	Diploma of Leadership & Management	1	Corporate, Community & Business Services	Fenton Way
11/8/2017	Provide Cardiopulmonary Resuscitation	4	Corporate, Community & Business Services	DECC
Various	Certificate IV in Competitive Systems & Practices	7	Infrastructure Works and Development, General Management, Organisational Development	Fenton Way & Lawrence Drive
29/8/2017	Contribute to Team Effectiveness (Team Building Training)	7	Infrastructure Works and Development	Lawrence Drive
31/8/2017	Lead Team Effectiveness (Effective Supervision Skills)	12	Infrastructure Works and Development and Corporate, Community & Business Services	Lawrence Drive and Fenton Way

3.1.5. Health & Wellbeing

Council's employee Health and Wellbeing program has continued to promote and provide educational material relating to Diabetes awareness, Donate Life week and hearing awareness.

3.2. Parking

3.2.1. Parking Statistics

Income – Car Parks (Total)	16/17	17/18
July	\$70,780.62	\$65,786.28
August	\$66,467.23	\$67,200.73

Income from Meters	16/17	17/18
July	\$38,945.59	\$43,776.25
August	\$61,403.96	\$55,893.44

Infringements Issued	16/17	17/18
July	1587	1143
August	1726	1317

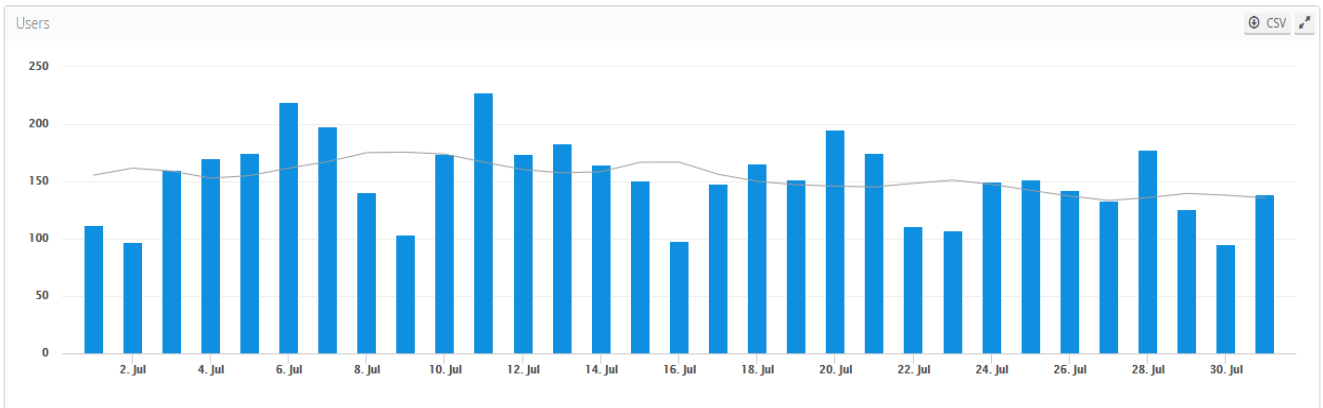
3.3. Customer Service

From 1 July, Council entered into an agreement for Service Tasmania to have the ability to take rates and dog registration payments on Council's behalf. Service Tasmania completed 108 transactions during July, many in shopfronts other than Devonport.

