



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that a **Governance, Finance & Community Service Committee** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, paranaple centre, 137 Rooke Street, Devonport, on Monday 16 September 2019, 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.

Matthew Atkins  
ACTING GENERAL MANAGER

**11 September 2019**

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE  
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 16 SEPTEMBER 2019  
IN THE ABERDEEN ROOM, LEVEL 2, paranple centre, 137 ROOKE STREET, DEVONPORT  
AT 5:30PM**

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Agenda of a meeting of the Devonport City Council's **Governance, Finance & Community Service Committee** to be held in the Aberdeen Room, paranapple centre, 137 Rooke Street, Devonport on Monday 16 September 2019 commencing at 5:30pm.

**PRESENT**

		<b>Present</b>	<b>Apology</b>
Chair	Cr A Jarman		
	Cr J Alexiou		
	Cr G Enniss		
	Cr L Laycock		
	Cr S Milbourne		
	Cr A 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 Council's Public Question Time Policy (Min No 159/17 refers):

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

### **3.2 QUESTIONS ON NOTICE FROM COUNCILLORS**

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

## **4.0 GOVERNANCE REPORTS**

### **4.1 ELECTED MEMBERS EXPENDITURE REPORT JULY AND AUGUST 2019**

**File: 33784 D614404**

#### **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 the Mayor and Councillors.

#### **BACKGROUND**

This report is a regular bi-monthly update on the costs associated with the payment of allowances and expenses for Councillors.

#### **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 Councillors in its Annual Report, however there is no obligation to do so at any other time.

#### **DISCUSSION**

Expenditure processed for the months of July and August 2019, is detailed below:

##### **Mayor, Cr Annette Rockliff**

\$153 – LGAT Professional Development

\$ 50 – Meeting with Deputy Prime Minister

\$ 45 – Meeting with Treasurer (DCCI)

\$691 – Accommodation for ALGA General Assembly

\$245 – Accommodation – LGAT AGM & Conference

##### **Cr Hollister**

\$298 – Accommodation & meals – LGAT AGM & Conference

##### **Cr Jarman**

\$306 – Accommodation & meals – LGAT AGM & Conference

##### **Councillors**

\$654 – iPads

The attached table sets out the cumulative expenditure for the 2019/20 financial year. 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 Councillor expenses are costed to the general ledger account for Councillor Support.

### **RISK IMPLICATIONS**

There are no identified risks in relation to this report.

### **CONCLUSION**

Expenses are reported in accordance with Council's direction.

### **ATTACHMENTS**

- [1.](#) Cumulative Totals - YTD - August 2019

### **RECOMMENDATION**

That it be recommended to Council that the bi-monthly report advising of Councillor allowances and expenses be received and noted.

Author:	Jacqui Surtees	Endorsed By:	Matthew Atkins
Position:	Executive Officer	Position:	Acting General Manager

## Councillor Expenses

Cumulative figures year to date: July - August 2019

Councillor Expenses	Mayoral Allowance	Deputy Mayoral Allowance	Councillor's Allowance	Mileage R'ments	IPads	Conference/ Professional Development Attendance	Travel, Accommodation & Meal expenses	Meeting expenses	Mobile Phone	Total
Mayor Cr Rockliff	14,990			1,750	73	153	936	95	114	\$ 18,112
Deputy Mayor Cr Jarman		7,630			73		306			\$ 8,009
Cr Alexiou			4,283		73					\$ 4,356
Cr Enniss			4,283		73					\$ 4,356
Cr Hollister			4,283		73		298			\$ 4,654
Cr Laycock			4,283		73					\$ 4,356
Cr Milbourne			4,283		73					\$ 4,356
Cr Murphy			4,283		73					\$ 4,356
Cr Perry			4,283		73					\$ 4,356
Other Non Attributable										\$ -
<b>TOTAL - YEAR TO DATE</b>	<b>\$ 14,990</b>	<b>\$ 7,630</b>	<b>\$ 29,980</b>	<b>\$ 1,750</b>	<b>\$ 654</b>	<b>\$ 153</b>	<b>\$ 1,540</b>	<b>\$ 95</b>	<b>\$ 114</b>	<b>\$ 56,908</b>
Budget	83,218	40,713	155,169	10,500	4,418	15,000	9,200	1,500	655	320,373
<b>BALANCE UNSPENT</b>	<b>\$ 68,228</b>	<b>\$ 33,083</b>	<b>\$ 125,189</b>	<b>\$ 8,750</b>	<b>\$ 3,764</b>	<b>\$ 14,847</b>	<b>\$ 7,660</b>	<b>\$ 1,405</b>	<b>\$ 541</b>	<b>\$ 263,465</b>
% Spent Year to Date	18%	19%	19%	17%	15%	1%	17%	6%	17%	18%

