



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that a **Governance and Finance Committee** meeting of the Devonport City Council will be held in the Council Chambers, 17 Fenton Way, Devonport on Monday 18 July 2016, commencing at 5:30pm.

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

QUALIFIED PERSONS

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

Paul West
GENERAL MANAGER

13 July 2016

**AGENDA FOR A MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE OF
DEVONPORT CITY COUNCIL HELD ON MONDAY 18 JULY 2016
AT THE COUNCIL CHAMBERS AT 5:30PM**

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Agenda of a meeting of the Devonport City Council's **Governance and Finance Committee** to be held at the Council Chambers, 17 Fenton Way, Devonport on Monday 18 July 2016 commencing at 5:30pm.

PRESENT

		Present	Apology
Chair	Ald Goodwin		
	Ald C D Emmerton		
	Ald S L Martin		
	Ald T M Milne		
	Ald L M Perry		
	Ald A L Rockliff		

IN ATTENDANCE

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

1.0 APOLOGIES

2.0 DECLARATIONS OF INTEREST

3.0 PROCEDURAL

3.1 PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with the following resolution of Council (Min Ref 54/16):

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 and Declarations of Interest.
 3. A maximum period of time of 30 minutes in total will be allowed for public participation.
 4. A maximum period of time of 3 minutes will be allowed for each individual.
 5. A member of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at that meeting.
 6. A member of the public will be entitled to ask questions relating to the activities of Council, giving an explanation that is necessary to give background to the question and ask supplementary or follow up questions relating to that specific matter that may come to light as a result of the answer.
 7. Questions do not have to be lodged prior to the meeting, however they would be preferably provided in writing.
 8. A question by any member of the public and an answer to that question are not to be debated.
 9. 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.
-

3.1.1 Questions on notice from the public

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

3.1.2 Question without notice from the public

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 AND FINANCE REPORTS

4.1 ANNUAL PLAN PROGRESS REPORT - MARCH-JUNE 2016

File: 29468 D419698

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 2015/16 Annual Plan as at 30 June 2016.

BACKGROUND

Council adopted its 2015/16 Annual Plan on 22 June 2015. 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 for 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.

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

It is not believed that there any risks associated with this report.

CONCLUSION

The 2015/16 Annual Plan Progress Report as at 30 June 2016 is provided for the information of the Aldermen and the community.

ATTACHMENTS

1. Annual Plan Progress Report - Mar-June 2016

RECOMMENDATION

That it be recommended to Council that the 2015/16 Annual Plan Progress Report for the period 1 March to 30 June 2016 be received and noted.

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

Devonport City Council



The City with Spirit

Annual Plan Progress Report
March - June 2016

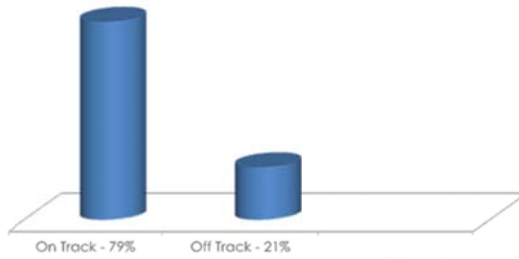


Annual Plan Progress Report - March to June 2016

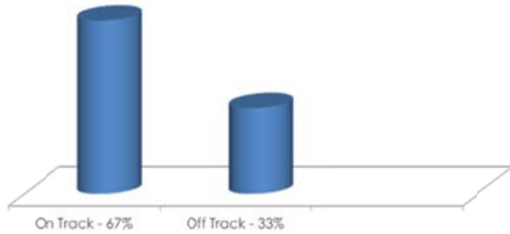
The following document contains highlights and progress details against Council's 2015/16 Annual Plan. The 2015/16 Annual Plan can be located at www.devonport.tas.gov.au/plans-reports. The Annual Plan actions are developed annually and are aligned with the Goals that were developed as part of Council's Strategic Plan 2009-2030.

Council's progress to date against the 2015/16 Annual Plan, and progress against the five Strategic Goals are graphically presented below.

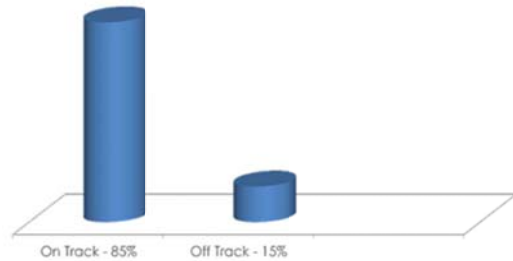
Annual Plan Progress



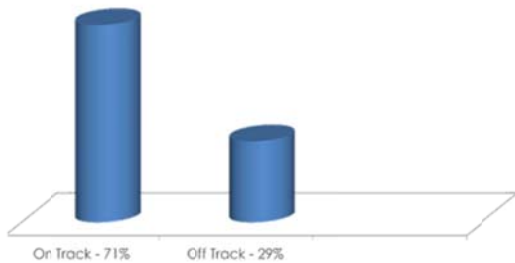
Goal 1 - Living Lightly on Our Environment



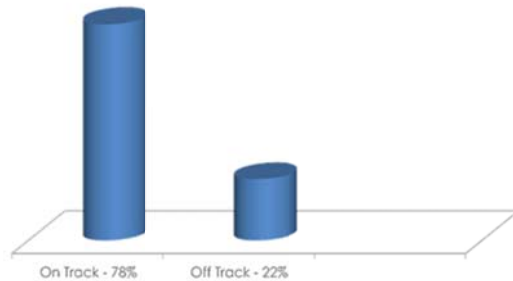
Goal 2 - Building a Unique City



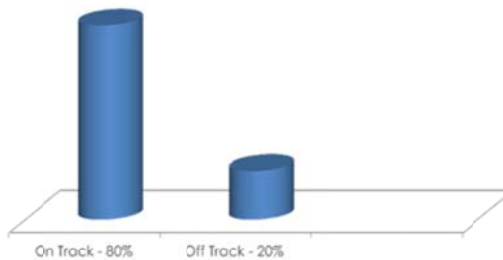
Goal 3 - Growing a Vibrant Economy



Goal 4 - Building Quality of Life



Goal 5 - Practicing Excellence in Governance



The following pages contain highlights and Progress Report from Council's 2015/16 Annual Plan.



Highlights for March - June 2016

- Stage 1 of LIVING CITY Master Plan - Design has been finalised and development permits obtained. Funding model adopted by Council
- In identifying and attracting new businesses to the southern end of the CBD, Council was actively involved in securing TasWater to the area, along with preparation for additional car parking to support additional businesses
- Parking Strategy reviewed and updated version adopted at Council's February 2016 meeting
- In respect of emergency management training obligations, training was delivered to relevant staff by State Emergency Services in November 2015
- A review of the governance structure of the Maidstone Park Management Controlling Authority has been undertaken
- A Service Review was undertaken by Council's insurer in February 2016 which included Contractor Management Review; Road/Footpath Inspection; Managing Potential Public Liability Claims training; and a review of Council's draft Claims Management Procedure
- A Management Framework for all Council owned collections has been developed
- Delegates visited Minimata as part of the 20 year celebrations of the Sister Cities relationship
- Updated Customer Service Charter adopted at Council's May 2016 meeting
- Health and Safety audit training undertaken, and a review of Health and Safety policies, procedures and forms has been completed



Devonport City Council
Strategic Plan Progress Report

Period: 15/16



Strategic Plan Progress Report

Goal: 1 Living lightly on our environment

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 Revise the Fire Management Plans for the Don Reserve and Kelcey Tier Greenbelt	None	Not Started	0%	This action has been deferred until 2016/17	Executive Officer Community Services	30/06/2016

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 Host Beachwatch activities for community groups including volunteers, service clubs and local schools	None	Not Started	0%	This action not completed due to changes in resourcing	Community and Cultural Development Manager	30/06/2016

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 stormwater collection and re-use options to reduce cost of irrigating	None	Completed	100%	A report detailing the outcomes from the investigation was tabled at the April Infrastructure, Works & Development Committee Meeting	Technical Support Supervisor	30/06/2016

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: 2.1.1 Apply and review the Devonport Interim Planning Scheme as required, to ensure it delivers local community character and appropriate land use						
2.1.1.1 Monitor and participate in discussions and forums involving the proposed introduction of the single state Tasmanian Planning Scheme	None	Completed	100%	Submissions about the draft State Planning Provisions closed on 18 May 2016. Council contributed to the combined LGAT response on matters that, in its opinion, required review or clarification	Development Manager	30/06/2016
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 Review current practices regarding subdivision bonds	None	Completed	100%	Two policies were presented to the June Infrastructure, Works and Development Committee meeting and were adopted at the June Council Meeting	City Engineer	30/06/2016
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 Maintain membership of the Cradle Coast Regional Planning Group during the finalisation of the Regional Interim Planning Schemes and the Statewide Planning Scheme to deliver a consistent approach to interpretation, practices and procedures	None	Completed	100%	Council officers continue to be involved in discussions and hearings with the Tasmanian Planning Commission as required. It is unclear at this stage when the Interim Planning Scheme process will be completed	Development Manager	30/06/2016

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						



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						
2.3.1.1 Review and update Council's Pedestrian Network Strategy	None	In Progress	90%	A draft Strategy has been prepared for internal review prior to presentation to the August Infrastructure Works and Development Committee meeting. This action to be carried forward to 2016/17	City Engineer	30/06/2016
2.3.1.1 Review and update the Parking Strategy	None	Completed	100%	Strategy completed and adopted at the February 2016 Council meeting	Customer Services Coordinator	30/06/2016
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 of the stormwater network	None	Completed	100%	Hydraulic modelling of the Chinaman's Creek catchment completed end of June 2016	City Engineer	30/06/2016
2.3.2.2 Develop a Stormwater Connection Policy	None	In Progress	60%	Consultation has commenced for the drafting of a Policy. This action to be carried forward to 2016/17	City Engineer	30/03/2016
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.3 Provide and maintain Council buildings, facilities and amenities to appropriate standards						
2.3.3.1 Plan and implement an asset condition assessment and rating for Council building assets (and review remaining useful life)	None	Completed	100%	Condition assessment form currently being used. Data to be collated and Asset Register updated	Technical Support Supervisor	30/06/2016
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 Council's Tree Policy	None	Completed	100%	Tree Policy was revised and adopted by Council at its July 2015 meeting	Technical Support Supervisor	01/10/2015

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: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards						
Actions						
Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program						
2.3.5.1 Review and update Council's Asset Management Plans	None	In Progress	30%	The review of the Transport Asset Management Plan is progressing. This action to be carried forward to 2016/17	Technical Support Supervisor	30/06/2017