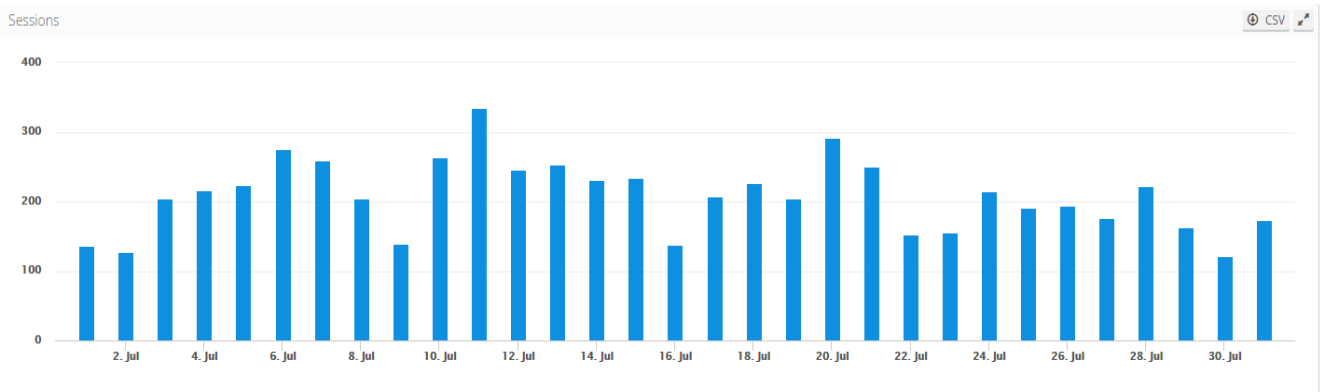
3.4. Information Technology

3.4.1. Wi-Fi Statistics

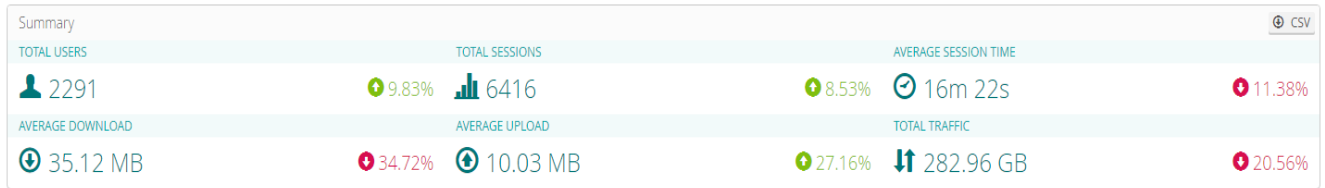
Users – July



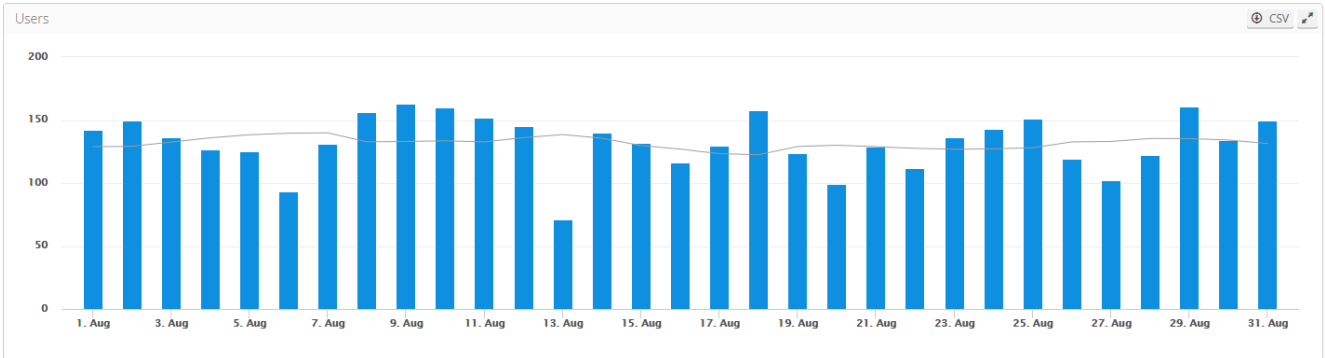
Sessions – July



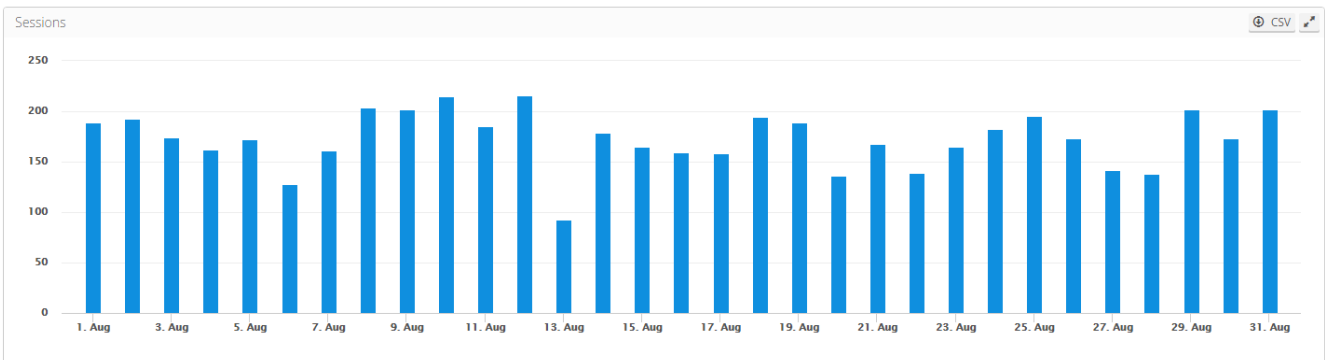
Summary – July



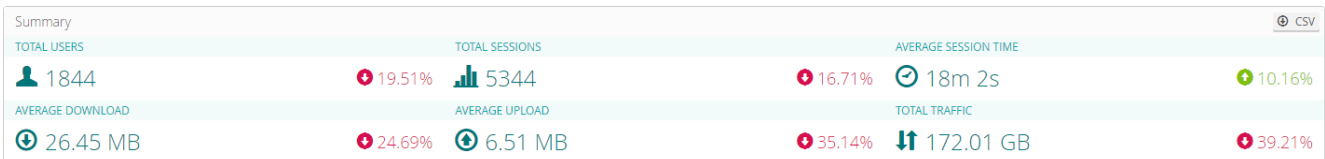
Users – August



Sessions – August



Summary – August

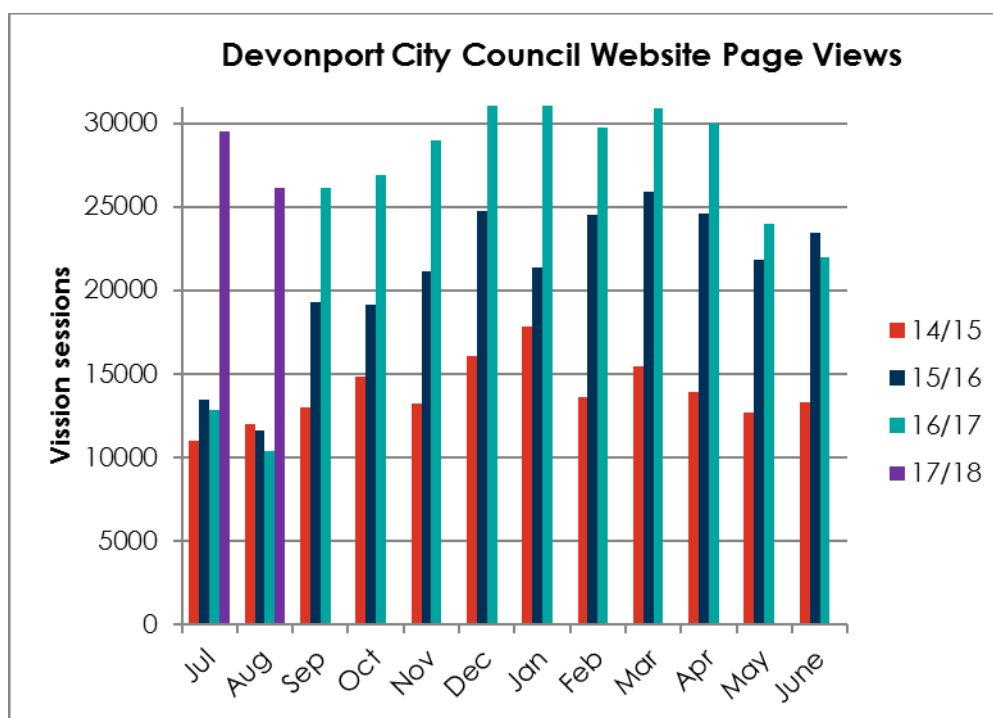


4 CORPORATE COMMUNICATION – JULY TO AUGUST 2017

4.1 Devonport City Council Website

Visitation to Council's website for the months of July and August has increased significantly compared to this time last year, with an increase of nearly 130% in July (29,518 visits) and just over 150% in August (26,120 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.

Devonport City Council Website Statistics	July 2017	August 2017
Total Visitor sessions	12,189	11,029
Total page views	29,518	26,120
Average daily sessions	393	355
Average session duration (minutes)	1:42	1:39
Average page views per visit	2.42	2.37
Device Category		
• Desktop	53%	51%
• Mobile Phone	38%	39%
• Tablet	9%	10%
Top 10 Pages	<ol style="list-style-type: none"> 1. Home Page 2. How to Contact Us 3. Careers/Employment Opportunities 4. Contact Us 5. Mersey Vale Cemetery Search 6. Careers 7. Waste Transfer Station 8. Events – Activities 9. Work/Employment Opportunities 10. Registering your dog 	<ol style="list-style-type: none"> 1. Home Page 2. How to Contact Us 3. Employment Opportunities 4. Contact Us 5. Mersey Vale Cemetery Search 6. Careers 7. Waste Transfer Station 8. Planning applications on public exhibition 9. What's On 10. Agendas and Minutes

4.2 Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council community consultations. During the reporting period a number of community consultations were undertaken, including:

- Mersey Bluff Seawalk Proposal – 3 July to 5 August 2017
- Draft Public Question Time Policy – 25 July to 16 August 2017

4.3 Social Media

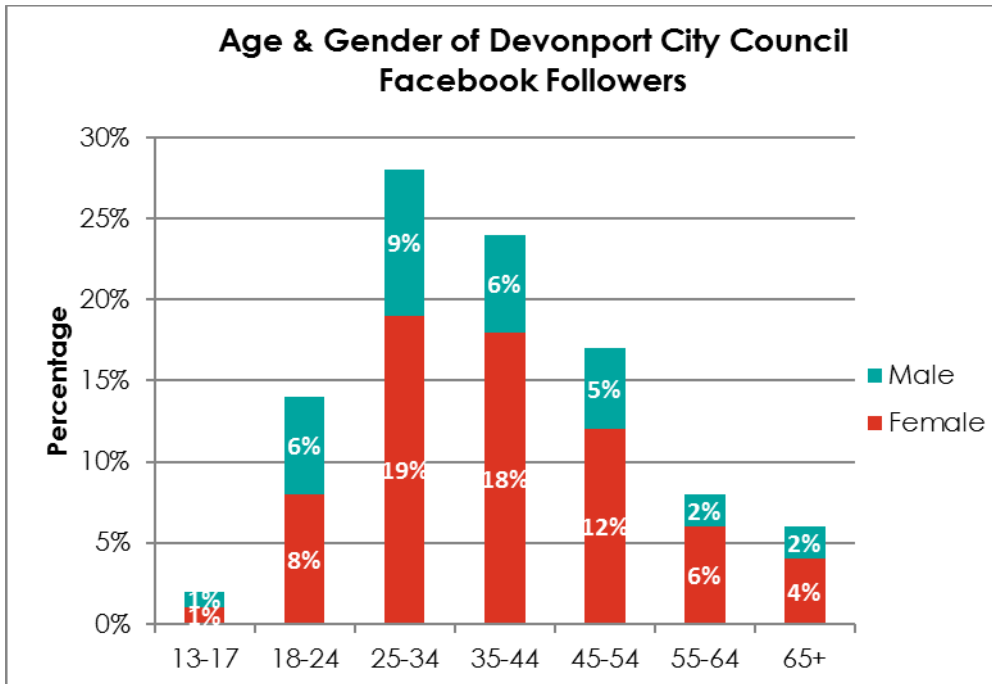
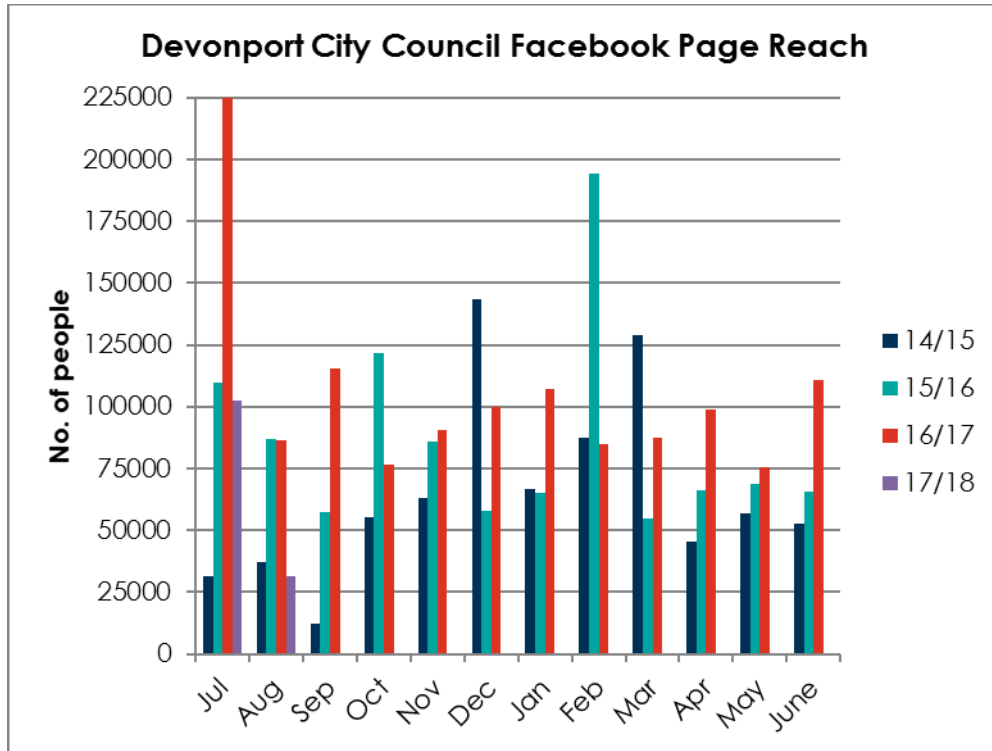
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 516 followers as at 31 August 2017. It is actively used to 'break' news to the media.

