



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 20 November 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

15 November 2017

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 20 NOVEMBER 2017
AT THE COUNCIL CHAMBERS AT 5:30PM**

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Agenda of a meeting of the Devonport City Council's **Governance, Finance & Community Service Committee** to be held at the Council Chambers, 17 Fenton Way, Devonport on Monday 20 November 2017 commencing at 5:30pm.

PRESENT

		Present	Apology
Chair	Ald A L Rockliff		
	Ald C D Emmerton		
	Ald G F Goodwin		✓
	Ald A J Jarman		
	Ald 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 G F Goodwin	Leave of Absence
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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 ANNUAL PLAN PROGRESS REPORT - JULY-OCTOBER 2017

File: 26469 D496220

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 October 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.

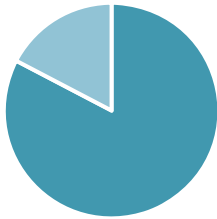
Key activities this financial year to date include:

- East Devonport Primary School students involved in awareness sessions relating to native frog habitat at Mary Street Wetlands;
- Surveys of existing stormwater system have been completed and modelling of survey information commenced;
- First stage of public consultation in respect of the Pioneer Park Master Plan completed with 247 people providing input. First draft of plan underway;
- Construction of dedicated RV and boat trailer parking at Victoria Parade nearing completion;
- Council resolved to progress with the staging of the inaugural Tasmanian Masters Games in 2018;
- 16th Australian Masters Games held across North West Tasmania. Devonport hosted a significant amount of events during the Games;
- First stage of public consultation for the development of a Master Plan for the park located in Morris Avenue/Chichester Drive has closed, with 268 people providing input. First draft of the plan has commenced;
- Training for Continuous Improvement Champions and Executive Management Team undertaken in September. Training focussed on Lean tools and their use in the workplace;

- Updated Property Audit Action Plan was presented to the Senior Management Team for review.

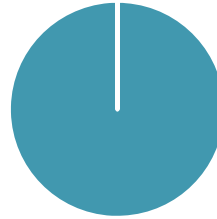
Progress comments are provided for each action in the attached Progress Report. Below is a graphical snapshot of Council's performance against each Strategic Goal and against actions overall across the organisation.

2017/18 AP Actions - Organisation



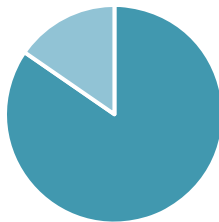
■ On Track - 82.67% ■ Off Track - 17.33%

Goal 1 - Living Lightly on Our Environment



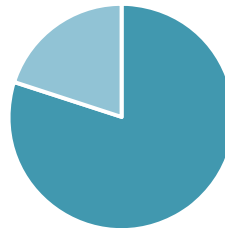
■ On Track - 100% ■ Off Track - 0%

Goal 2 - Building a Unique City



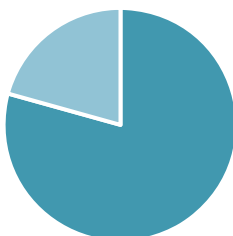
■ On Track - 84.62% ■ Off Track - 15.38%

Goal 3 - Growing a Vibrant Economy



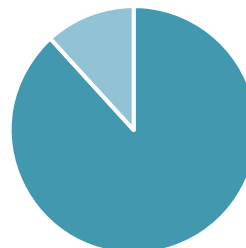
■ On Track - 80% ■ Off Track - 20%

Goal 4 - Building Quality of Life



■ On Track - 79.31% ■ Off Track - 20.69%

Goal 5 - Practicing Excellence in Governance



■ On Track - 88.24% ■ Off Track - 11.76%

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONCLUSION

The 2017/18 Annual Plan Progress Report as at 31 October 2017 is provided for the information of the Aldermen and community.

ATTACHMENTS

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

RECOMMENDATION

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

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



Devonport City Council
Strategic Plan Progress Report

Period: 17/18



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

Outcome: 1.1 Devonport is an energy efficient City

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	In Progress	32%	East Devonport Primary School students have been involved in native frog habitat awareness sessions and surveying at the Mary Street Wetland	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	55%	A communication plan has been developed and implementation of the new level of service is being rolled out progressively.	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	32%	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	32%	Awaiting drafting instructions on some mapping and textural changes. First Planning Authority Workshop held 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	31/01/2018
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, Saley Road, Bishops Road, Formby Road and Devonport Road	Medium	In Progress	32%	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	32%	Surveys of existing stormwater system have been completed and modelling of survey information has commenced	City Engineer	30/06/2018
2.3.2.2 Continue to review and update Council's Stormwater Strategy	Medium	In Progress	34%	Review of existing Stormwater Strategy is progressing	City Engineer	31/12/2017
2.3.2.3 Undertake Stage 7 of the William Street stormwater catchment upgrade	Medium	Not Started	0%	This action not due to commence until December 2017	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						
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards						
2.3.4.1 Review and update the Pioneer Park Master Plan	Medium	In Progress	40%	First stage of public consultation has closed with 247 people providing input. First draft of plan underway	Executive Officer Community Services	28/02/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program						
2.3.5.1 Continue to review and update Council's Asset Management Plans and develop a summary document to provide a high-level overview of Council's assets	High	In Progress	32%	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	24%	Delayed start. Building Permit pending subject to TasFire sign off	Project Manager	30/06/2018
2.4.1.1 Develop an implementation action plan for the conference centre facility including pricing structure and marketing strategies	High	In Progress	32%	An action plan has been developed and progressed. Appropriate associated documentation, including hire agreements, pricing structures, equipment hire and staffing practices, are under development	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						
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	32%	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	50%	Agreement signed with Fairbrother Pty Ltd as Preferred Proponent for waterfront hotel	Deputy General Manager - Infrastructure, Works and Development	31/12/2018

ITEM 4.1



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	32%	A series of retail workshops have been conducted with representatives from retail, customers and the Devonport Chamber of Commerce, with a draft Retail Strategy to be developed in the new year	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	32%	Continuing to investigate opportunities	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						



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						
3.2.2.1 Consider actions from the Destination Marketing Plan	Medium	In Progress	32%	The DAP was presented and discussed at a meeting of Devonport & Cradle Country Tourism Inc. on 19th September 2017	Executive Manager - Corporate, Community & Business Services	30/06/2018
3.2.2.2 Review current and potential booking systems to maximise productivity and increase revenue at the Visitor Information Centre	Medium	In Progress	32%	The Devonport Visitor Information Centre is positioning to adopt Book Easy as its primary booking system. This system is likely to be live mid-2018 in-line with the relocation of the VIC to new premises. Book Easy is currently being used by the majority of the Tasmanian Visitor Information Centre network and has the scope for shared services and inventory	Convention and Arts Centre Manager	31/03/2018
3.2.2.3 Work with relevant partners to provide and encourage industry operators to take part in familiarisation, skills development and training	Low	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
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	In Progress	32%	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



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: 3.2.4 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	90%	Construction is nearing completion	City Engineer	31/10/2017
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	32%	Multiple sponsors attracted for Devonport Food and Wine Festival	Marketing & Events Coordinator	30/06/2018
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	In Progress	32%	Investigation commenced to determine which company can provide the best database for a Council Customer Service Centre	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	Medium	Not Started	0%	This action not due to commence until November 2017	City Engineer	31/03/2018

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.1 Improve the City's physical access and connectivity						
the road network with known access and connectivity issues						
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	In Progress	30%	Work has commenced for a report to Council to consider options	Technical Support Supervisor	31/03/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	In Progress	32%	ICT Working Group involving all tenants has been established and progressing requirements	Deputy General Manager - Infrastructure, Works and Development	30/06/2018

Outcome: 3.5 Our economic progress continuously improves

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	In Progress	11%	In September 2017, the Federal Government announced that the Cradle Coast Authority was successful in its application for an \$80,000 grant to develop a Futures Plan. Preliminary work on the plan has begun	Project Officer	30/06/2018
Strategy: 3.5.4 Develop and support a culture of excellence in innovation and life long learning to enhance employment opportunities						



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

Outcome: 3.5 Our economic progress continuously improves

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	32%	Festival of Learning Project Delivered. Readers Cup program in progress	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%	Ageing Stronger, Active Longer - 2 x 8 Week Health and Wellbeing Programs commenced. Liveable City grant applied for to extend the Ageing Stronger, Active Longer Pilot	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	75%	Council resolved to progress with the staging of this event. Planning meetings with stakeholders has been scheduled for November	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	40%	The 16th Australian Masters Games were held in venues across all municipalities in the North West Coast	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	In Progress	20%	Council's grant application was successful and public consultation for the project has commenced	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	32%	Working groups have been assembled to identify and make recommendations on future projects at the Devonport Oval before looking at other recreation precincts	Sport & Recreation Development Coordinator	30/06/2018
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						



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	32%	Presentation prepared for Council workshop to be held on 4 December 2017	Governance Coordinator	30/06/2018
4.1.5.1 Review and update sports grounds and reserves booking procedure	Medium	In Progress	60%	Sports Grounds and Public Reserves bookings will form part of an online sporting portal. A working group reviewed booking arrangements, and a new working group formed to focus specifically on the development of an online sports portal	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	60%	A review of forms, procedures and evacuation plans at both Centres is still in progress	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	32%	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	24%	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



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						
4.2.1.1 Prepare a conservation plan for the Pioneer Park Cemetery	High	In Progress	20%	Consultants have been approached to prepare submissions	Technical Support Supervisor	28/02/2018
4.2.1.2 Exhibit emerging and early career artist exhibitions, including one children's focussed exhibition	Low	In Progress	40%	The Little Gallery prioritises Emerging and Early Career artist exhibitions. Three separate emerging artists exhibition have been scheduled for the first six months of the financial year; Ashley Bird, Amber Koroluk-Stephenson and Angela Casey	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	32%	Evening talk and knot tying demonstration "Why Knot Join Us?" held in September with 25 attendees	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	40%	The Gallery's 2017-18 Artistic Program includes five state and national touring exhibitions: Tony Ameneiro - Head over Head; RACT Tasmanian Portrait Prize; New Alchemists; National Photographic Portraiture Prize; Play on: the art of sport, ten years of the Basil Sellers Art Prize	Gallery Director	30/06/2018
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 will be initiated in the new calendar year once the vacating date of the current Gallery in Stewart Street is identified	Convention and Arts Centre Manager	30/06/2018



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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						
4.2.2.4 Develop a branding and marketing strategy for the new contemporary Arts Centre	High	In Progress	75%	The Branding and Graphic Design consultant has presented concepts to Council at its October meeting. Refinement of the preferred design is currently being completed	Convention and Arts Centre Manager	30/09/2017
4.2.2.5 Provide exhibitions at the Bass Strait Maritime Centre which encourage repeat visitation	Medium	In Progress	32%	Deal Island exhibition installed in September	BSMC Coordinator	30/06/2018
4.2.2.6 Support the development of a cultural heritage interpretation trail	Low	In Progress	44%	The Devonport Maritime and Heritage Special Interest Group is progressing this item at their bi-monthly meetings	BSMC Coordinator	31/03/2018

Outcome: 4.4 Our community and visitors are safe and secure

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	32%	Council website is to be reviewed and updated to provide information to dog owners relating to responsible ownership including registration, kennel licences, breeding restrictions, suitable containment areas, behaviour at dog park and other dog friendly areas. Training is to be provided to After Hours staff on appropriate procedures and measures relating to Animal Control	Risk Management & Compliance Coordinator	30/06/2018
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	Medium	In Progress	40%	First stage of public consultation has closed with 268 people providing input. First draft of	Executive Officer Community Services	31/03/2018



Strategic Plan Progress Report

Goal: 4 Building quality of life

Outcome: 4.4 Our community and visitors are safe and secure

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.3 Support activities that encourage safe and responsible community behaviour						
area focussed on increasing community use				plan underway		
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	Completed	100%	Meeting held with Devonport Police to audit existing locations and identify potential new locations. A Government grant has been received to upgrade cameras and work will now focus on replacing equipment in existing locations	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	Completed	100%	Festival of Learning delivered and evaluated	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



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

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	32%	Devonport Readers Cup program in progress. Books for Babies and Great 100 Book Challenge project being developed	Community and Cultural Development Manager	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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
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	45%	Seniors Week program has been delivered. 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 - planning and developing a program of events for International Women's Day	Community Development & Volunteer Coordinator	30/06/2018
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	40%	Round One - Minor, Major and Rates Remissions grants approved through Council. Ongoing assessment of donations and individual development grants occurring	Community and Cultural Development Manager	30/06/2018
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						



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						
4.7.4.1 Ensure the adequate provision of disabled parking bays in convenient locations within the City	High	In Progress	68%	New car park will significantly increase number of available disabled bays. Review to commence following opening of new car park. Report was presented to Infrastructure Works and Development Committee meeting in October, and Council authorised the installation of two additional accessible parking spaces in the north west corner of the Formby Road (CMax) car park.	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 future Council meeting	Customer Services Coordinator	31/10/2017
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	32%	The Devonport Regional Gallery is working in partnership with Contemporary Art Tasmania to present a Forum and presentation in Devonport. 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						



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	Completed	100%	Two workshops completed in July & August with artist mentor Megan Walch and Devonport Regional Gallery's young members (Droogs) designing a new mural for Rooke Lane. Mural installed by Megan and Droogs 22 - 24 September on the back wall (Rooke Lane) of 65-67 Rooke Street Devonport	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

ITEM 4.1



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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

Actions	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	34%	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	34%	Final report provided to the Minister and Cradle Coast Authority Representatives Group. To be workshopped with Council 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	34%	Continued 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	32%	Consultation undertaken on matters as required. Community consultation has been undertaken regarding future uses of Pioneer Park in East Devonport and Highfield Park in Devonport. Community feedback was also sought on the Road Safety Bike Park in East Devonport	Media and Communications Officer	30/06/2018



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	32%	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	50%	Training for Continuous Improvement facilitators and Council management undertaken in September 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	Completed	100%	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	In Progress	32%	Ipad is being investigated as an option, with compatible software options	Customer Services Coordinator	30/06/2018
5.4.2.2 Investigate and develop measures for reporting on efficient and effective customer service	Medium	In Progress	32%	Measures and methods being investigated	Customer Services Coordinator	31/12/2017

Outcome: 5.5 Council's services are financially sustainable

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements						
5.5.1.1 Review and update direct debit payment arrangements	Low	Not Started	0%	This action not due to commence until November 2017	Revenue Coordinator	30/06/2018
5.5.1.2 Implement Australian Taxation Office reporting requirements in regard to government grants and payments	Low	In Progress	32%	TechnologyOne in process of developing software to facilitate Council meeting ATO reporting requirements. Discussions have taken place with relevant staff, and software testing will be conducted once software is available. TechOne software for the above process is anticipated to be available in a future release	Accountant	30/06/2018



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.5 Council's services are financially sustainable

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.5.3 Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered						
5.5.3.1 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	In Progress	32%	Draft scope of improvement being developed and to be reviewed in December to progress actions	Safety Officer	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
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	32%	Updated Property Audit Action Plan has been presented to Management Team for review. Updates on actions completed will be provided periodically	Risk Management & Compliance Coordinator	30/06/2018
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						
5.6.4.1 Develop and implement an internal safety auditing process in accordance with the Safety Management Plan	Medium	In Progress	25%	Awareness sessions around the adopted Safety Management System will commence in December	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						
5.6.4.1 Support the activities of Council's Audit Panel	Low	In Progress	32%	Ongoing support is provided to the DCC and Shared Audit Panel. The Panels met on 7 August and will next meet on 20 November 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	32%	Council's IT team are working on setting up training calendar system with appropriate permissions. Anticipate ready for testing in approximately 4 weeks	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 due to commence in November 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	In Progress	11%	Review of forms and electronic documents underway	Revenue Coordinator	30/06/2018

4.2 CCTV STRATEGY - STATUS UPDATE

File: 26910 D497081

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.7.2 Encourage and provide information and opportunities for active participation in community life

SUMMARY

To report against progress on the actions in the CCTV Strategy 2016-2021.

BACKGROUND

The CCTV Strategy establishes the actions and guidance for the development and delivery of CCTV services for the Devonport City Council for the next four years.

Council adopted the Strategy at its meeting held 27 June 2016 (Min 123/16 refers).

STATUTORY REQUIREMENTS

No statutory requirements relate to this report.

DISCUSSION

Achievements for the first year of implementation of the CCTV Strategy are outlined in the attached document.

Four of the nineteen actions over the four year strategy have been completed to date, three are in progress, one is ongoing, and eleven have not commenced.

The most significant outcome since the introduction of the strategy has been securing \$47,000 from the Community Infrastructure Fund to upgrade technology of the existing public CCTV cameras. Work is well underway with an expected completion in mid 2018. It is likely some capital contribution will be required from Council to complete an upgrade of all existing cameras, which can be accommodated through the existing IT Capital budget.

Some of the completed actions which occurred and ongoing activities for 2016-17 include:

- A meeting has been held with Tas Police to review existing locations and identify areas for future growth of the system
- The Memorandum of Understanding between Council and Tas Police has been reviewed and updated

The landscape for CCTV cameras will change significantly with the completion of LIVING CITY Stage 1. As part of this area, and the new Arts Centre, an additional 105 cameras will be added to Council's CCTV network.

COMMUNITY ENGAGEMENT

No community engagement was required for this report.

FINANCIAL IMPLICATIONS

No expenditure has been incurred to date in the delivery of actions, however capital expenditure will be required in the current financial year.

RISK IMPLICATIONS

In terms of risk reduction, the CCTV Strategy aims to:

- Increase public confidence regarding their safety;
- Act as a crime deterrent;
- Add an additional layer of security to Council assets;
- Provide a more efficient police response to incidents that occur within the 'footprint' of the CCTV network; and
- Provide real time information and images that may be used for tourism, promotion or events.

CONCLUSION

The CCTV Strategy outlines key activities that will assist Council to enhance the CCTV Service that will meet the City of Devonport's needs.

ATTACHMENTS

- [1.](#) Strategy Update - CCTV Actions

RECOMMENDATION

That it be recommended to Council that the status of actions listed in the CCTV Strategy 2016-2020 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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Objective (include Objective No.):	Action:	Timeframe: (incl. Start/End dates):	Priority: H M L	Targets & Measures (include KPIs if applicable):	Outcome/Output:	Challenges & Opportunities:
Objective 1: Use of contemporary digital CCTV technology;	Upgrade all Cameras to Digital IP based	By Jan 2018	M	100% completion	Grant funding of \$47,000 received to upgrade existing city cameras. Planning of project has commenced with completion expected mid-2018. All cameras need to be replaced with digital IP cameras. first digital IP camera installed at Bluff 25/10/2017.	
Objective 2: Integration of CCTV-based solutions with ICT systems and business processes where relevant and appropriate	Prior to replacement check locations of cameras and amount of data used from cameras	By Jan 2018	H	100% completion	Completed – meeting held with Tas Police to review locations. Fusion Electrical have conducted site audit of existing locations and provided bandwidth estimations required for new cameras across existing links.	
	Replace multiple Storage Servers with single storage system.	By Jan 2018	H		Yet to commence - Still using older Milestone system for all Council's CCTV needs. New Multi-Purpose Building to have an entirely new system with currently untested	

					integration capabilities for existing systems/cameras.
	Implement single VMS to control all CCTV storage and cameras across council	By Jan 2018	M		Yet to commence
	VMS should include a mobility option which can be deployed to the police to replace the PC located at the station.	By Jan 2018	L		Not possible with existing Milestone configuration. To be worked through with contractor providing new system if/when cameras are integrated with new system.
	Review login in access of staff for Internal cameras	By Jan 2018	M		Yet to commence
Objective 3:	Explore use of portable cameras for events	By June 2017	L		Yet to commence
Appropriate placement of CCTV cameras	Review existing permanent camera locations for suitability and identify areas for future growth of the network	By March 2018	M	100% completion	Completed. Meeting held with Tas Police to review existing locations and identify areas for possible growth. More than 100 cameras will be incorporated into stage 1 of LIVING CITY. The existing 15 public CCTV cameras are in suitable locations. Future growth areas to be considered include entry and exit from Highway to Devonport for traffic monitoring.