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

## 4.2 ANNUAL PLAN PROGRESS REPORT TO 31 AUGUST 2019

File: 33784 D614405

### 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

### SUMMARY

To provide an update on the progress of the 2019/20 Annual Plan as at 31 August 2019.

### BACKGROUND

Council adopted its 2019/20 Annual Plan on 24 June 2019. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

### STATUTORY REQUIREMENTS

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

### DISCUSSION

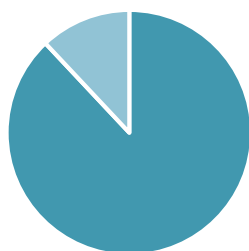
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

- another successful weekend of Devonport Jazz was held at the end of July;
- council is participating in the implementation of the Cradle Coast Futures Plan;
- a new Visit Devonport website is in development, due for release in late October;
- the review of Council Policies is almost complete;
- an inspection program is being developed for bike path safety assessments;
- work has commenced on drafting the updated Stormwater Strategy;
- the design for the Waterfront Park has been completed and the tender assessment is in progress; and
- food safety inspections are being carried out by handheld devices in accordance with the new classification system.

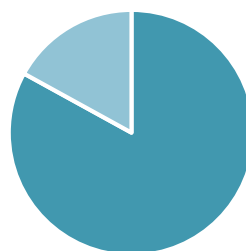
Progress comments are provided for each action in the Progress Report. Below are graphical snapshots of Council's performance against each Strategic Goal and against actions overall across the organisation.

### 2019/20 AP Actions - Organisation



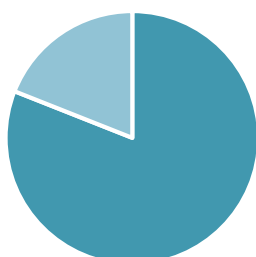
■ On Track - 88% ■ Off Track - 12%

### Goal 1 - Living Lightly on our Environment



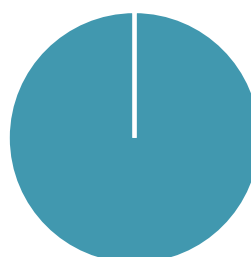
■ On Track - 83% ■ Off Track - 17%

### Goal 2 - Building a Unique City



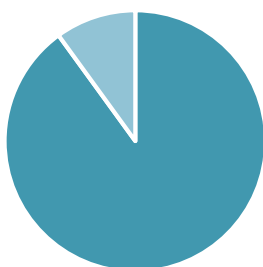
■ On Track - 81% ■ Off Track - 19%

### Goal 3 - Growing a Vibrant Economy



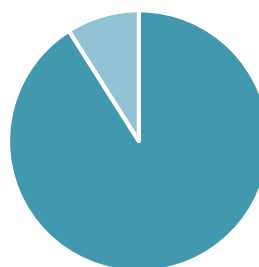
■ On Track - 100% ■ Off Track - 0%

### Goal 4 - Building Quality of Life



■ On Track - 90% ■ Off Track - 10%

### Goal 5 - Practicing Excellence in Governance



■ On Track - 91% ■ Off Track - 9%

#### COMMUNITY ENGAGEMENT

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

#### FINANCIAL IMPLICATIONS

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

#### RISK IMPLICATIONS

There is always a risk that actions will not be achieved on time, however, no issues have been identified based on the current status of actions at this time.