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 Finalise design, permits and funding model for Stage 1 of the LIVING CITY Master Plan	None	Completed	100%	Design has been finalised and development permits obtained. Sustainable funding model adopted by Council, following public consultation	Deputy General Manager - Infrastructure, Works and Development	30/06/2016
Actions						
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans						
2.4.2.1 Comply with the requirements of the Federal Government grant. Negotiate a funding agreement with the State Government for the relocation of the LINC and Service Tasmania to the new civic building	None	In Progress	90%	Federal grant deed signed. Agreement with State Government currently being finalised in preparation for Council sign off in early 2016/17.	Deputy General Manager - Infrastructure, Works and Development	30/06/2016
Actions						
Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans						



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: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans						
2.4.3.1 Develop LIVING CITY Stage 2 retail package and actively market the concept to potential developers and investors	None	In Progress	30%	Some preliminary discussions held with major retail tenants and work commenced on basic concept design layouts for Stage 2. Active marketing of the site to commence once land ownership secured.	Deputy General Manager - Infrastructure, Works and Development	30/06/2016



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 and attract new business opportunities to the southern end of the CBD	None	Completed	100%	Council actively involved in attracting TasWater to southern CBD, along with preparing for additional car parking to support additional businesses	Deputy General Manager - Infrastructure, Works and Development	30/06/2016
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 Plan to a saleable package stage with permits, major leases and designs resolved	None	In Progress	30%	Some preliminary discussions held with major retail tenants and work commenced on basic concept design layouts for Stage 2. Active marketing of the site to commence once land ownership secured.	Deputy General Manager - Infrastructure, Works and Development	30/06/2016

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 Review the Julie Burgess service model to maximise community, member and visitor usage of the vessel	None	In Progress	75%	Operational analysis commenced. Financial modelling of alternate service delivery models in progress	Community and Cultural Development Manager	30/06/2016
3.2.1.2 Explore opportunities for the development of a creative space network to connect the arts and cultural assets and activities across the City	None	Completed	100%	Future proposal to relocate and expand Devonport Regional Gallery into the existing Devonport Entertainment & Convention Centre and development of a black box theatre and additional rehearsal spaces, creating a central focal point for future linked creative networks	Community and Cultural Development Manager	30/06/2016
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 Develop Devonport's Events Strategy to supplement the regional Cradle Coast Events Strategy	None	Completed	100%	The Events Strategy has been updated, which will be presented to Council in August, providing a clear direction relating to events in Devonport, and aligning with the Regional Events Strategy. The Cradle Coast Destination Management Plan identified the need to establish a Regional Events Strategy and Council will ensure its documents compliment the regional approach.	Marketing, Tourism & Recreation Manager	30/06/2016
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy						
3.2.5.1 Investigate cultural tourism opportunities including feasibility for the expansion of the Tidal Festival and greater involvement in the Tasmanian International Arts Festival	None	Completed	100%	Expanded program development of TIDAL Festival currently under way which includes program input from the Devonport Regional Gallery, Bass Strait Maritime Centre, Community Development & Engagement, Sport and Recreation and Marketing and Events. Opportunities for involvement in the Ten Days on the Island Cultural Festival continues to be explored.	Community and Cultural Development Manager	30/06/2016
3.2.5.1 Consult with professional presenters, national and state touring bodies to identify partnership opportunities	None	Completed	100%	Partnerships with professional presenters has resulted in a varied program and an increase in patrons at the DECC this year. Performances whereby touring funding was provided through Regional Arts Victoria, Arts on Tour, The Australia Council for the Arts and The Australian Government were held.	DECC Coordinator	30/06/2016



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy						
				Reciprocal subscriber program with Theatre North and the Burnie Arts & Function Centre created ongoing awareness of the partnership between the venues and performances on offer in Northern and North West Tasmania. Successful negotiations with external promoters and event organisers for the use of the DECC's ticketing services with local and national events being sold through the DECC's box office.		
3.2.5.2 Communicate with media and internal/external stakeholders to provide and disseminate information regarding the DECC	None	Completed	100%	The Centre's 2016 Subscription Season was mailed to subscribers and electronic version added to DECC's website. Upcoming programs & performances feature in Council's quarterly publication, available online and in hard copy. Monthly newspaper advertising in The Advocate newspaper. The Centre has also utilised Southern Cross Television to promote upcoming performances. The Centre's website and Facebook page updated to include new shows and events, with increased Facebook advertising through a targeted campaign organised for DECC initiated programs	DECC Coordinator	30/06/2016
3.2.5.3 Deliver an annual calendar of activities to engage the community in the performing arts	None	Completed	100%	The 2015/16 Subscription program consisted of a diverse range of high quality professional performances. The season featured 18 performances which included drama, comedy, dance & music. The Centre is also dedicated to offering high quality live theatre experiences	DECC Coordinator	30/06/2016



Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy						
				for school children of all ages as part of the Centre's annual performance program		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities						
3.2.6.1 Strengthen combined marketing opportunities and value added experiences across destination venues	None	Completed	100%	Collaborative marketing campaigns have been developed and implemented for Bass Strait Maritime Centre, Devonport Regional Gallery, Don River Railway, Home Hill and consumer destination attractions including Ghost Rock and Anvers. Print, TV and radio marketing campaigns have all featured key attractions and facilities. Brochures promoting Devonport and the Cradle Country region have featured key attractions. Council run events including Devonport Food and Wine, Devonport Jazz and New Year's Eve are utilised to co-promote destination venues	Marketing, Tourism & Recreation Manager	30/06/2016
3.2.6.1 Explore funding opportunities to deliver - Home Hill Garden renewal; Heritage Signage; Historic Cemetery signage	None	Ongoing		Funding application unsuccessful. Items will be explored in 2016/17 financial year with further funding submissions to be applied for in future grant rounds. Heritage trail signage concept has been developed and first interpretive signs in Reg Hope Park are likely to be installed in the first quarter of the next financial year.	Executive Manager - Corporate, Community & Business Services	30/06/2016

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

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						
3.3.1.1 Investigate and develop improved traffic management for locations within the road network with known access and connectivity issues	None	Completed	100%	Investigation at five sites has been completed and reported on. A report was prepared for the April Infrastructure, Works & Development Committee meeting	City Engineer	30/06/2016
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character						
3.3.2.1 Review Council's Signage Strategy	None	In Progress	75%	Internal working group have drafted a reviewed Signage Strategy and are preparing a prioritised list of signs to be implemented. Revised Signage Strategy to be finalised and adopted by Council in next financial year. This action to be carried forward to 2016/17	Infrastructure & Works Manager	30/06/2016
3.3.2.1 Review the Public Art Policy and Guidelines to ensure public art is planned and consistent with the City's streetscape and the LIVING CITY Plan	None	In Progress	50%	Undertaking desktop audit of other Local Government Authorities' Public Art Policies and Guidelines. Further investigation on incorporating ephemeral public art into guidelines. On hold until a citywide cultural strategy is developed	Community and Cultural Development Manager	30/06/2016

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 Investigate opportunities for implementing IT solutions to assist with service delivery within the Infrastructure and Works Department	None	In Progress	70%	TechOne software module for 'Contract Management' being investigated and options for recording cemetery burial information. IT are in the process of implementing CI Anywhere which will also provide mobile solutions for staff. This action to be carried forward to	Technical Support Supervisor	30/06/2016

Strategic Plan Progress Report

Goal: 3 Growing a vibrant economy

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

Actions	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						
				2016/17		
3.4.1.1 Further develop free Wifi opportunities in the City	None	In Progress	50%	New wifi access points and controllers have been purchased. New equipment is being configured with selected wifi hotspot system Encapto Wifi. Council's IT team is working towards having all new access points installed and working before the summer tourist season for 2016/17	IT Coordinator	30/06/2016

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 Establish partnerships to progress the development of the Learning Communities Framework	None	Completed	100%	Live and Learn Strategy endorsed by Council on 26 October 2015 with official launch held in November. Working group continues to meet to progress ideas and actions.	Community and Cultural Development Manager	30/06/2016



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 Undertake sport and recreation strategic planning in collaboration with stakeholders	None	Completed	100%	Planning and consultation has commenced with the Devonport Gymnastics Club and the Maidstone Park Management Controlling Authority regarding a proposed new facility at Maidstone Park	Sport & Recreation Development Coordinator	30/06/2016
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 the number of Sports Marketing Australia events delivered	None	Completed	100%	Sports Marketing Australia has presented Council with a number of sporting events, seeking Council's interest in hosting the events and will continue to do so until the expiration of their contract in June 2017. A matrix has been developed to assist Council in its decision making. A major event in Football Federation Tasmania National Skills Acquisition Festival was secured and held in March 2016 and has been confirmed for a further three years.	Sport & Recreation Development Coordinator	30/06/2016

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 Develop an Interpretation Plan	None	Not Started	0%	This action has not commenced	Executive Manager - Corporate, Community & Business Services	30/06/2016
4.2.1.1 Complete Collection/Curation Plan for management activities at the Bass Strait Maritime Centre	None	Completed	100%	Completed as part of Collection Management Framework	Community and Cultural Development Manager	30/06/2016



Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage						
4.2.1.2 Develop a Collection Management Framework for all Council owned collections	None	Completed	100%	Collections Management Framework developed	Community and Cultural Development Manager	30/06/2016
4.2.1.3 Develop promotional material to promote Devonport's heritage and places of interest	None	Completed	100%	Annual Marketing plan developed and being implemented for Bass Strait Maritime Centre, Devonport Regional Gallery and the Julie Burgess	Community and Cultural Development Manager	30/06/2016
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 Work with external stakeholders to determine the future of Tiagarra	None	In Progress	75%	Council approved the transfer of Tiagarra to Six Rivers Aboriginal Corporation. Legal matters currently being attended to and expected to be finalised in the first quarter of the 2016/17 financial year	Governance Coordinator	30/06/2016
4.2.2.1 Work with stakeholders to develop interpretation for Home Hill to inform signage, branding and marketing activities	None	Not Started	0%	Project did not proceed as external funding was not secured	Community and Cultural Development Manager	30/06/2016
4.2.2.2 Develop an Exhibitions and Public Programs Plan for the Bass Strait Maritime Centre to ensure high standards are delivered	None	Completed	100%	Reviewed the current Public Program Schedule. Liaised with Devonport Regional Gallery Coordinator and Arts Tas Roving Curator. Utilised a template provided to develop an Exhibition Schedule. The two documents complement each other and form a plan which will evolve as the Bass Strait Maritime Centre gains more experience in exhibitions and public programs	Maritime Museum & Heritage Centre Coordinator	30/06/2016