Council currently operates nine 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). 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	July 2017	August 2017
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	5,740 TY (4,780 LY) +20.1%	5,776 TY (4,858 LY) +18.9%
Facebook Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	102,644 TY (224,643 LY) -54.3%	31,262 TY (86,605 LY) -63.9%
Facebook Engaged Users: Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	13,888 TY (21,899 LY) -36.6%	4,449 TY (7,550 LY) -41.1%



During July and August 2017 the top 10 page posts each month in terms of audience reach were:

July 2017	August 2017
1. Sawdust Bridge re-opened 12/07/17 – 20.7K	1. Solar lighting Bluff fitness equipment operational – 11/08/17 – 9.2K
2. Position Vacant, Casual Customer Service Officer Rec Centre – 28/07/17 – 17.5K	2. Solar lighting Bluff fitness equipment – 02/08/2017 -6.7K
3. Expressions of Interest, LIVING CITY Multipurpose building café –	3. Maternity hospital purchase – 21/08/17 – 6.5K
	4. Temporary Closure Victoria Parade

<p>24/07/17 – 14.2K</p> <p>4. Free parking Thursday & Friday, Devonport Jazz – 25/07/17 – 13.5K</p> <p>5. Be a Good SORT -08/07/17 – 6K</p> <p>6. Seawalk Feedback – 04/07/17 – 4.7K</p> <p>7. Plastics Identification Code – 06/07/17 – 3.2K</p> <p>8. Position Vacant, Media & Communications Officer – 20/07/17 – 3.1K</p> <p>9. Dog Registration renewals – 27/07/17 – 2.9K</p> <p>10. Youth Survey – 18/07/17 – 2.8K</p>	<p>Boat Ramp – 31/08/17 – 5.1K</p> <p>5. Bluff playground water fountains out of service – 10/08/17 – 3.1K</p> <p>6. BOM severe weather warning – 11/08/17 – 2.5K</p> <p>7. Road closure, Cycling Australia event – 29/08/17 – 1.9K</p> <p>8. Festival of Learning – 30/08/17 – 1.1K</p> <p><i>* there were only eight posts for the month of August</i></p>
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4.4 Publications & Media

During the month of July 2017, Council published:

- Seven (7) media releases, alerts and invitations:
 - Devonport Jazz free parking days
 - National Tree Day 2017
 - Rumble in the Jungle
 - 2017-18 Financial Assistance Scheme now open
 - Community feedback sought on regional youth issues
 - Gypsy jazz and Latin swing legend Lulo Reinhardt
 - Wifi switched on at Devonport Bluff

During the month of August 2017, Council published:

- Seven (7) media releases, alerts and invitations:
 - Find your creative flair
 - Julie Burgess looking towards a bumper sailing season
 - Learning the key for every age in Devonport
 - Mem Fox names Nan Chauncy Award winner
 - Festival of Learning Launch
 - Major development opportunity for East Devonport
 - Old Maternity Hospital to go

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:	Shane Crawford	Endorsed By:	Paul West
Position:	Executive Manager Corporate, Community & Business Services	Position:	General Manager

7.2 COMMUNITY SERVICES REPORT - SEPTEMBER 2017

File: 29530 D488239

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 Department during the period from 1 July – 31 August.

BACKGROUND

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

Community Development improves the ability of communities to collectively make better decisions about the use of resources such as infrastructure, labour and knowledge. A diverse range of strategies are employed by Council to deliver Community Development outcomes.

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 Development and Engagement
- Arts and Cultural Development
- Recreation and Sports Development
- Tourism, Marketing, Promotion and Events
- Devonport Entertainment and Convention Centre (DECC)

DISCUSSION

1. COMMUNITY DEVELOPMENT

1.1 Participation Across 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 activities delivered across Council facilities over the past two months.

July 2017	Customers through the Door	Number of Program Participants
Devonport Regional Gallery	2,125	199
East Devonport Recreation Centre	3,100	2,262
Devonport Recreation Centre	12,857	4,148

Report to Governance, Finance & Community Service Committee meeting on 18 September 2017

Visitor Information Centre	1,980	N/A
Bass Strait Maritime Centre	586	95
Julie Burgess	0	0
Devonport Entertainment & Convention Centre	2,419	0
TOTAL	23,067	6,704
TOTAL July 16/17	18,354	4,954

August 2017	Customers through the Door	Number of Program Participants
Devonport Regional Gallery	2,650	909
East Devonport Recreation Centre	3,185	2,323
Devonport Recreation Centre	16,506	7,519
Visitor Information Centre	2,015	N/A
Bass Strait Maritime Centre	253	0
Julie Burgess	0	0
Devonport Entertainment & Convention Centre	3,123	612
TOTAL	27,732	11,363
TOTAL August 16/17	19,376	6,989

1.2 Council and Community Partnerships

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

Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement. 30 June 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	\$7,000P/A

1.3 Seasonal Program and Publication

The delivery of Spring season program has commenced. The program is available for download on Council's website. The program again focuses on a wide range of free and low-cost activities. Initiatives will be delivered by Council and supporting partners, with a focus on arts, culture, heritage, health and wellbeing, learning, environment, food and community connections.

1.4 Seniors Week

Seniors week will be celebrated during the week 16-22 October. Council are currently working on a week full of activities including an 8 week "Ageing Stronger" program, Mindfulness and Art at the Devonport Regional Gallery, and partnering with the Devonport Entertainment & Convention Centre & C-Max Devonport to deliver showings and performances for Seniors. Seniors week will also include the 50+ year rate payers of Devonport luncheon to be held at the Devonport RSL.

2 ARTS AND CULTURAL DEVELOPMENT**2.1 DECC****2.1.1 Theatre Performances & Events**

Productions staged at the DECC were as follows:

Commercial Hire

- Speedmouse - The Umbilical Brothers– The Harbour Agency
- Roy Orbison Reborn – Ben Maiorana Entertainment
- John Williamson in Concert – Artist Network
- Devonport Jazz
 - Monica Trapaga & Band
 - The Idea of North Workshop
 - The Idea of North in Concert

Community Hire

- Stardust Dance Studio Graduation
- Oliver – St Brendan Shaw College
- Danger Kids -Our Lady of Lourdes School

DECC Entrepreneurial Program

- Around the World in 80 Days – Ellis Productions
- Diary of a Wombat – Monkey Baa Theatre Company

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	5	5	1341
Community Hire	19	9	2267
DECC Entrepreneurial Program	2	2	612
Totals	26	16	4220

2.1.2 Meetings and Functions

A total of 12 non-performance events including meetings and professional development sessions were held at the DECC during this period.

Meetings & Functions	Number of Days Hired	Number of Attendees
Meetings & Training	12	391

2.1.3 DECC Ticketing

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

Events	Number of Tickets Sold
DECC Performances & Events	3522
External/Local Events	335
Totals	3587

2.1.4 Technician Update

July and August proved to be busy for the DECC technicians providing assistance with both internal and external events.

For the sixth year in a row, the DECC Technicians managed the production for the Devonport Jazz Festival.

Our Lady of Lourdes and St Brendan Shaw College held their school productions during August. The technical team assisted with advice and support ensuring the highest production qualities. The principal of St Brendan-Shaw College acknowledged his appreciation with a letter to each member of the technical team.

"On behalf of all within our College community, I wish to express a deep gratitude for your investment of time, talent and energy. Thank you for your contribution to the presentation of "Oliver".

During this period, the venue also accommodated a work experience student from Latrobe High School. The student had an interest in lighting and sound and gained valuable experience in a live performance environment.

2.1.5 Coming Events

- The City of Devonport Eisteddfod – Currently in progress.
- Doug Parkinson Honours Joe Cocker
- Captain Active
- Papillon
- The Sydney Comedy Festival Showcase
- Isla Grant in Concert
- The Coalminer's Daughter
- Russell Morris

2.2 Devonport Regional Gallery (DRG)

2.2.1 Exhibitions

JULY-AUGUST

Past & Present Tense, 20 years of the Robinson Collection

Opening attendance: 80

Total attendance: 3,762

The exhibition was opened by Professor Noel Frankham, Pro Vice-Chancellor of the College of Arts and Law, UTAS & Dave Robinson, son of Albert Robinson. Both speakers provided an insight into photography and the Robinson family business. The exhibition received interest from locals and visitors to the region.



2.2.2 Committee Update

The Droogs

The Droogs are working on a new street project with Hobart-based artist Megan Walch. A suitable wall was located behind the Mall in Rooke Lane and The Droogs have attended workshops with Megan Walch to work out their design and compose the image. The design will feature the Robinson studio (the wall is part of the Rooke Street Robinson studio). The mural will be painted in September. The Droogs also assisted with the Gallery's Winter Market planning and delivery which was held on Friday 18 August from 3-7pm. The indoor market was a huge success with almost 700 visitors. Stall-holders also gave positive feedback and are keen to return.

Friends of the Gallery

The Friends held their AGM on Thursday 17 August, 6pm. Current members were re-elected and Marilyn Raw was elected as a new member. The Committee held a stall at the Gallery's indoor Winter Market selling mulled wine, savouries and ginger cake. Funds raised by the Committee will be banked and used for potential acquisitions.



2.2.3 Education & Public Programs

Education Programs & Public Programs – July

Date	Program	Attendance
3 July	Floor Talk (Baptcare, Orana) Facilitated by Dianne Sheehan	20
4 July	Artspark	19
4 July	Life Drawing (evening class)	14
17 July	Little Aesthetics (1912 Childcare Centre) Facilitated by Dianne Sheehan	20
17 July	Books + Art (evening session)	5
19 July	Floor talk (Leap Occupational Therapy) Intro discussion facilitated by Jessie Pangas	12
19 July	Nightscape Photography facilitated by Brian Sollars + Peter Sayers	11
20 July	City Shapes school holiday program facilitated by Kelly Slater	3
26 July	1,2,3 Create facilitated by Ashleigh Butler	20
27 July	Tucker, Ottaway & Watkins Jazz Festival event	56

Education Programs & Public Programs – August

Date	Program	Attendance
1 August	Artspark	10
2 August	Nightscape Photography	11
8 August	Art Spark	8
9 August	Nightscape Photography	7
9 August	Orana Baptcare	14
10 August	Robinson Exhibition: Community Conversation with Erin Wilson	24
10 August	Little Aesthetics Sassafras Primary	35
	Little Aesthetics Wilmot Primary	16
15 August	Art Spark	8

18 August	Indoor Winter Market	680
21 August	Little Aesthetics Devonport Primary Gr 4/5	18
22 August	Art Spark	8
23 August	1,2,3 Create	12
25 August	Devonport Primary Gr 3/4	20

2.3 Bass Strait Maritime Centre

2.3.1 Recent Activities

- Group bookings during the period included 1 school group and 3 community groups.
- Knot Board display and knot tying activities were completed in July and is proving popular with visitors. Demonstrations of knot tying are planned for the October school holidays.
- David Bloomfield from Tasmania Archive and Heritage Office met with the BSMC Coordinator to provide an update of his project of increasing the online presence of museums and the linking of collections.
- "Second Glance at Rooke" electronic presentation held on July 25 attracted 27 attendees. These presentations are always well attended and provoke memories for the long term residents of Devonport.
- Jazz was a great success with 66 people entertained by The Phileas Fogg Trio. Adequate seating is always an issue for larger functions. The purchase of 20 additional chairs from funds allocated in the current budget is being progressed.
- A representative from the Mersey SeaWalk Committee presented the Bluff concept to staff and volunteers on August 4. The Centre is considered an integral component of the proposed walking loop.
- An entry for the development of the Australian Maritime Museums Council (AMMC) "Submerged" shipwreck travelling exhibition has been submitted by the collection management team. Submissions will be assessed by a panel and successful submissions will be included in the travelling exhibition which is scheduled to tour from early 2018.
- An exhibition plan has been developed for the Centre linking the Maritime and History Talks with the temporary exhibitions and displays.
- BSMC Coordinator participated in the AMMC online meeting July 26. Main agenda items included the development of the "Submerged" travelling exhibition and the October annual meeting and workshop arrangements.
- BSMC Coordinator is participating in a Museum Standards Pilot Program with Arts Tas. The online program is in a checklist format with provision for supporting information and documents against the Museum Practice Standards. It aims to highlight any gaps or issues in developing an accreditation program and to encourage smaller to medium institutions to undertake the process. Accreditation will eventually form an essential criterion for applying for grants
- BSMC Customer Service Officer attended the Great Customer Experience workshop with 4 volunteers from the Centre. The workshop focus was on customer service and improving the customer experience.