	Explore opportunities for temporary camera locations as required	By March 2018	L		Yet to Commence
	Review whether cameras need to be installed in Council vehicles	By June 2018	L		Yet to Commence
	Support implementation of recommendations detailed in the <i>Safer by Design</i> Report	By January 2018			Yet to Commence
	Consider use of cameras for event & venue promotion	By June 2018	L		Yet to Commence
	Consider use of cameras for emergency management real time situational awareness emergency management/risk/IT	By June 2018	L		Yet to Commence
Objective 4:	Review MOU between DCC and Tas Police	By October 2016	H	100% completion	Completed – new MOU signed
Timely and convenient access to video information for authorised persons	Information readily available for new businesses in the area to inform them of CCTV availability	By Dec 2017	L		Information available on website is general Specific/exact location information not yet distributed as suggested.
Objective 5:	Review DCC Code of Practice for CCTV	By Jan 2017	M		IT CCTV Extraction Procedure (D445391) Currently reviewing the code of Practice.
Effective procedures for operations and					

maintenance of infrastructure				Fortnightly inspections of camera feeds done by IT. Physical camera inspections done as-needed when faults occur.
Objective 6:	Review adequacy of CCTV signage	By September 2017	M	Yet to commence
Adherence to relevant Legislation, Standards and Guidelines covering CCTV Surveillance				
Objective 7:	Develop asset replacement program for cameras	By June 2018	M	Will coincide with new camera installation New cameras to come with 3-year warranty, 5-year optional. IT suggest asset replacements to match this lifecycle, ideally every 3 years.
	Maintain and improve existing maintenance program for cameras	By June 2018	M	Will coincide with new camera installation

4.3 ELECTED MEMBERS' EXPENDITURE REPORT - SEPTEMBER/OCTOBER 2017

File: 22947 D500315

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 September/October, 2017 inclusive, is detailed below:

Mayor Steve Martin

\$ 113.55	Mobile telephone expenses
\$ 22.73	Business breakfast
\$ 141.00	Accommodation – Hobart meetings
\$ 9.18	Parking expenses
\$ 147.09	Meal expenses

Aldermen

\$ 544.72	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 - October 2017

RECOMMENDATION

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

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

Aldermen Expenses

Cumulative figures Year to date - September/October 2017

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	I'Pads	Conference/ Professional Development Attendance	Travel, Accomm & Meal expenses	Meeting expenses	Mobile Phone	Total
Mayor Martin	18,437		7,374	3,833	-		1,032	59	278	\$ 31,013
Ald Emmerton			7,374		105					\$ 7,479
Ald Goodwin			7,374		105		349			\$ 7,828
Ald Jarman			7,374		105		347			\$ 7,826
Ald Matthews			7,374	40	105	800	552			\$ 8,871
Ald Milne			7,374		105		372			\$ 7,851
Ald Laycock			7,374		105		396			\$ 7,875
Ald Perry			7,374		105					\$ 7,479
Deputy Mayor Rockliff		5,764	7,374		105		289			\$ 13,532
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 18,437	\$ 5,764	\$ 66,366	\$ 3,873	\$ 840	\$ 800	\$ 3,337	\$ 59	\$ 278	\$ 99,754
Budget	54,300	17,000	195,500	11,500	4,000	15,000	13,500	1,500	900	313,200
BALANCE UNSPENT	\$ 35,863	\$ 11,236	\$ 129,134	\$ 7,627	\$ 3,160	\$ 14,200	\$ 10,163	\$ 1,441	\$ 622	\$ 213,446
% Spent Year to Date	34%	34%	34%	34%	21%	5%	25%	4%	31%	32%

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 OCTOBER 2017

File: 26544 D497517

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

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

BACKGROUND

Monthly financial reports are provided to Council for information.

STATUTORY REQUIREMENTS

No statutory requirements relate directly to this report.

DISCUSSION

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

COMMUNITY ENGAGEMENT

No community engagement was required for this report.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONCLUSION

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

ATTACHMENTS

- [1.](#) Council Meeting - Attachment 1 - Finance Report - Oct 2017
- [2.](#) Council Meeting - Attachment 2 - Capital Works - Oct 2017

RECOMMENDATION

That it be recommended to Council that the Finance Report for October 2017 be received and noted.

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



Devonport City Council FINANCE REPORT

YTD for the month ended October 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 October is a budgeted surplus of \$870K, which represents a 5% gain on budget. At this stage the operating result for the financial year ending June 2018 is forecast to be a deficit of \$312K.

Rates & Service Charges - \$44K Favourable

Rates and services charges are slightly ahead of budget as follows: general rates \$17K, waste management charges \$17K, and fire levy charges \$10K.

Fees and User Charges - \$99K Favourable

Fees and user charges are ahead of budget predominantly due to; infringements and fines \$41K, development fees \$36K, facility hire \$33K, and sale of goods \$21K. These gains are partially offset by unfavourable variations in admissions fees \$54K (Jazz Festival and DFWF, and Julie Burgess) and animal registrations \$17K.

Grants - Operating - \$2K Unfavourable

A \$40K forecast adjustment has been made for higher than expected Federal Assistance Grants to be received in the forthcoming quarters.

Contributions - Operating - \$14K Unfavourable

The unfavourable variation predominantly relates to marketing and events sponsorship income.

Dividend Income - \$211K Favourable

Dividend revenue is significantly ahead of budget primarily due to receiving a \$180K "special dividend" in October from Dulverton Waste Management for their better than expected financial performance in the 2016/17 year. In addition from slightly higher than expected tax equivalence income Council received under the National Tax Equivalence Regime (NTER). A \$210K forecast adjustment was made this month.

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 - \$37K Favourable

Interest income is ahead of budget due to a higher than anticipated cash balance during the first quarter of the 2017/18 year, with three term deposits being effective as at October 31.

Other Revenue - \$58K Favourable

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

Employee Benefits - \$157K Favourable

Expenditure on employee benefits is currently below budget consisting of: direct employee costs \$73K, employee related costs (training, w/comp & payroll tax) \$70K, and superannuation \$19K. 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 October totalled 144.15 FTE's.

Materials and Services - \$90K Favourable

Materials and services expenditure is currently below budget. This is primarily explained by savings in general expenses \$100K, plant expenses \$27K, advertising and marketing \$18K, and utilities \$10K. This is partially offset by above budget contractors expenditure of \$83K due to road resealing projects commencing and completed earlier than anticipated. Savings in general expenses are mostly explained by: underspend of general materials (\$47K) during the Jazz Festival and DFWF, and also a delay in materials spent for rural roads patching and grading; lower debt collection costs (\$27K) due to lower than expected bad debts; and a delay in minor IT equipment purchases (\$12K).

Depreciation - \$24K Favourable

Depreciation is expected to more closely align with budget as the year progresses.

Financial Costs - \$66K Favourable

Financial costs are currently less than budget and predominantly relate to Living City interest expense. The gains reflect the delayed drawdown of Living City loan proceeds.

Levies & Taxes - \$35K Favourable

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

Other Expenses - \$77K Favourable

A majority of the favourable variation in other expenses relates to the delayed timing of community grants and sponsorship of \$67K, and the timing of parking infringements written off \$11K. Current savings are slightly offset by underbudgeted audit services of \$10K. A \$10K forecast adjustment was made this month.

Internal Charges and Recoveries - \$45K Unfavourable

Net recoveries are behind budget by \$45K. Recoveries from Operations are behind budget by \$51K while Infrastructure is ahead of budget by \$6K. According to the Works system to the end of October 2017, a total of 3,512 labour hours have been capitalised compared to a budget of 4,558 hours.

Balance Sheet

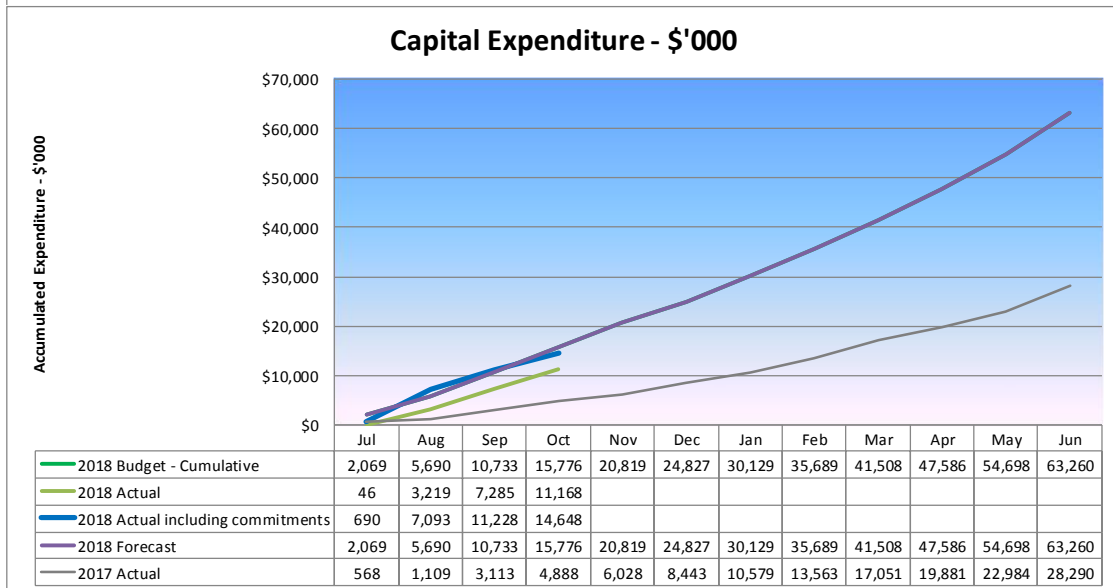
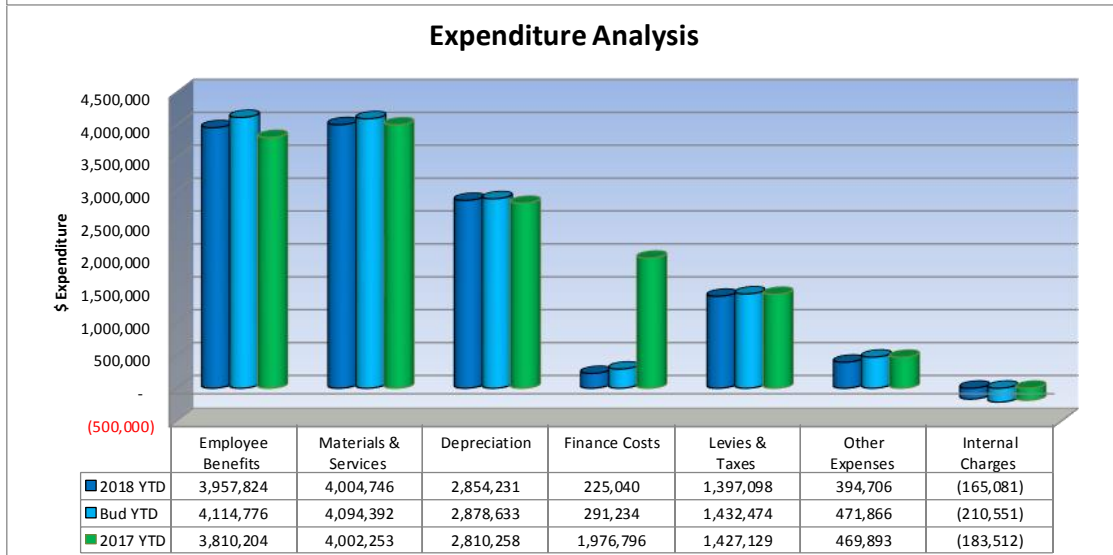
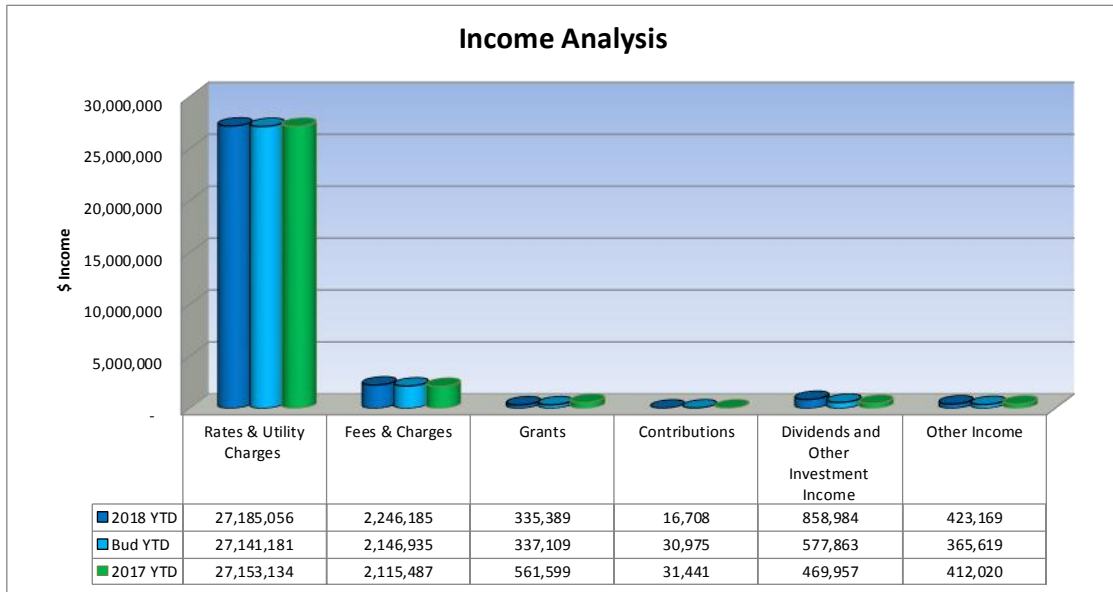
The balance of Capital Work in Progress at the end of October is \$38.12M of which \$36.79M relates to prior years projects not yet capitalised, including \$32.12M in relation to the LIVING CITY Project.

FINANCIAL SUMMARY					YTD to October 2017	
Operating Summary		YTD		Annual	Current	
		Budget	Actual	Budget	Forecast	
Revenue		30,599,681	31,065,491	38,422,987	39,152,522	
Expenditure		13,072,825	12,668,564	39,018,659	39,464,494	
Operating Position		17,526,857	18,396,927	(595,672)	(311,972)	
Capital Expenditure Summary		Annual	Actual	Annual		
		Budget		Forecast		
Capital Expenditure		63,259,210	11,168,105	63,259,210		
Cash Information				October 2017	June 2017	
Operating Account (Reconciled balance)				2,928,711	3,568,105	
Interest-Earning Deposits				17,107,136	12,394,846	
				20,035,846	15,962,951	
Debtor Information		October 2017	June 2017	Rates Debtors Ageing	October 2017	% of Annual Rates
Rates Debtors		11,882,924	(119,014)	2017/2018 - Current	11,636,873	42.8%
Infringement Debtors		55,118	31,789	2016/2017 - 1 Year	129,905	
Sundry Debtors		223,585	500,417	2015/2016 - 2 Years	46,469	
Planning & Health Debtors		10,909	8,691	2014/2015 - 3 Years	21,059	
				2013/2014 - Older	48,618	
		12,172,535	421,883		11,882,924	
Cash Investment Information				Actual Rate	October 2017	
ANZ Cash Deposits - At Call				1.90%	5,091,964	
ANZ Loan Repay. A/c - (existing loans) - At Call				1.50%	13,095	
CBA Cash Deposits - At Call				1.00%	2,077	
AMP Term Deposit				2.55% 6 months maturing 7/03/2018	4,000,000	
MyState Term Deposit				2.70% 4 months maturing 6/12/2017	4,000,000	
NAB Term Deposit				2.40% 3 months maturing 24/01/2018	4,000,000	
					17,107,136	
All cash investments are invested in compliance with Council's Investment Policy.						
Benchmarks: BBSW90 Day Index				1.69%		
RBA Cash Rate				1.50%		

Commentary

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

SUMMARISED OPERATING REPORT							YTD to October 2017	
	YTD		YTD Variance		Full Budget 2018	Forecast 2018		
	Budget	Actual	\$	%				
INCOME								
Rates and Service Charges	27,141,181	27,185,056	43,875	0.2%	27,227,431	27,638,264		
Fees and User Charges	2,146,935	2,246,185	99,250	4.6%	6,417,880	6,417,880		
Grants - Operating	337,109	335,389	(1,720)	-0.5%	1,133,300	1,173,300		
Contributions - Operating	30,975	16,708	(14,267)	-46.1%	49,925	49,925		
Dividend Income	493,863	704,726	210,863	42.7%	2,314,426	2,559,426		
Profit Sharing	-	33,702	33,702	#DIV/0!	-	33,702		
Interest Income	84,000	120,557	36,557	43.5%	252,000	252,000		
Other Revenue	365,619	423,169	57,550	15.7%	1,028,025	1,028,025		
TOTAL INCOME	30,599,681	31,065,491	465,809	1.5%	38,422,987	39,152,522		
EXPENSES								
Employee Benefits	4,114,776	3,957,824	156,952	3.8%	12,041,147	12,041,147		
Materials and Services	4,094,392	4,004,746	89,645	2.2%	12,835,034	12,835,035		
Depreciation	2,878,633	2,854,231	24,403	0.8%	8,815,900	8,815,900		
Financial Costs	291,234	225,040	66,194	22.7%	1,503,403	1,503,403		
Levies & Taxes	1,432,474	1,397,098	35,376	2.5%	3,439,627	3,439,627		
Other Expenses	471,866	394,706	77,160	16.4%	1,015,199	1,461,033		
Internal Charges and Recoveries	(210,551)	(165,081)	(45,470)	21.6%	(631,651)	(631,651)		
TOTAL EXPENSES	13,072,825	12,668,564	404,261	3.1%	39,018,659	39,464,494		
NET OPERATING SURPLUS / (DEFICIT)	17,526,857	18,396,927	870,070	5.0%	(595,672)	(311,972)		
CAPITAL ITEMS								
Grants - Capital	2,185,800	2,049,799	(136,001)	-6.2%	8,711,118			
Contributions - Capital	-	422,651	422,651	#DIV/0!	800,000			
Gain / Loss on Disposal of Assets	(22,000)	(756,794)	(734,794)	3340.0%	(537,000)			
Change in Value of Investment in DRWMA	-	-	-	0.0%	141,160			
TOTAL CAPITAL ITEMS	2,163,800	1,715,656	(448,144)	-20.7%	9,115,278			
NET SURPLUS / (DEFICIT)	19,690,657	20,112,583	421,926	2.1%	8,519,606			
Own Source Revenue:	98.8%	98.9%			96.9%			



BALANCE SHEET REPORT

As at October 2017

	31 Oct 2017	30 Jun 2017
Current Assets		
Cash at Bank and On Hand	2,928,711	3,568,105
Trust Deposits	173,558	162,040
Cash Investments	17,107,136	12,394,846
Receivables - Rates and Utility Charges	11,882,924	(119,014)
Receivables - Infringements	55,118	31,789
Receivables - Sundry	223,585	500,417
Receivables - Planning & Health	10,909	8,691
Loans Receivable - Current	3,700	3,700
Accrued Revenue	149,620	584,179
Prepayments	96,054	96,054
Net GST Receivable	425,457	399,663
	33,056,771	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	692,232,628	691,562,974
Capital Work in Progress	(270,418,039)	(269,017,808)
	38,121,591	29,399,573
	551,705,383	543,717,642
Total Assets	584,762,153	561,348,111
Current Liabilities		
Trade Creditors	1,734,230	399,319
Accrued Expenses	583,199	3,539,025
Trust Liability	181,090	160,025
Income In Advance - Current	85,787	98,803
Loans - Current	24,577,492	19,738,000
Annual Leave	1,084,113	1,005,807
Long Service Leave - Current	1,139,568	1,139,222
	29,385,479	26,080,201
Non Current Liabilities		
Income In Advance - Non Current	13,000,000	13,000,000
Derivative Financial Instruments	307,105	307,105
Loans - Non-Current	-	-
Long Service Leave - Non-Current	431,714	431,714
	13,738,820	13,738,820
Total Liabilities	43,124,298	39,819,021
Net Assets	541,637,855	521,529,090
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	204,096,311	196,878,567
Operating Surplus / (Deficit)	18,396,927	2,051,514
Capital Surplus / (Deficit)	1,715,656	5,166,231
	541,637,855	521,529,090
Total Equity	541,637,855	521,529,090
Current Ratio:	1.12	0.68