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						
4.2.2.3 Explore a youth sailing program for the Julie Burgess and funding options	None	In Progress	58%	Planning in opportunities, funding possibilities, program structures and modelling has begun. Engagement undertaken with various youth services to investigate frameworks. Interest from YFCC, Space Learning and Wise Employment. Consultation with The Junction Hub Steering Committee	Community and Cultural Development Manager	30/06/2016
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.3 Develop and implement an integrated approach to public art						
4.2.3.1 Develop a Public Art Strategy and undertake a public art project from inception to installation	None	Completed	100%	Aerosol Art - Community Public Arts Project completed February 2016 at Pioneer Park. Josh Foley - Reclaim the Lane Public Art Piece completed April 2016. East Devonport Public Art artist submissions assessed. Project scheduled for completion by October 2017	Community and Cultural Development Manager	30/06/2016

Outcome: 4.4 Our community and visitors are safe and secure

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.1 Support the community in emergency management response and recovery						
4.4.1.1 Further develop operational guidelines for emergency management and link to the Communications Strategy	None	Completed	100%	Emergency Management Plan has been updated to include links to the Communications Strategy	Risk Management Coordinator	30/06/2016
4.4.1.2 Provide training in respect of legislative requirements for emergency management operations	None	Completed	100%	Training was delivered to relevant staff by State Emergency Services on 9 November 2015	Risk Management Coordinator	30/06/2016

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: 4.4.2 Provide and promote effective management of animals within the community						
4.4.2.1 Review, and where necessary, revise Council's Dog Management Policy	None	Completed	100%	Updated Dog Management Policy adopted by Council at its March meeting, following review and public consultation process	Planning & Environmental Health Coordinator	30/06/2016

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.6.2 Provide quality public and environmental health services						
4.6.2.1 Introduce mobile computing services to increase the accuracy and efficiency of environmental health inspections and data collection	None	Completed	100%	Funding will be available for 2016/17	Planning & Environmental Health Coordinator	31/12/2016

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 Consider options for increasing participation through the development of a Community Health and Wellbeing Program delivered at the City's recreation centres and in public open spaces	None	Completed	100%	Consultation has commenced with key stakeholders including community houses, Arthritis, MS and Parkinson's Disease Support Group. Programs are in development	Sport & Recreation Development Coordinator	30/06/2016

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 Plan and develop activities to celebrate the 20th Anniversary of Minimata Sister City relationship	None	Completed	100%	Delegate exchange to Minimata as part of 20 years' celebrations completed. Sister Cities hosted a morning to Celebrate 20 years of friendship with Minimata. Formby Road avenue of 20 cherry blossom	Community and Cultural Development Manager	30/06/2016



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: 4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity						
				trees to represent 20 years of friendship with Minimata approved		

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 Engage with young people to inform a review of Council's Youth Policy	None	In Progress	25%	Initial engagements with Don College students and youth at a number of events across the summer holiday period raised a number of focused areas. Planning commenced for engagement with various stakeholders over the coming months including Youth Week engagements	Community and Cultural Development Manager	30/06/2016



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: 5.2.1 Review policies and implement initiatives to ensure meaningful, two-way communication and consultation with the community						
5.2.1.1 Facilitate the promotion of good news stories from Council to the local media and community	None	Completed	100%	Promotion of good news Council stories occurred throughout the year through local press, radio and Council's website, social media channels and eNewsletters	Media & Communications Officer	30/06/2016
5.2.1.1 Review and update the Community Engagement Policy	None	Completed	100%	Reviewed Community Engagement Policy adopted by Council at its July 2015 meeting	Community and Cultural Development Manager	30/06/2016
5.2.1.2 Develop and implement a contemporary Communications Strategy	None	In Progress	75%	A revised Communications Strategy is currently being finalised for review by management and Aldermen	Media & Communications Officer	30/06/2016

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 Review Maidstone Park's governance structure	None	Completed	100%	Review of the Controlling Authority's governance structure has been undertaken. Recommendations will be progressively implemented in 2016/17	Sport & Recreation Development Coordinator	30/06/2016
5.3.1.1 Review Legislative Audit/Compliance Register	None	In Progress	20%	Work has commenced on the formation of a Legislative Audit document. This action will be carried forward to 2016/17	Governance Coordinator	30/06/2016
5.3.1.2 Facilitate the implementation of Council's Lease Policies	None	In Progress	75%	Lease policy has been communicated to all affected groups and leases continue to be signed. Aiming to have all leases finalised during first quarter of 2016/17 financial year	Governance Coordinator	30/06/2016

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.4 Ensure effective administration and operation of Council's committees						



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.3 Council employs best practice governance

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.3.4 Ensure effective administration and operation of Council's committees						
5.3.4.1 Review Council's Committees Handbook	None	Not Started	0%	Action has not yet commenced due to a review of the Committee structures. This action to be undertaken in 2016/17	Governance Coordinator	30/06/2016
Strategy: 5.3.6 Integrate business excellence principles and continuous improvement behaviours into the culture of the organisation						
5.3.6.1 Develop and implement a Change Management Strategy and Guidelines	None	In Progress	50%	Guideline document drafted. To be finalised	Executive Manager - Corporate, Community & Business Services	30/06/2016
5.3.6.2 Support an effective and auditable management system that assists organisational knowledge and understanding	None	Ongoing		Development of management system, reporting, accountability and audit continues to evolve	Executive Manager - Corporate, Community & Business Services	30/06/2016

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 Develop a community email database and implement monthly community e-newsletters. Provide monthly Council updates to the community through local media and community facilities/venues	None	Completed	100%	Implemented July 2015 - as a regular community e-Newsletter 'Your Devonport. Your City. Online'	Media & Communications Officer	30/06/2016
5.4.1.1 Review the Customer Service Charter	None	Completed	100%	Review completed and updated Charter adopted at Council's May meeting	Customer Services Coordinator	30/06/2016
5.4.1.2 Implement e-newsletters and improved newsletter templates for all	None	Completed	100%	E-newsletters are now in place for Devonport Jazz, the DECC, Devonport Regional Gallery	Media & Communications Officer	30/06/2016



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						
Council businesses to achieve branding consistency and improved customer communication				and Sports & Recreation and the Building Families Special Interest Group. It has been agreed the BSMC newsletter will continue in its current paper/PDF format		
Strategy: 5.4.3 Manage customer requests and complaints with a view to continual improvement of service delivery						
5.4.3.1 Undertake an ongoing analysis and review of customer complaint data and feedback with a view to generating service improvements	None	Completed	100%	Complaints reviewed as received and opportunities for service improvement considered	Customer Services Coordinator	30/06/2016

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 financial management reports prepared for Council	None	Completed	100%	Review of data included in financial management reports complete. Updated reports will be provided at the September 2016 Governance & Finance meeting	Executive Manager - Organisational Performance	30/06/2016

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 Undertake a gap analysis to assess the adequacy of the Health and Management System and compliance with Health and Safety legislation	None	Completed	100%	Auditor training has been completed and the audit tool refined. Review has been undertaken of Health & Safety policies, procedures and forms. A plan developed to ensure documents are reviewed at appropriate intervals, recorded	Safety Officer	30/06/2016



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: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards						
				correctly and communicated to staff. Endorsed Codes of Practice list updated and status of Codes reviewed. As Codes of Practice are endorsed, an audit will be undertaken to assess relevance to Council's processes. Other areas for improvement in the Health & Safety Management System will be reviewed in 2016/17		
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 recommendations from the Municipal Association of Victoria (MAV) Annual Risk Service Review	None	Completed	100%	A Service Review was undertaken by Council's insurer in February 2016 and included Contractor Management Review; Road/Footpath Inspection; Managing Potential Public Liability Claims training; and a review of Council's draft Claims Management Procedure. A report and recommendations have been reviewed and endorsed. The implementation of the recommendations will be monitored by the Risk Audit & Compliance Committee	Risk Management Coordinator	30/06/2016
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 Implement an internal audit function	None	In Progress	50%	Options for internal audit delivery discussed with Audit Panel and preference determined. Funds allocated in the 2016/17 budget to develop and implement an Internal Audit Plan for the organisation	Executive Manager - Organisational Performance	30/06/2016

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



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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 Actively participate in professional development opportunities that promote teamwork and cooperation amongst employees	None	Completed	100%	Detailed training plan focusing on ethical behaviours developed and undertaken. Determined not to participate in LGMA Challenge this year	Executive Manager - Corporate, Community & Business Services	30/06/2016
Strategy: 5.7.2 Develop and implement human resource management plans and strategies to meet current and future workforce needs						
5.7.2.1 Develop documented procedures and schedules for the programmed delivery of operational activities within the Works section of Council	None	Completed	100%	Procedures for roads and stormwater developed and implemented. Schedules for Building Maintenance updated. Procedures for cemetery operations drafted	Works Supervisor	30/06/2016
Strategy: 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery						
5.7.3.1 Complete any actions from the Classification Review	None	Completed	100%	Classification Review recommended a Single Pay Structure be drafted and associated pay levels with criteria for step increments developed. Documents drafted for consideration by management. Proposed structure would bring all positions covered under the existing Enterprise Agreement into a single structure with a new entry point. A presentation will be made to the Consultative Committee to progress consultation	HR Coordinator	30/06/2016

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 First Year actions of	None	Completed	100%	First year strategic actions implemented and/or	Records Officer	30/06/2016



Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations						
the Records Management Strategy				integrated within the Records program. Major projects included the move of paper based files to off-site storage and the sentencing of a select series of records		
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements						
5.8.2.1 Use data to measure and improve performance of the Customer Service Team against the Customer Service Charter	None	Completed	100%	Monthly reporting in place and improvements being implemented by Customer Service Team	Customer Services Coordinator	30/06/2016
5.8.2.2 Review the accuracy and quality of information provided by the Customer Service Centre, including printed and electronic material	None	Completed	100%	Review of all material displayed in foyer and on website completed and improvements continue to be made	Customer Services Coordinator	30/06/2016
5.8.2.3 Prepare for Tasmanian Archives and Heritage Office audit of Council's record keeping practices	None	Completed	100%	Review of checklist documentation completed	Records Officer	30/06/2016

ITEM 4.1



4.2 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA - ANNUAL GENERAL MEETING AND GENERAL MEETING - 20 JULY 2015

File: 30415 D424834

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report has been prepared to inform Council of items listed for consideration on the upcoming Local Government Association of Tasmania (LGAT) Annual General Meeting and General Meeting to be held on Wednesday 20 July 2016.

BACKGROUND

The Annual General Meeting, followed by a General Meeting, is to be held at the C3 Convention Centre, South Hobart on 20 July, 2016.