## CONCLUSION

The 2019/20 Annual Plan Progress Report as at 31 August 2019 is provided for the information of the Councillors and the community.

## ATTACHMENTS

- [1.](#) Annual Plan Progress Report to 31 August 2019

## RECOMMENDATION

That it be recommended to Council that the 2019/20 Annual Plan Progress Report for the period ended 31 August 2019 be received and noted.

Author:	Jacqui Surtees	Endorsed By:	Matthew Atkins
Position:	Executive Officer	Position:	Acting General Manager



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

**Period:** 19/20



## Strategic Plan Progress Report

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

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preservation areas of remnant vegetation					
1.2.1.1 Undertake works to repair and prevent further coastal erosion along the Victoria Parade parkland	In Progress	5%	Preliminary planning is underway on the \$75,000 project funded in Council's capital works program. Expert advice is being sought.	Infrastructure & Works Manager	30/06/2020
1.2.1.1 Deliver a Bioblitz event that focuses on finding as many species as possible in a specific area over a short period of time	In Progress	40%	Planning underway - to be held in November 2019	Community Services Manager	30/11/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government					
1.2.2.1 Advocate to the Cradle Coast Authority for a regional approach toward managing climate change impacts and improving adaption	In Progress	16%	Initial discussions held with Cradle Coast Authority staff to discuss process for working together.	Executive Officer	30/06/2020
1.2.2.1 Support LGAT to consider a climate emergency with State Govt support	In Progress	16%	Council supported a motion at LGAT's July General Meeting, acknowledging a climate emergency and calling on all levels of government to act	Deputy General Manager	30/06/2020
1.2.2.2 Develop and publish a statement of recognised climate related risks for the municipal area	In Progress	16%	Risks as outlined in the Corporate Climate Change Adaptation Plan are currently under review.	Executive Officer	30/06/2020

**Outcome:** 1.3 "Living Lightly" is promoted and encouraged

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"					
1.3.1.1 Investigate opportunities to	In Progress	35%	A program of events and activities has been	City Engineer	30/06/2020

## Strategic Plan Progress Report

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

**Outcome:** 1.3 "Living Lightly" is promoted and encouraged

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"					
increase commuter bike riding			developed and funding is being sought through the Healthy Tasmania Fund.		
1.3.1.1 Implement community based educational initiatives in accordance with the Environment Strategy	In Progress	16%	Educational programs underway with Friends of Don, Bioblitz and Don College	Community Services Manager	30/06/2020

**Outcome:** 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.1 Promote reduction, re-use and recycling options to minimise waste materials within Council, the community and businesses					
1.4.1.1 Support initiatives for waste minimisation through Dulverton and the Cradle Coast Waste Management Group	In Progress	16%	Participation in CCWMG is continuing and relevant waste minimisation initiatives are being implemented.	Deputy General Manager	30/06/2020
1.4.1.1 Distribute recycling educational material with the rates notices	Completed	100%	Information to educate the community on recycling was distributed as part of Council's 2019/20 rates notice	Deputy General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities					
1.4.2.1 Explore and trial recycling bins in public places, including events	In Progress	5%	Work is underway to consider how recycling bins and collections can be integrated into the design of the Waterfront Precinct.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.3 Lead and actively promote emissions minimisation					
1.4.3.1 Consider the options for the future provision of electric vehicle charging stations in Devonport	In Progress	16%	Currently in discussions with TasNetworks to determine the best site with suitable substation capacity.	Project Manager	30/06/2020

## Strategic Plan Progress Report

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

**Outcome:** 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.3 Lead and actively promote emissions minimisation					
1.4.3.1 Implement Council's Electric Vehicle Integration Plan	In Progress	16%	Fleet purchases are being made using the principles of the Electric Vehicle Integration Plan. One hybrid petrol-electric vehicle has been ordered.	Infrastructure & Works Manager	30/06/2020