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 October 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	Actual	Commitments	Total Expenditure		Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$		\$	Month	Month	Spent	
Summary													
Open Space & Recreation	759,400	194,998	954,398	-	9,848	66,206	76,054	878,344					
Buildings & Facilities	1,638,000	2,680,214	4,318,214	-	1,192,632	2,422,522	3,615,154	703,060					
Stormwater	610,000	161,927	771,927	-	128,129	1,591	129,721	642,206					
Transport	5,065,000	916,804	5,981,804	1,211,868	1,460,643	941,208	2,401,851	3,579,953					
Living City	39,900,000	9,929,021	49,829,021	7,499,250	8,257,199	4,169	8,261,368	41,567,653					
Plant & Fleet	549,100	267,051	816,151	-	97,865	-	97,865	718,286					
Other Equipment	399,200	188,495	587,695	-	21,790	45,135	66,925	520,770					
Total Capital Works	48,920,700	14,338,510	63,259,210	8,711,118	11,168,105	3,480,832	14,648,937	48,610,273					
Open Space & Recreation													
CP0128 Signage Strategy Actions		66,313	66,313		1,438	9,000	10,438	55,875	Sept - 17	Mar - 18	15.7%	Sports ground signage installed prior to Masters Games, signage for parks and public amenities to be installed next	
CP0129 Don River Rail Trail - Don to Tugrah gravel track		115,052	115,052		134	-	134	114,918	TBA	TBA	0.1%	Land acquisitions being finalised	
CP0130 Home Hill - Facility signage		5,000	5,000		-	-	-	5,000	TBA	TBA	0.0%	Signage to be installed once the branding for Home Hill is developed	
CP0131 Path lighting - Victoria Parade, 250m from Cenotaph north		8,633	8,633		6,143	-	6,143	2,490	completed	completed	71.2%		
CP0135 Meercroft Park - Re-clad external walls of change rooms	28,000		28,000		295	-	295	27,705	Dec - 17	Dec - 17	1.1%	Contractor engaged and work is scheduled to be carried out in December	
CP0134 Mersey Bluff Playground - Shade Sail Renewal	28,000		28,000		-	-	-	28,000	TBA	TBA	0.0%	RFQ have been requested	
CP0136 Aquatic Ctr. O/door Filter vessels associated pipework and roof over	140,000		140,000		-	-	-	140,000	April - 18	May - 18	0.0%	Parts have been ordered and will be stored ready for work on site to be completed after summer season	
CP0137 Vietnam Veteran's Memorial - BBQ shelter renewal	80,000		80,000		425	-	425	79,575	Feb - 18	April - 18	0.5%		
CP0138 Path Renewal Program	65,000		65,000		78	-	78	64,922	TBA	TBA	0.1%		
CP0139 Aquatic Centre - replace shade covers north & west of 50m pool	25,000		25,000		-	19,500	19,500	5,500	Oct - 17	Oct - 17	0.0%	RFQ have been requested	
CP0140 Fitness Equipment East Devonport	217,400		217,400		761	-	761	216,639	TBA	TBA	0.4%	Grant application was successful. Public consultation underway to inform location and equipment selection	
CP0141 Julie Burgess Pontoon Lights	6,000	-	6,000		156	-	156	5,844	Mar - 18	Mar - 18	2.6%		
CP0142 Lovett St. Soccer Ground - new scoreboard & coach/players bench	50,000		50,000		300	24,306	24,606	25,394	Dec - 17	Feb - 18	49.2%	Scoreboard has been ordered.	
CP0143 Mersey Vale cemetery - Children's Area	100,000		100,000		-	-	-	100,000	TBA	TBA	0.0%		
CP0144 Mersey Vale Cemetery - future columns for memorial garden	20,000		20,000		117	13,400	13,517	6,483	Oct - 17	Dec - 17	67.6%	Pillars have been fabricated and delivered, installation being arranged.	
Total Open Space & Recreation	759,400	194,998	954,398	-	9,848	66,206	76,054	878,344			8.0%		
Buildings & Facilities													
CB0059 Public Art		23,418	23,418		-	-	-	23,418	TBA	TBA	0.0%		
CB0078 Works Depot - Vehicle wash bay		107,371	107,371		103,926	341	104,267	3,104	Sept - 17	Nov - 17	97.1%	Awaiting permits from Taswater	
CB0085 D/Port Dog's Home - Construction of 2 pens	80,000		80,000		-	-	-	80,000	TBA	TBA	0.0%		
CB0086 Payne Avenue toilet block	200,000		200,000		40	-	40	199,960	TBA	TBA	0.0%		
CB0087 Devonport Football Club - roof	50,000		50,000		366	-	366	49,634	Jan - 18	Jan - 18	0.7%		
CB0080 Art Gallery Integration Project	1,300,000	1,549,425	2,849,425		80,664	2,422,181	2,502,846	346,579	Dec - 2017	TBA	87.8%	Finalising design and permits. Construction to commence December 2017	
CB0089 Devonport rec. Centre - additional toilet in men's squash change rooms	8,000		8,000		7,459	-	7,459	541	completed	complete	93.2%		
CB0090 169 Steele St - Property purchase		1,000,000	1,000,000		1,000,177	-	1,000,177	(177)	TBA	TBA	100.0%	Purchase of site settled on 29/9/17	
Total Facilities	1,638,000	2,680,214	4,318,214	-	1,192,632	2,422,522	3,615,154	703,060			83.7%		

	Funding 2017/18				Expenditure 2017/18			Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Transport												
CT0164 Steele St Fenton St Intersection Upgrade		10,000	10,000		2,340	5,910	8,250	1,750	completed	completed	82.5%	Awaiting Department of State Growth invoice
CT0165 William St Renewal Best St- Stewart St		4,500	4,500		1,097	4,067	5,164	(664)	completed	completed	114.8%	Awaiting Department of State Growth invoice
CT0169 Formby Road & Best Street intersection safety improvements		262,089	262,089		-	-	-	262,089	TBA	TBA	0.0%	Signal changes to be implemented during 2017/18. Remaining works to be carried forward.
CT0175 Victoria Parade boat ramp improvements	300,000	165,652	465,652	280,000	284,847	91,889	376,736	88,916	Sept 17	Dec 17	80.9%	Construction nearing completion
CT0176 Tarleton St Wright St safety improvements - blackspot		112,036	112,036		70	143,140	143,210	(31,174)	Jan - 18	Feb - 18	127.8%	Additional external funding secured, not yet received.
CT0178 Middle Road interchange off ramp improvements		84,664	84,664		83,453	-	83,453	1,211	completed	completed	98.6%	
CT0183 Steele-Rooke-MacFie intersection renewal		62,378	62,378		4,378	34,940	39,318	23,060	completed	completed	63.0%	Awaiting Department of State Growth invoice
CT0186 Elizabeth St renewal - Forbes to Hiller		2,000	2,000		2,682	-	2,682	(682)	completed	completed	134.1%	
CT0195 Oldaker and Ronald Safety Improvements	140,000		140,000	140,000	4,256	-	4,256	135,744	Feb-18	Mar-18	3.0%	External funding has been secured
CT0196 Gatenby Drive detention basin access	20,000		20,000		-	-	-	20,000	Dec-17	Jan-18	0.0%	
NA Webberleys Road Seal	60,000		60,000	45,000	-	-	-	60,000	NA	NA	0.0%	External funding not available. Project will no longer proceed.
CT0197 Paloona Road - Hogg Creek approach barriers	20,000		20,000		7,582	-	7,582	12,418	completed	completed	37.9%	
CT0198 Mersey Bluff pedestrian link	75,000		75,000		-	-	-	75,000	Feb-18	Mar-18	0.0%	
CT0199 Griffiths Street - pedestrian link	30,000		30,000		4,850	24,906	29,755	245	Oct-17	Nov-18	99.2%	Construction pending
CT0200 Forth Road, Don - pedestrian link	30,000		30,000		-	-	-	30,000	Jan-18	Feb-18	0.0%	
CT0201 Road traffic device renewal	25,000		25,000		-	-	-	25,000	TBA	TBA	0.0%	
CT0202 Street light provision	20,000		20,000		6,759	15,450	22,209	(2,209)	Aug-18	TBA	111.0%	2 poles in East Devonport ordered
CT0203 Transport minor works	25,000		25,000		-	-	-	25,000	TBA	TBA	0.0%	
CT0194 Reseal program	700,000		700,000		295,455	216,897	512,351	187,649	Aug-17	Jan-18	73.2%	Asphalt work completed. Spray seal works progressing.
CT0182 Parking Infrastructure renewal	25,000	20,539	45,539		439	-	439	45,100	TBA	TBA	1.0%	Machines have been ordered
CT0205 Torquay Rd reconstruction - Canning Drv. East to West	400,000		400,000	-	17,153	270,897	288,050	111,950	Oct-17	Dec-17	72.0%	Construction nearing completion
CT0206 Birala Place renewal	90,000		90,000		68,689	126	68,815	21,185	Sep-17	Oct-17	76.5%	Construction nearing completion
CT0207 Saleyard Road renewal	300,000		300,000		11,826	4,240	16,066	283,934	Jan-18	Mar-18	5.4%	Design progressing
CT0208 Bishops Road renewal	480,000		480,000		23,370	-	23,370	456,630	Dec-17	Mar-18	4.9%	Design progressing
CT0209 Formby Rd. renewal northbound - Lyons Av. To Bass Highway	330,000		330,000		19,588	636	20,225	309,775	Dec-17	Mar-18	6.1%	Tenders received - report to November Council meeting
CT0210 CBD footpath renewals	200,000		200,000		8,642	-	8,642	191,358	Mar-18	Jun-18	4.3%	Design progressing
CT0211 Rural Road route signs	40,000		40,000		-	-	-	40,000	Mar-18	Mar-18	0.0%	
CT0212 D/port Road renewal - Bay Drv. to Mersey Rd.	350,000		350,000		25,196	3,152	28,348	321,652	Oct-17	Dec-17	8.1%	Construction progressing
CT0213 James St. renewal - Clements St to Nth Fenton St	470,000		470,000		2,881	-	2,881	467,119	Mar-18	Jun-18	0.6%	
CT0187 Ronald St. renewal - Madden St. to Parker St.	35,000	151,506	186,506		5,968	1,395	7,363	179,143	Nov-17	Dec-17	3.9%	Construction progressing
CT0214 Lighthouse carpark improvements	100,000		100,000		12,711	-	12,711	87,289	TBA	TBA	12.7%	Design and consultation progressing
CT0189 Buster Road renewal - west of Don River (stg.2)	750,000	41,440	791,440	746,868	566,408	123,564	689,972	101,468	Sep-17	Jan-18	87.2%	Construction progressing
CT0215 Rooke St. (design) Stewart St. to Steele St.	50,000		50,000		-	-	-	50,000	Aug-18	TBA	0.0%	
Total Transport	5,065,000	916,804	5,981,804	1,211,868	1,460,643	941,208	2,401,851	3,579,953			40.2%	

	Funding 2017/18				Expenditure 2017/18			Balance	Performance Measures			
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
Stormwater												
CS0053 Tugrah Road Duplication of pipe crossing		26,000	26,000		25,093	-	25,093	907	completed	completed	96.5%	
CS0055 Squibbs Road drainage improvements		66,886	66,886		2,921	-	2,921	63,965	TBA	TBA	4.4%	Project on hold awaiting Federal Government environmental approvals
CS0059 49 Sorell st stormwater renewal		69,041	69,041		52,490	1,445	53,935	15,106	completed	completed	78.1%	
CS0062 Minor stormwater works	30,000		30,000		1,403	-	1,403	28,597	TBA	TBA	4.7%	
CS0063 William St. SW catchment upgrade - Stage 7	250,000		250,000		14,982	-	14,982	235,018	Jan-18	Mar-18	6.0%	Tenders received - report to November Council meeting
CS0064 Webberleys Road - new culvert	15,000		15,000		-	-	-	15,000	Jan-18	Jan-18	0.0%	
CS0065 264 Lillico Road culvert upgrade	25,000		25,000		2,963	-	2,963	22,037	TBA	TBA	11.9%	Construction being arranged to minimise disruption to seasonal industries that rely on Lillico Road
CS0066 42 Lawrence Drv. s/water improvements	15,000		15,000		8,796	-	8,796	6,204	completed	completed	58.6%	
CS0067 Tugrah Road - new pits in gravel section	30,000		30,000		143	-	143	29,857	Jan-18	Feb-18	0.5%	
CS0068 Finlayson Way - stormwater improvements	95,000		95,000		1,757	-	1,757	93,243	TBA	TBA	1.8%	
CS0069 Maidstone Park - stormwater NE of oval	40,000		40,000		430	-	430	39,570	May-18	May-18	1.1%	
CS0070 Stormwater outfall risk management	30,000		30,000		9,041	-	9,041	20,959	Sep-17	TBA	30.1%	Clements Street outfall completed
CS0071 Pit replacements	50,000		50,000		8,110	147	8,256	41,744	Aug-17	TBA	16.5%	Various locations under consideration
12 Victoria Parade Stormwater Works	30,000		30,000					30,000			0.0%	Project combined with Victoria Parade Boat Ramp Improvements (CT0175)
Total Stormwater	610,000	161,927	771,927	-	128,129	1,591	129,721	642,206			16.8%	
Plant & Fleet												
CF0020 Hire Plant Replacement Plan (including disposal proceeds)	320,000	65,452	385,452		64,234	-	64,234	321,218	NA	NA	16.7%	List of identified items to be progressively purchased
CF0021 Minor Non-hire plant Replacement Plan (including disposal proceeds)	59,100	45,347	104,447		14,537	-	14,537	89,910	NA	NA	13.9%	List of identified items to be progressively purchased
CF0019 Fleet Replacement Plan (including disposal proceeds)	170,000	156,252	326,252		19,094	-	19,094	307,158	NA	NA	5.9%	List of identified items to be progressively purchased
Total Plant & Fleet	549,100	267,051	816,151	-	97,865	-	97,865	718,286			12.0%	
Other Equipment												
CE0008 Office Equipment (inc. art acquisition \$10K)	136,200	47,546	183,746		12,809	41,122	53,931	129,815	NA	NA	29.4%	List of identified items to be progressively purchased
CC0010 Information Technology - Renewal & Upgrades	263,000	140,949	403,949		8,981	4,013	12,994	390,955	NA	NA	3.2%	Ongoing program of IT infrastructure upgrades
Total Other Equipment	399,200	188,495	587,695	-	21,790	45,135	66,925	520,770			11.4%	
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY	9,020,700	4,409,489	13,430,189	1,211,868	2,910,906	3,476,663	6,387,570	7,042,619			47.6%	
Living City												
CB0068 Living City - Strategic Initiatives	39,900,000	9,929,021	49,829,021	7,499,250	8,257,199	4,169	8,261,368	41,567,653	July - 17	June - 18	16.6%	Project to continue through duration of the year
Total Living City	39,900,000	9,929,021	49,829,021	7,499,250	8,257,199	4,169	8,261,368	41,567,653			16.6%	
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY	48,920,700	14,338,510	63,259,210	8,711,118	11,168,105	3,480,832	14,648,937	48,610,273			23.2%	

6.0 COMMUNITY SERVICES REPORTS

6.1 DON RESERVE ENVIRONMENTAL MANAGEMENT PLAN - YEAR TWO STATUS

File: 26919 D496549

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation

SUMMARY

To report against progress on the actions in the Don Reserve Environmental Management Plan 2015-2020.

BACKGROUND

The Don Reserve Environmental Management Plan 2015-2020 sets out actions in the Don Reserve to protect and enhance the natural bushland ecosystem for the benefit of native flora and fauna and for the enjoyment of residents and visitors.

Council adopted the Strategy at its meeting held 22 June 2015 (Min 130/15 refers).

STATUTORY REQUIREMENTS

No statutory requirements relate to this report.

DISCUSSION

Achievements for the second year of implementation of the Don Reserve Environmental Management Plan are outlined in the attached document.

Four of the 18 actions over the 5-year plan have been completed to date, two are in progress, four are ongoing, and eight have not commenced.

Some of the completed actions and ongoing activities for 2016-17 include:

- Fire managed appropriately to protect property and enhance biodiversity – Don Reserve Bushfire Management Plan review commenced.
- Improved natural ecosystem for the benefit of native flora and fauna – no reports of dumping of illegal garden waste received (compared to four in the previous year).
- Low impact recreational options allowing users to enjoy the natural bushland environment - The Rotary Club of Devonport North donated and installed three bench seats in the Reserve: one close to Jiloa Way, one near the Don Recreation Ground and one opposite the Don College oval.
- Provision of recreational opportunities for all ages - walking/cycle path maintained. Sawdust bridge and path replaced to the Aquatic Centre. Sawdust track resurfaced with new sawdust and drains re-established. Maintenance conducted along Waverley Road walking track with 150m to be fully renewed in 2017/18 as capital works.

COMMUNITY ENGAGEMENT

In development of the Plan, 340 people responded to a community survey regarding the Reserve's values and potential ideas for improvements. As a result, one of the three directions of the Plan is to increase community understanding of and participation in bushland values and management. Three of the eight actions in this section are complete, one is in progress, one is ongoing, and three have not commenced.

FINANCIAL IMPLICATIONS

Actions undertaken during 2016/17 were resourced through a combination of operational and capital expenditure. Capital works included:

- Sawdust Bridge and path to Aquatic Centre upgrade - \$281,000

Operational works included:

- Maintenance of paths, tree maintenance \$39,195
- Environmental weed spraying \$18,657
- Major maintenance - \$9,700

For 2017/18, \$65,000 has been allocated for capital projects, \$10,000 major maintenance and \$50,000 in the operational budget for path maintenance, contract weed spraying, fire management and tree maintenance (pruning/removal dead limbs). Community education activities are budgeted for within staffing allocations.

RISK IMPLICATIONS

The Plan aims to reduce risks associated with environmental sustainability and asset & property infrastructure by proactively protecting and promoting the Reserve's values. Implementation of the third year of the plan's actions is deemed low risk given the recent appointment of a part time Natural Resource Management Officer to assist in implementing actions related to community engagement and bushland conservation.

CONCLUSION

The Don Reserve Environmental Management Plan outlines key activities that will assist Council to maintain and promote the Reserve's natural, heritage, recreational and other community values. Progress has been made during the second year of the Plan's implementation.

ATTACHMENTS

- 1. [Don Reserve Environmental Management Plan - Action Plan Status July 2017](#)

RECOMMENDATION

That it be recommended to Council that the report of the Executive Officer Community Services be received and the status of actions listed in the Don Reserve Environmental Management Plan 2015-2020 be noted.

Author:	Carol Bryant	Endorsed By:	Shane Crawford
Position:	Executive Officer Community Services	Position:	Executive Manager Corporate, Community & Business Services

Don Reserve Environmental Management Plan 2015-2020 - Action Plan Status - Year Two: 2016-17

1. Strategic Direction: Preserve and protect existing bushland to enhance biodiversity

Desired Outcomes:

- Fire managed appropriately to protect property and enhance biodiversity.
- Improved natural ecosystem for the benefit of native flora and fauna.
- Reduced impact of existing weeds and prevention of the establishment of new weed incursions.

	Action	Responsibility	Priority	Status 30 June 2017
1.1.	Review and implement the Don Reserve Fire Management Plan including: <ul style="list-style-type: none"> • Preparing programs for ecological management burning to maintain the significant flora values of the reserve. • Community education and engagement 	DCC Development and Health Services DCC Infrastructure and Works Tasmania Fire Service	High	In progress. Don Reserve Bushfire Risk Management Plan in draft.
1.2.	Develop and implement annual plan for the control of priority environmental and declared weeds	DCC Infrastructure and Works DCC Development and Health Services DPIPWE Friends of Don Reserve	Ongoing	Ongoing. Environmental weed spraying conducted to the value of \$18,657. Mapping of priority weeds underway.
1.3.	Undertake revegetation where required with local provenance species	DCC Infrastructure and Works Friends of Don Reserve	Ongoing	Not commenced. Not required at present.
1.4.	Address illegal dumping of garden waste and removal/degradation of native vegetation through incentives and/or compliance	DCC Infrastructure and Works DCC Development and Health Services	Ongoing	Ongoing. No reported activity during 2016-17.
1.5	Consider monitoring, assessing and reporting on the state of the Reserve's ecological health at least every 10 years	Contractor	Medium	Not commenced.

2. Strategic Direction: Improve low impact recreational opportunities

Desired Outcomes:

- Low impact recreational options allowing users to enjoy the natural bushland environment.
- Provision of recreational opportunities for all ages.

	Action	Responsibility	Priority	Status 30 June 2017
2.1	Construct public amenities at Dell Luck Reserve or near Aquatic Centre	DCC Infrastructure and Works	High	Not commenced. Facilities available to the public 6am-9pm in the Aquatic Centre. Additional amenities to be considered as part of future capital works program.
2.2	Install additional bench seating from Aquatic Centre to Coles Beach	DCC Infrastructure and Works	High	Complete. The Rotary Club of Devonport North donated and installed 3 bench seats in the Reserve: one close to Jiloa Way, one near the Don Recreation Ground and one opposite the Don College oval.
2.3	Upgrade play equipment near Aquatic Centre	DCC Infrastructure and Works	Medium	Not commenced. Scheduled for 2018/19 in the 5-year capital works program.
2.4	Install outdoor exercise equipment along Sawdust Track	DCC Infrastructure and Works	Medium	Not commenced. Scheduled for 2019/20 in the 5-year capital works program.
2.5	Maintain walking/cycling path	DCC Infrastructure and Works	Ongoing	Ongoing. Sawdust bridge and path replaced to the Aquatic Centre. Sawdust track re surfaced with new sawdust and drains re-established. Maintenance conducted along Waverley Rd walking track with 150m to be fully renewed in 2017/18 as capital works.