The agendas can be downloaded at:

<http://www.lgat.tas.gov.au/webdata/resources/files/AGM%20Agenda%20July%202016.pdf> (AGM)

<http://www.lgat.tas.gov.au/webdata/resources/files/General%20Meeting%20Agenda%20July%202016.pdf> (General Meeting Agenda)

Attachments are available at:

<http://www.lgat.tas.gov.au/webdata/resources/files/AGM%20Attachments%20July%202016.pdf> (AGM)

<http://www.lgat.tas.gov.au/webdata/resources/files/General%20Meeting%20Attachments%20July%202016.pdf> (General Meeting Attachments)

STATUTORY REQUIREMENTS

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

DISCUSSION

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

In most cases the supporting information to the motions is self-explanatory and does not require further comment.

ANNUAL GENERAL MEETING AGENDA:

The agenda items listed for the meeting are:

1. Minutes of 103rd Annual General Meeting
2. President's Report
3. Financial Statements to 30 June 2015

4. Budget and Subscriptions 2016/17

GM Note: Devonport's subscription for 2016/17 will be \$56,344 (ex GST), an increase of \$466.77 from 2015/16. This amount includes a base subscription of \$53,059, Community Satisfaction Survey of \$360 and TV Advertising of \$2,925.

5. President and Vice President's honorariums

6. Rules of the Local Government Association of Tasmania

GM Note: The most significant change is to allow the General Management Committee some discretion to reject motions based on agreed criteria. This could result in some member councils being aggrieved if their motions are not included for debate at the membership level but dismissed by GMC.

7. Reports from Board representatives

GENERAL MEETING AGENDA:

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

8. Items for Noting

- 8.1 Review of the *Local Government Act*
- 8.2 Local Government Reform
- 8.3 Australian Local Government Association Activity
- 8.4 Policy Update
- 8.5 LGAT Professional Development Program
- 8.6 Staffing Changes at LGAT

9. Items for Decision

9.1 LGAT Subscriptions

That Members agree:

1. That LGAT undertake subscription modelling for consideration by Councils.
2. That the focus of the modelling is to be aligned with practice in other jurisdictions and agreed by General Managers at their September 2016 workshop.
3. That any change to the subscription formula be agreed in principle by March 2017 to align with the LGAT budget process, with formal adoption at the 2017 AGM.

GM Note: Subscription levels has been an ongoing issue for the Association over a number of years. Any change would need to be considered carefully.

9.2 Planning Reform

That Members note the progress of the State Government's Planning Reforms.

That Members endorse the identified reform agenda priorities from a Local Government perspective, being;

- State Planning Policy development;
- A greater emphasis on Regional Planning;
- Improving the planning appeal process;
- Changing notification requirements for discretionary applications; and

- Consolidating subdivision legislation.

9.3 Waste Levy

1. That the meeting note that:
 - a) At the May 2016 Premier's Local Government Council meeting it was announced that the Government will not be introducing a state-wide levy on waste; and
 - b) LGAT will be re-establishing the waste management reference group to provide a mechanism to allow for strategic consideration of waste issues across the State.
2. That the meeting agree that the LGAT, supported by the Waste Management Reference Group, develop recommendations for Members, with respect to a waste levy and/or waste strategy.

GM Note: Although there has been a reasonable level of agreement at the local government level for a waste levy the State Government has rejected the proposal that would see a levy implemented Statewide. At present voluntary levies are collected at the regional level from those councils agreeing to be involved. In the North West the voluntary levy assists in funding activities of the Cradle Coast Waste Management Group.

9.4 Tasmanian Constitutional Recognition for Aboriginal People

That members agree that LGAT write to the State Government supporting the proposed amendment to the Tasmanian Constitution to provide for constitutional recognition of Tasmanian Aboriginal people.

Motions for which Notice has been received

10. Strategic Relationships

No Motions

11. Roads and Infrastructure

11.1 Tourism Infrastructure (Break O' Day)

That LGAT call on the State Government to provide funding for upgrades, maintenance and provision of tourism infrastructure in areas where tourist numbers have increased significantly in recent years.

11.2 Speed Limit Restrictions (George Town)

That LGAT lobby the State Government to amend legislation to require a decreased speed limit whilst motorists pass an emergency incident.

11.3 Bass Link (Northern Midlands)

That the Local Government Association of Tasmania support the State Government application to the Federal Government for assistance to replace the Bass Link cable.

That the Local Government Association of Tasmania advocate to the State Government to explore all opportunities to ensure the State is self-reliant for its power generation.

12. Sector Profile and Reform

12.1 Swearing in of Elected Members (Kingborough)

That LGAT staff provide a report on potential changes to the swearing-in process for new and re-elected Councillors/Aldermen to require them to:

1. Read and abide by the *Local Government Act* and Regulations;

2. Read and abide by the Code of Conduct Policy of their Local Government municipality.

12.2 Elected Member Expenditure (Hobart City Council)

That there be statewide reporting consistency on the disclosure of itemised Aldermanic expenses on a monthly basis.

GM Note: Devonport Council already provides this information on a bi-monthly basis to the Governance & Finance Committee.

12.3 Compulsory Voting (Hobart City Council)

The Local Government Association of Tasmania urge the State Government to consider making Local Government elections compulsory.

12.4 Open and Transparent Governance (Hobart City Council)

The Local Government Association of Tasmania develop resource tools to encourage Tasmanian Councils to consider implementation of live-streaming of Council meetings as a means of ensuring open and transparent governance.

12.5 Elected Member Training (Burnie City Council)

That all Councillors undertake an external examination after undertaking training with regard to their role as a planning authority, which will test their competence to deal with planning matters and their knowledge of the planning scheme relating to their municipality.

13. Financial Sustainability

No Motions

14. Sector Capacity

14.1 Tyre Levy (Northern Midlands)

That Members note the issue of waste tyres remains unresolved and seek that LGAT continue to lobby the State Government to develop an effective solution to tyre storage and disposal in Tasmania, which might include the introduction of a regulated tyre levy in Tasmania for end of life tyres.

14.2 Disposal of Abandoned/Wrecked Vehicles (Southern Midlands)

That the Local Government Association of Tasmania be requested to consult with the regional waste management bodies (and other relevant bodies) for the purpose of:

- a. Identifying the extent of problems associated with the disposal of car wrecks/ car bodies. This recognises the lack of disposal options given the current steel recycling market (or lack thereof); and
- b. In conjunction with the regional bodies, determine what cost effective options can be considered to address and manage the issues identified.

Note: Consideration should be given to an option for car enthusiasts to access these car wrecks/car bodies for sourcing parts and/or bodies for restoration purposes.

15. Land Use Planning and Environment

15.1 Funding of Implementation of Planning Scheme (Break O' Day)

That LGAT call on the State Government to allocate an ongoing budget to provide legal and staff-time funds to all Tasmanian Councils for all challenges arising from the implementation of the State Planning Scheme.

15.2 Planning Directives (Break O' Day Council)

That LGAT lobby the Minister for Planning and Local Government to engage in consultation with Councils when issuing planning directives and take a more considered approach to change, specifically more notice of implementation.

15.3 Environmental Management and Pollution Control (Southern Midlands)

That the State Government be requested to develop an agreed set of clear protocols with Local Government clarifying the split in responsibilities between the two levels of government in regard to enforcement under the *Environmental Management and Pollution Control Act 1994*.

15.4 Wildlife Fatalities (Latrobe & Kentish)

That the Local Government Association of Tasmania and member Councils;

1. Work with the State and Federal Governments and key stakeholders to ensure a coordinated approach to reduce the instances of Tasmanian Devil and native wildlife fatalities on Tasmanian roads through informed projects such as installation of emergent virtual fencing technology and community programs to inspire a change in driver behaviour.
2. Support coordination initiatives such as installation of virtual fencing in Devil roadkill hotspot areas to assess effectiveness and make informed decisions about the installation pattern (LGAT support for this could be through promotion of projects/case studies, encouraging Councils to engage in projects etc.).
3. Work together to access grant funding to support on the ground projects to reduce native wildlife fatalities on Tasmanian roads.

16. Public Policy General

16.1 CSIRO Job Losses (Hobart City Council)

The Federal Government be lobbied to reconsider its position with regard to CSIRO job cuts because of the critical importance of the scientific data needed by Councils to accurately inform their climate adaptation strategies and to inform their communities.

16.2 TasRail – Use of Network (Northern Midlands)

That LGAT lobby the State Government and TasRail to permit a Tasmanian Transport Museum MS steam train to travel from Hobart to Fingal once a year on the Fingal Valley Festival day.

16.3 Electronic Gaming Machines (Brighton)

That LGAT formally take the position that the terms of reference for the State Government's Joint Select Committee Review into gaming in Tasmania be expanded to include whether or not electronic gaming machines should be allowed outside casinos at all and that as part of the Select Committee Review process, the Tasmanian community be polled to determine its view on this critical question.

That LGAT formally take the position that the *Gaming Act* should be reviewed particularly to remove its power to over-ride other Acts.

That LGAT convey this position to the Government, Opposition and Greens parties and to all Members of the Legislative Council.

COMMUNITY ENGAGEMENT

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

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

FINANCIAL IMPLICATIONS

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

Council's 2016/17 budget has sufficient provision for the subscriptions payable by Devonport to the LGAT.

RISK IMPLICATIONS

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

CONCLUSION

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

As the meeting will be held in Hobart on 20 July 2016 the opportunity for Council to give some direction to its voting delegate on specific motions to be considered.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that the agendas for the Local Government Association of Tasmania Annual General Meeting and General Meeting held on 20 July 2016 be received and noted.

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

4.3 ELECTED MEMBERS' EXPENDITURE REPORT - MAY/JUNE 2016

File: 22947 D426640

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 May-June 2016 is detailed below:

Mayor Steve Martin

\$ 105.92 Mobile telephone expenses
 \$ 88.81 LGAT General meeting expenses
 \$ 800.00 LGAT Conference – registration fee
 \$ 200.00 Donation towards TasTAFE Drug and Alcohol event

Alderman Rockliff

\$ 31.80 DCCI Tourism Business Luncheon
 \$ 800.00 LGAT Conference registration fee

Alderman Jarman

\$ 800.00 LGAT Conference registration fee

Alderman Goodwin

\$ 800.00 LGAT Conference registration fee

Alderman Laycock

\$ 800.00 LGAT Conference registration fee

Alderman Milne

\$ 800.00 LGAT Conference registration fee
 \$ 55.00 LGAT Elected members planning workshop registration fee

Aldermen

\$ 694.50 iPad expenses

The attached table sets out the cumulative expenditure for the 2015/16 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 on a monthly basis in accordance with Council's direction.