## Strategic Plan Progress Report

**Goal:** 2 Building a unique city

**Outcome:** 2.1 Council's Planning Scheme facilitates appropriate property use and development

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 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 Finalise Local Planning Provisions through the Tasmanian Planning Commission	In Progress	20%	The draft Local Planning Schedules (LPS) for Devonport has been forwarded to the Tasmanian Planning Commission (TPC) for review. It is anticipated at the TPC will endorse the draft LPS for public exhibition by the end of the year.	Development Services Manager	30/06/2020
2.1.1.2 Undertake actions required for finalising the new Statewide Planning Scheme	In Progress	20%	The draft Local Planning Schedules (LPS) for Devonport has been forwarded to the Tasmanian Planning Commission (TPC) for review. It is anticipated at the TPC will endorse the draft LPS for public exhibition by the end of the year.	Development Services Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.2 Provide consistent and responsive development assessment and compliance processes					
2.1.2.1 Develop a Residential Strategy for Devonport	In Progress	20%	Work has commenced to draft a Residential Strategy by collecting the statistical data.	Development Services Manager	30/06/2020
2.1.2.2 Review Council's Retail Strategy from a planning perspective	Not Started	0%	Action due to commence in November 2019.	Development Services Manager	30/06/2020
2.1.2.3 Adopt a Retaining Wall Policy	In Progress	20%	A Retaining Wall Policy is being drafted by staff.	Development Services Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues					
2.1.3.1 Maintain membership of Cradle	In Progress	20%	Meetings attending as required.	Planning Coordinator	30/06/2020

## Strategic Plan Progress Report

**Goal:** 2 Building a unique city

**Outcome:** 2.1 Council's Planning Scheme facilitates appropriate property use and development

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues					
Coast Regional Planning Group and contribute to regional forums.					

**Outcome:** 2.2 The Devonport brand supports our marketing and promotion

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.2.2 Develop an integrated approach to local branding in partnership with business and community groups					
2.2.2.1 Implement actions from Council's Retail Strategy	In Progress	16%	Project Officer has commenced detailing actions from Retail Strategy - Visit Devonport destination website currently being developed	Community Services Manager	30/06/2020

**Outcome:** 2.3 Infrastructure priorities support well planned, managed and appropriately funded development within our unique City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.1 Develop and maintain long term Strategic Asset Management Plans					
2.3.1.1 Review Council's Asset Management Strategy	Not Started	0%	Asset Management Policy adopted by Council in August.	Infrastructure & Works Manager	30/06/2020
2.3.1.2 Develop an Asset Management Plan for Council's stormwater assets	In Progress	22%	Draft plan is being prepared.	City Engineer	30/06/2020
2.3.1.3 Develop an Asset Management Plan for Council's plant and fleet assets	In Progress	10%	The asset register is being updated to accurately reflect likely replacement dates. Updated data can be used as the key input to a draft asset management plan.	Works Supervisor	30/06/2020
2.3.1.4 Undertake a safety assessment of bike paths	In Progress	38%	Bike path safety assessment check-list is completed. An inspection program is being developed.	City Engineer	30/06/2020

## Strategic Plan Progress Report

**Goal:** 2 Building a unique city

**Outcome:** 2.3 Infrastructure priorities support well planned, managed and appropriately funded development within our unique City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards</b>					
2.3.2.1 Review Public Lighting Strategy	Not Started	0%	Due to commence in January 2020	City Engineer	30/06/2020
2.3.2.2 Undertake a review of the provision of footpaths, public open space, etc in the Woodrising area	Not Started	0%	Due to commence in January 2020	Infrastructure & Works Manager	30/06/2020
2.3.2.3 Continue to review and update Council's Stormwater Strategy	In Progress	35%	Consultation has been undertaken with both internal and external stakeholders on the current Strategy and work has commenced on a draft of the updated Strategy.	City Engineer	30/06/2020
2.3.2.4 Audit all 'Guide Signs' from the airport, Spirit of Tasmania Terminal and the Bass Highway into the City	Not Started	0%	Due to commence in November 2019	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.3 Provide and maintain stormwater infrastructure to appropriate standards</b>					
2.3.3.1 Progress implementation and improvements for the Oldaker (East) catchment in conjunction with Waterfront Park works	In Progress	16%	Stormwater upgrades have been designed and construction work is incorporated into the Waterfront Park construction contract so engagement of a contractor is imminent.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.4 Provide and maintain Council buildings, facilities and amenities to appropriate standards</b>					
2.3.4.1 Install an information kiosk at the Mersey Vale Memorial Park office	Not Started	0%	Due to commence in September 2019	Technical Support Supervisor	30/06/2020
2.3.4.2 Improve access throughout Mersey Vale Memorial Park by way of directional signage	In Progress	16%	A preliminary design has been developed after consultation with internal stakeholders. Wider consultation may be required prior to	Infrastructure & Works Manager	30/06/2020