3. Strategic Direction: Increase community understanding of and participation in bushland values and management

Desired Outcomes:

- Responsible pet ownership promoted.
- Increased knowledge and understanding of natural values and appropriate uses by general public, schools, community organisation and business.
- Improved way-finding for Reserve users.

	Action	Responsibility	Priority	Status 30 June 2017
3.1	Promote responsible dog control / pet ownership	DCC Development and Health Services	High	Complete. Information available in Council brochure and website. Construction of dog exercise area adjacent to Aquatic Centre.
3.2	Investigated establishment of bins and supply bags for owners to collect and dispose of dog waste	DCC Development and Health Services	High	Complete. Bins and disposal bags supplied at animal exercise park adjacent to Aquatic Centre and at Coles Beach.
3.3	Consider reclassification of the Don Reserve as a dog on-leash area	DCC Development and Health Services	Low	Complete. All Council parks and reserves have been declared as restricted (on-leash) areas under the revised Dog Management Policy.
3.4	Review and potentially develop walking maps and brochures integrating historical & environmental interpretive elements available on line	DCC Development and Health Services DCC Media and Communications	Medium	Not commenced.
3.5	Consider development of map-based and other signs indicating walking tracks, distances and access points	DCC Infrastructure and Works	Low	In progress. Totem signs updated in previous years to improve way-finding for visitors.
3.6	Support hands-on awareness /education programs and activities with schools and general public	DCC Development and Health Services in partnership with Don College, primary schools, Friends of Don Reserve	Ongoing	Ongoing. No programs delivered during 2016-17 during to lack of staffing resources.
3.7	Continue to support the activities of the Friends of Don Reserve volunteers – increase promotion of efforts and recruitment	DCC	Ongoing	Not commenced. Friends of Don Reserve inactive. New Council resources dedicated to natural resource management will increase community activities during 2017-18.
3.8	Promote the natural values of the Reserve through digital platforms, interpretive community art etc	DCC Development and Health Services In partnership with Don College	Ongoing	Not commenced.

6.2 EAST DEVONPORT COMMUNITY PLAN - STATUS UPDATE

File: 29104 D497072

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.7.2 Encourage and provide information and opportunities for active participation in community life

SUMMARY

To report against progress on the actions in the East Devonport Community Plan 2014-2019.

BACKGROUND

The East Devonport Community Plan 2014-2019 was developed as a strategic approach to meeting the changing and diverse needs of the East Devonport and surrounding community, as well as enhancing its economic, social, cultural, and environmental sustainability.

Council adopted the Strategy at its meeting held 21 December 2015 (Min 235/15 refers).

STATUTORY REQUIREMENTS

No statutory requirements relate to this report.

DISCUSSION

Achievements for the third year of implementation of the East Devonport Community Plan are outlined below.

Fifteen (15) of fifty-three (53) actions of the five (5) year plan have been completed to date, eight (8) are in progress, fifteen (15) are ongoing and fifteen (15) have not commenced.

Completed actions for 2016-17 include:

Action	Outcome
2.1 Identify public art which would give East Devonport a sense of identity	Junction boxes within Eastside Village Precinct painted by Josh Foley and the community as part of public art project.
2.3 Identify and strengthen connections with the Council's LIVING CITY plan, including investigating rebranding of East Devonport to reflect community values and aspirations	East Devonport retail precinct rebranded Eastside Village as a result of community consultation, all associated Council signs updated to reflect.
3.1 Explore the viability of a WIFI Hot Spot	WiFi installed in Eastside Village to service retail precinct and Pioneer Park
5.3 Investigate low cost arrangement with sporting clubs to increase participation of low income families	Delivered no cost Mums and Bubs fitness and Boot Camp for children primary school age and younger. Hosted sporting clubs during school holiday program at Girdlestone Park.

Report to Governance, Finance & Community Service Committee meeting on 20 November 2017

5.4 Review East Devonport Recreation Centre operational model to increase access and participation	Completed
5.7 Explore and seek funding for health and wellbeing programs for all ages	Secured funding to deliver Mums and Bubs Fitness and East Devonport Boot Camp.
7.2 Investigate the establishment of a public community garden	Funding provided to support the establishment of the East Devonport Primary School community garden. Project completed 2016-17.
7.3 Investigate the expansion of the East Devonport Community House community garden	Funding provided to support the expansion of the East Devonport Community House community garden. Project completed 2016-17.
8.1 Work with East Devonport Community House to review existing publications which promote services/clubs and activities.	Eastside Village community Facebook Page developed for information sharing. East Devonport Community House, East Devonport Child and Family Centre calendars prepared and shared, along with the Devonport City Council seasonal activities guide.
8.4 Investigate establishment of community notice board	Investigation determined that a community notice board was not required.
8.5 Promote East Devonport Community House, East Devonport Child and Family Centre and child care services of Council website	Listed organisations feature on Devonport City Council webpage.
8.6 Promote and coordinate partnership opportunities between stakeholders of East Devonport	A series of strategic collaborative partnerships developed across East Devonport.
9.1 Investigate additional areas that would benefit from CCTV cameras	Investigation by CCTV Strategy working group and Tasmania Police identified no additional CCTV currently required. Possible future location Pioneer Park.
9.2 Continue to partner with Tasmania Police to create positive police presence in East Devonport	
9.4 Support delivery of community Christmas activities/events in East Devonport	Supported delivery of Christmas in the East, St Patrick's Day Street Market, along with a number of smaller targeted events and activities.

Additional Achievements include:

- Development of the East Devonport Bike Safety Park
- Installation of Julie Burgess and Interpretation Signage
- Pioneer Park Ablution Block Replacement

Priority actions for 2017-18 include the following:

- Pioneer Park Master Plan Review
- East Devonport Fitness Equipment Installation
- Devonport Retail Strategy Development (Includes East Devonport)
- Harmony Day – Cultural Diversity Festival/Event Pioneer Park

COMMUNITY ENGAGEMENT

Sustained community engagement has occurred with the East Devonport Special Interest Group who support and oversee the delivery of the East Devonport Community Plan 2014-2019 and act as conduit between Council and the East Devonport community.

In addition, extensive community engagement occurred during the development of the East Devonport Community Plan 2014-2019.

FINANCIAL IMPLICATIONS

East Devonport Community Plan actions completed were resourced through both capital and operational budget allocations.

RISK IMPLICATIONS

Council will mitigate reputational risks by continuing to work in partnership with the East Devonport Special Interest Group and other relevant organisations to progress the agreed and community determined strategic actions.

CONCLUSION

The East Devonport Community Plan outlines key actions to meet the needs East Devonport and surrounding community through enhanced liveability.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that the status of actions listed in the East Devonport Community Plan 2014 – 2019 be received and noted.

Author: Position:	Brooke de Jong Community and Development Manager	Cultural	Endorsed By: Position:	Shane Crawford Executive Manager Corporate, Community & Business Services
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6.3 DEVONPORT FOOD AND WINE FESTIVAL 2017 REVIEW

File: 33204 D500331

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 Food and Wine Festival 2017.

BACKGROUND

The Devonport Food and Wine Festival (DFWF) is an annual event that celebrates the food and beverage of Devonport and the North West. In 2017 the month-long event was held in October, a move from its previous home in March. The decision to move the date of the festival was primarily made due to the saturation of events in March. The Festival is governed by the DFWF committee, comprising industry and community representation, and chaired by Ald Laycock.

In 2017, its 6th year running, the festival program consisted of over 40 individual events, some appearing multiple times. The festival is a combination of events coordinated by Council, most of which are centred around a high-profile Ambassador, and events coordinated and delivered by external venues.

Since 2011 the festival has attracted high-profile chefs as Ambassadors with the 2017 Ambassador being, Chef Ian Curley. Ian Curley is a high-profile Melbourne chef who is well known in the Melbourne dining scene and oversees restaurants in The European Group including The European and City Wine Shop, and a number of his own restaurants including French Saloon, recently included in Australia's top 100 restaurants by the Australian Financial Review.

A highlight of the program in 2017 was the inclusion of the official Australian Masters Games Opening Ceremony, a large, outdoor food and wine event that showcased food vendors, producers and food tourism offerings to over 6,000 games competitors and community members.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

This year's festival saw over 40 individual events at 20 different venues across the region throughout the month of October. The events were varied, with a mix of high-end and low or no cost events and experiences.

The change of date of the festival was well received with the addition of over 5,000 Australian Masters Games competitors to the region during the final week of the festival enhancing the festival vibe and providing an additional audience for events in this week. This influx of visitors unfortunately did not translate into ticket sales for the festival as was predicted. The region ended up with a saturation of events in this week. Subsequently ticket sales were low and some events in the week were cancelled.

Council coordinated a number of key events throughout the festival with varied success.

Street Soup Kitchen, a 'pay it forward' style event that promoted social inclusion and raised money for local charities was conducted every week day during the festival in the Edward Street car park.

The *Australian Masters Games Opening Ceremony*, an alfresco food festival show casing local food and beverage vendors, producers and food tourism offerings. Entertainment was provided on two stages and a key component of the event was the athletes march and oath and the opening of the games by the Premier of Tasmania. The event attracted an estimated 6,000 people.

Street Eats @ Southern Rooke, an alfresco street food festival including food and beverage vendors and acoustic style entertainment. The event was held in Southern Rooke street with vendors lining the streets and some seating provided. Even with minimal social media promotion the event attracted over 2,500 people, more than was anticipated. Feedback from the event has been overwhelmingly positive with vendors and patrons calling for a repeat of this event each month during summer. The weather played a big part in the success, however it also shows the appetite for this casual, family friendly, low-cost style of event that activates spaces within the CBD.

The *Ambassador Charity Dinner*, held at Hill Street Grocer. A five-course dinner cooked by Ambassador Ian Curley and paired with matched wines by Ghost Rock Vineyard. The event attracted over 70 patrons with profits raised from tickets sales and a live auction going to local charities, Grans Van and School Breakfast Clubs.



Marketing of the festival involved media partnerships with both Fairfax and Sea FM/7AD. Both outlets showed good support of the festival with a mixture of paid advertising and editorial support.

Fairfax featured a double page spread on the festival which included the festival guide and editorial on key events. Also featured was a full page in the Masters Games Magazine, four premium advertising spaces and significant editorial support via stories and social pages gallery.

Both SeaFM and The Advocate conducted a competition to win tickets to an interactive dinner with The Ambassador Chef Ian Curley at Ghost Rock. The competition utilised the Ambassador to provide increased promotion of the festival but unfortunately was not as successful as hoped.

Social media is the most important marketing tool for the festival, fitting the key audience demographic, attracting interaction with attendees and stimulating conversation about the festival and specific events. Both Food and Wine Festival social media platforms, experienced significant growth in audience and reach during the event with reach up 325% for October and engagement up 614% compared to the previous 28-day period.

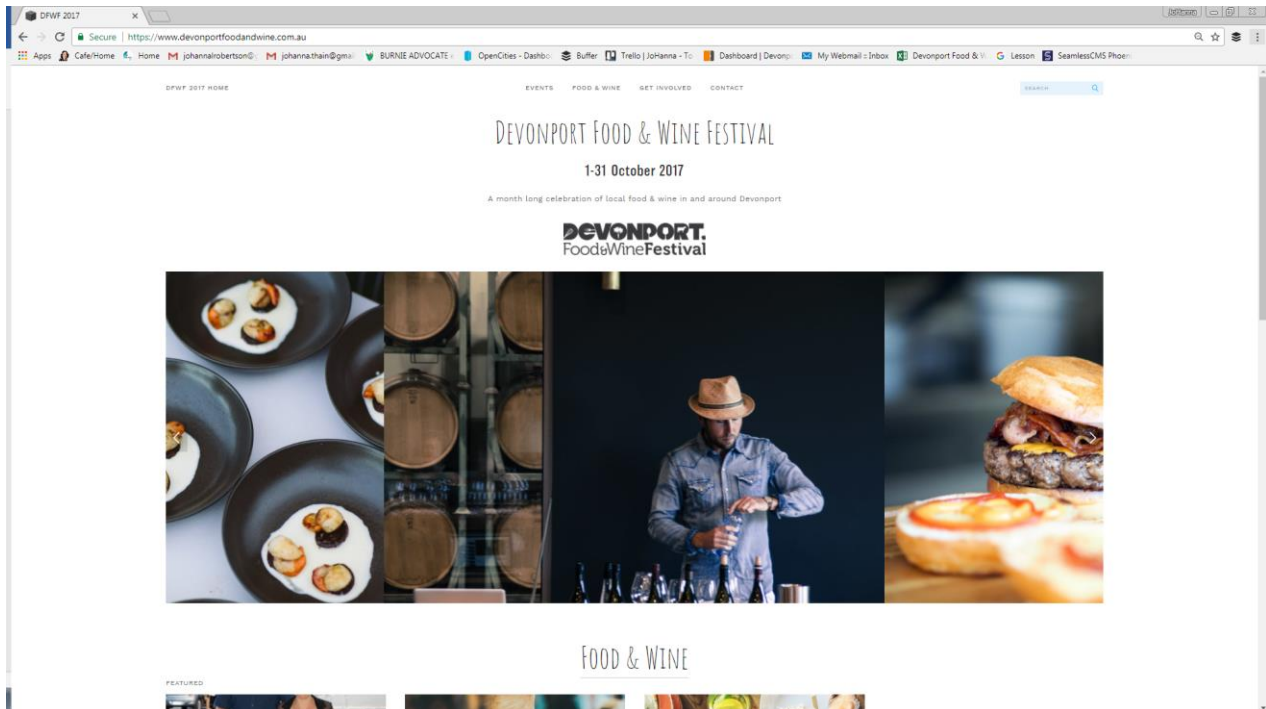
Report to Governance, Finance & Community Service Committee meeting on 20 November 2017

A survey of festival attendees reiterates this theory with 75% of respondents indicating they heard about the festival via social media.

The 2017 program was a change to the previous year's detail heavy booklet. The thinking behind the change was that the booklet was an advertising tool that provided an overview of events with readers encouraged to visit the website or contact the venue for more information. The booklet, being a cheaper design, meant more copies could be printed and more booklets distributed to venues and suitable outlets across the region.

2017 saw a new festival website, styled on similar food and wine festival events from across the country. The website is heavy on visual images, tapping into the 'foodie' appetite that currently exists and linking in with festival social media feeds. The website experienced over 6,000 page views in October.

A subsequent newsletter sign-up action added to the site attracted over 70 sign-ups with very little promotion. This provides a good base for communicating about future events and with further promotion this list will grow significantly.



Feedback from venues and patrons was mostly positive with 100% of patrons indicating they would attend a future festival. In regard to types of events that patrons like to attend, 50% of patrons suggested special events and dinners are their preference with 25% indicating free and low-cost family events and behind the scenes tours as the type of events they prefer.

Interestingly, no respondents indicated their preference for access to an Ambassador via dinners and demonstrations. This combined with the financial cost of attracting an Ambassador, means this role will be up for discussion when planning for the 2018 event.

Venue feedback overwhelmingly showed that venues would like to see more support from the festival with the marketing and promotion of the festival and the individual events. A number of patrons also cited more advertising, especially of free events, as a suggestion for future improvements to the festival.

Feedback around considering the length of the festival was also received. Sustaining momentum in promotion of the festival over a full month is a challenge and promotion may be more successful if concentrated over a 10-14-day festival period.

The 2017 festival attracted two key sponsors, Festival Partner Hill Street Grocer and Supporting Partner Spirit of Tasmania. Both partners went over and above with their involvement in the festival and show potential for building on the partnerships for future festivals.

2018 Festival Planning

Initial figures from the event suggest approximately 4,000 patrons attended the 2017 festival, not including the 6,000 patrons that attended the Masters Games Opening Ceremony. This equates to an approximate cost per patron of \$7.60. Whilst relatively low, in order for the festival to grow there are key areas for improvement to consider:

- Return on investment on festival spend - is the balance right or should more investment be spent on promotion/marketing and less on delivering events such as the Ambassador Dinner?
- The role of the Ambassador should be reviewed, does the significant investment provide adequate benefit to the community and the festival?
- In order to attract more patrons, what should the festivals role be in coordinating and promoting events.
- Grow existing partnerships to maximise promotional opportunities for future festivals.

It is anticipated that the committee will explore the answers to these questions and formulate a renewed festival structure for the 2018 event. Furthermore, consideration needs to be given to the opening of Providore Place and the effect that this will have on the festival.

COMMUNITY ENGAGEMENT

Council have worked collaboratively with the Industry, hospitality sector, tourism sector, service clubs, food vendors and the community in relation to the format and program of Devonport Food and Wine Festival.

The format and program of events was implemented through consultation and endorsement from the DFWF committee.

Council will continue to seek community and industry feedback for DFWF 2018.

FINANCIAL IMPLICATIONS

The operational budget for the 2017 DFWF was \$36,300 excluding any Council staffing costs. The overall net cost for the Festival was \$31,115.

Income was \$8,307 lower than expected due to changes in the format of the Council run events meaning capacity for income generation from ticket sales was reduced. Some of this subsequent reduced cost for staging Council run events was utilised for additional promotion of the event. Sponsorship did not meet the budgeted amount.

The majority of the expenditure fell into three main categories, Ambassador costs (\$15,014), marketing and promotion costs (\$17,541) and event staging costs (\$15,324).

RISK IMPLICATIONS

- Financial - There is a financial risk to Council that the net cost of the event is directly related to the Ambassador fees, which due to the popularity of mainstream cooking shows, has increased the costs to secure well known chefs.
- Consultation and/or Communication - There is a reputational risk associated with the delivery of the festival. At present the brand strength of the festival could be improved and if not, the festival may lose support from the hospitality community. The increase in quality of food and wine venues within Tasmania may mean that the festival loses its significance with similar events happening all year round in Devonport.

CONCLUSION

The Devonport Food and Wine Festival is a key component of Devonport City Council's events calendar. However, due to the changing climate in Devonport, with new food and wine offerings open and running similar events year-round, the festival may lose its popularity without a strengthened brand presence. The DFWF Committee should be encouraged to undertake a full detailed review prior to planning any event for 2018 and beyond.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that the report relating to the Devonport Food and Wine Festival 2017 be received and note that the Food and Wine Committee will now review the future event structure.

Author: Position:	JoHanna Robertson Marketing and Events Officer	Endorsed By: Position:	Shane Crawford Executive Manager Corporate, Community & Business Services
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7.0 INFORMATION REPORTS

7.1 GOVERNANCE & FINANCE REPORT

File: 29468 D499749

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

STATUTORY REQUIREMENTS

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

DISCUSSION

1. GOVERNANCE AND LEGAL

1.1. Common Seal Register

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

REG/340	Draft Amendment AM2017.02 - 2-12 Murray Street, East Devonport	5/09/2017
REG/341	Easement Removal Deed - 15-19 King Street, Devonport	6/09/2017
REG/342	Sealed final Plan of Survey and Schedule of Easements - PA2017.0001 - 98 North Street	6/09/2017

Report to Governance, Finance & Community Service Committee meeting on 20 November 2017

REG/343	Final Plan of Survey and Schedule of Easements - PA2016.0119 - 303 & 317 Melrose Road	6/09/2017
REG/344	Application to expunge easements or profits a prendre - LIVING CITY	13/09/2017
REG/345	Burdening easement - LIVING CITY	13/09/2017
REG/346	Lease Agreement - DCC & Scouts Australia Tasmania Branch -	28/09/2017
REG/347	Lease Agreement - Devonport City Council & Devonport Basketball Council	29/09/2017
REG/348	Collection Agency Agreement - Tasmanian Building and Construction Industry Training Board	3/10/2017
REG/349	Notification of Agreement under the Land Use Planning Land Approvals Act 1993 (Section 71)	5/10/2017
REG/350	Plan of Survey - Lucas Estate (Tas) Pty Ltd - F/R 172559-100 - Part of Lot 278,500	5/10/2017
REG/351	Blank Instrument Form - Volume 172769 Folio 1, Steele Street Devonport	16/10/2017
REG/352	Sealed Final Plan of Survey and Schedule of Easements - PA2016.0053 - 5-8 & 10-13 Collins Way, Tugrah	25/10/2017
REG/353	Final Plan of Survey and Schedule of Easements - PA2016.0168	30/10/2017

1.2. Property Management update

Expressions of Interest for the provision of real estate sales and marketing advice have been considered and Michael Burr Real Estate appointed for a 12 month period to assist in the sale of Council land recently identified as being surplus to needs.