ATTACHMENTS

1. Cumulative Totals - Year to Date - June 2016

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

Alderman	Mayoral Allowance	Deputy Mayoral Allowance	Aldermen's Allowance	Mileage R'ments	I'Pads	Conference/ Professional Development Attendance	Travel, Accom & Meal expenses	Meeting expenses	Phone	Other	Total
Mayor Martin	50,846		20,338	12,096	408	1,214	3,343	448	1,081	1,064	\$ 90,838
Ald Emmerton			20,338		408						\$ 20,746
Ald Goodwin			20,338		408	800	783				\$ 22,329
Ald Jarman			20,338		408	800	127				\$ 21,673
Ald Keay			19,300		374						\$ 19,674
Ald Matthews			20,338		408						\$ 20,746
Ald Milne			1,555		34	855					
Ald Laycock			20,338		408	1,350	746				\$ 22,842
Ald Perry			20,338		408						\$ 20,746
Deputy Mayor Rockliff		15,896	20,338		408	832	544				\$ 38,018
Other Non Attributable											\$ -
TOTAL - YEAR TO DATE	\$ 50,846	\$ 15,896	\$ 183,559	\$ 12,096	\$ 3,672	\$ 5,851	\$ 5,543	\$ 448	\$ 1,081	\$ 1,064	\$ 277,612
Budget	50,700	15,850	199,486	12,100	4,300	14,000	8,500	1,000	1,400	-	307,336
BALANCE UNSPENT	-\$ 146	-\$ 46	\$ 15,927	\$ 4	\$ 628	\$ 8,149	\$ 2,957	\$ 552	\$ 319	-\$ 1,064	\$ 29,724
% Spent Year to Date	100%	100%	92%	100%	85%	42%	65%	45%	77%		90%

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

Ald Keay resigned 24 May 2016 - Ald Milne commenced office 7 June 2016

4.4 GOVERNANCE & FINANCE REPORT

File: 29468 D424646

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

ANNUAL PLAN SUMMARY

This report provides a summary of the activities undertaken in the following areas of Council:

- Corporate and Business Services;
- Governance; and
- Organisational Performance.

BACKGROUND

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

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

STATUTORY REQUIREMENTS

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

DISCUSSION

1. GOVERNANCE AND LEGAL

1.1 Common Seal Register

The following documents have been signed under Council's seal May - June 2016:

REG/171	Lease of Crown Land - River Road, Ambleside	3/05/2016
REG/172	Plan of Survey - 79 Parker Street	5/05/2016
REG/173	Adhesion Order - 8-10 Morris Avenue	10/05/2016
REG/174	Plan of Survey - PA2014.0177	23/05/2016
REG/175	Plan of Survey - PA2015.0046	24/05/2016
REG/176	Plan of Survey - PA2014.0099	31/05/2016
REG/177	Lease Agreement - DCC and Devon Netball Association	31/05/2016

Report to Governance and Finance Committee meeting on 18 July 2016

REG/178	Contract for Sale - Steele Street	2/06/2016
REG/179	Contract for Sale - Steele Street	2/06/2016
REG/180	Contract for Sale - Steele Street	2/06/2016
REG/181	Contract for Sale - King Street	2/06/2016
REG/182	Plan of Survey - Lucas Estate (Tas) Pty Ltd	20/06/2016
REG/183	Plan of Survey - PA2015.0161	20/06/2016
REG/184	Part 5 - SA2008.0006	21/06/2016
REG/185	Agreement of Lease - Fenton Villas	24/06/2016
REG/186	Agreement of Lease - Fenton Villas	24/06/2016
REG/187	Agreement of Lease - Fenton Villas	24/06/2016
REG/188	Agreement of Lease - Fenton Villas	24/06/2016
REG/189	Agreement of Lease - Fenton Villas	24/06/2016
REG/190	Agreement of Lease - Fenton Villas	24/06/2016
REG/191	Agreement of Lease - Fenton Villas	24/06/2016
REG/192	Lease Agreement - 17 Fenton Way	22/06/2016
REG/193	Plan of Survey - PA2015.0143	27/06/2016
REG/194	Easement Exchange - Rooke Street	30/06/2016

1.2 Property Management

Council's property managers, Collins Real Estate continue to provide monthly updates on all properties with no major issues identified throughout this reporting period. Some properties did experience flooding issues throughout the heavy rainfalls in June but nothing of major significance.

1.3 Aldermen's Attendance

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

No. of Meeting Attendance	Council	Planning Authority		Community Services		Governance & Finance		Infrastructure & Works		Workshops
	14	7		6		5		6		
		Member	Non Member	Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Ald S L Martin	13	5		4		3	2		1	16
Ald D C Emmerton	12	5		1	2	4		5		18
Ald G F Goodwin	13	7		5		4		6		19
Ald A J Jarman	14		0	6			1	6		18
Ald J T Keay (resigned 26 May 2016)	13		0	5		5			0	13
Ald L M Laycock	14		0	5			5	3	0	17
Ald J F Matthews	12	3			2		3	4	0	15
Ald T M Milne (elected 2 June 2016)	1				1				1	1
Ald L M Perry	13	6			1	4		6		19
Ald A L Rockliff	12	1	0	5		4			2	20

The following Aldermen were members from October 2015

Ald Goodwin - Community Services
Ald Martin - Governance & Finance
Ald Laycock - Infrastructure & Works

2. ORGANISATIONAL PERFORMANCE

2.1. Tasmanian Audit Office - Interim Management Letter

The Tasmanian Audit Office completed the interim audit in May and issued the Interim Management Letter in early June. The interim audit focusses on testing internal controls in place at Council and includes reviews of governance arrangements across a number of areas of Council including financial controls. The Interim Management Letter was considered by the Audit Panel at the meeting held

June 14. The Audit Office did not raise any matters in relation to controls for the 2015/16 year and agreed to close one outstanding matter from the previous year. Only one matter remains outstanding from previous years and Council has agreed to implement the recommendation as soon as possible.

2.2. 2015/16 Year End

- Preparation of the Annual Financial Statements is currently underway with a target date for the first draft to be delivered to the Auditors at the end of July.
- Representatives from the Office of the Auditor-General finalised the interim audit in May and intend to return to complete the year-end audit in the week commencing 8 August 2016. This audit will review the year-end balances reflected in the Annual Financial Statements, including asset revaluations.

2.3. Related Party Transactions

From 1 July 2016, accounting standard *AASB 124 Related Party Disclosures* will apply to not-for-profit organisations including Local Government Authorities. Council will be required to report transactions between related parties and Council in the 2016/17 Annual Report. Aldermen and Key Management Personnel are defined as related parties, as well as spouses and immediate family members. Any transaction with a company in which an Alderman holds a directorship will also need to be captured.

LGAT and representatives from the Tasmanian Audit Office have formed a working party and are preparing guidelines, template declaration forms and are determining if a minimum or threshold transaction amount will apply. The intention is to finalise these documents and distribute them to Councils by the end of the year.

Council staff have reviewed existing documentation and will be capturing data from 1 July in order to meet reporting obligations in July 2017.

3. CORPORATE SERVICES

3.1. Records Management

3.1.1. Records Management Activities

- Following the move to Fenton Way records revisited the legal documents review and commenced preparation for transfer of the Council Minutes and Agendas.
- On 14 June Council was advised by the Tasmanian Archives & Heritage Office that an audit of recordkeeping practices would be undertaken. The deadline 12 July 2016 is where all evidence against the checklist for the audit must be submitted.

3.2. Risk Management and Insurance

Number of Reported Incidents

Report Year	Number of Reported Incidents Internal	Number of Reported Incidents External
May-June	22	11

Incident Type Internal

Report Year	Personal Injury	Property Damage	Motor Vehicle	Near Hit	Hazard	Personal Threat	Stolen Property	Report Only
May-June	10	3	4	0	3	1	0	1

Incident Type External

Report Year	Personal Injury	Property Damage	Near Hit	Hazard	Report Only
May-June	5	5	0	0	1

Insurance Claim Costs (Internal)

Report Period	Actual Claim Costs
May-June	\$1,027*
Number of Claims	1

* Front of Council vehicle hit by unknown person - \$1,027

Insurance Claim Costs (External)

Report Period	Potential Claim Costs	Actual Claim Costs
May-June	\$662.27	391.27*
Number of Claims	2	1

*Rock flicked up by mower hitting vehicle - \$391.27

Potential Claims Descriptor

- Sump damaged whilst being directed through roadworks – vehicle owner directed to seek compensation from contractor.

3.2.1. Risk, Health & Safety and Emergency Management Activities

The following activities have been undertaken in this reporting period:

- Two rounds of Drug & Alcohol testing were undertaken in May/June.

3.2.2. Insurance

Insurance Portfolio has been finalised for the 2016/17 financial year. There has been a reduction in premiums again this year as a result of a globally soft market in addition to internal changes to the asset register, deleting unnecessary items and reviewing replacement costs where appropriate.

The insurance for the Julie Burgess was also reviewed and a decision made to change Brokers for this asset. This change equated to a \$10,000 saving on the premium.

3.2.3. Cyber Liability Risk

Council's property insurer has successfully negotiated a master Cyber Liability Policy for all current council clients. This new addition to our portfolio provides extensive coverage which includes the following:

- Privacy Liability
- Network Security Liability
- Media Liability
- Cyber Extortion
- Data Asset Loss
- Business Interruption

With Council having been exposed to Cyber Risk in the past, along with the ever increasing exposure in this area it is considered appropriate for Council to now extend its coverage to include Cyber Risk.

3.2.4. Emergency Management – Evacuation Centre

As storm and flood activities escalated on Sunday 5 June, it became apparent that there were affected residents in Devonport, Forth and Railton that needed relocation, and an evacuation centre needed to be established for a short stay period.

As part of the joint Mersey Leven Emergency Management sharing arrangements, an evacuation centre was activated at the East Devonport Recreation Centre to assist Latrobe, Central Coast, Kentish and Devonport residents.

There were thirty-three registrations at the centre with seventeen of those requiring accommodation for Monday night and the other sixteen passed through the centre and made their own accommodation arrangements.

3.2.5. Training

An Injury Management Program has been developed and a number of training sessions have been delivered to equip staff with the skills to better manage their work tasks and improve manual handling techniques.