## Strategic Plan Progress Report

**Goal:** 2 *Building a unique city*

**Outcome:** 2.3 *Infrastructure priorities support well planned, managed and appropriately funded development within our unique City*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.4 <i>Provide and maintain Council buildings, facilities and amenities to appropriate standards</i>					
2.3.4.3 Develop and implement a program for installation of Destination Signage at all Cemeteries in Devonport	In Progress	16%	progressing to detailed design and installation. Destination signage for Mersey Vale Memorial Park is included in the signage upgrade project for that site. A plan for other sites will follow.	Technical Support Supervisor	30/06/2020
2.3.4.4 Investigate methods to improve pedestrian safety and restrict vehicular access at Pioneer Park	In Progress	5%	Some preliminary work has been undertaken to understand the issue in more detail.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.5 <i>Provide and maintain sustainable parks, gardens and open spaces to appropriate standards</i>					
2.3.5.1 Review Council's Open Space Strategy	Not Started	0%	Due to commence in September 2019	Technical Support Supervisor	30/06/2020
2.3.5.2 Consider natural or built shelter options for shade/wind/rain at Pioneer Park	Not Started	0%	Due to commence in February 2020	Infrastructure & Works Manager	30/06/2020
2.3.5.3 Develop a plan and implementation program for improvements to the garden/former burial area in the south east corner of Pioneer Park	In Progress	16%	A grant submission is being prepared for the Tasmanian Community Fund. If successful, this will enable construction in 2019-20. Consultation and design work is set to comment late in 2019.	Technical Support Supervisor	30/06/2020
2.3.5.4 Construct a walking path through Highfield Park from west to east	In Progress	5%	Design work has been deferred as the path is to be included in a large grant submission including other components of the Highfield Park Master Plan.	Technical Support Supervisor	30/06/2020
2.3.5.5 Develop a plan for the grounds surrounding the Don Hall	In Progress	16%	A concept plan has been developed. Further action will be deferred until Council's updated Public Open Space Strategy is developed.	Infrastructure & Works Manager	30/06/2020

## 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	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.4.1 Implement initiatives from the LIVING CITY Master Plan</b>					
2.4.1.1 Complete design of the Waterfront Parkland and commence construction	In Progress	22%	Design completed and tender assessment in progress	Deputy General Manager	30/06/2021
2.4.1.2 Relocate remaining commercial tenants within the Waterfront Precinct and demolish redundant buildings	In Progress	33%	Plans to relocate tenants are underway.	Deputy General Manager	31/12/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans</b>					
2.4.2.1 Develop concept for lightshow within LIVING CITY Waterfront Park and seek necessary government funding to implement	In Progress	16%	Council has appointed a design consultant and initial meeting has occurred	Deputy General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plan</b>					
2.4.3.1 Continue to work with the LIVING CITY Waterfront Hotel developer to establish a privately funded hotel within the LIVING CITY Waterfront Precinct	In Progress	16%	Hotel developer is providing regular updates to Council and is anticipating a start on site in late 2019	Deputy General Manager	30/06/2020

## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.1 Market and promote the City as a regional business, service and retail hub</b>					
3.1.1.1 Develop an intrastate and interstate marketing campaign for the paranple convention centre	In Progress	50%	Advertised in Qantaslink Sep/Oct edition of Spirit	Function and Events Coordinator	30/06/2020
3.1.1.2 Maintain membership with Business Events Tasmania to secure events for the paranple convention centre	Completed	100%	Membership renewed until September 2020.	Function and Events Coordinator	31/08/2019