- BSMC Customer Service Officer attended the Reed Gift Fair in Melbourne August 6-7. Merchandise is integral to budgeted income for the Centre and the Fair gave great exposure to new suppliers and products.

2.3.2 Julie Burgess

- Julie Burgess has been laid up since July 1. Part of the annual survey requirements and hull inspection was undertaken while on the slip in July. Crew are completing general maintenance before it is slipped again for further work on the hull to be undertaken before completion of survey and the summer season.
- Australian Maritime Safety Authority (AMSA) undertook a verification audit of the Julie Burgess Safety Management System on August 2. The system passed audit and some suggested improvements will be completed.
- Open for Inspection will continue during the winter lay up.

2.3.3 Collection Management

- Work with the Past Perfect database and digitising of photos continues.
- Further work has been completed at Lawrence Drive Archive Centre, the resources room at the Centre and the Annex. Staff and volunteers now have clear space at Lawrence Drive to work on accessioning. Access to the resource room has improved and the excess furniture and surplus items at the Annex have been cleared.
- The staff/volunteer work area is now being reconfigured to maximise space and store items more efficiently.

3 RECREATION AND SPORTS DEVELOPMENT

3.1 Sporting Events in July & August 2017

Name of Event: 2017 Tasmanian Squash Open (World ranking event)

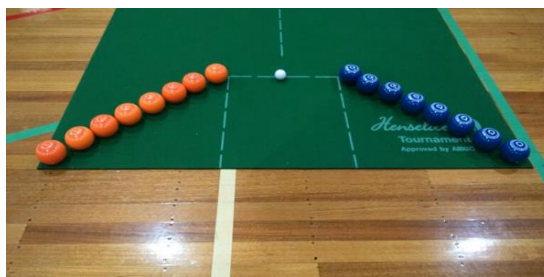
- Dates: 29 June – 2 July
- Devonport Recreation Centre – Squash Building
- Number of competitors and officials: **85**
- Event Overview – National and International
- Duration: 4 days

Name of Event: 2017 North West Basketball Union NWBU Finals Series

- Dates: 4, 11, 18 and 25 July
- Devonport Recreation Centre – Stadium
- Number of competitors, officials and spectators: 3,000+
- Event Overview – Coastal
- Duration: 4 days

Name of Event: 2017 National Indoor Bias Bowls Championships

- Dates: 21-27 August 25
- Devonport Recreation Centre – Stadium
- Number of competitors, officials and spectators: 500
- Event Overview – National
- Duration: 6 days



3.2 Upcoming Sporting events in 2017

Remaining sporting events for the 2017 calendar year are provided in the table below. All events are sponsored by Council.

Sporting Event	Dates 2017	Venue
Basketball Tasmania under 12 State Championships	2-3 September	Devonport Recreation Centre
Australian Junior Road National Championships	1-3 September	Devonport
Australian Masters Games	21-28 October	North West Coast
Peaks Challenge Cradle Mountain (Cycling)	5 November	Devonport to Cradle Mountain and return
Tour of Tasmania Cycling Race 10 November Devonport – Criterium	10 November	Devonport Criterium – Bluff Precinct
Schools Triathlon Challenge	29-30 November	Bluff Precinct
Devonport Athletic Club Christmas Carnival	29-30 December	Devonport Oval

3.3 2017 Australian Masters Games Update

A public information session was presented by staff of the AMG on Tuesday 29 August. Final registrations close on 22 September for over 40 different sports and with over 5,000 expected participants.

3.4 Splash – July 2017

Centres Attendances including YTD Comparison

Year to date comparison			
Attendees	Jul-17	Jul-16	YTD
Casual Entry	3735	3,304	3,735
Fitness Members	7927	7,591	7,927
Learn to Swim	3432	3,880	3,432
Lane Hire	915	545	915
Bookings	521	442	521
Total	16,530	15,762	16,530

*Please note Splash reporting is a month behind

3.5 Recreation Centres

Bookings for facilities at Devonport Recreation Centre (DRC) for July & August are listed in the table below:

Bookings - Devonport Recreation Centre	July 2017	August 2017
Judo Room	11	13
Meeting Room	4	19
Sauna	48	59
Squash	40	43
Stadium	109	80
Table Tennis Building	57	57
Youth Centre	95	85
Total	364	356

Bookings for facilities at East Devonport Recreation & Function Centre (EDR&FC) for July & August are listed in the table below:

Bookings – East Devonport Recreation & Function Centre	July 2017	August 2017
Community Room	21	21
Stadium	41	44
Total	62	65

Special events held at the DRC for July and August are listed in the table below:

Special Events - Devonport Recreation Centre	Date
PSA Tasmanian Squash Open	29/6 – 2/7/17
NWBU Basketball Finals Series	4/7–25/7/17
NWIBBA Indoor Bowls	1/7/2017
DCC School Holiday Program	10/7– 17/7/17
DBC Primary Schools Basketball Tournament NWBU	14/7 – 16/7/17
Intertown Junior Basketball Games	9/7 & 23/7/17
NWPSSA Sports Expo	8/8/2017
North West Indoor Bowls	12-13/8/2017
Tasmanian Racquetball Open	12-13/8/2017
National Indoor Bias Bowls Championships	21-27/8/2017
NWBU Intertown Basketball Finals	27/8/2017
Total	21

Special event/s held at the EDR&FC for July and August 2017 are listed in the table below:

Special Events – East Devonport Recreation & Function Centre	Date
Stamp & Coin Fair	8/7/2017
Total	1

3.6 Sports Grounds

There were in total 32 sports ground/reserve bookings for July and August which are listed in the table below:

Ground/Reserve	July 2017	August 2017
Reserves – Vietnam Vets Memorial		2
Reserves – Bluff	2	3
Reserves – Roundhouse Park	1	
Reserves – Kelcey Tier	1	1
Reserves – Cenotaph		
Reserves – Pioneer Park		
Byard Park	2	2
Devonport Oval	2	1
Don Rec Ground	1	1
Girdlestone Park	1	2
Maidstone Park	1	2
Meercroft Park & Eugene	3	4
Total	14	18

3.7 Hall Bookings

There were in total 85 hall bookings for July and August 2017 which are listed in the table below:

Hall	July 2017	August 2017
Don Memorial Hall	19	19
Spreyton Memorial Hall	22	24
Melrose Memorial Hall	0	1
Total	41	44

3.8 Health & Wellbeing Programs – Recreation Officer

3.8.1 Canning Drive Bootcamp

The popular program with children and parents in East Devonport continues to grow with between 15–25 children and 10 parents at each session. The program promotes key values such as honesty, friendship, helping, fun, teamwork, safety, listening and manners. Parents are always encouraged to get involved, especially with group activities with their children.

The sessions are supported by our partners YFCC, Housing Choices and Mission Australia. Linking in with another new program at the East Devonport Recreation & Function Centre (EDRFC), "Tactical Tots", staff have been able to utilise new equipment (crash mats, balls, foam mats etc.), purchased by the East Devonport Child & Family Centre through grant funding. This has added another element to the sessions.

3.8.2 School Holidays Program

Council's term 3 school holidays program has been finalised. Details of the 4-day program will be released early September.

3.8.3 Tai Chi for Seniors & Tai Chi for people with Parkinson's, MS and Arthritis

Sessions have continued with both Tai Chi classes at the Devonport Recreation Centre. Encouraging participation numbers have averaged between 10 and 20 for both classes.

3.8.4 Partnership with Reece High School

Councils Sport & Recreation Department has entered into a new partnership with Reece High School. The program, Student Health Initiative is supported by the State Government through funding for schools which requires schools to partner with community organisations to promote student health and wellbeing.

The Student Health Initiative aims to promote opportunities for students to contribute to building a positive school environment that supports health, safe and active choices for everyone.

3.8.5 Mums n Bubs Fitness Program

This program is taking a break for term 3, low numbers due to the cooler months means the program will resume in Spring at the start of term 4.

3.8.6 Tactical Tots for Blokes and Kids

Tactical Tots for Blokes and Kids is a new program at the East Devonport Recreation Centre, organised through the East Devonport Child and Family Centre, whilst also being supported by Council and Burnie PCYC.

Tactical Tots is designed to engage fathers/male carers of young children in our community, and offer them support and access to a male-friendly, child-focused environment. It is hoped to enhance parent-child attachment and build networks between fathers.



3.8.7 Kangaroo Kids – EDCFC

Kangaroo Kids a new program at the EDRFC, organised by the East Devonport Child and Family Centre. The program is aimed at children under 5 years of age, to help increase their motor skills (movement and coordination of arms, legs and large body parts).