3.3. Human Resources

3.3.1. Recruitment

Staff positions advertised in May and June 2016

Position	Department	Work Location
Mechanic/Diesel Fitter	Infrastructure Works and Development	Lawrence Drive
Graduate Accountant/Accountant	Corporate & Business Services	Fenton Way
Technical Support Supervisor	Infrastructure Works and Development	Fenton Way

Staff Appointments in May and June 2016

Position	Name	Department	Work Location
Civil Works Service-person	Bradley Ellingworth	Infrastructure Works and Development	Lawrence Drive
Immunisation Nurse (Casual)	Patricia Horne	Infrastructure Works and Development	Fenton Way
Project Manager	Jamie Goodwin	Infrastructure Works and Development	Fenton Way

Staff Departures in May and June 2016

Position	Name	Department	Work Location	Date Effective
Immunisation Nurse	Andrew Meldrum	Infrastructure Works and Development	Best Street	13/5/2016

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Diesel Fitter/ Mechanic	Wayne Cox	Infrastructure Works and Development	Lawrence Drive	31/5/2016
Administration Trainee/Group Employed by ArtsReady	Rebecca Krushka	Community Services	Gallery	31/5/2016
Assistant Accountant	Janelle Hawkins	Corporate & Business Services	Best Street	8/6/2016
Community Development Officer	David Fregon	Community Services	Best Street	10/6/2016

3.3.2. Workers Compensation Claims

Policy Year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Gross value incurred by the Insurer (including estimates)
30/6/2016*	18 claims	\$256,551.88
30/6/2015	12 claims	\$199,945.35
30/6/2014	8 claims	\$ 20,368.14
30/6/2013 *	13 claims	\$261,695.78
30/6/2012	13 claims	\$140,681.41

Commentary:

* Claim/s remains open in this year ending.

New Workers Compensation claims for the period

There was one new worker's compensation claim lodged in May and three claims lodged in June 2016.

Four claims remain open in total. The remainder of injured workers are participating in Return to Work and Injury Management Plans.

3.3.3. Work Experience

No work experience participants during this period.

3.3.4. Internship Project – UTAS

Each year UTAS invites organisations to participate in hosting a student which enables them to undertake an internship placement for second or third year students enrolled in degrees with the Faculty of Business and Economics.

Council has posted three projects with UTAS for student consideration for Semester three. No wage is paid to the students, as the internship is an accredited academic unit of study and counts towards their results.

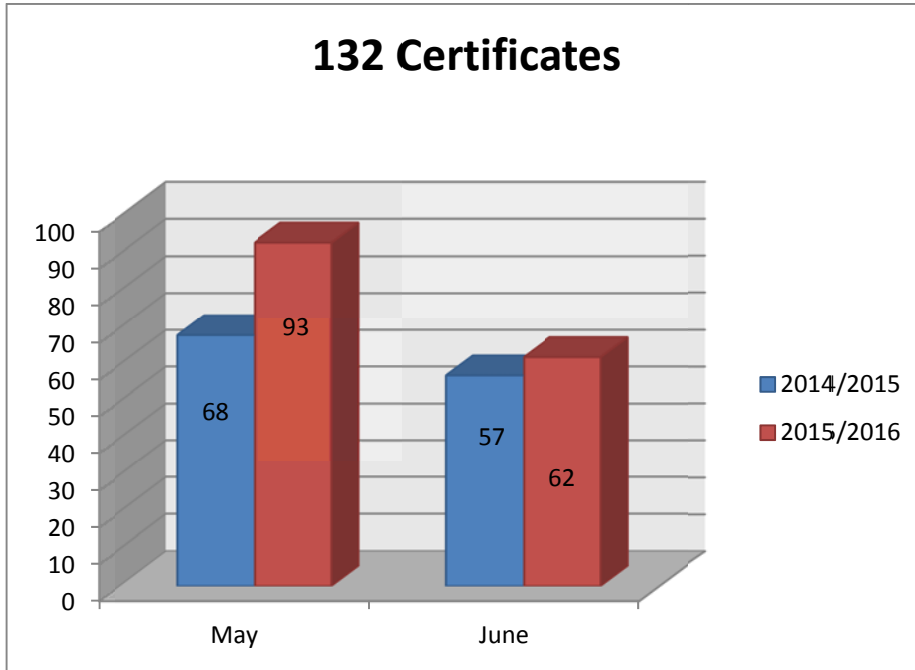
3.3.5. Staff Training

One staff member from Human Resources participated in the Beacon High Impact Program on 27 May 2016 at Devonport High School. The program was a one-day work readiness program to prepare students for a successful transition from school to meaningful employment and career opportunities in local government were promoted.

3.4. Finance

3.4.1. S132 Certificates

During the months of May and June, the Finance Team issued 155 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.



3.4.2. Rates Statistics

Percentage of Rates Paid

	2015/2016	2014/2015	2013/2014
May	98.09%	97.98%	97.67%
June	99.25%	99.07%	98.47%

Number of Properties Paid in Full

	2015/2016		2014/2015		2013/2014	
	Number	Percentage	Number	Percentage	Number	Percentage
May	11261	92.68%	11245	92.78%	11126	92.35%
June	11547	94.97%	11491	94.81%	11326	94.01%

3.5. Parking

3.5.1. Penalty Unit Increase 2016

As from 1 July, the State Penalty unit was increased from \$154 to \$157. This affects Council's parking infringements and as a result infringements have increased as follows:

- Paid within 14 days - \$25.00 (was \$24.64)
- Paid between 14 days and 28 days - \$42.00 (was \$41.58)
- Paid between 28 days and 42 days - \$86.00 (was \$84.70)

Each increase has been rounded down to the nearest dollar in line with recent changes to the Parking By-law. Traffic Infringements (loading zones, disability zones, time zones etc) will remain unchanged.

3.5.2. Parking Statistics

Income - Car Parks (Total)	15/16	14/15
May 2016	\$66,186.94	\$67,713.27
June 2016	\$66,517.33	\$71,569.46

Income from Meters	15/16	14/15
May 2016	\$48,079.95	\$50,560.77
June 2016	\$45,828.47	\$57,434.55

Infringements Issued	15/16	14/15
May 2016	1854	2104
June 2016	1658	2062

3.5.3. Best Street PAYL Car park

Best Street Income	15/16	14/15
May 2016	\$8,963.47	\$8,835.17
June 2016	\$9,647.46	\$9,241.98

3.5.4. Pay by Phone

Easy Park - Users	May	June
Paid	\$2,894.83	\$3,564.45

Parking Area	May	June
Fenton Way Car Park – All Day	8	17
Formby Road Car Park – 3 Hours	283	263
Fourways Car Park – All Day	174	151
Payne Avenue Car Park – All Day	96	137
Rooke Street Car Park – All Day	101	95
Victoria Parade Car Park – All Day	31	19
Wenvoe Street Car Park – All Day	189	264
Edward Street Car Park – 3 Hours	183	248
Total	1065	1194

3.6. Devonport Entertainment and Convention Centre (DECC)

3.6.1. Theatre Performances & Events

Productions staged at the DECC were as follows:

Commercial Hire

- Wiggle Town Tour – The Wiggles

- Forever Diamond – Ben Maiorana Entertainment
- The Greats of 70’s Country Music – The Harbour Agency
- Stardust Dance Graduation – Stardust Dance Studio

Community Hire

- The Addams Family – Presented by The Devonport Choral Society
- An Evening with Mem Fox – Child & Family Centre East Devonport & East Devonport Primary School. Supported by LINC Tasmania, Anglicare and the Devonport City Council.

DECC Entrepreneurial Program

- The Peasant Prince – The Story of Mao’s Last Dancer – Monkey Baa Theatre Co.
- Melbourne International Comedy Festival Roadshow

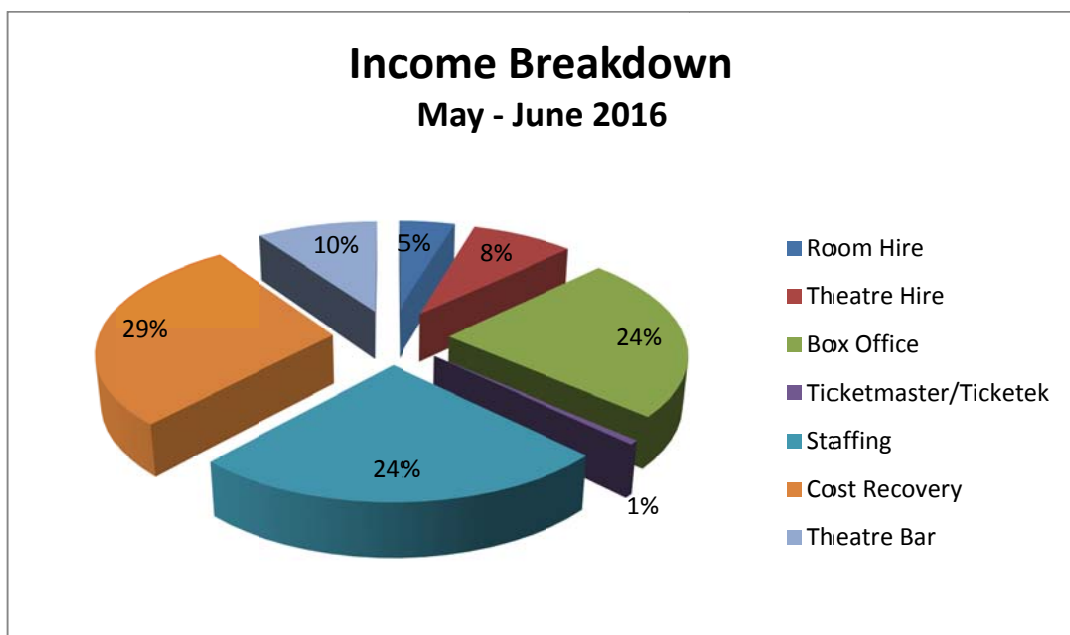
Performance	Number of Days Hired	Number of Performances	Audience Attendances
Commercial Hire	4	6	1717
Community Hire	29	11	4267
DECC Entrepreneurial Program	3	3	583
Totals	36	20	6567

The Income generated from theatre events held at the DECC for May and June 2016 totalled \$79,768.07

3.6.2. Ticketing

Performance	Total Number of Tickets Sold	Total Income
Ticketmaster	281	\$325.92
Ticketek	229	\$272.79
Totals	510	\$598.71

Income for May and June was dispersed as follows:



3.6.3. Meetings and Functions

A total of 21 non-performance events including functions, meetings and professional development sessions were held at the DECC during this period.

Meetings & Functions	Number of Days Hired	Number of Attendees	Total Income
Meetings & Training	20	445	\$10,651.12
Functions	1	40	\$90.00
Totals	21	485	\$10,741.12

3.6.4. Box Office Ticketing Services 2016

Ticketing is a continuous activity with the patrons expecting greater availability to booking local and national events. Online ticketing commenced in December 2007 with an average of 8% of patrons booking tickets online. In June 2016 over 46% of patrons' book tickets online.