**Outcome:** 3.2 Devonport's visitor industry is developed around its natural assets, history and location

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.1 Support tourism through the provision of well designed and managed nfastructure and facilities</b>					
3.2.1.1 Develop a tourism website to engage visitors and provides an online booking platform for accommodation and attractions	In Progress	50%	Visit Devonport website is now close to completion.	Visitor Services Coordinator	31/12/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>					
3.2.2.1 Maintain relationships with the Tasmanian Visitor Centre network and regional tourism networks	In Progress	25%	Recently attended the TVIN state conference, this provided the opportunity to meet with staff from visitor centres from around the state and to discuss new tourism products.	Visitor Services Coordinator	30/06/2020
3.2.2.2 Undertake actions that support regional tourism initiatives	In Progress	16%	Working with the Cradle Country Marketing Group, we have recently instigated brochure marketing of the region in the Hobart CBD and Salamanca. We are looking at options to host workshops and courses for the tourism operators of the region.	Visitor Services Coordinator	30/06/2020

## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

**Outcome:** 3.2 Devonport's visitor industry is developed around its natural assets, history and location

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities</b>					
3.2.3.1 Facilitate a familiarisation tour for local and regional tourism operators and provide operators with the opportunity to engage in professional development exercises.	In Progress	16%	Both new and existing operators are offering staff and volunteers the opportunity to experience their product, so that the team are able to promote confidently. One operator has been invited to visit and present their new products to the team within the coming weeks.	Visitor Services Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.4 Promote our natural environment and assets to underpin tourism opportunities</b>					
3.2.4.1 Develop a localised marketing strategy, promoting the story of the Julie Burgess as linked to Devonport's maritime history.	In Progress	25%	Traditional media stories have included an ABC's Rick Eaves video interview shared widely on social media; radio advertisements on 7AD; billboard near Horsehead Creek. Social media includes weekly Julie Burgess posts during the sailing season, which includes historical notes and links to the BSMC. Free tourism websites are utilised and monitored. Brochures and flyers are circulated monthly via exchange service to visitor information centres and the Spirt of Tasmania.	Bass Strait Maritime Centre Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy</b>					
3.2.5.1 Offer the following Council initiated events: • Devonport Jazz • Food & Wine • New Years Eve • Harmony Day • Christmas Parade	In Progress	20%	A successful Devonport Jazz weekend was held at the end of July, and planning is underway for Food and Wine.	Community Services Manager	30/06/2020

## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

**Outcome:** 3.2 Devonport's visitor industry is developed around its natural assets, history and location

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 3.2.5 Support festivals, events and attractions that add value to the City's economy					
3.2.5.2 Promote an Events Assistance Program	Not Started	0%	Due to commence in September 2019	Community Services Manager	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 3.3.1 Improve the City's physical access and connectivity focusing on linkages to and from key access points					
3.3.1.1 Work with the State and Federal Governments to implement the State Vehicle Entry Point project	Not Started	0%	Work is due to commence in December 2019	Deputy General Manager	30/06/2022
3.3.1.2 Consider the installation of City entrance markers on the Port Sorell Overpass on the Bass Highway and the railway overpass on the Don Hill	Not Started	0%	Work is due to commence in December 2019	Deputy General Manager	30/06/2022

**Outcome:** 3.4 Our economic progress continuously improves

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 3.4.1 Work in partnership with industry and government to identify needs of business and industry to pursue opportunities, which fosters economic development in the area					
3.4.1.1 Participate in the implementation of the Cradle Coast Future's Plan, including the provision of agreed staff resources	In Progress	22%	Staff resources have been dedicated to the project and are working closely with representatives of the CCA to undertake selected projects	Deputy General Manager	30/06/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