Supported by the pediatric physiotherapist (DHHS), children are encouraged to get physical and get moving. The data for East Devonport shows that children in this geographic region are vulnerable on two or more domains, including gross motor development. By providing this opportunity, it is hoped children will improve their skills. This program is being promoted as a playgroup called Kangaroo Kids with incentives such as branded t shirts and passports to entice children and parents to be involved. Sessions take place each Thursday morning, 9:30am to 11:30am and includes morning tea.

3.8.8 Seniors Week Program

Aging Stronger, Active Longer is a health and wellbeing program, that will be launched during Seniors Week in October. This program runs for 8 weeks,

commencing October 17, with 2 sessions per week; Tuesdays at the DRC and Thursdays at the EDRFC.

Sessions will include a low impact fitness and stretching session, followed by a guest speaker. The speakers are from a range of different organisations that seniors will find relevant, helpful and interesting; falls prevention, CLS, priority one, podiatry, police, dentist, Centrelink and a nutritionist.

4 LIVING CITY

4.1 Convention Centre

Stage 1 of Living City includes the construction of an 800-seat conference and convention centre, situated on the third floor of the multi-purpose civic building. In August, Fairbrother poured the third-floor slab for the conference and convention centre.

Enquiries for hire are starting to come through, and at present are being managed by the staff of the Devonport Entertainment and Convention Centre.

A branding exercise is being carried out to name the multi-purpose building and convention centre, as well as develop a naming strategy for the various meeting room through the complex.

4.2 Art Gallery Relocation

At the August Council meeting a construction tender was awarded to start the construction of a new art gallery, allowing the relocation of the Devonport Regional Gallery from its current site in Stewart Street to Living City Stage 1 precinct. The new Devonport Regional Gallery will be housed alongside the Devonport Entertainment and Convention Centre, in the old Courthouse building.

It is expected the construction works will be completed by the middle of 2018.

5 TOURISM, MARKETING AND EVENTS

TOURISM

5.1 Visitor Information Centre

5.1.1 Australian Master Games

The Devonport Visitor Information Centre is the Masters Games accommodation Hotline hub. Providing and managing accommodation bookings is keeping staff busy as the Masters Games rapidly approach.

While many of the private homes listed are filling fast, there are still several options for accommodation across the coast.

5.1.2 Australian Indoor Bias Bowls Championship

The Devonport Visitor Centre provided a pop-up information desk at the recent Australian Indoor Bias Bowls Championships, held at the Devonport Recreation Centre. Volunteers provided visitors with information packs and first-hand knowledge of the region, encouraging them to stay on and explore the region after competition finished.

5.1.3 2017 Tasmanian Visitor Information Network (TVIN) Annual Forum

Staff from the Devonport Information Centre attended the annual TVIN Forum in August. New products, and operating systems were on display, with the aim to develop a consistent state-wide network.

5.2 Tourism Development Strategy

The Devonport Destination Action Plan has been delivered with the first Leadership meeting held 30 August with representatives from Council and Industry. Action points were decided upon and the Leadership team will begin implementing these.

5.3 Cradle Country Marketing Group (CCMG)

The Cradle Country Marketing Group has adopted their budget for the 2017-2018 financial year. With a focus on marketing the region at the major tourism gateways - Hobart, Launceston and Devonport airports, Port Melbourne and on the Spirit. Advertising will be LED billboards at Hobart Airport and a static lightbox billboard the Launceston Airport. The Group are developing a redesigned booklet to complement the new Regional Brochure that is being produced by the Cradle Coast Authority. Significant work has been undertaken by Council staff to coordinate the advertising at Launceston and Hobart Airports along with producing the new brochure which is anticipated to be released in October.

5.4 Marketing

Marketing and Events team recently undertook a workshop with key social media users in the organisation to understand their habits, and any frustrations they have. A SWOT analysis was performed and a number of key actions were identified they include, developing a Social Media strategy and undertaking organisational training on Social Media and identifying an appropriate content management system to allow content generation across platforms from the desktop. It is anticipated an online content management system will allow users across departments to post content whilst guaranteeing security of Council's Social Media pages.

Work is continuing on the Devonport Retail Strategy. Internal and external working groups will be organised to discuss the feedback collected as part of the survey.

A new process for approving event signage around Devonport has been implemented which mimics the State Roads process of approving requests for event signage.

5.5 Events

5.5.1 Australian Masters Games Opening Ceremony

Planning for the Masters Games Opening Ceremony continues with regular meetings with the committee. The Opening Ceremony will be a food and wine experience with a number of local producers and venues involved. The Opening Ceremony will be held in Roundhouse Park Devonport on Saturday 21 October and will feature a short program of formalities. Expressions of interest have been circulated for food & drink vendors and Council have received a number of applications already.

5.5.2 External Events

Council have received event applications for the following events: Ocean Paddler Event, Christmas in the East, Spirit of Tasmania Cycling Tour 2017, Light the Night 2017, Kids Cancer Gold Bus Project, Pink Walk, Living Lightly Expo 2017, AMG Duathlon, Superhero Sunday, AMG Community BBQ, Zonta Missing Persons Memorial. Marketing and events team have been liaising with the Devonport Motor Show committee to review and refresh the Heads of Agreement.

5.5.3 DFWF

36 unique events are occurring as part of the 2017 DFWF, which will result in over 100 activities happening throughout the month of October. Marketing of

the event has continued with the dedicated website completed and all events added in draft ready for the Festival Launch. A media partnership is in place with SeaFM, 7AD and the Advocate along with a digital campaign in development. Key Council initiated events include a dinner raising money for Charity featuring our 2017 Ambassador Ian Curley, an evening street market featuring food trucks, a VIP dinner with Ian Curley for competition winners and a pay-it-forward style soup kitchen. The billboard in Quoiba was updated in early August to show an advertisement for the Devonport Food and Wine Festival.

5.5.4 Queens Baton Relay

Council is part of a Local Working Group, alongside emergency services and led by the Gold Coast Commonwealth Games Team to coordinate the Queens Baton Relay, which will travel through Devonport on Wednesday 7 February before making its way to Burnie. The street level route is due to be released in mid-October.

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 report be received and noted.

Author: Position:	Shane Crawford Executive Manager Corporate, Community & Business Services	Endorsed By: Position:	Paul West General Manager
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7.3 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS

File: 34511 D489356

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 Committee meetings are attached:

- Active City
 - The Committee welcomed new members
 - The Committee participated in a brain storming session on Sport & Recreation within the Devonport municipality
- Devonport Maritime & Heritage
 - The Committee welcomed new members
 - The Committee participated in a workshop session on Pioneer Park

- East Devonport Special Interest Group
 - The Committee welcomed new members
 - The Committee participated in a workshop session on Pioneer Park
 - The Committee was given an overview of the Capital Budget Projects within East Devonport
- Devonport Food & Wine Festival Working Group
 - 2 August 2017
 - The Ambassador Charity Dinner committee agreed to split funds raised between Grans Van and the School Breakfast Clubs.
 - 9 August 2017
 - The Committee adopted the draft DFWF brochure
 - The Committee discussed EOI's of events received for the festival
 - 23 August 2017
 - The Committee agreed to hold the program launch on Wednesday, 5 September.

COMMUNITY ENGAGEMENT

Committees allow Council to engage with the community at a level of 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. The attachments referred to in the minutes are available upon request.

ATTACHMENTS

- [1.](#) 2017.08.16 Active City Minutes
- [2.](#) 2017.08.30 DMHSIG - Minutes and Action List
- [3.](#) 2017.8.29 East Devonport Special Interest Group Minutes and Action List
- [4.](#) Unconfirmed Minutes of the Devonport Food and Wine Festival Special Interest Group - 23 August 2017
- [5.](#) Unconfirmed Minutes of the Devonport Food and Wine Festival Special Interest Group - 9 August 2017
- [6.](#) Unconfirmed Minutes of the Devonport Food and Wine Festival Special Interest Group - 2 August 2017

RECOMMENDATION

That it be recommended to Council that the minutes of the Active City, Devonport Maritime & Heritage, East Devonport & Devonport Food & Wine Festival committees be received and noted.

Author:	Shane Crawford	Endorsed By:	Paul West
Position:	Executive Manager Corporate, Community & Business Services	Position:	General Manager

**MINUTES OF THE ACTIVE CITY SPECIAL COMMITTEE
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 16 August 2017 COMMENCING AT 5.00PM**

DISTRIBUTION LISTCommittee Members

Ald Rockliff (Chair)
Ald Matthews
Ald Perry
Mayor Martin
Matthew Cock
David DeCani
David Mullett
Michael Gunson
Ted Van Overmeeren
Andrew Towns
Josh Cox
Shane Yates
Nick Haywood
Anne-Maree Scully
Michael Campbell
Minka Woolley

Council Officers

Shane Crawford
Fabio Pizzirani
Nikita Hillier

PRESENT**1.0 APOLOGIES**

Ald Matthews, David Mullett, Ted Van Overmeeren, Shane Yates, Nick Haywood & Minka Woolley

2.0 DECLARATION OF INTEREST

Nothing to declare.

3.0 GENERAL BUSINESS**3.1 Overview of Terms of Reference, Current Statistics & Future Projects**

Shane Crawford and Fabio Pizzirani presented the attached slideshow to the Committee.