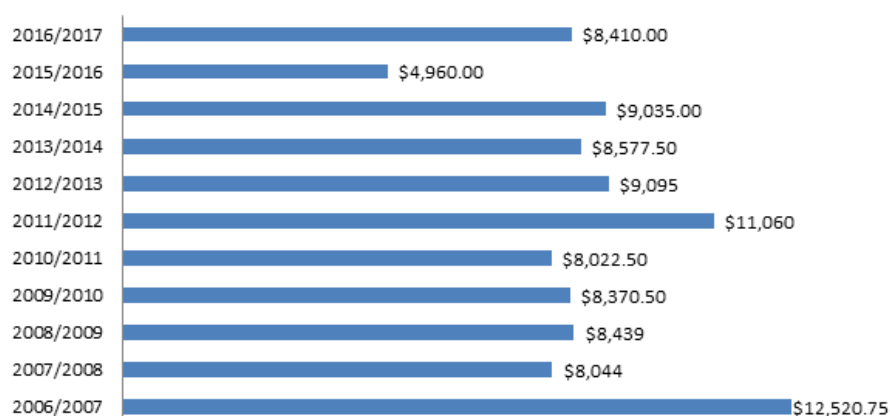
A summary is provided for all performances and events sold through the DECC Box Office for the 2015/2016 financial year.

Events	Number of Tickets Sold	Gross Ticket Sales
DECC Performances & Events	18,507	\$724,541.55
Local Events	3788	\$367,875.00
Ticketmaster	1207	\$62,000.24
Ticketek	876	\$57,703.04
Totals	24,378	\$1,212,119.83

3.6.5. Community Rate – Financial Assistance

During 2015/2016, The Devonport Entertainment & Convention Centre provided financial assistance to community groups and not for profit organisations to assist with the hire the DECC facilities. The Devonport Choral Society, Don College, the Devonport Eisteddfod Society, St Brendan Shaw College, the Rotary Club of Devonport, the Lions Club of City of Devonport and the St Andrews Caledonian Pipe Band were all once again successful in receiving financial assistance through the DECC Community Rate.

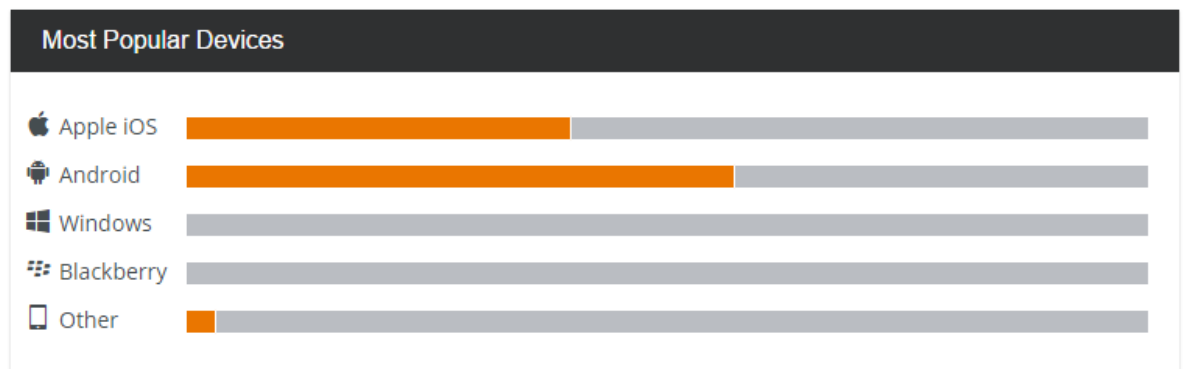
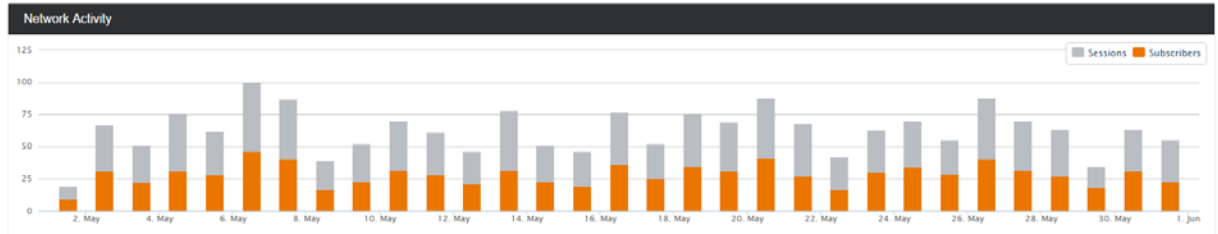
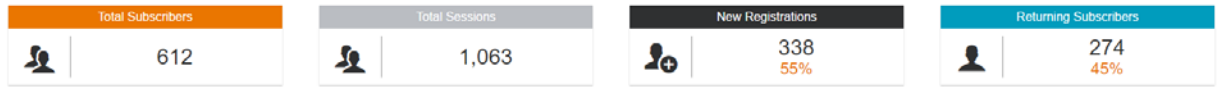
The following is a summary of the amount of Financial Assistance organisations have received for the hire of the DECC facilities during the past 10 years.

Financial Assistance to Community Groups

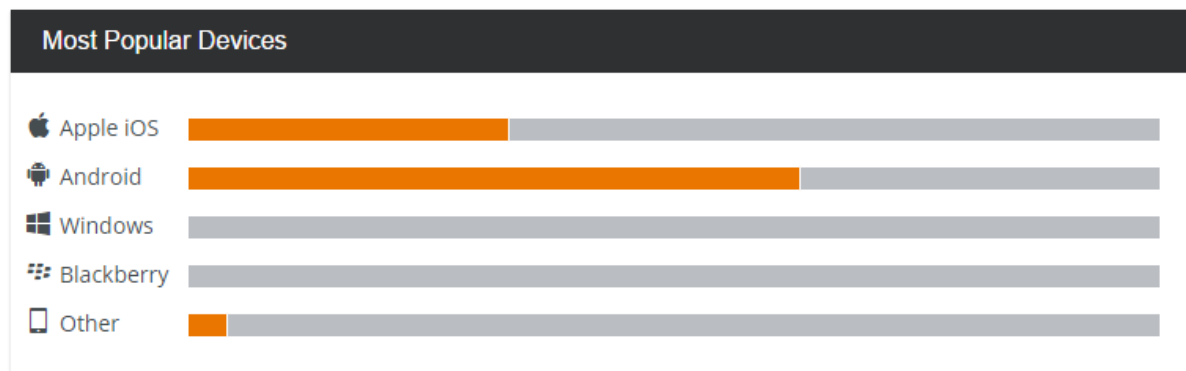
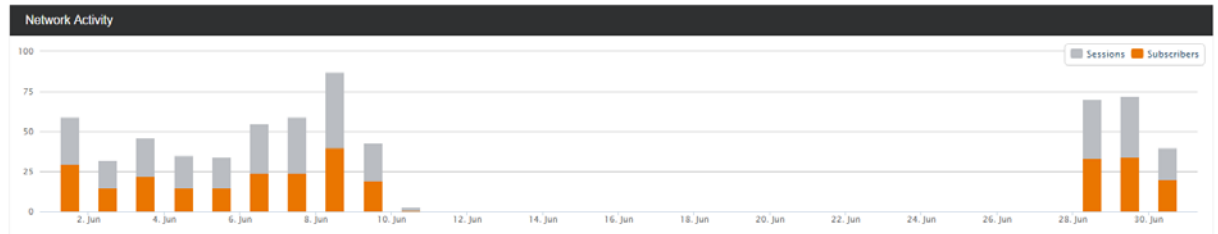
3.7. Information Technology

3.7.1. Public Wi-Fi Statistics

May



June



Please note there was an unplanned outage during June as a result of the building move to Fenton Way. The issue was rectified after two weeks.

Visitor vs Local stats up to 6 July

Local: 5,462
 Visitor: 6,781
 Total: 12,243

Please Note: the question can't be set to mandatory at this stage, users can just bypass it by not answering; answers can't be tracked by month so this a total since the service was installed.

4 CORPORATE COMMUNICATION - MAY/JUNE 2016

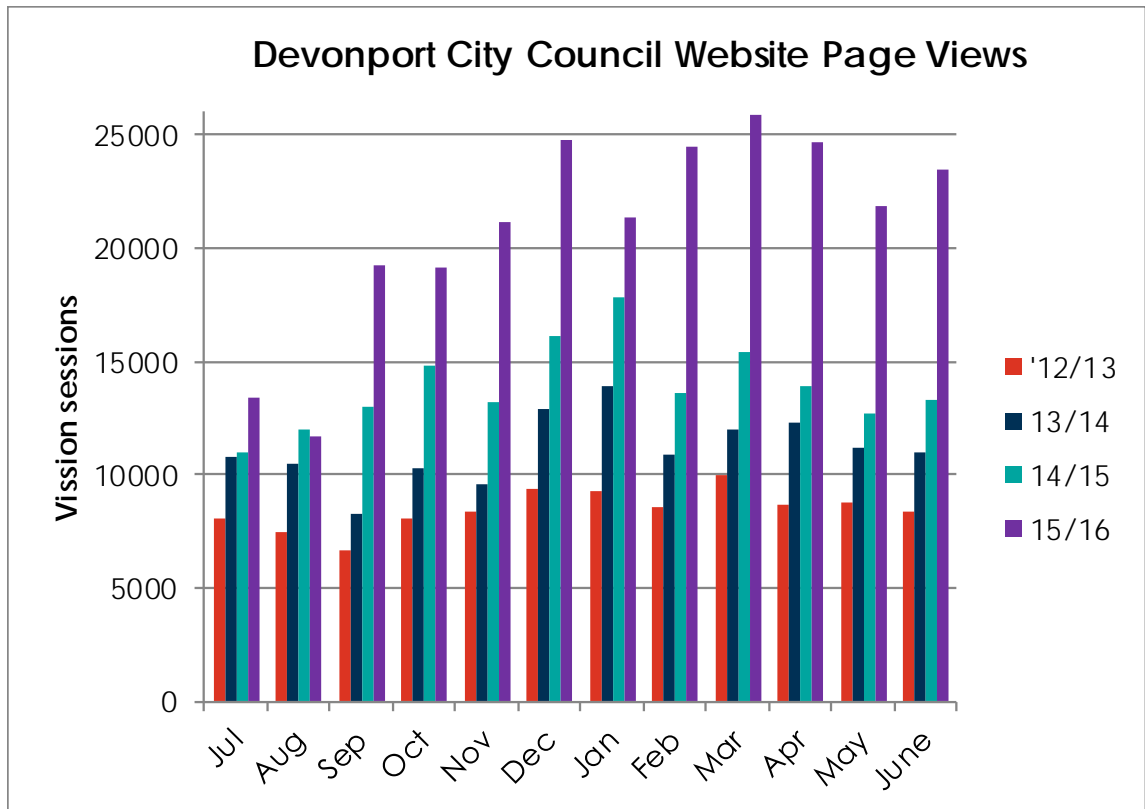
4.1 Websites

4.1.1 Devonport City Council Website

Visitation to Council's corporate website was up by +50.4% for the 12 months ending 30 June 2016, compared to the previous financial year, with 251,026 page views during the year. Visitation peaked in March 2016, with 25,879 page views and an average 342 daily website sessions.