The land at 24-26 Triton Road, East Devonport has been placed on the market following Council's decision to dispose of the land at its August Council meeting.

1.3. Aldermen's Attendance

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

No. of Meetings	Council	Planning Authority		Governance & Finance		Infrastructure & Works		Workshops
	7	6		2		2		7
Attendance		Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Ald S L Martin	7	6	0	2	0	0	2	7
Ald D C Emmerton	5	3	0	1	0	0	0	3
Ald G F Goodwin	6	4	0	2	0	2	0	7
Ald A J Jarman	7	0	4	1	0	2	0	7
Ald L M Laycock	7	0	2	0	1	1	0	7
Ald J F Matthews	6	5	0	0	2	1	0	7
Ald T M Milne	7	4	0	2	0	0	2	6
Ald L M Perry	7	6	0	0	2	2	0	7
Ald A L Rockliff	7	0	4	1	0	2	0	7

2. ORGANISATIONAL PERFORMANCE**2.1 2016/17 Year End**

The 2016/17 Financial Statements along with commentary on the financial performance for the year were included in the Annual Report released to the public in September. The Annual Report was formally adopted by Council at the Annual General Meeting held Monday 30 October.

The year end audit was completed on 20 September and the Auditor-General issued the audit opinion on the same day. The management letter received following the end of the audit did not highlight any new matters or recommendations. Two matters

remain current from the interim audit and Council staff are addressing these items. The matters have been disclosed in detail in previous reports.

2.2 Local Government Data Collection

The Director of Local Government requires all Tasmanian Councils (under section 338 of the *Local Government Act 1993*) to provide an annual data return. The latest data collection for the financial year ended 30/6/2017 has been submitted.

The data collected is extensive and covers several areas of Council's operations including:

- Financial data;
- Land use and planning information;
- Road, bridge and culverts operational and capital data; and
- Miscellaneous data including key statistics.

The data collected will be used by the Local Government Division (LGD), The Australian Bureau of Statistics (ABS) for the compilation of Annual Local Government Financial Statistics, by the State Grants Commission (SGC) as a component tool in their assessment of grant allocations, and by the Tasmanian Planning Commission (TPC).

2.3 Roads to Recovery Grant Reporting

The Roads to Recovery program is an initiative of the Australian Government and regulated by the Department of Infrastructure and Regional Development.

Grant funding is provided to local governments across Australia for the maintenance and/or construction of roads as part of the Australian Government Infrastructure Investment Program. Council's obligations on receipt of Roads to Recovery grants is to meet the funding conditions including the provision of expenditure reports regarding project information. Councils are also required to provide an audited annual report at the end of each financial year. The financial report for the 2016/17 financial year was submitted prior to the due date on 31 October 2017.

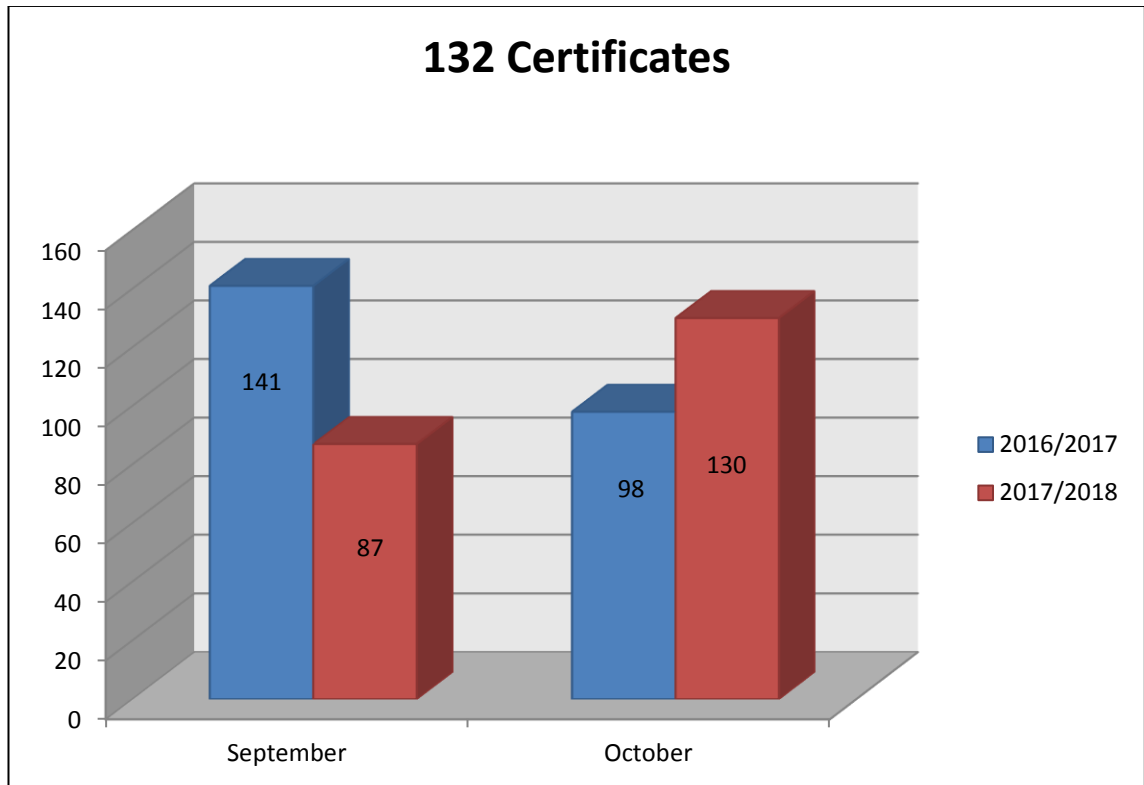
2.4 Purchase Cards

Following the adoption of the Purchasing Policy in November 2016, Council has been reviewing payments with the aim to improve efficiency. The use of purchase cards for transactions under \$1,000 is to be trialled by two employees from the outdoor workforce. The trial will run for three months with the results to be reviewed before the scheme is rolled out to other employees. The use of purchase cards is also being considered as a replacement for petty cash held at Council facilities.

2.1. Finance

2.1.1. S132 Certificates

During the months of September and October, the Finance Team issued 217 Section 132 certificates under the *Local Government Act, 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



2.1.2. Rate Statistics

Percentage of Rates Paid*

	2017/2018	2016/2017	2015/2016
September	43.94%	43.23%	46.19%
October	56.07%	55.00%	54.04%

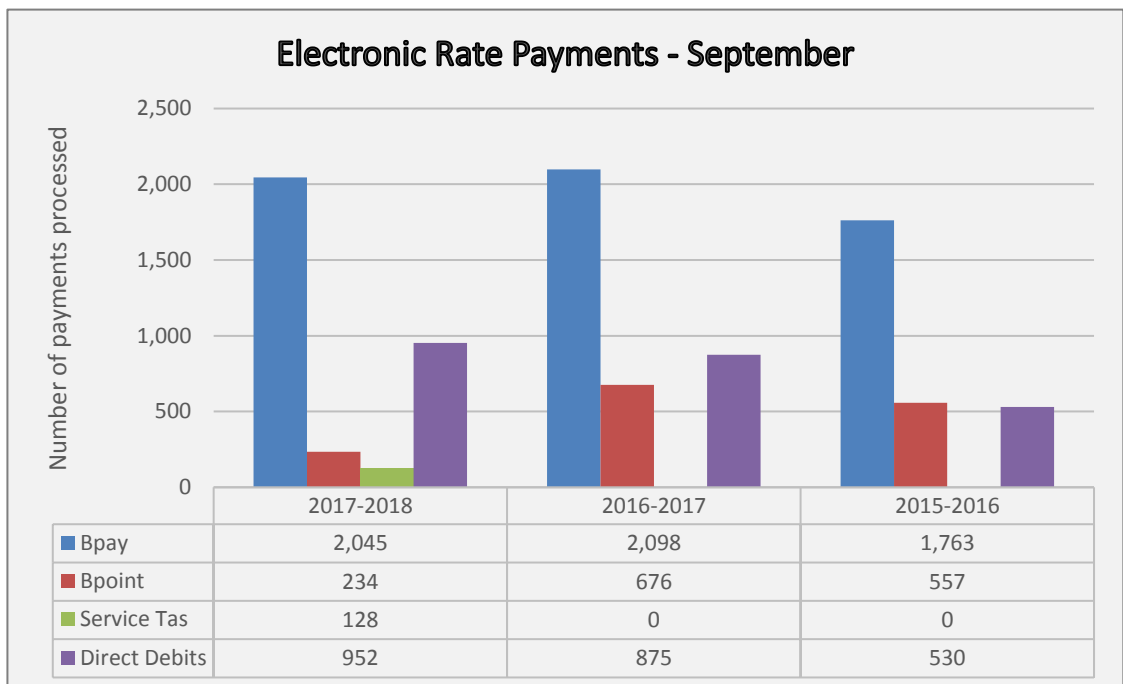
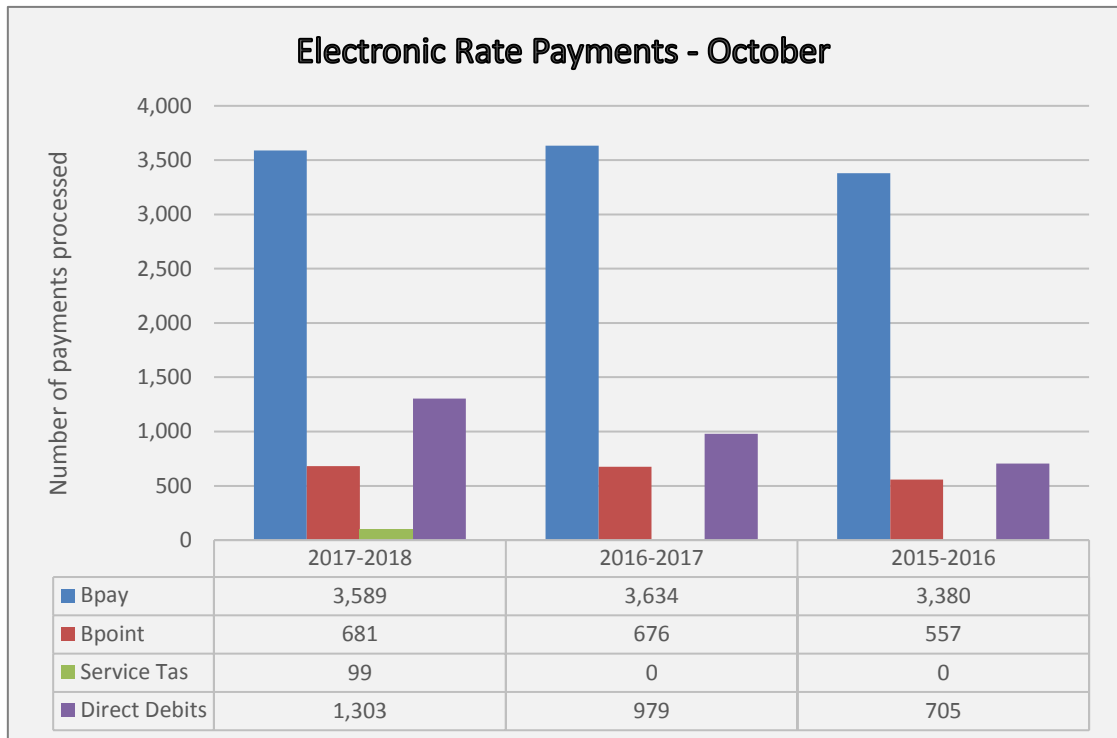
* Please note the above statistics include rates paid in advance.

Number of Properties Paid in Full

	2017/2018*		2016/2017*		2015/2016	
	Number	Percentage	Number	Percentage	Number	Percentage
September	2,668	21.47%	2,551	20.68%	3,154	25.94%
October	2,841	22.86%	2,676	21.69%	3,298	27.13%

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

2.1.3. Number of Electronic Rate Payments Processed



3. CORPORATE SERVICES

3.1. Human Resources

3.1.1. Recruitment

Staff Appointments September 2017 to October 2017

Position	Name	Department	Work Location
Project Support Officer (Temporary fixed term 12 months)	Mark McIver	Infrastructure Works and Development	Fenton Way

Staff Departures September 2017 to October 2017

Position	Name	Department	Work Location	Date Effective
Casual Attendant	Robert Rodman	Corporate, Community & Business Services	EDRC	13/9/2017
Casual Attendant	Rochelle Goodyer	Corporate, Community & Business Services	Visitor Information Centre	31/10/2017

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	0	\$3,700.00
30/6/2017*	7 claims	1	\$21,550.92
30/6/2016*	20 claims	1	\$140,420.55
30/6/2015	12 claims	0	\$201,329.20
30/6/2014	8 claims	0	\$ 20,368.14
30/6/2013 *	13 claims	1	\$326,062.99

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

No new claims lodged in September and October 2017.

1 Recurrence of a previously compensable condition opened in October 2017.

3.1.3. Work Experience

Date	Work Experience Program	Student	Location of placement
18/9/2017 to 31/10/17	TASTAFE	Stephanie Nichols	Events (Corporate, Community & Business Services)
18/9/2017 to 31/10/2017	TASTAFE	Declan Howell	Events (Corporate, Community & Business Services)
19/10/2017 to 23/11/2017	UTAS	Julian Duyst	Human Resources, Governance and Customer Services

Beacon Foundation -High Impact Program (HIP) - Polish

Human Resources Coordinator attended Devonport High School on Tuesday 5 September 2017 to participate in a work readiness program named 'Polish' attended by 18, year 9 students. The program is being delivered across local high schools and is designed to leave participants feeling more motivated and inspired to achieve positive outcomes when they transition into the world of work, further education or training. Focus areas included, first impressions, interview techniques, goal setting, networking and communication skills and working effectively within a team.

3.1.4. Staff Training

Issued Date	Training Description	No. of employees	Department	Location
7/9/2017	Provide Basic Emergency Life Support	3	Infrastructure Works and Development	Lawrence Drive
7/9/2017	Provide Cardiopulmonary Resuscitation	3	Infrastructure Works and Development	Lawrence Drive
22/9/2017	Certificate IV in Government (Statutory Compliance)	2	Infrastructure Works and Devonport	Fenton Way
22/9/2017	Preparing Documents for Decision Makers	6	Infrastructure Works and Development and Corporate, Community & Business Services	Fenton way
5/10/2017	Working at heights	6	Infrastructure Works and Devonport	Lawrence Drive
31/10/2017	Harassment, Bullying and Discrimination Training	86	Various	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 and activities relating to RUOK? Day and Footy Colours Day, Beyond Blue, Quit4October, Mental Health Week, National Ride2Work Day, Skin Cancer Awareness and prevention.

3.1.6. Industrial Relations

The proposed Devonport City Council Enterprise Agreement 2017 was voted for by staff on 9 October 2017, Council had 125 employees vote – 112 employees voted YES, 10 voted NO and 3 invalid votes. This therefore means the document has been accepted by employees and the appropriate documentation has been prepared and lodged with the Fair Work Commission awaiting approval of the document.

3.2. Parking**3.2.1. Parking Statistics**

Income – Car Parks (Total)	16/17	17/18
September	\$77,603.65	\$62,520.35
October	\$59,886.52	\$86,720.16

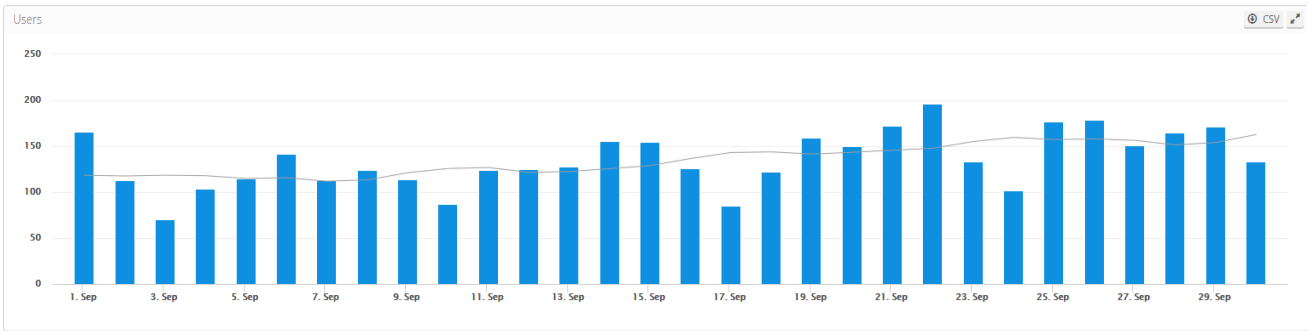
Income from Meters	16/17	17/18
September	\$67,885.90	\$30,598.31
October	\$59,886.52	\$51,353.92