Mayor Martin also presented his ideas on the future of sport in the Devonport region. (Sport as an Industry attached)

The Committee was given the opportunity to brain storm within 3 small groups and each group answer the below questions:

1. What are some of the barriers to participation for recreation activities in Devonport? How can these be overcome?
 - Self-Motivation/Incentive
 - Lack of opportunities being publicized
 - Personal income/ affordability

- Winter climate/indoor activities
 - School/Club relationships
 - Volunteerism – Lack of at times
 - Technology
2. What are the areas of strength for Sport/recreation/leisure in Devonport?
What are the areas of weakness?
- Strengths
- Good Facilities
 - People – Volunteers/Clubs
 - Sports Mad Kids
 - Council Support
- Weakness
- Some facilities need upgrades
 - Spoilt – Culture
 - Fragmented
3. What could be done to increase the use of public reserves and sports grounds?
- Meercroft & Don Reserve (tracks) – Maintenance
 - All year-round surfaces
 - Improving facilities to access all year
 - Lighting
 - Programs to improve participation
 - Reserves – Dog Trail, Horses, Mountain Bikes
 - Skate park works
4. If you were provided with \$200,00 to spend on sport/recreation in Devonport how would you spend it?
- Mountain Bike Track
 - \$50 voucher to each kid
 - Continue Work on Waterfront areas
 - Links with School – Primary in particular

3.2 General Business

Shane Crawford raised that a working group on the Devonport Oval will be formed and asked if anyone had an expression of interest of being a part of the subcommittee.

4.0 AGENDA ITEMS FOR THE NEXT MEETING

Committee Members Ideas/ Views – next meeting the committee will be invited to put forward their ideas/views regarding Sport and Recreation in Devonport

NEXT MEETING: 27 SEPTEMBER 2017

MEETING CLOSED 6.12PM

**MINUTES OF THE DEVONPORT MARITIME AND HERITAGE SPECIAL COMMITTEE
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 30 August 2017 COMMENCING AT 2.30PM**

DISTRIBUTION LISTCommittee Members

Ald Laycock	Chair
Ald Goodwin	Aldermen
Graham Kent	Community Member
Helen Anderson	Community Member
Frances Wilson	Community Member
Judy Cecil	Community Member
Niels Brun	Don River Railway Representative
Ann Teesdale	Home Hill Representative

Council Officers

Shane Crawford
Brooke de Jong
Margaret Griggs
Nikita Hillier

PRESENT**1.0 APOLOGIES**

Graham Kent & Ann Teasdale

2.0 DECLARATION OF INTEREST

Brooke de Jong gave the Committee an overview of A Guide for Members of Special Committees or Controlling Authorities.

3.0 ACTION LIST

The revised action list is attached.

4.0 INFORMATION SHARING

Niels Brun raised that the Don River Railway is currently working on the Halloween Train this year the event will run over two nights. Also working on Father's Day and Christmas events.

5.0 GENERAL BUSINESS**5.1 Convening of Group – Introductions, Terms of Reference & Inductions**

Brooke de Jong gave an overview of the terms and reference which are attached. Brooke also informed the committee that it is important to put in an apology, if you are unable to attend a meeting. If Council do not receive an apology for three meetings, you may be asked to resign from the committee.

The Committee agreed to staying to the time of this meeting and dates. For future meetings, we may change the location to Home Hill/Don River Railway with a 30-minute famil of the site before holding the meeting.

5.2 Pioneer Park Masterplan

Brooke workshopped the Pioneer Park Masterplan. The committee were asked the four below questions

1. What is the Park Currently used for?
2. What is the Value/benefit of the park?

3. Given current uses and value – what opportunities are there to maximise the value of the park? (what could be improved)
4. What should be avoided in the park's development and use?

The brainstorming session is attached separately.

5.3 General Business

Shane Crawford raised that Cradle Coast Authority have created a destination action plan for each Council area. The plan will be put to the September Council meeting and once Council has endorsed the plan it will be circulated to a future meeting.

The parking of vehicles on Pioneer Park was raised, Brooke informed the committee that if anyone ever spots a vehicle parked on Pioneer Park to please call council and also if you feel comfortable to take a photo of the cars number plate.

6.0 AGENDA ITEMS FOR THE NEXT MEETING

Next meeting the group will meet at the Bluff and then head to Pioneer Park prior to the meeting.

NEXT MEETING: 18 OCTOBER 2017

MEETING CLOSED 4.01 PM

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
14 SEPTEMBER 2016	Bluff Cemetery	MG/HA	In Progress	Bluff Cemetery - extract from the report provided to Rotary was distributed. Rotary Work has been completed not in accordance with the report.	
	Cenotaph	SC	In Progress	Cenotaph – Assessment Report dated 20 December 2007 was located. S. Crawford to check if recommendations in the report have been done.	
	Drone Imagery	MG	In Progress	Explore the use a drone to obtain aerial imagery from mouth of Mersey River to Latrobe as a resource for research enquiries, Maritime & History talks or exhibitions.	
13 JANUARY 2016	Heritage Promotional Leaflet/ Postcard	PK/HA	In progress	Kelly Slater has commenced and will continue into spring to ensure best possible image of each property.	
18 NOVEMBER 2015	General Marketing	MG	In progress	Images will be available for general marketing purposes. It was suggested that the quote include a short 30 second video to be shown on the Spirit of Tasmania.	
	Maritime Conference	SIG	In progress	AMMC supportive of conference to be held in October 2019 with the request to avoid school holidays. S. Crawford to advise AMMC of exact dates. Arrange a workshop to brainstorm ideas and invite key staff members e.g. marketing.	

12 AUGUST 2015		Heritage Trail	HA/ PK	In progress	<p>Suggested that when all signage is finalised and installed a guided walk be developed.</p> <p>A report reviewing signs already in place was distributed by H. Anderson and P. Kent. Information regarding Pioneer Park in the report will form part of the review by Council of the Pioneer Park Masterplan.</p> <p>B de Jong to distribute workshop notes.</p>
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Unconfirmed

Pioneer Park Master Plan – Workshop – Devonport Maritime & Heritage Committee

1. What is the park currently used for?

- BBQ
- Play group/kids
- Skate Boarders
- Lunches
- Events
- Bike Riders
- Nice Green Public Space
- Visitors/Tourists
- Amenities
- Dog Walking

2. What is the Value/benefit of the park?

- Community meeting place
- Open green space
- Kids can run/Parent relax
- Promotes Healthy Lifestyle
- Getting kids outdoors & active
- Family connection & interaction (meaningful & free)
- Historical Value

3. Given current uses and value – what opportunities are there to maximise the value of the park? (what could be improved)

- Landscaping planned
 - Trees, Flowers, bulbs
- Drainage
- Old Apex park
 - Creative peaceful/reflective interpretation area
- Seating Planned
 - Both for watching play space & quietly for reflection
- Signage
 - Destination Thomas & Drew Street
 - Internal Way Finding (eg where is...)
 - External Way Finding
 - Map (in park) which identifies historic elements existing & previously existing (homes, headstones, buildings)
 - Interpretation
- Natural/informal planting bulbs
- Mix ever green & deciduous trees
 - European, Conifers, Ginko & Lyn to provide some trees
- Sculptures
- Markets (Pioneer Park – Wright/Thomas Street)
- Soft Lighting (trees/fairy lights)
- Power Access (3 phase)
- Path lighting
- Water

4. What should be avoided in the parks development and use?

- Bins inappropriate places

- Adhoc plantings/unplanned
- Losing our history
- No more significant infrastructure (full enough)
- Attracting undesirable people & vandals

Unconfirmed

**MINUTES AND ACTION NOTES FOR A MEETING OF THE
EAST DEVONPORT SPECIAL INTEREST GROUP
MEETING HELD TUESDAY, 29 AUGUST 2017 3.35PM**

Distribution: Committee Members

Ald Jarman
Ald Rockliff
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

Brooke de Jong
Charmane Hardy
Danielle O'Brien

Guest

Carol Bryant – Executive Officer Community Services

PRESENT

Ald Rockliff (Acting Chair), Maureen Clarke, Jenny Mountney, Scott Newman, Frances Wilson, Brooke de Jong, Carol Bryant, Charmane Hardy, Danielle O'Brien

1.0 APOLOGIES

Ald Jarman, Tracey Carter, Neil Newman

NOT PRESENT**2.0 DECLARATION OF INTEREST**

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

NIL

4.0 ACTION LIST

Reviewed, please see attached Action List for updates.

5.0 INFORMATION SHARING

NIL

6.0 GENERAL BUSINESS**6.1 Convening of Group**

- Terms of Reference
Group to communicate if they are unable to attend meetings. Members will be removed from group should they miss 3 meetings without communication.
- Induction
Group to work through East Devonport Community Plan
- Introductions

6.2 East Devonport Community Plan

- Next Meeting to workshop outstanding Community Plan items
- Previous Group highlighted the following 2017 Priorities:
 1. Transport Service: Easy access to Spirit of Devonport from TT Line, in progress.
 2. Beautification of:
 - Mary Street Wetlands (medium term project),
 - State Department owned verge's,
 - Pioneer Park Cemetery (long term project),
 - Pioneer Park Master Plan Review

3. Retail
9. Increased sense of safety through a vibrant sense of place

6.3 Capital Budget – Project Updates

- Fitness Equipment East Devonport – Council have been successful in receiving a grant. Feedback from group will be sought regarding the appropriate location.
- Julie Burgess – new pontoon lighting to enable night sailings
- Torquay Road reconstruction – from Canning Drive east to Canning Drive west
- Birala Place renewal
- Cemetery Headstones

6.4 Universal Access to Beach via Wright Street.

A grant to be sought via a community group.

Action:

- JM to discuss project with Rotary South East to gauge interest.
- BdJ to advise asset replacement plan for ablution block.

6.5 Workshop Pioneer Park Master Plan

Result of Workshop next page.

6.6 Future meeting times

A doodle.com request to be sent to group to determine the day/time the majority of the group can attend.

6.7 Chair for the East Devonport Special Interest Group

Ald Rockliff nominated to be the Chair by M Clarke, group unanimously agreed.

7.0 AGENDA ITEMS FOR NEXT MEETING

Confirmation of meeting day and time.

8.0 NEXT MEETING DATE

To be confirmed.