Council's new website was launched in August 2015, with community and ratepayer feedback positive about the improved layout, functionality and content.

On average, 56% of website visitors are accessing the Council website on a desktop computer, 33% on a mobile phone and 11% on a tablet device; with 58% of site users being return visitors each month.

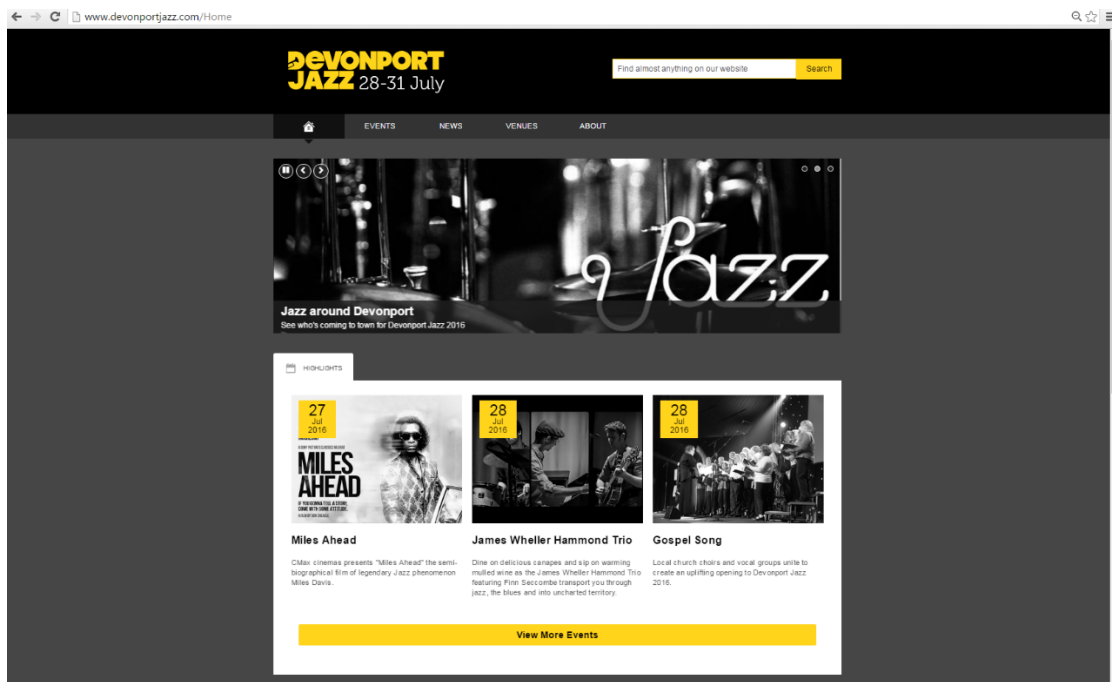


Content relating to how to contact Council, employment opportunities, the Waste Transfer Station, LIVING CITY and Mersey Vale Cemetery rank highest in terms of pages visited during May and June 2016.

Devonport City Council website Statistics	May 2016	June 2016
Total Visitor sessions	8,955	8,864
Total page views	21,845	23,418
Average daily sessions	289	295
Average session duration (minutes)	1:47	1:51
Average page views per visit	2.44	2.64
Device Category		
<ul style="list-style-type: none"> Desktop Mobile Phone Tablet 	<ul style="list-style-type: none"> 56% 35% 9% 	<ul style="list-style-type: none"> 56% 33% 11%
Top 10 Pages	<ol style="list-style-type: none"> Home Page How to Contact Us Contact Us Employment Opportunities Mersey Vale Cemetery Search Careers Waste Transfer Station LIVING CITY Agendas & Minutes Planning - Development 	<ol style="list-style-type: none"> Home Page How to Contact Us Contact Us Employment Opportunities Careers Mersey Vale Cemetery Search Waste Transfer Station LIVING CITY Devonport Winter Guide Your Council

4.1.2 Devonport Jazz Website

A new website was developed and launched for Devonport Jazz in early June, helping to create a more contemporary and user-friendly online presence for the Festival. The new Devonport Jazz website is also mobile and tablet friendly.



4.1.3 Speak Up Devonport Website

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, as follows:

Speak Up Devonport Website Statistics	May 2016	June 2016
Active Consultations	<ul style="list-style-type: none"> Proposed new Christmas Parade route Should the East Devonport shopping precinct be renamed? 	<ul style="list-style-type: none"> Should the East Devonport shopping precinct be renamed?
Total Aware: Number of people (unique users) who have visited the website during the period	876	646
Total Informed: Number of people who have taken some actions to learn more about projects on the website during the period.	499	326
Total Engaged The number of people who have actively contributed to selected projects/consultations.	56	3

4.2 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 337 followers as at 30 June 2016. It is actively used to 'break' news to the media.

Council currently operates eight Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Food Connection, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, Devonport Entertainment & Convention Centre, Devonport Regional Gallery). Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

The Devonport City Council Facebook page is well utilised by the community, with high engagement regarding 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	May 2016	June 2016
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	4,365 TY (3,140 LY) +39.0%	4,533 TY (3,295 LY) +37.6%

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).	68,776 TY (57,106 LY) +20.4%	65,457 TY (52,661 LY) +24.3%
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.	5,872 TY (5,876 LY) -0.1 %	9,768 TY (5,827 LY) +67.6%

Content reach and engagement was up +24.3% and +67.6% respectively between June 2015 and June 2016, primarily due to Council's Facebook page being a primary source of storm/flood related information relating to road closures, the emergency evacuation centre and community donations.

During May and June 2016 the top ten page posts each month in terms of audience reach were:

March 2016	April 2016
1. Severe Weather Warning – 2/5/16 – 10K	1. Road Closure Update #1 – 6/6/16 – 13.6K
2. East Devonport Rebranding consultation – 17/5/16 – 6.2K	2. Road Closure Update #2 – 6/6/16 – 10.6K
3. Mersey River Surf Pics – Danielle O'Brien – 3/5/16 – 5.5K	3. Thank you to those who have donated – 7/6/16 – 5.3K
4. Employment opportunity – Mechanic/Diesel Fitter – 27/5/16 – 5.2K	4. Public Needle Vending Machine & Disposal Bin Relocation – 23/6/16 – 4.7K
5. Housing Choices Community Grants – 12/5/16 – 3.2K	5. Emergency Evacuation Centre Established – 5/6/16 – 3.8K
6. Mersey River Surf Pics – Jo Johnson – 4/5/16 – 3.1K	6. Cows on Devonport Road – 6/6/16 – 3.7K
7. Maidstone Park Defibrillator – Financial Assistance Scheme Promo – 6/5/16 – 2.8K	7. Evacuation Centre Donations Update 7/6/16 – 3.1K
8. CBD Intersection emergency works – 10/5/16 – 2.7K	8. Congratulations to new Alderman Tammy Milne – 3/6/16 – 3.0K
9. Alderman Keay's Resignation – 27/5/16 – 2.5K	9. Evacuation Centre Now Closed – 7/6/16 – 3.0K
10. Bluff photo – have a great weekend – 14/5/16 – 2.4K	10. Splash Aquatic Centre Temporary Closure – 29/6/16 – 2.9K

4.3 Publications & Media

During the month of May 2016, Council published:

- Ten (10) media releases & alerts:
 - Media Invitation – 2016 Trades Challenge
 - Trades Challenge a Learning Communities Opportunity
 - A New Devonport Christmas Parade Route up for comment
 - Works Underway in Preparation for Council Office Move
 - Should the East Devonport Shopping Precinct be renamed?
 - Splash Aquatic Centre – Warm Water Pool Heating Update
 - LIVING CITY Stage 3 – Waterfront Precinct Update
 - Resignation of Alderman Justine Keay
 - Devonport City Council Offices Ready and Set to Move
 - A Treat for Devonport History Buffs – Celebrating National Trust Heritage Month

During the month of June 2016, Council published:

- Thirteen (13) Media Releases & Alerts:
 - Guide to Winter Activities in Devonport Released
 - Highly Acclaimed Children's Author Memo Fox coming to Devonport
 - Devonport Residents invited to Proposed Council Budget Information Session
 - Middle Road Intersection Upgrade Planned to Improve Traffic Conditions
 - A Fresh New Look for Devonport Jazz
 - Severe Weather Road Closures & Evacuation Centre Established
 - Immunisation Clinic Cancellation
 - Construction on LIVING CITY kicks off
 - Update: Sever Weather Road Closures & Evacuation Centre Established
 - Tickets Selling Fast to 'An Evening with Mem Fox'
 - Devonport Jazz 2016 Program Out Now
 - Council adopts its 2016/2017 Budget
 - July School Holiday Program

4.4 E-Newsletters

E-newsletters are a cost effective, targeted and measurable means of communicating with residents and target audiences.

The LIVING CITY eNews was launched in June 2014 and is used to release tailored LIVING CITY news to subscribers on a regular basis.

E-Newsletters are also sent to registered Speak Up Devonport participants regarding the launch of community consultations during the period.

	LIVING CITY eNews
Subscribers as at 30/4/16	489
eNews Name	LIVING CITY Stage 1 Construction Begins
Campaign Date	16/6/16
Open Rate	47.2%
Click Rate	3.4%
eNews Name	Construction Site Takes Shape
Campaign Date	23/6/16
Open Rate	43.3%
Click Rate	5.3%
eNews Name	Stage 1 Financing Finalised
Campaign Date	30/6/16
Open Rate	37.5%
Click Rate	2.1%

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

RECOMMENDATION

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

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

5.0 CLOSED SESSION

RECOMMENDATION

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

Item No	Matter	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
5.1	Outstanding Rates Debtors - Three Years and Over	15(2)(j)
5.2	Outstanding Debtors - 90 Days and Over Report	15(2)(j)

OUT OF CLOSED SESSION

RECOMMENDATION

That the Committee move out of Closed Session.

6.0 CLOSURE

There being no further business the Chairman declared the meeting closed at <insert time> pm.