Infringements Issued	16/17	17/18
September	1224	1570
October	1658	1449

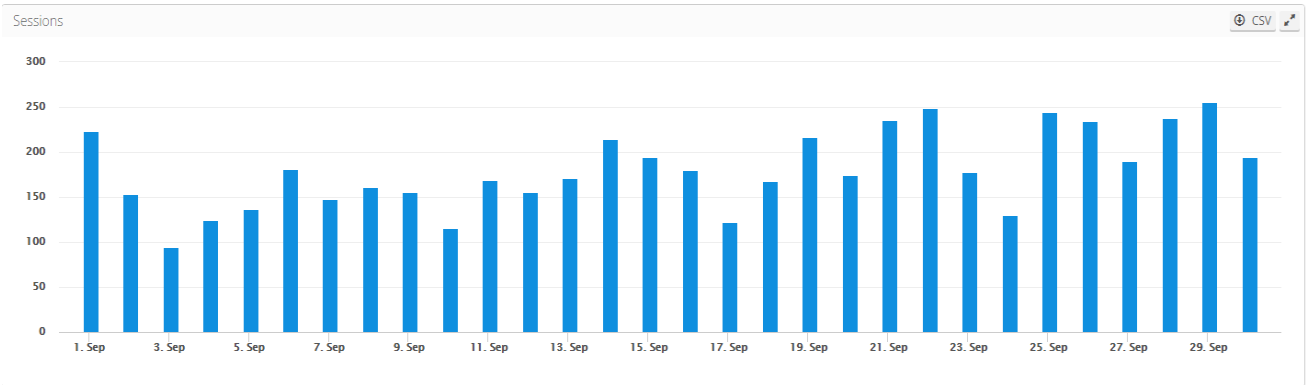
3.3. Information Technology

3.3.1. Wi-Fi Statistics

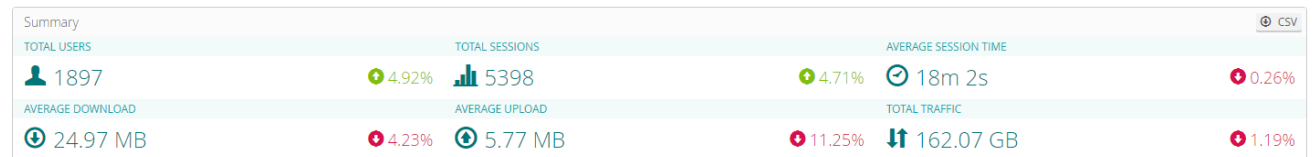
Users – September



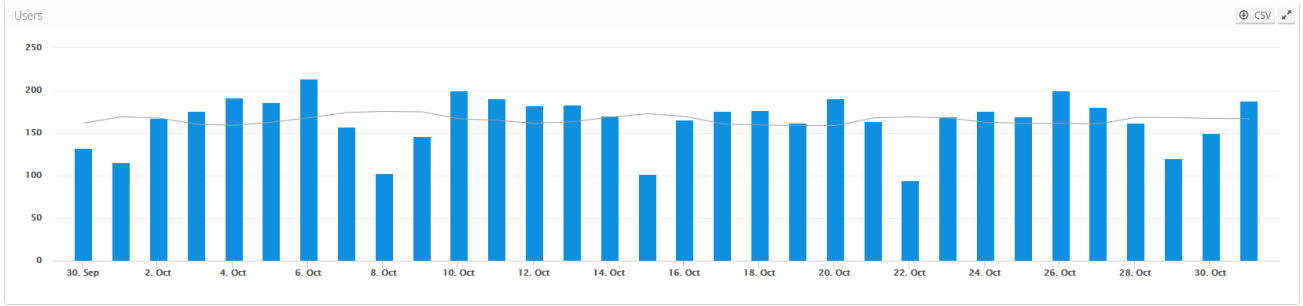
Sessions – September



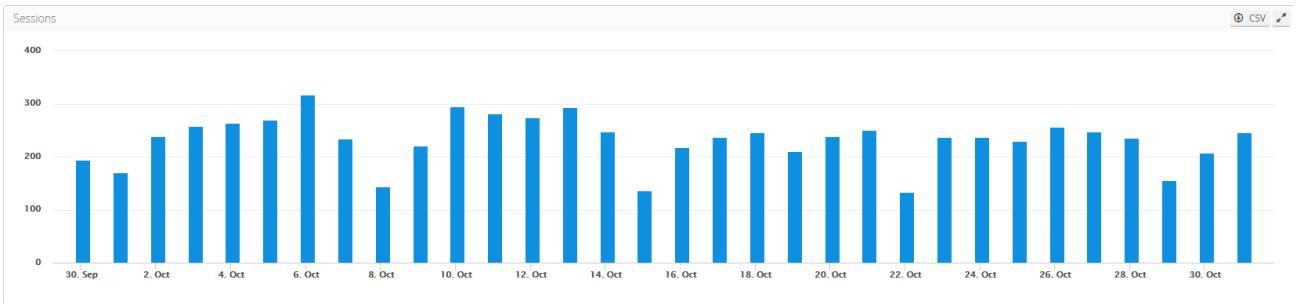
Summary – September



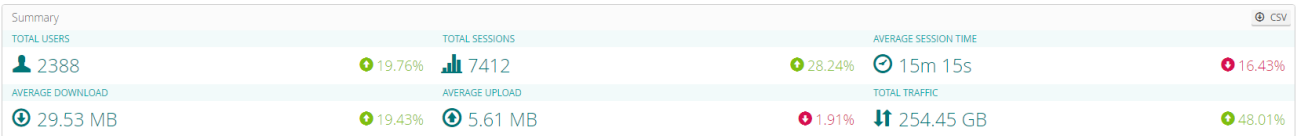
Users – October



Sessions – October



Summary – October

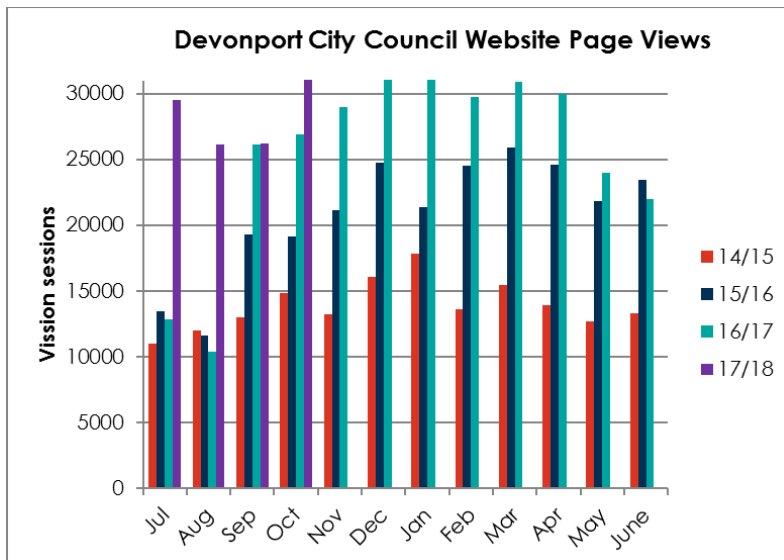


4 CORPORATE COMMUNICATION – SEPTEMBER TO OCTOBER 2017

4.1 Devonport City Council Website

Visitation to Council's website for the months of September and October increased slightly compared to this time last year, with an increase of only .03% in September (26,204 visits) and just over 18% in October (31,807 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	September 2017	October 2017
Total Visitor sessions	11,754	14,830
Total page views	26,204	31,807
Average daily sessions	392	478
Average session duration (minutes)	1:42	1:29
Average page views per visit	2.23	2.14
Device Category		
• Desktop	52%	53%
• Mobile Phone	40%	37%
• Tablet	8%	10%
Top 10 Pages	<ol style="list-style-type: none"> 1. Home Page 2. How to Contact Us 3. News/Media – Temporary Closure Victoria Parade Boat Ramp 4. Mersey Vale Cemetery Search 5. Events – Activities – Devonport Food & Wine Festival 6. Contact Us 7. Careers/Employment Opportunities 8. Waste Transfer Station 9. Events/Activities 10. Employment Careers 	<ol style="list-style-type: none"> 1. Home Page 2. Events/Activities – Devonport Food & Wine Festival 3. How to Contact Us 4. Contact Us 5. Events/Activities 6. Play/Events/What's On 7. Events/Activities – Australian Masters Games Opening Ceremony 8. Waste Transfer Station 9. Mersey Vale Cemetery Search 10. Careers/Employment Opportunities

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:

- Pioneer Park Community Survey – 14 September to 6 October 2017
- Highfield Park Community Survey – 14 September to 6 October 2017
- Road Safety Bike Park Community Satisfaction Survey – 18 September to 27 September 2017

4.3 Social Media

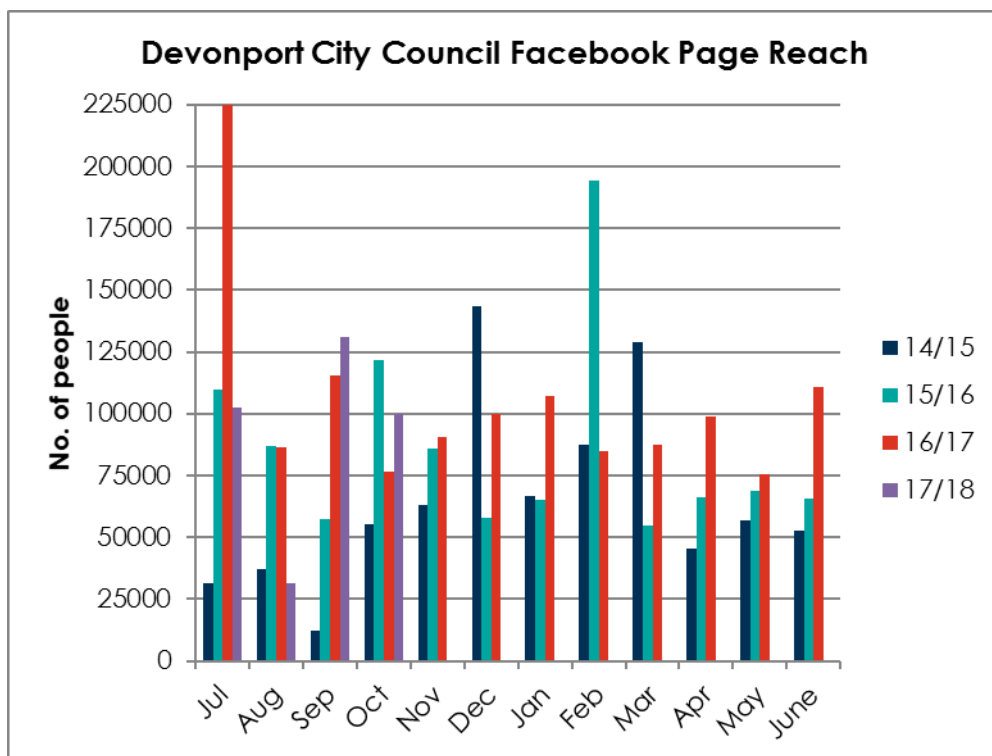
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

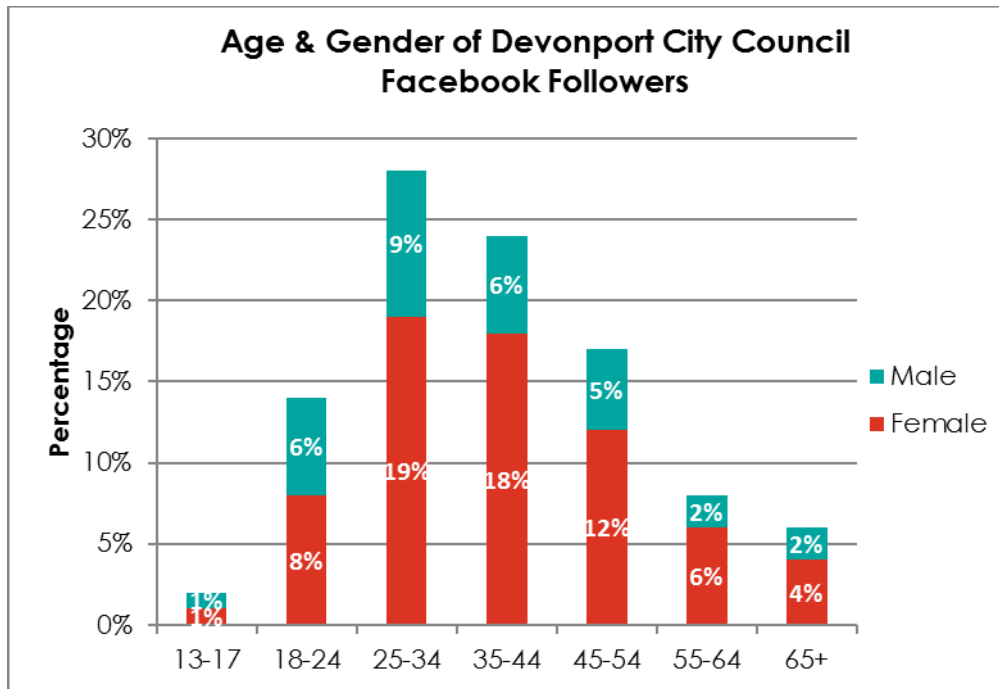
Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 525 followers as at 31 October 2017. It is actively used to 'break' news to the media.

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	September 2017	October 2017
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	5,973 TY (4,734 LY) +21.1%	6,040 TY (5,000 LY) +20.8%
Facebook Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	131,134 TY (115,312 LY) +13.7%	99,770 TY (76,641 LY) +30.2%
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.	10,778 TY (11,299 LY) -4.0%	10,743 TY (4,334 LY) +147.9%





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

September 2017	October 2017
1. RSPCA Microchipping Day – 18/09/17 – 58.3K	1. Soup Street Kitchen – 02/10/17 – 9K
2. Breastscreen Bus – 11/09/17 – 9.6K	2. LIVING CITY 3 year update – 30/10/17 – 5.4K
3. Street Soup Kitchen – 29/09/17 – 8.7K	3. RSPCA Microchipping reminder – 09/10/17 – 5.4K
4. School Holiday Program – 28/09/17 – 4.8K	4. Waterfront Precinct announcement – 04/10/17 – 5.2K
5. Pioneer Park & Highfield Park Survey – 15/09/17 – 4.7K	5. Calling all cricket lovers – 10/10/17 – 5.2K
6. Spirit of Devonport Ferry – 20/09/17 – 3.5K	6. Masters Games Opening Ceremony – 21/10/17 – 5.1K
7. Kerbside Recycling Assessments – 21/09/17 – 3.1K	7. Devonport Road renewal works – 19/10/17 – 4.4K
8. Don River Walking Track – 04/09/17 – 2.7K	8. Masters Games Opening Ceremony – 17/10/17 – 3.8K
9. Temporary Road Closure – 15/09/17 – 2.4K	9. Best Street Car Park temporary closure – 18/10/17 – 3.7K
10. 2017 Readers Cup – 08/09/17 – 2.4K	10. Found calf – 26/10/17 – 3.6K

4.4 Publications & Media

During the month of September 2017, Council published:

- Five (5) media releases, alerts and invitations:
 - Focus your creative lens
 - Community feedback sought on local parks
 - Living Lightly Expo
 - Parking Review
 - Soup Street Kitchen

During the month of October 2017, Council published:

- Twelve (12) media releases, alerts and invitations:
 - Waterfront precinct announcement
 - Soup Street Kitchen
 - Australia Day Awards nominations open
 - Devonport Food & Wine Festival school holiday activities
 - Christmas Parade registrations
 - Tasmanian Masters Games
 - LIVING CITY comes on stream
 - Australian Masters Games Opening Ceremony road closures
 - Australian Masters Games Opening Ceremony
 - Queen's Baton Relay batonbearers
 - Ben Milbourne lends a hand at Soup Street Kitchen
 - East Devonport Fitness Equipment survey

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

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

RISK IMPLICATIONS

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

CONCLUSION

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

ATTACHMENTS

Nil

RECOMMENDATION

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

Author: Position:	Shane Crawford Executive Manager Corporate, Community & Business Services	Endorsed By: Position:	Paul West General Manager
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7.2 COMMUNITY SERVICES REPORT - NOVEMBER 2017

File: 29530 D499751

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 September – 31 October.

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.

September 2017	Customers through the Door	Number of Program Participants
Devonport Regional Gallery	2,332	247
East Devonport Recreation Centre	2,580	1,825
Devonport Recreation Centre	13,050	8,930
Visitor Information Centre	2,701	192 Bookings

Bass Strait Maritime Centre	592	26
Julie Burgess	0	0
Devonport Entertainment & Convention Centre	3,086	186
TOTAL	24,341	11,406
TOTAL Sept 16/17	17,861	4,931

October 2017	Customers through the Door	Number of Program Participants
Devonport Regional Gallery	2,663	155
East Devonport Recreation Centre	3,152	2,213
Devonport Recreation Centre	10,154	4,599
Visitor Information Centre	3,668	250 bookings
Bass Strait Maritime Centre	924	0
Julie Burgess	0	0
Devonport Entertainment & Convention Centre	1,789	291
TOTAL	22,350	7,508
TOTAL Oct 16/17	15,169	4,495

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	\$7,000 P/A

1.3 Seasonal Program and Publication

The delivery of Spring season program commenced in September. 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. The summer seasonal program is currently under development.

1.4 Seniors Week

Seniors week kicked off with the launching of Aging Stronger Active Longer 8-week program run at the Devonport and East Devonport Recreation Centres. The program consists of 30 minutes light exercise for all abilities, shared snacks and 30-minute information session from a local service provider. This program is proving to be very popular with 20 participants at Devonport and 12 at East Devonport. The participants have conveyed a strong interest in the program being run on a regular basis.

1.5 Festival of Learning

The Learning Communities Working Group have delivered the 2nd Festival of Learning, throughout the month of September. The theme for the Festival was Sustain, Innovate, Create, Inspire. The Festival experienced significant growth rates both in number of events and participation rates.

1.6 Food Connection

UTAS have secured funding to develop a framework for "*Building a Food Systems Literate Tasmania*". Council participated in a framework development, delivered by UTAS in late September 2017.

Additionally UTAS referred UNSW Researcher to Council, to participate in a Food Systems research project.

1.7 Suicide Prevention Trial

Devonport was recently named as a Pilot site for a National Suicide Prevention Trial, with PHN Tasmania the agency delivering the pilot at the chosen Tasmanian sites. A preliminary meeting has occurred with PHN Tasmania.

1.8 Soup Street Kitchen

Soup Street Kitchen was held as part of the Devonport Food and Wine Festival. Council ran a pop up soup kitchen for 17 working days of October with 17 partner organisations and countless volunteers. The program used over 300kg of vegetables which produced 480 Litres of soup. Council's partners in the program were Grans Van, Heavens Kitchen, Reece High School, Don College, Drysdale TAS TAFE, East Devonport Child and Family Centre, Salvation Army, Second Bite, Cement Australia, D-Signs, Munnew Day Care, Cultivate Group, Glenorchy Football Club, Dannebrog, TAS Police and Montrose Bay High School.

Soup Street Kitchen provided healthy and nutritious meals made and donated by some of the project partners with local produce provided by Second bite. The project allowed Council to work with existing partners and build new partnerships for the greater good of the community.

1.9 International Volunteers Day

Council will celebrate International Volunteers Day on, Wednesday 6th December. Breakfast will be cooked for Volunteers within the Devonport Community by Council's Management Team and Aldermen and celebrate the contributions of Devonport Volunteers in 2017.

1.10 Harmony Day

A working group has been formed and is currently planning for Harmony Day, 21 March 2018. The community event will be held at Pioneer Park East Devonport from 5-7.30pm.

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

Productions staged at the DECC were as follows:

Commercial Hire

- Doug Parkinson Honours Jo Cocker- Ben Maiorana Entertainment
- Sydney Comedy Festival Showcase – Century Entertainment
- Isla Grant in Concert – Grand International Concerts
- Coal Miner's Daughter – Mario Miaolo - (2 Performances)

Community Hire

- City of Devonport Eisteddfod

DECC Entrepreneurial Program

- Bakersfield Mist – Tasmanian Theatre Company
- Captain Active – Sporting Advantage
- Papillon – Highwire Events & Entertainment
- Russell Morris & Chris Wilson – Sinclair Artists

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	4	5	1460
Community Hire	16	10	2500
DECC Entrepreneurial Program	4	4	469
Totals	24	19	4429

2.1.2 Meetings and Functions

A total of 3 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	3	105

Due to the upcoming renovations to the venue, staff will no longer be taking function bookings for the DECC. All enquiries regarding the new function centre are currently being documented. Staff will respond to enquires when further details are available.

2.1.3 DECC Ticketing

A summary is provided for all performances and events sold through the DECC Box Office in September/October.

Events	Number of Tickets Sold
DECC Performances & Events	3,072
Totals	3,072

2.1.4 Technician Update

During September & October the DECC was hired for 24 days. The Devonport Eisteddfod was a busy period with technical assistance required throughout the entire three weeks of hire.

In addition, technical staff have provided assistance to multiple Council events, including "Street Eats". Technical staff have also supported the Devonport Regional Gallery in setting up their latest exhibition.

Staff have begun reorganising equipment for the upcoming renovations. Staff have also been involved disassembling the courthouse side of the complex and organising distribution of equipment to other Council departments.

2.1.5 Coming Events

- Don College All Stars
- TSO Brass on Tour
- A Very Kransky Christmas
- Stardust Dance studio
- Lions Club of the city of Devonport – Magic Show
- Caroline Small's School of Dance
- KC Studio of Dance

2.2 Devonport Regional Gallery (DRG)

2.2.1 Exhibitions

Troy Ruffles: Between Fire and Flood, 2017 Solo Commission

Opened: Friday 1 September

Closed: Sunday 22 October

Opening attendance: 68

Total attendance: 3,705

RACT Insurance Tasmanian Portraiture Prize

Opened: Friday 27 October

Closed: Sunday 3 December

Opening attendance: 72

Angela Casey: The Black Suite When This You See

Opened: Friday 27 October

Closed: Sunday 3 December

Opening attendance: 72

Troy Ruffles: Solo Commission Between Fire and Flood

The Devonport Regional Gallery 2017 Solo Commission was awarded to North West artist Troy Ruffles.

Working with photo-media Troy produced a body of work for this commission that references the recent extreme weather events experienced here on the North-West Coast.



RACT Insurance Tasmanian Portraiture Prize

The RACT Insurance Tasmanian Portraiture Prize celebrates its 10th Anniversary this year. Open to artists aged 30 and under working in any media including printmaking, photography, painting, video, drawing and mixed media. The 2017 judges were Angus Trumble, Director of the National Portrait Gallery, Australia, Betty Nolan, Founder & Owner of the Nolan Art Gallery and School and Caleb Clifford, 2016 RACT Insurance Tasmanian Portraiture Prize Award Recipient.

Hobart artist Laura Gillam was awarded the major prize of a \$5,000 cash for her work titled 'Worm as Chameleon'.

Angela Casey: The Black Suite When This You See

This new body of work by emerging artist Angela Casey was inspired by the quote 'When This You See, Think of Me'. In this exhibition, bright coloured flowers are set against, and within, a still, black space.

2.2.2 Committee Update

The Droogs

The Droogs have completed a new street art project with the assistance of Hobart-based artist Megan Walch. A suitable wall was located behind the Mall in Rooke Lane and the Droogs were able to execute their design, which features a representation of the Robinson Photographic Studio.

Friends of the Gallery

The newly elected Friends Committee members have been actively assisting with the indoor markets in partnership with the Droogs. The next market is scheduled for Friday, 24 November.

Devonport Regional Gallery Advisory Board

The Advisory Board has held its first initial meeting, and will meet again in mid-November.