Output of Workshop – Pioneer Park Master Plan**What is the park currently used for:**

- Picnics
- Playground
- Walking
- Skating
- Events
 - Christmas in the East
 - Church Fete
- BBQ's
- Pit Stops / Toilet breaks
- Visitors – interstate
- Dogs
- Playgroups – Kommunity Kids
- Birthday Parties
- Bike Riding
- Get togethers
- Meeting place
- Book exchange
 - Pop-Up (Tammy)

What is the value/benefit of the park?

- Space
- Open for events
- Free
- High Value
- Lots of room
- Iconic
- Lovely park
- Sense of ownership, it's theirs
 - It's everyone's playground
 - Connection to place
- Free access to safe play equipment (in safe environment)
 - Range of users can use
 - All age friendly
- Safe place
- Children connect with trees/grass
- Green
- Central Location
- Versatile space
- Overflow to businesses (?)
 - (Survey)

Given current uses and value – what opportunities are there to maximise the value of the park? (what could be improved)

- Explore historical aspects,
- Large public events
 - & hidden infrastructure (power, light, water etc)
- Good landscaping
- Continue to build relationship with
 - Church
 - & Schools
- Markets – farmers markets
- Covered shelter bike park
 - Autumn/Spring friendly wind
- Shade – shelters etc
- Seating near skate park (for families of young teens)

What should be avoided in the park's development and use?

- Overdevelopment
- Damage/graffiti
- Losing line of sight
 - Keep it looking open
- Not too structured
- Allowing headstones to deteriorate any further
- Anti-social behaviour
 - Upsetting community/local residents
- People parking vehicles on park grounds

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST
MEETING HELD 29 AUGUST 2017**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
30 MAY 2017	Exercise Equipment		On-Going	Council has secured an infrastructure grant to progress the project.	
	Transport Services		On-Going	Consultation completed awaiting transport network report and recommendations from Tas Gov.	
	Seniors Week		Information Only	16-22 October Some events to be held at East Devonport Recreation and Function Centre.	
21 FEBRUARY 2017	East Devonport Community Plan Transport Service: Signage from TT Line to Ferry	BdJ	In progress	Included in signage strategy. Currently gaining pricing for a built amount of signage. This signage is included in that. The intent is to have new signage installed prior to Masters.	
	East Devonport Community Plan Beautification: Universal Access to the beach		In progress	Seeking a community group to assist project. Action: <ul style="list-style-type: none"> o JM to discuss project with Rotary South East to gauge interest. o BdJ to advise asset replacement plan for ablution block. 	
	East Devonport Community Plan Increased sense of safety through a vibrant sense of place: Cultural Festival	CH		Group agreed to work towards a simple 21 March 2018 Harmony Day Festival. Charmane to form a Working Group to consist of: Ald Rockliff, MC, PK, JM	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
15 NOVEMBER 2016	East Devonport Community Plan Review	All	Completed (see individual actions)	2017 Priorities: 4. Transport Service: • Easy access to Spirit of Devonport from TT Line, 5. Beautification: • Mary Street Wetlands, • State Department owned verge's, • Pioneer Park Cemetery (long term project), • Pioneer Park Master Plan Review 6. Retail: • Professional facilitator host an East Devonport business meeting (Voluntary mentor) 9. Increased sense of safety through a vibrant sense of place: • Update SIG on CCTV in East Devonport,	
15 MARCH 2016	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

NEXT MEETING TO BE DETERMINED

MEETING CLOSED 4.41PM

**MINUTES OF THE DEVONPORT FOOD & WINE SPECIAL INTEREST GROUP.
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 23 AUGUST 2017, COMMENCING AT 2.12PM**

DISTRIBUTION LISTCommittee Members

Ald Laycock Chair
Ald Goodwin
Tim Cox - TasTAFE
Debbie Grice – Gateway Hotel
Dane Layton – DRIFT
Alicia Peardon – Ghost Rock
Sylvia Sayers – 7AD & SeaFM

Council Officers

JoHannaHannaHanna Robertson
Danielle O'Brien
Justin Rattray

PRESENT

Sylvia Sayers (temp Chair), JoHanna Robertson, Danielle O'Brien and Justin Rattray.

1.0 APOLOGIES

Ald Laycock, Tim Cox, Dane Layton and Alicia Peardon.

NOT PRESENT

Ald Goodwin and Debbie Grice.

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Committee noted the previous minutes of the meeting held 9 August 2017.

4.0 GENERAL BUSINESS**4.1 Ambassador Events**

Charity Dinner is progressing well

Action:

- Justin/JoHanna to liaise with Hill St, Ian and others to finalize event details, menu and marketing.

4.2 Events

Thursday evening event renamed to 'Street Eats @ Southern Rooke

Action:

- Group to continue encouraging food truck's/food stall owners to apply for Street Eats @ Southern Rooke.
- Sylvia suggested promoting Street Eats on community section of Radio
- Continue to investigate a Food and Wine BBQ/Movie event at Devonport Oval.

4.3 Program Launch

Suggested to move launch date to Wednesday, 5 September and hold inside Home Hill. This will allow more time to have program finalized.

Action:

- JoHanna confirming event with Home Hill
- JoHanna to write Media Release (send out week prior and day prior)
- JoHanna/Justin to source produce for display, and the catering (Hill Street platters preferred option)
- JoHanna/Justin to get banners for display

4.4 Marketing

- Printed program developing. Event schedule finalized. Need to add Sponsor information in program, FAQ's, ABOUT the festival, VIP Dinner brief details and change the way venue details are displayed in program.

Action:

- Justin to continue with program design, aim to send to the printers next week.

4.5 Sponsorship

- Hill Street confirmed
- Conversations with TT-Line ongoing, however group concerned with lack of time.

Action:

Jo continuing discussions with TT-Line.

4.6 Key Festival Dates

- Wednesday, 5 September Program Launch at Home Hill
- Monday, 23 October VIP Ambassador Dinner (for competition winners)
- Thursday, 26 October Street Market at southern end of Rooke Street
- Friday, 27 October Charity Ambassador Dinner at Hill Street

4.7 Currently scheduled future meetings

- 6 September, and
- 20 September.

5.0 ITEMS FOR THE NEXT AGENDA

NEXT MEETING TO BE HELD WEDNESDAY, 6 SEPTEMBER 2017 COMMENCING AT 2PM IN THE COUNCIL CHAMBERS

MEETING CLOSED 2.50PM

**MINUTES OF THE DEVONPORT FOOD & WINE SPECIAL INTEREST GROUP.
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 9 AUGUST 2017, COMMENCING AT 2.05PM**

DISTRIBUTION LISTCommittee Members

Ald Laycock Chair
Ald Goodwin
Tim Cox - TasTAFE
Debbie Grice – Gateway Hotel
Dane Layton – DRIFT
Alicia Peardon – Ghost Rock
Sylvia Sayers – 7AD & SeaFM

Council Officers

JoHanna Robertson
Maree Brodzinski
Danielle O'Brien
Justin Rattray

PRESENT

Ald Laycock, Tim Cox, JoHanna Robertson, Maree Brodzinski, Danielle O'Brien and Justin Rattray.

1.0 APOLOGIES

Dane Layton, Sylvia Sayers and Debbie Grice

NOT PRESENT

Ald Goodwin and Alicia Peardon

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Committee recommends that the previous minutes of the meeting held 2 August 2017 be received and noted.

Moved: J Robertson /T Cox

CARRIED

4.0 GENERAL BUSINESS**4.1 Ambassador Events**

- VIP Dinner (Competition Winners) Update
 - Dinner for 12-15 Competition Winners
 - Monday 23 Oct (due to Ian's availability)
 - Venue to be confirmed, Group agreed Ghostrock would be a suitable venue
 - Ian is excited about menu opportunities at this event

Action:

- JoHanna to initiate discussions with Ghostrock.
- Ambassador Charity Dinner
 - Alicia and JoHanna working with Steve from Hill Street.
 - Hill Street are engaging with Ian and sourcing local sponsored produce.
 - Funds to be split between Grans Van and the Schools Breakfast Clubs.

Action:

- Come up with additional fundraising opportunities for the event.
- Source prizes for fundraising at the event.

- Ambassador Appearance
 - JoHanna and Justin to meet Ian 24 August and will discuss, guest appearance at a public workshop or Charity event.

Action:

- Confirm Ambassador appearance/s.

4.2 Confirmed Events

- Justin provided an update on confirmed events.
- 68 events in total, 23 of those are unique events.
- EOI's are open until the 14 August.

Action:

- Justin is responding to all EOI's with draft website content.
- Group will continue to work on securing workshops and cooking demonstrations for DFWF, preference is to hold them on slower dining days such as Tuesday.
- Explore a Food and Wine BBQ/Movie event at Devonport Oval.

4.3 Marketing

- Billboard on Devonport Road.
- DFWF website online, continues to be developed.
- Justin presented a draft brochure, A3 that's folded into a DL size. Group agreed that it would be the preferred option. Aiming for a publish date of 1st September. Details to be locked in by Mid-August.
- Confirmed Media partnership with the Advocate.
- Confirmed Media partnership with SeaFM/7AD.

4.4 Sponsorship

- Hill Street confirmed
- Negotiating sponsorship agreement with TT Line, exploring a possible festival launch component.

Action:

Possible additional sponsorship to be sought once program details have been confirmed.

4.5 Key Festival Dates

- Monday, 23 October VIP Ambassador Dinner (for competition winners)
- Thursday, 26 October Street Market at southern end of Rooke Street
- Friday, 27 October Charity Ambassador Dinner at Hill Street

4.6 Currently scheduled future meetings

- 9 August (to meet prior to EOI deadline),
- 23 August,
- 6 September, and
- 20 September.

5.0 ITEMS FOR THE NEXT AGENDA

- EOI's

NEXT MEETING TO BE HELD WEDNESDAY, 23 AUGUST 2017 COMMENCING AT 2PM IN THE COUNCIL CHAMBERS

MEETING CLOSED 2.43PM

**MINUTES OF THE DEVONPORT FOOD & WINE SPECIAL INTEREST GROUP.
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 2 AUGUST 2017, COMMENCING AT 2.05PM**

DISTRIBUTION LISTCommittee Members

Ald Laycock Chair
Ald Goodwin
Tim Cox - TasTAFE
Debbie Grice – Gateway Hotel
Dane Layton – DRIFT
Alicia Peardon – Ghost Rock
Sylvia Sayers – 7AD & SeaFM

Council Officers

JoHanna Robertson
Maree Brodzinski
Danielle O'Brien
Justin Rattray

PRESENT

Ald Laycock, Mayor Steve Martin, Tim Cox, JoHanna Robertson, Maree Brodzinski, Danielle O'Brien and Justin Rattray.

1.0 APOLOGIES

Sylvia Sayers

NOT PRESENT

Ald Goodwin, Debbie Grice, Dane Layton and Alicia Peardon

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Committee recommends that the previous minutes of the meeting held 17 July 2017 be received and noted.

Moved: J Robertson /T Cox

CARRIED

4.0 GENERAL BUSINESS**4.1 Ambassador Events**

- VIP Dinner Update
 - Dinner for Competition Winners
 - About 12- 15 people
 - Monday 23 Oct (due to Ian's availability)
 - Venue to be confirmed
 - Group agreed Ghostrock would be a suitable venue

Action:

- JoHanna to initiate discussions with Ghostrock.
- Ambassador Charity Dinner
 - Alicia and JoHanna met with Steve from Hill Street. Hill Street are engaging with Ian and sourcing local sponsored produce.
 - Tickets approx. \$140-150 per person all inclusive (includes beverages). Price of tickets will cover any out of pocket expense and rest donated to nominated charities.

- Aiming for about 100 patrons.
- Event will be advertised to Hill Street Cheese club prior to general sale.
- Hill Street to look after the branding, set up and staffing.
- DCC to look after ticketing platform, MC, photographer.
- Proposed plan, 7-7.30pm drinks and canapes in the Homewares section. Musician to perform as the store closes, it will be transformed with partially set tables into dining venue.

The group agreed to split the funds raised between Grans Van and the Schools Breakfast Clubs.

Moved: T/Cox /J Robertson

CARRIED

Action:

- Come up with additional fundraising opportunities for the event.
- Source prizes for fundraising at the event.
- Ambassador Appearance
 - In discussions for Ian to guest appearance at a public workshop or Charity event.

Action:

- Confirm Ambassador appearance/s.

4.2 EOI's

- 6 EOI's received.
- EOI's are open until the 14 August.

Action:

- Group to encourage organisations to get in contact with Justin regarding EOI's.
- Justin to utilise database to contact all organisations reminding them of the deadline.
- Month of the festival to be mentioned on all correspondence with potential participants.
- Resend the link to the calendar, to the committee. Calendar to be shown on screen at future meetings.

4.3 Confirmed Events

- Justin provided an update on confirmed events.
- Justin is talking to the East Devonport Child and Family Centre and Community Houses to develop family focused program events within the school holidays.
- Street Market Food Truck event in progress.
- Group will continue to work on securing workshops for DFWF, preference is to hold them on slower dining days such as Tuesday.
- AMG – Empress will be running a beer hall, Providore place will be running the VIP Marquee and a food truck zone will also be included.

Action:

Group to email Justin/JoHanna with contact details of any potential/new food truck vendors for the Street Market.

4.4 Marketing

- Billboard on Devonport Road due to feature an advertisement for Devonport Food and Wine Festival this week.
- DFWF website online, continues to be developed. Focus is on images that are clean and fresh, to highlight blogs, and include media releases.

- Justin presented a draft brochure, A3 that's folded into a DL size. Group agreed that it would be the preferred option. Aiming for a publish date of 1st September. Details to be locked in by Mid-August.

4.5 Partnership Agreements

- Reviewing a proposal from the Advocate
- Negotiations with SeaFM/7AD progressing.

Action:

Possible additional partnerships/future partnerships to be followed up.

4.6 Sponsorship

- Hill Street confirmed.
- Negotiating sponsorship agreement with TT Line

Action:

Possible additional sponsorship to be sought once program details have been confirmed.

4.7 Key Festival Dates

- Monday, 23 October VIP Ambassador Dinner (for competition winners)
- Thursday, 26 October Street Market at southern end of Rooke Street
- Friday, 27 October Charity Ambassador Dinner at Hill Street

4.8 Terms of Reference

New Terms of Reference will come into effect in November 2017, at which point existing members can choose to re-apply.

4.9 Currently scheduled future meetings

- 9 August (to meet prior to EOI deadline),
- 23 August,
- 6 September, and
- 20 September.

5.0 ITEMS FOR THE NEXT AGENDA

- EOI's

NEXT MEETING TO BE HELD WEDNESDAY, 9 AUGUST 2017 COMMENCING AT 2PM IN THE COUNCIL CHAMBERS

MEETING CLOSED 3.10PM

7.4 UNCONFIRMED MINUTES - SHARED AUDIT PANEL - 7 AUGUST 2017

File: 30196 D478542

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

To report the unconfirmed minutes of the Audit Panel meeting held on 7 August 2017.

BACKGROUND

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

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

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

STATUTORY REQUIREMENTS

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

DISCUSSION

The unconfirmed minutes of the Audit Panel meeting held on 7 August 2017 are attached for information. These minutes are for the Shared session of the meeting and for the Devonport City Council specific section.

Items of note from the Shared meeting include:

- Regulatory reporting prepared by each Council;
- Status of the proposed legislation relating to the change of ownership for TasWater; and
- A recent information session for Audit Panel members conducted by the Tasmanian Audit Office.

The Devonport City Council Audit Panel discussed:

- The draft 2017 financial statements;
- Insurance claims update and overview of insurance placements for 2017/18;
- Update on the LIVING CITY project with a focus on the expression of interest process for the waterfront hotel development. As this discussion included information that relates to a confidential report to Council, the minutes of the DCC Audit Panel have been provided as a confidential attachment.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Risk Management Practices

The Audit Panel plays a key oversight role in Council's Risk Management activities providing elected members with an extra level of comfort that the systems in place are adequate. Within its charter, the primary objectives of the Audit Panel are to consider whether:

- the annual financial statements of the Council accurately represent the state of affairs of the Council;
- the Strategic Plan, Annual Plan, long-term financial management plan and long-term strategic asset management plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared are sound and justified;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position are appropriate;
- the Council is complying with the provisions of the Act and any other relevant legislation;
- all strategic and business risks affecting the Council are identified and assessed, and the effectiveness of mitigation controls evaluated; and
- the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council.

CONCLUSION

The information contained in the report and the minutes of the Audit Panel meeting held on 7 August 2017 are presented to the Aldermen as per the recommendation below.

ATTACHMENTS

1. [Unconfirmed Audit Panel Minutes 7 August 2017 - Shared](#)
2. Unconfirmed Audit Panel Minutes 7 August 2017 - DCC Confidential

RECOMMENDATION

That the unconfirmed minutes of the Audit Panel meeting held on 7 August 2017 be received and noted.

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

**DEVONPORT CITY COUNCIL & CENTRAL COAST
SHARED AUDIT PANEL**

**Unconfirmed minutes of meeting held Monday 7 August 2017
at Central Coast Council commencing at 2.32pm**

Attendance

Members – Robert Atkinson (Chair); John Howard; Ald Grant Goodwin & Ald Leon Perry (Proxy); Cr Gary Carpenter & Cr Philip Viney

Officers - Paul West (General Manager DCC), Kym Peebles (Executive Manager Organisational Performance DCC), Sandra Ayton (General Manager CCC) and Bill Hutcheson (Director Organisational Services CCC)

Apologies

Ald Charlie Emmerton

1. Confirmation of the minutes

The Panel resolved that the Minutes of Shared Audit Panel Meeting held on 5 June 2017 be confirmed as true and correct.

Carried Unanimously

2. Matters arising from previous meeting

It was noted that all outstanding matters from previous meetings of the Shared Panel had been addressed. PW advised that the draft Shared Services Report has not at this stage been provided to councils. Additional requests for data by the consultants has been provided by all councils. .

3. Legislative**3.1 Legislative Compliance and Ethics**

- PW presented an example of the DCC bi-monthly Development and Health regulatory report that is presented to the Infrastructure, Works and Development Committee and ultimately to Council. The report contains a summary of all regulatory information for this Department. Similar reports are also provided to other Section 23 Committees as well as a General Manager's Report to the full Council meeting on a monthly basis.

JH noted the changes to the *Building Act* and questioned any potential future legal implications for Councils. PW indicated that the *Act* now requires notification of works at the end of construction and not at the beginning and that potentially raises issues for Councils. It has been indicated that there may be a review of the determinations and Council will participate in any review if required. The other impact for Council is the potential loss of supplementary rate revenue as Council does not have to be advised of some building works.

- SA presented the CCC Annual Action Plan which is reviewed by the Senior Management Group monthly and presented to Council on a quarterly basis. The Chairman noted the report and requested that both Councils provide updates on the Action Plans at future meetings.

4. General Business

- 6.1 TasWater – the Panel noted the draft legislation to allow the Government to assume ownership of TasWater is going to Parliament in early August 2017.

6.2 JH presented an overview of the recent Audit Office information session held in Burnie. The document is attached for reference.

BH and KP indicated that they had looked at the fraud assessment tool and plan to apply the tool to their respective councils'. The matter will be noted on a future Audit Panel agenda.

Action: KP

JH requested that each Council prepare a report on their readiness for the introduction of future accounting standards in 2018/19 onwards.

There being no further business relating to the Shared Audit Panel Meeting the Chair closed the meeting at 2.55pm.

8.0 CLOSED SESSION

RECOMMENDATION

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

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

OUT OF CLOSED SESSION

RECOMMENDATION

That the Committee move out of Closed Session.

9.0 CLOSURE

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