2.2.3 Education & Public Programs**Education Programs & Public Programs – September & October**

Date	Program	Attendance
5 September	Art Spark with guest facilitator Anne Morrison	10
5 September	Life Drawing, six-week course facilitated by June Wilson	11
12 September	Art Spark with Jessie Pangas	11
12 September	Life Drawing, six-week course facilitated by June Wilson	13
15 September	Little Aesthetics: Devonport Primary School, Grade 3/4	18
18 September	Books + Art	7
19 September	Art Spark with Jessie Pangas	10
19 September	Life Drawing, six-week course facilitated by June Wilson	13
20 September	1, 2, 3 Create with Ashleigh Butler	9
21 September	OutThere – a Permanent Collection outreach program at Orana Day Centre, facilitated by Ellie Ray and Dianne Sheehan	16
22-24 September	Droogs Street Art Project, installation with mentor Megan Walch	11
26 September	Art Spark with Jessie Pangas	5
26 September	Life Drawing, six-week course facilitated by June Wilson	13
28 September	Twilight Tour with Troy Ruffels	36
29 September	Little Aesthetics: Our Lady of Lourdes, Prep (a)	29
29 September	Little Aesthetics: Our Lady of Lourdes, Prep (b)	28
3 October	Little Aesthetics: Children's University students from East Devonport Primary School	21
3 October	Life Drawing, six-week course facilitated by June Wilson	12
4 October	Sticks and Stones, school holiday program facilitated by Jessie Pangas	10
6 October	Little Aesthetics: Mission Australia Vacation Care	20
10 October	Life Drawing, six-week course facilitated by June Wilson	12
11 October	1, 2, 3 Create facilitated by Ashleigh Butler	16
16 October	Books + Art	4
17 October	Art Spark with Jessie Pangas	13
18 October	Mindfulness & Art: workshop presented as part of Seniors Week, facilitated by Andrea Martin (Haven Yoga and Meditation) and Anne Morrison	18

20 October	Floor talk: St Brendan Shaw College, Year 11 & 12	7
24 October	Art Spark with Jessie Pangas	10
31 October	Art Spark with Jessie Pangas	12

2.3 Bass Strait Maritime Centre

2.3.1 Recent Activities

- September and October saw an increase in activity with the commencement of coach tours, school holidays and the Masters Games. Group bookings during the period included 6 breakfast tours, 2 cruise ship bus tours, 1 coach group, 1 school, 2 community groups and 1 event which was a renewal of wedding vows held in the park followed by afternoon tea in the café.
- New temporary displays were installed in September. The Deal Island exhibition has proven very popular with Trautie and David Reynolds' journals of their time as caretakers on the island a highlight. The letter from Michael Wood to his parents in 1854 detailing his journey from England to the coalfields up the Mersey was also put on display in the history room.
- BSMC Coordinator attended the Australian Maritime Museums Council (AMMC) meeting in Sydney 13-14 September. Key agenda items included finalisation of the "Submerged" travelling exhibition arrangements, preparation for Annual General Meeting and regional workshop planning. Council will host a regional workshop 18-19 October 2018 and it is envisaged that it will be expanded to include activities for the wider community. The Australian National Maritime Museum has indicated its support with one of their vessels to visit Devonport. A brainstorm session for themes and speakers was held on 18 October at the Devonport Maritime and Heritage Special Interest Group.
- 27 September, 25 people attended "Why Knot Join Us?" featuring demonstrations on knot tying, information about the use of knots in the maritime industry and rope making. Volunteers also ran some extra knot tying demonstration sessions during the school holidays.
- The Centre has acquired a surplus lectern from the Gallery. Made by Ed King in a maritime theme from recycled objects, it is a beautiful addition that fits well in its new surrounds and prompts a number of comments and questions from visitors.
- BSMC Coordinator travelled to Hobart recently to meet with members of the Maritime Museum of Tasmania. While in Hobart BSMC Coordinator attended a Museums and Gallery Tasmania workshop "Making Museums Work: Visitor Services" hosted by the Port Arthur World Heritage Site. While Port Arthur is certainly on a much larger and grander scale to those museums represented at the workshop, the range of subjects covered by the speakers provided ideas that could be considered and adapted to smaller entities.
- Two volunteers have visited accommodation places and attractions in Devonport and surrounds to top up advertising for both the Centre and

Home Hill. Volunteers intend to repeat the exercise bi-monthly during the summer season.

2.3.2 Julie Burgess

- Extra work on the hull of the Julie Burgess was scheduled to occur in October however as the shipwright was unavailable, the vessel is now expected to go up on the slip mid November. Bookings for the month of November have been cancelled or rescheduled.
- Preparations for annual survey have been completed.
- General maintenance and work on the rigging has been completed. Master of the Vessel has estimated the work completed by volunteers, particularly that on the rigging has a monetary value of approximately \$40,000.
- With the vessel unable to take advantage of sailings during the Masters Games, volunteers operated an Open for Inspection roster during the week. Visitors could receive a tour of the vessel and also see first-hand the maintenance work being undertaken.

2.3.3 Collection Management

- Work with the Past Perfect database and digitising of photos continues.
- Reconfiguration of the staff/volunteer work area to maximise space and store items more efficiently has been completed. Volunteers are very happy with the result.
- Surplus goods and chattels amassed in the Annex have been disposed of and the Annex is now in reasonable order.
- Fabric has been purchased and prepared by volunteers for the making of cushions and supports for display of collection items. The work done and the resource to hand is a great saving in costs for the Centre.
- Staff and volunteers have continued their work on the Finlayson Foundry exhibition which will open end November. David Finlayson has been assisting volunteers with their research and providing valuable information for collection records.

3 RECREATION AND SPORTS DEVELOPMENT

3.1 Sporting Events in September & October 2017

2017 Basketball Tasmania State Under 12 Championships

- Dates: 2-3 September
- Devonport Recreation Centre
- Number of competitors and officials: 420
- Event Overview – Intrastate
- Duration: 2 days

2017 Cycling Australia Junior Road National Championships 1-3 September

The future stars of Australian cycling produced some exciting racing at the 2017 Cycling Australia Junior Road National Championships in Tasmania.

Cycling Australia and Cycling Tasmania acknowledge the generous support of Devonport Council.

3.1.1 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
Peaks Challenge Cradle Mountain (Cycling)	5 November	Devonport to Cradle Mountain 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 + Criterium and Road Race – Victoria Parade

3.1.2 2017 Australian Masters Games

The 16th edition of the Australian Masters Games was held on the North-West Coast of Tasmania from Saturday 21 through to Saturday 28 October. Over 5,000 athletes from across Australia converged onto the North West for the biggest sporting event that the North-West Coast of Tasmania has seen.

Devonport hosted 16 sports during the week of the Australian Masters Games. Participants ventured from all Australian states and territories with 17 other countries represented at the Games.

A big highlight for the Devonport region was having two baseball diamonds built at Maidstone Park for the duration of the games. Each and every sport club within Devonport created a fantastic atmosphere with their sporting facilities.

3.1.3 Splash – September 2017

Centres Attendances including YTD Comparison

Year to date comparison					
Attendees	Jul-17	Aug-17	Sep-17	Sep-16	YTD
Casual Entry	3,735	3,147	4,264	3,879	11,146
Fitness Members	7,927	8,396	10,232	6,897	26,555
Learn to Swim	3,432	3,440	4,360	4,810	11,232
Lane Hire	915	1,225	1,100	950	3240
Bookings	521	547	441	665	1509
Total	16,530	16,755	20,397	17,201	53,682

*Please note Splash reporting is a month behind

3.1.4 Recreation Centres

Bookings for facilities at Devonport Recreation Centre (DRC) for September and October are listed in the table below:

Bookings - Devonport Recreation Centre	September 2017	October 2017
Judo Room	12	14
Meeting Room	6	12
Sauna	43	26

Squash	39	38
Stadium	97	67
Table Tennis Building	54	58
Youth Centre	89	79
Total	340	274

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

Bookings – East Devonport Recreation & Function Centre	September 2017	October 2017
Community Room	30	39
Stadium	39	33
Total	69	72

Special events held at the DRC for September and October are listed in the table below:

Special Events - Devonport Recreation Centre	Date
Basketball Tasmania Under 12 State Championships	2-3/9/2017
Krav Maga Training Expo (self-defence)	2/9/2017
Indoor Archery	9/16/23/9/2017
Basketball Tasmania Advance Training Sessions	23/9/2017
PFD Food Expo	4/10/2017
School Holiday Program – DCC	4,10& 11/10/17
BTAS School Holiday Clinics	9&10/10/2017
Senior Citizens Indoor Bowls	11/10/2017
Taekwondo Grading	15/10/2017
Ageing Stronger, Active Longer Seniors Program	17,24&31/10/17
Australian Masters Games	21-28/10/2017
Total	11

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

Special Events – East Devonport Recreation & Function Centre	Date
Camembert in the Kitchen	14-15/9/2017
School Holiday Program DCC	9/10/2017
Seniors Week Activities	19 & 26/10/17
East Devonport Children's Week Activities	27/10/2017
Questacom Event	28/10/2017
Stamp and Fair Club Event	29/10/2017
Total	6

3.1.5 Sports Grounds

There were in total 46 sports ground/reserve bookings for September and October which are listed in the table below:

Ground/Reserve	September 2017	October 2017
Reserves – Vietnam Vets Memorial	2	
Reserves – Bluff	3	3
Reserves – Roundhouse Park		3

Reserves - Don		1
Reserves - Lighthouse		1
Reserves – Kelcey Tier	1	2
Reserves – Cenotaph		
Reserves – Pioneer Park		
Byard Park	2	4
Devonport Oval	1	3
Don Rec Ground	1	1
Girdlestone Park	2	3
Maidstone Park	2	4
Meercroft Park & Eugene	4	2
Valley Road Soccer Centre		1
Total	18	28

3.2 Health & Wellbeing Programs – Recreation Officer

3.2.1 School Holidays Program

Term 3 School Holidays Program

Term 3 School holiday program has been held. Activities included a visit to the Splash Aquatic Centre; children participated in an Aqua Zumba class plus a free swim session. Cricket Tasmania arranged an indoor clinic at the DRC, Little Athletics arranged a session at East Devonport with activities such as long jump, discus, shot put and running races, and the Devonport Strikers Soccer Club held an indoor soccer clinic at the EDRC.

Average 17 children attended the School Holiday Program per day over the 4 days of activities.

3.2.2 Partnership with TAFE

Council's Sport & Recreation Department has entered into a partnership with TAFE. Students studying fitness will run the Ageing Stronger, Active Longer Seniors Program under the supervision of their teacher and Council's Recreation Staff. Students will gain practical experience and an opportunity to interact with senior members of our community. The feedback from participants has been very positive.

3.2.3 Seniors Week Program -Ageing Stronger, Active Longer

A new health and wellbeing program developed by Community Service staff, launched during Seniors Week. The program consists of 2 sessions per week and runs for 8 weeks, ending early December.

One session per week at the DRC (Tuesdays) and one at the EDRFC (Thursdays). The session includes a 25-minute gentle exercise session which contains a mix of movements (Tai Chi, Yoga, Stretching) along with controlled breathing and relaxation techniques.

Participation numbers and feedback have been fantastic to date; the table below provides participation at each session.

Ageing Stronger, Active Longer	Devonport Recreation Centre	East Devonport Recreation & Function Centre
Week 1	13	10
Week 2	18	13

4 LIVING CITY

4.1.1 Convention Centre

AV and Kitchen requirements are being finalised, as the structural framework for the Convention Centre is being installed. A sense of the size and aspect of the Convention Centre can now be realised.

4.1.2 Art Gallery Relocation

The new Devonport Regional Gallery will be housed alongside the Devonport Entertainment and Convention Centre, in the old Courthouse building within LIVING CITY Stage 1.

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

5 TOURISM, MARKETING AND EVENTS

5.1.1 TOURISM

Visitor Information Centre

The Devonport Visitor Information Centre experienced a busy October, as the accommodation hotline for the Australian Masters Games. The Centre were successful in providing accommodation options for all who enquired, and competently dealt with any issues that arose.

Tourism Development Strategy

Following the successful delivery of the Devonport Destination Action Plan (DAP), the DAP Leadership team presented this to the local Tourism group on 19 September. The presentation was well received with many positive comments. There was an overall feeling of optimism and positivity towards the DAP due to its strong actions and links to community, business and local and state government.

Cradle Country Marketing Group (CCMG)

The Cradle Country Marketing Group have revised the tourism brochure after conducting research and looking at consumer wants and needs. The group changed the brochure from a DL sized directory to a large A2 foldout map and guide. The new guide and map has received praise from local tourism groups and support from the Cradle Coast Authority. The guide imagery aligns with imagery used for airport promotion at Launceston and Hobart Airport through static and LED billboards. Distribution of the new guide begins in November, with all approved Visitor Information Centres' in Tasmania due to receive copies and Tourism Brochure Exchange coordinating distribution at Devonport, Launceston and Hobart Airport along with on board the Spirit and at Port Melbourne.

6 MARKETING

The Marketing and Events team have implemented a Social Media Management tool to assist with social media content creation across the business. A social media policy and training are under development for eventual rollout out across the business.

Retail workshops have attracted on average 12 attendees to each session with robust discussion and some excellent ideas recorded. This feedback will influence a Retail Strategy.

A commitment of \$10,000 to assist the DCCI in implementing its program of Christmas Window displays that depict the 12 days of Christmas narrative has been agreed as part of Council's Retail promotion budget.

7 EVENTS

7.1.1 Australian Masters Games Opening Ceremony

The Australian Masters Games Opening Ceremony was a great success attracting an estimated 6,000 patrons, both athletes and community members. Feedback has been positive with the 30+ vendors reporting good sales and anecdotal feedback from patrons praising the running of the event.

Many community members lined the parade route to watch the athletes march, led by local school students, with the games officially opened by the Premier of Tasmania, Will Hodgman MP.

7.1.2 External Events

As the warm weather approaches, external event applications are increasing. September and October saw the following events happen in and around Devonport: Australian Junior National Criterium Championship, Living Lightly expo, Light the Night Walk, AMG Devonport Duathlon, AMG Mountain Bike Race, Pink walk for Breast Cancer.

The Marketing and Events Team have been liaising with the Devonport Motor Show and Taste the Harvest committees to review and refresh the Heads of Agreement.

7.1.3 DFWF

Over 40 events occurred as part of the 2017 Devonport Food and Wine Festival over the month of October, creating a festival vibe in Devonport. The Australian Masters Games brought an additional audience to the festival and the Opening Ceremony was a key event as part of the Festival, showcasing the regions food and beverage offerings. Media partnerships with SeaFM/7AD and The Advocate ensured good coverage of the event and initial feedback is positive with many patrons experiencing something new.

Highlights of the event included the signature event, the 2017 Ambassador Charity dinner with Chef Ian Curley, where over 70 attendees were treated to an entertaining evening of 5 courses of fine food and beverages. Funds raised will be distributed between Devonport food based charities Grans Van and School Breakfast Clubs, via Devonport Chaplaincy.

The Street Eats @ Southern Rooke event was a great success with an estimated 2,500 patrons experiencing a street food festival in Southern Rooke Street complete with seating and entertainment. Council has been overwhelmed with positive feedback and requests for future events of a similar style events. This feedback shows that free/low-cost events appeal to the general population and are in demand.

Festival sponsor Hill Street Grocer and supporting partner Spirit of Tasmania both went above and beyond their partnership arrangements and contributed greatly to the success of the festival.

7.1.4 New Year's Eve

Work begins on confirming key activities and food and beverage offerings for the SKYFIRE New Year's Eve event. Once again Sea FM will sponsor the fireworks by the way of a sponsorship arrangement granting them naming rights to the event among other benefits. Strong support from food and beverage vendors has been received already and the event is shaping up to feature an increased quality of food and beverage offerings. The event will have a neon theme and plans are underway for a silent disco, glow zones and a glow graffiti message

wall which will replace lantern decorating. Once again the event will be a free entry event and will feature a separate wet area for alcohol consumption and show rides and jumping castles for children.

7.1.5 Christmas Parade

Float applications are beginning to be sent in and promotion of the parade is underway.

Council once again issued a call out to local schools, for their interest in decorating panels displayed at the base of the Christmas Tree in the Mall. Schools are currently decorating the panels ready for collection in November.

This year's Christmas parade will coincide with Burnie's Christmas Parade. The Christmas parade had been pushed back a week, due to the Show Public Holiday falling on the first Friday in December. Burnie's Christmas parade last year was held on a Saturday, but this year has been moved to the Friday night.

7.1.6 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 was issued in October and will travel from the Bluff to the Rooke Street Mall via St Brendan Shaw College, Nixon Street Primary School and Devonport High School. Plans are underway for a community celebration in the Rooke Street Mall to coincide with the end of the relay.

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 D499755

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:

- Devonport Food & Wine Festival Working Group
 - 6 September 2017
 - It was agreed that the DFWF launch was a success, highlight being the venue and the food provided.
 - Announced that the Festival guides were available for distribution.
 - 20 September 2017
 - Announced that the tickets for the Ambassador dinner were available for purchase.

- The Committee began discussing ideas for the DFWF 2018.
- Devonport Regional Gallery Advisory Board
 - The Committee welcomed new members
 - The Committee began reviewing the Gallery's Strategic Plan.
 - The Committee discussed the relocation of the Gallery.
- East Devonport Special Interest Group
 - The Committee discussed upcoming East Devonport events
 - The Committee participated in a workshop on the fitness equipment project.
- Active City
 - Committee Members workshopped what could be improved within Devonport in relation to Sport & Recreation
 - The Committee were updated on Financial Assistance Round 1 Outcomes.
- Devonport Maritime & Heritage Special Interest Group
 - The Committee brain stormed possible Conference themes, topics, value add/program options & possible partners for the Australian Maritime & Heritage Conference.
- Liveable City
 - The Committee conveyed and welcomed all members
 - The Committee workshopped what it meant to be a Liveable City

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. 2017.09.06 Unconfirmed Minutes of the Devonport Food and Wine Festival Special Interest Group
- [↓](#)2. 2017.09.20 Unconfirmed Minutes of the Devonport Food and Wine Festival Special Interest Group
- [↓](#)3. 2017.9.20 Unconfirmed Minutes and Action List from the Devonport Regional Gallery Advisory Board

- [4.](#) 2017.10.17 Minutes and Action List of the East Devonport Special Interest Group
- [5.](#) 2017.09.27 Active City Minutes
- [6.](#) 2017.10.18 DMHSIG - Minutes
- [7.](#) 2017.09.11 Liveable City Minutes

RECOMMENDATION

That it be recommended to Council that the minutes of the Devonport Food and Wine Festival, Devonport Regional Gallery, East Devonport, Active City, Devonport Maritime & Heritage & Liveable City 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 DEVONPORT FOOD & WINE SPECIAL INTEREST GROUP.
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 6 SEPTEMBER 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
Danielle O'Brien
Justin Rattray

PRESENT

Ald Laycock, Tim Cox, Debbie Grice, Alicia Peardon, Sylvia Sayers, JoHanna Robertson, Danielle O'Brien (departed 2.58pm) and Justin Rattray.

1.0 APOLOGIES

Ald Goodwin, Dane Layton.

NOT PRESENT

Debbie Grice, 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 9 August 2017 be received and noted.

Moved: T Cox / J Robertson

CARRIED

The Committee recommends that the previous minutes of the meeting held 23 August 2017 be received and noted.

Moved: S Sayers / J Rattray

CARRIED

4.0 GENERAL BUSINESS**4.1 Ambassador Update**

- Ian bringing two chefs with him. Now scheduled to fly domestically on Saturday night.
- Ian has sent a menu to Hill Street's design team.
- Ian has recorded a video for the Advocate regarding the competition dinner.
- Competition to run mid Sept to mid Oct, winner to be announced the week prior.

Action:

- Tim to advise Council, preferred day for Ian's visit.
- Ask Ian to bring cookbooks to sell at appropriate events.

4.2 Events

Hill Street Charity Dinner

- Hill Street to auction off Hill Street related prizes.
- TasTafe kitchen available for the preparation of the Hill Street dinner. Black TasTafe crockery to be used at the event.
- Next year's guide, aim to be reviewed by Special Interest Group prior to printing.

Action:

- Logistics of transferring the crockery to be finalized.
- Devonport Tickets to be used, once table settings are advised.
- Suitable staff member to be front of house for Hill Street dinner.
- Council to notify Charities, of the dinner.

4.3 Marketing

- Festival Guides available
- Awaiting print schedule from Advocate.
- Digital marketing campaign being developed. Search word and GEO marketing targeting.
- Website to contain blog updates.
- TV advertising, as festival mentions "wine" it cannot be shown prior to 8pm.

Action:

- Maree to distribute guides over the next week.
- To schedule media releases and social media posts.
- 7ad to contact Council regarding content for their website.
- Write to Tetsuya Wakuda to invite him to visit Devonport Food and Wine 2017
- Add a Chef "Hall of Fame" on the website.

4.4 Sponsorship

- Hill Street confirmed, and asking about long-term relationship.
- Conversations with TT-Line ongoing.

Action:

- Jo continuing discussions with TT-Line, will endeavor to lead them into next year's festival.
- Explore Providore Place Sponsorship opportunities for next year's festival.

4.5 Review of Launch

- Better than last year.
- Great time.
- Good venue, the indoor location suited the event.
- Great food provided.

4.6 General Business

Events Calendar. Ald Laycock has had a conversation with Tereasa – Cradle Coast Authority regarding; Cradle Coast Authority wishing to develop their events calendar.

Action:

- Sylvia gave permission for Council to use 7ad website listed events.

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 2018 Event

- Next year look to increase school participation, possibly food art parade, dress up as a vegie etc.
- Focus on participation, possibly give a recipe bag to each child that participates.
- High school is also a missing link – look at how we can incorporate a schools cooking challenge
- Can we try and involve Ben Milbourne in the Festival again – possibly in conjunction with reviewing the role of the Ambassador.

Action:

- Invite a teacher/principle to be a part of the committee to get an inside view on what would work rather than telling the schools what we can offer.

5.0 ITEMS FOR THE NEXT AGENDA

- 2018 Ambassador
- 2018 Sponsors
- Cooking within schools

NEXT MEETING TO BE HELD WEDNESDAY, 20 SEPTEMBER 2017 COMMENCING AT 2PM IN THE COUNCIL CHAMBERS

MEETING CLOSED 3.25PM

**MINUTES OF THE DEVONPORT FOOD & WINE SPECIAL INTEREST GROUP.
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 20 SEPTEMBER 2017, COMMENCING AT 2.00PM**

DISTRIBUTION LISTCommittee Members

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

Council Officers

JoHanna Robertson
Danielle O'Brien
Justin Rattray

PRESENT

Ald Laycock, Tim Cox (Arrived 2.10pm), JoHanna Robertson, and Danielle O'Brien.

1.0 APOLOGIES

Ald Goodwin, Debbie Grice, Alicia Peardon, Sylvia Sayers, Justin Rattray.

NOT PRESENT**2.0 DECLARATION OF INTEREST**

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Committee recommends that the previous minutes of the meeting held 6 September 2017 be received and noted.

Moved: J Robertson/T Cox

CARRIED

4.0 GENERAL BUSINESS**4.1 Resignation****Action:**

- Ald Laycock to contact Dane Layton regarding resignation.

4.2 Ambassador Update**Action:**

- Email committee, the link to Devonport tickets.

4.3 Events

Street Eats developing, events team in discussions with operations.

4.4 Marketing

- Festival Guides available
- Social Media Posts and Website blogs to be scheduled

4.5 Sponsorship

- Hill Street confirmed, and asking about a long-term relationship.
- Conversations with TT-Line ongoing regarding 2017 festival.

Action:

- Jo continuing discussions with TT-Line, will endeavor to lead them into next year's festival

- Exploring Providore Place Sponsorship opportunities for next year's festival.

4.6 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

4.7 2018 Event

- Look to increase school participation, possibly food art parade, dress up as a vegie etc.
- Focus on participation, possibly give a recipe bag to each child that participates.
- High school is also a missing link – look at how we can incorporate a schools cooking challenge.
- Guide aim to review by Special Interest Group prior to printing.
- Look into involving Ben Milbourne in the Festival again – possibly in conjunction with reviewing the role of the Ambassador.

4.8 Future Meetings

Run a poll prior to wrap up meeting, to choose a meeting time/date that suits the majority of the Special Interest Group.

5.0 ITEMS FOR THE NEXT AGENDA

- Wrap up and evaluation of 2017 Festival
- 2018 Ambassador
- 2018 Sponsors
- 2018 Special Interest Group Membership/members
- Cooking within schools

NEXT MEETING TO BE ADVISED

MEETING CLOSED 2.24PM

**MINUTES AND ACTION NOTES FOR A MEETING OF THE
DEVONPORT REGIONAL GALLERY ADVISORY BOARD
MEETING HELD WEDNESDAY, 20 SEPTEMBER 2017 5.35PM**

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

Council Officers
 Geoff Dobson
 Ellie Ray
 Danielle O'Brien

PRESENT

Ald Jarman, Ald Milne, Lisa Garland, Linda Johnston, Alister McCrae, Alexandra Morse, Marilyn Raw, Geoff Dobson (Acting Chair), Ellie Ray, and Danielle O'Brien

1.0 APOLOGIES

Vivienne Breheney, Josephine Kelly, Carol Wish-Wilson

NOT PRESENT

Lee Dixon

2.0 DECLARATION OF INTEREST

NIL

3.0 ACTION LIST

Board provided with the details of the previous Special Interest Group's completed actions. An Action list will be developed and maintained for the Advisory Board.

4.0 INFORMATION SHARING

Director's Report: Attached

Moved: E Ray/A Jarman

CARRIED

- G Dobson noted that the Gallery is resourced to an FTE of 3.2. The programs and activities achieved by the staff is commendable.

5.0 GENERAL BUSINESS**5.1 Convening of Advisory Board**

- Introductions.
- Advisory Board provided with a copy of the Terms of Reference.
- Advisory Board to provide advice to Council on strategy, policy and recommendations on acquisitions.
- Advisory Board to communicate if they are unable to attend meetings. Members will be removed from group should they miss 3 meetings without communication.
- Motions put forward will be noted in the minutes and included in bi-monthly Section 23 agenda.

Action:

- Terms of Reference, last point in 'Function', amend spelling.
- Record copies of the Aldermen's Working with vulnerable people cards.

5.2 Declaration of Interest

Advisory Board provided with Devonport City Council's Conflict of Interest Guidelines, and form.

Action:

Copies of the guidelines and form will be available upon request.

5.3 Election of Chair

- Previously informed, Josephine Kelly willing to be nominated.
- Suggestion; future Terms of References to mention a term period for Chair.

Motion:

The Advisory Board nominate Josephine Kelly as the Chair of the Devonport Regional Gallery Advisory Board, to be reviewed in 12 months, and consider a revolving chair as a method of developing governance skills base.

Moved: L Johnston/T Milne

CARRIED

5.4 Strategic Plan

A draft copy of the Strategic Plan provided to the Advisory Board.

Action:

- Board to be provided with a copy of the most recent Gallery Development plans, for Rooke Street development.
- Board to be provided with an updated Strategic Plan prior to the next meeting.

5.5 Devonport Regional Gallery Relocation

- Tender awarded to Fairbrother PTY LTD.
- Awaiting building permits, expected to commence work by mid-October.

Action:

Media release to be issued regarding the commencement of new Gallery construction, with photo opportunity.

5.6 Devonport Regional Gallery Storage Facility**Action:**

Future tour of the storage facility to be planned for the Board.

5.7 Friends of the Gallery

Board members are encouraged to become Friends of the Gallery.

Motion:

The Board extends an invitation to the Friends of the Devonport Regional Gallery President, Karen Mathew, to be included as an Ex-officio member of the Devonport Regional Gallery Advisory Board, and to provide a report on the activities of the Friends of the Gallery.

Moved: G Dobson/A Jarman

CARRIED

5.8 Screen

Where possible a screen is provided for discussion regarding documents or images.

6.0 AGENDA ITEMS FOR NEXT MEETING

Strategic Plan review, and endorsement.

**NEXT MEETING TO BE HELD WEDNESDAY, 15 NOVEMBER 2017 COMMENCING AT 5.30PM IN THE
DEVONPORT REGIONAL GALLERY**

MEETING CLOSED 6.46PM

Unconfirmed

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST
MEETING HELD 20 SEPTEMBER 2017**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
20 SEPTEMBER 2017	Friends of the Gallery	ER	In progress	Recommendation: Invite Friends of the Devonport Regional Gallery President, Karen Mathew, to join the Devonport Regional Gallery Advisory Board as an ex-officio member, to provide a report on the activities of Friends of the Gallery.	
	Gallery Storage Facility	ER	In progress	Future tour of the storage facility to be planned for the Board.	
	Gallery Relocation	DO'B/ GD	In progress	Board to be provided with a copy of the most recent Gallery plans. Media release to be issued regarding the commencement of new Gallery construction.	NOV
	Strategic Plan	DO'B/All	In progress	Send out a copy of the draft Strategic Plan prior to the next meeting. Board to review and endorse.	NOV
	Terms of Reference	DO'B	In progress	<ul style="list-style-type: none"> • Last point in 'Function', amend spelling. • Record copies of the Aldermen's Working with vulnerable people cards. 	NOV

**MINUTES AND ACTION NOTES FOR A MEETING OF THE
EAST DEVONPORT SPECIAL INTEREST GROUP
MEETING HELD TUESDAY, 17 OCTOBER 2017 3.37PM**

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
Brooke de Jong
Charmane Hardy

Council Officers

Danielle O'Brien

PRESENT

Ald Rockliff (Chair), Ald Jarman, Tracey Carter, Jenny Mountney, Scott Newman, Frances Wilson, Brooke de Jong, Danielle O'Brien

1.0 APOLOGIES

Maureen Clarke, Neil Newman, Charmane Hardy

NOT PRESENT

2.0 DECLARATION OF INTEREST

NIL

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Group noted and confirmed the previous minutes of the meeting held 29 August 2017.

4.0 ACTION LIST

Reviewed, please see attached Action List for updates.

5.0 INFORMATION SHARING

6.0 GENERAL BUSINESS

6.1 Upcoming East Devonport Events

Date	Event
27 October 2017	Children's Week - East Devonport Recreation and Function Centre Sponsored by Playgroup TAS and Devonport City Council
7 November 2017	East Devonport Community House beginning 10 th Year celebration (private event), planning for open day in new year
18 November 2017	East Devonport Parish Fair – St Andrews Church
2 December 2017	Blue Apple Gallery Christmas Markets
9 December 2017	Christmas in the East – Pioneer Park

6.2 Eastern Shore Group

Approximately \$5M was spent in East Devonport, based on recommendations from the Devonport Eastern Shore Project Urban Design Framework (Connell Wagner), September 2004.

Action:

Provide group with a copy of report based on the project.

6.3 Advertising East Devonport Events

Scott has a large Social Media following.

Action:

Group to provide Scott with details of any events they wish for him to advertise.

6.4 Fitness Equipment Workshop

The group confidentially workshopped the fitness equipment project.

Action:

Results of further community engagement to be presented at the next meeting.

7.0 AGENDA ITEMS FOR NEXT MEETING

- Fitness Equipment

8.0 NEXT MEETING TO BE HELD TUESDAY, 28 NOVEMBER 2017 COMMENCING AT 3.30PM AT THE EAST DEVONPORT CHILD AND FAMILY CENTRE

MEETING CLOSED 5.00PM

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST
MEETING HELD 17 OCTOBER 2017**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
17 OCTOBER 2017	East Devonport Shopping Sign			Location: -41.183090, 146.412264 Can it be removed?	
	East Devonport Beautification			Provide group with East Devonport Beautification report.	
30 MAY 2017	Exercise Equipment		On-Going	Council has secured an infrastructure grant to progress the project. Group workshopped the project 18 October 2017	
	Transport Services		On-Going	Consultation completed awaiting transport network report and recommendations from Tas Gov. Some new routes in Est Devonport have begun.	
21 FEBRUARY 2017	East Devonport Community Plan Transport Service: Signage from TT Line to Ferry	BdJ	Completed	New signage has been installed.	
	East Devonport Community Plan Beautification: Universal Access to the beach		In progress	A grant proposal recently submitted on behalf of Rotary Club of Devonport South East. Toilet block was constructed in 1960. It will be the next toilet block to be renovated/rebuilt to be brought up to standard with disability bays etc. Renovation is due to occur after Payne Ave which is in the 2017/2018 budget. Action: o JM to discuss project with Rotary South East to gauge interest.	
	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. Equipment Hire has been approved. Cultural entertainment being sought. Charmane has formed 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: 1. Transport Service: • Easy access to Spirit of Devonport from TT Line, 2. Beautification: • Mary Street Wetlands, • State Department owned verge's, • Pioneer Park Cemetery (long term project), • Pioneer Park Master Plan Review 3. 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 2017	Pioneer Park	All / PK	In progress	Email received 11 May 2016, on behalf of Mersey Apex, Ald Goodwin granted permission to relocate the memorial plaque.	Nov

**MINUTES OF THE ACTIVE CITY SPECIAL COMMITTEE
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 27 September 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
Shellie Wakefield

Council Officers

Shane Crawford
Fabio Pizzirani
Nikita Hillier

PRESENT**1.0 APOLOGIES**

Ted Van Overmeeren, David DeCani & Nick Haywood

It was noted that Shane Yates has resigned from the committee.

2.0 DECLARATION OF INTEREST

Nothing to declare.

3.0 GENERAL BUSINESS**3.1 Committee Members Ideas – Sport & Recreation in Devonport**

Following on from the brainstorming at last month's meeting the Committee members were asked to bring forward their views on what could be improved within Devonport in relation to Sport & Recreation.

Josh Cox raised the below ideas:

- Expanding the Kelcey Tier Mountain bike trails for another 12kms (the group has applied for a total of \$180,000 in grants).
- There is possibility of expanding the Mountain Bike trail to link with existing bike tracks within Devonport & Spreyton.
- There is also possibility for walking tracks to be extended through Kelcey Tier.
- A pump track could be built for bike riders.
- The BMX bike track could be moved to the Bluff, for it to be better utilised

- Artificial reefs for surfers could be built off Coles Beach
- A luge track from the top of Kelcey Tier to the bottom. Once built, the track would require low maintenance

Michael Gunson raised:

- That people are moving away from structured sports and it is important to look at how we can maximise the most out of free, low cost, unstructured activities.

Shellie Wakefield raised:

- That she agreed with the points from the last meeting with regards to Sports as an Industry.
- Possible Healthy Living Month for Devonport, similar to the Learning Festival, which would include come and try sports sessions
- Explore the possibility of hosting an iron man/ half iron man event on the North West as there is no event in Tasmania.
- Explore the possibility of having a Sports Program Administrator role engaged who could help linking schools with clubs

Matthew Cock raised:

- Agreed with the idea of a Sports Program Administrator and added the role could also help club volunteers with how to run a successful club.
- Look at a working relationship with PCYC within the Devonport region

Anne Maree Scully raised:

- Build a roller rink that can incorporate other events. Skate Fit & Quad fit are programs which run on the mainland but there are no programs in Tasmania and Roller Hockey players travel to Hobart & Westbury for training sessions.
- Work with Council to promote Health & Wellbeing via a monthly calendar and look at running summer programs in public open spaces.

Mayor Martin raised

- The possibility of holding a sport expo biannually which will include things such as how to run a sports club, basic sports medicine etc.

3.2 Australian Masters Games

Fabio gave the Committee an overview of the final registration numbers for the sports which are being held within Devonport for the Australian Masters Games (attached). Baseball has exceeded expectations and a second field will now be required.

3.2.1 Tasmanian Masters Games

Fabio raised that the Tasmanian Masters Games concept has been approved by Council. The first Tasmanian Masters Games is scheduled for 25-28 October 2018. The first games will be a small event with the hope to building in 2020 to include a marquee event and greater disability sports.

Minka Woolley raised with the first games is there opportunity to look at modified sports options for example 3-a-side basketball. Shane acknowledged that this was a very valid point and should be explored.

3.3 Financial Assistance Round 1 Outcomes

Shane gave an overview of the successful financial assistance grants which are listed below. The next round of grants will be open in January 2018.

Successful Major Grants

- Mersey Valley Pony Club - Stage 3 development of the clubrooms - \$7,500.00
- Multiple Sclerosis Ltd (MS Ltd) - MS Families Wellness Day - \$1,500.00

Minor Grants

- Scouts Australia, Tasmania Branch/ 1st Spreyton Scout Group - Camping Equipment - \$1,243.53
- Devonport Table Tennis Association - Umpire Chairs - \$1,371.40
- Dragons Abreast North-West Tasmania Inc - Purchase of one expandable shade gazebo - \$2,250.00
- Van Diemen Rollers Inc - Van Diemen Rollers - Community Engagement - \$422.64
- Don Cricket Club - Equipment upgrade - \$2,000.00
- Mersey Yacht Club Inc - The Rudder Cup. 110th Anniversary of the Melbourne to Devonport Ocean Yacht Race - \$2,000.00

3.4 Facility Audits

Fabio gave an overview of the Audit that AFL Tasmania completed on all football ovals within the Devonport region. The top priority across all ovals are the female changerooms. Council will be focusing on the flagged items within each report to form part of the Recreation Masterplan.

3.5 Presidents Meeting

Mayor Martin proposed the concept of a quarterly meeting with sporting and service club Presidents. The meetings will aim to help inform all sporting clubs, service clubs and Council on what events are coming up in the area and shared learnings. These meetings are likely to commence in the New Year.

3.6 Master Plan Working Groups

Shane raised that Council are currently looking at creating working groups to review sports precincts within the Recreation Masterplan. The first working group will be the Devonport Oval, and the aim is to hold a maximum of two meetings. If you wish to be involved please email Nikita.

3.7 General Business

Andrew Towns raised if anyone had any ideas on how Splash could utilise the reserve within the Centre, to please let him know.

Ald Rockliff congratulated Minka on her appointment as Manager of the World Panel of Hockey Umpires.

4.0 AGENDA ITEMS FOR THE NEXT MEETING

- Don Reserve

NEXT MEETING: 29 NOVEMBER 2017 MEETING CLOSED 5.57PM

**MINUTES OF THE DEVONPORT MARITIME AND HERITAGE SPECIAL COMMITTEE
HELD AT DEVONPORT CITY COUNCIL
ON WEDNESDAY, 18 October 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**

Judy Cecil, Niels Brun, Ald Goodwin & Shane Crawford

2.0 DECLARATION OF INTEREST

No Declarations of Interest.

3.0 ACTION LIST

The revised action list is attached.

4.0 INFORMATION SHARING

Graham Kent – The Julie Burgess is due to be slipped in the first week in November. Volunteers have just completed maintenance works on the rigging of the Julie Burgess, the estimated labor value is \$40,000. With the appearance of the Julie Burgess in Geelong in February and scheduled maintenance it will leave a small window for sailings this summer season.

Margaret Griggs – With Cruise Ship season the Centre is being kept busy with tour busses coming through the Centre. With the Masters Games and the influx of people to the North-West Coast the Café have agreed to flexible hours. With Collection Management the museum is currently working on the Finlayson Foundary. The next talk will be on the Finlayson's and will be on 28 November.

Anne Teesdale – The Cruise Ship buses are also keeping Home Hill busy. With the Food and Wine festival the Providore on the lawn markets have been in the garden at Home Hill. Currently working on the Home Hill Fate, planned for the 19 November. Home Hill will also be running double tours for the week of the Masters Games

5.0 GENERAL BUSINESS**5.1 Pioneer Park**

The Committee meet at Pioneer Park for a tour of the Park

5.2 Maritime & Heritage Conference

The Committee was informed that the Australian Maritime & Heritage Conference has been brought forward a year and will now be held in Devonport on 18 & 19 October 2018. The committee participated in a brainstorming session around the conference and were asked the below questions.

1. Possible Conference Themes
2. Possible Conference Topics
3. Value add/program options
4. Possible Investment Partners

The brainstorming session is attached separately.

If you would like to add anything to any of the questions please email through to the Committee.

5.3 General Business

No General Business raised

6.0 AGENDA ITEMS FOR THE NEXT MEETING

NEXT MEETING: 6 DECEMBER 2017

MEETING CLOSED 4.10PM

**MINUTES OF THE LIVEABLE CITY SPECIAL COMMITTEE
HELD AT DEVONPORT CITY COUNCIL
ON MONDAY, 11 September 2017 COMMENCING AT 2.00PM**

DISTRIBUTION LISTCommittee Members

Mayor Martin
Ald Rockliff
Ald Milne
Sylvia Sayers
Tracey Carter
Alisa Driver
Scott Whiley
Raquia Mark
Donna Hare
Judy Cecil
Jodhi Wilkinson
Tom Reilly

Council Officers

Brooke de Jong
Charmane Hardy
Carol Bryant
Nikita Hillier

PRESENT**1.0 APOLOGIES**

Ald Milne, Sylvia Sayers & Scott Whiley

2.0 DECLARATION OF INTEREST

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

3.0 GENERAL BUSINESS**3.1 Convening of Group**

Brooke de Jong gave an overview of the terms and reference and informed the committee that the main project the group will be working towards would be a liveability framework. 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 change the time of the meetings to 3.30-5pm.

3.2 Master Plans

Carol Bryant presented the work which is currently being undertaken to review Highfield & Pioneer Parks masterplans.

The Committee agreed after consultation has been completed with the main park users for Carol to present the findings back to the committee.

3.3 Workshop Liveable City

Brooke conducted a workshop with the Committee. The following two questions were asked:

- What makes a City Liveable?
- What are the barriers to liveability in Devonport?

The Committee were asked to keep the below question in mind which they will be asked to answer next meeting.

- If you could change 3 things in Devonport to make it more livable what would it be?

The workshop ideas are attached to the minutes.

4.0 AGENDA ITEMS FOR THE NEXT MEETING

- Continue Liveable City workshop
- Highfield & Pioneer Park Master Plans

NEXT MEETING: 13 NOVEMBER 2017

MEETING CLOSED 3.30PM

8.0 CLOSURE

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