**Outcome:** 4.1 Sport and recreation facilities and programs are well planned to meet community needs

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.1 Provide and manage accessible sport, recreation and leisure facilities and programs</b>					
4.1.1.1 Run a number of programs through the Devonport Recreation Centre	In Progress	16%	Ageing Stronger Active Longer, Tai Chi and Tai Chi for beginners held on a weekly basis at the Devonport Recreation Centre as well as school holiday programs	Sport & Recreation Development Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.2 Increase the utilisation of sport and recreation facilities and multi-use open spaces</b>					
4.1.2.1 Develop a calendar of events that support repeat visitations to Council owned sport and recreation facilities	Not Started	0%	Due to commence September 2019	Sport & Recreation Development Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces</b>					
4.1.3.1 Support the Coastal Pathway project and ensure Council's project objectives are met	In Progress	16%	Detailed design work is progressing on the Ambleside-Latrobe Section, with a development application and tender likely in September. Preliminary design and stakeholder consultation is progressing on the Don-Leith section. This progress is in line with the State and Federal Government funding milestones.	Infrastructure & Works Manager	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage</b>					
4.2.1.1 Develop a Master Plan for Devonport General Cemetery	Not Started	0%	Due to commence October 2019	Technical Support Supervisor	30/06/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage</b>					
4.2.1.1 Maintain and promote the Council's permanent collection, and continue to acquire work by significant Tasmanian artists	In Progress	16%	The Devonport Regional Gallery will present three permanent collection exhibitions throughout the 19/20 year, one of which, is derived from the Robinson Collection. The Gallery continues to collect work by Tasmanian artists, with regular requests through the Cultural Gifts program.	Convention and Arts Centre Director	30/06/2020
4.2.1.2 Produce an annual program of exhibitions and programs that acknowledges Devonport's maritime history	In Progress	50%	Two to three temporary exhibitions are planned for each of the next two years with associated public programs keying into themes or topics within those exhibitions - all either local Devonport history or maritime history. Additional public programming is undertaken regularly with the Maritime and History talks and other events in the calendar, including school holiday programs.	Bass Strait Maritime Centre Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability</b>					
4.2.2.1 Maintain an exhibition program that aligns with the Devonport Regional Gallery's strategic plan	In Progress	16%	The 2019-2020 exhibition program includes four touring exhibitions, three exhibitions with works from the Devonport City Council's permanent collection, exhibitions by mid-career Tasmanian Artists, including the 2019 Solo Commission, The Little Gallery Emerging Artist Program, group shows by Tasmanian artist and one exhibition by local youth. In addition, the Foyer Space is available for community art displays.	Visual Arts Coordinator	30/06/2020
4.2.2.2 Maintain a performing arts presenter season that enhances the	In Progress	60%	The 2019 Performing Arts Presenter Season consisted of a total 13 shows. There are still 5	DECC Coordinator	30/06/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability</b>					
cultural experiences of the community			shows remaining in the current season which will conclude on 15th October. Programming of the 2020 Presenter Season has commenced with a number of shows already confirmed. Currently awaiting on the announcement from Playing Australia and Arts Tasmania with regard to funding grants. If successful the grants will enable confirmation of the remainder of proposed performances.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.3 Develop and implement an integrated approach to public art</b>					
4.2.3.1 Develop a public art strategy for the paranple art centre and precinct highlighting the cultural heritage of the region	In Progress	16%	A public art sub-committee has been formed as part of the paranple arts centre Special Advisory Committee. The committee will work towards a strategy throughout the year.	Convention and Arts Centre Director	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.1 Support the community in emergency management response and recovery</b>					
4.4.1.1 Provide information to residents to inform their preparedness for an emergency	Not Started	0%	Due to commence in September 2019	Risk & Compliance Coordinator	31/03/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.2 Coordinate and promote effective management of animals</b>					
4.4.2.1 Deliver an education program for responsible dog ownership	In Progress	22%	Plan development commenced. Community Groups will be the target audience for this year.	Risk & Compliance Coordinator	31/03/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.4.3 Encourage safe and responsible community behaviour					
4.4.3.1 Review Community Safety Strategy	Not Started	0%	Not yet commenced	Community Services Manager	30/06/2020

**Outcome:** 4.5 Education and learning is accessible and responsive

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community					
4.5.1.1 Continue to support the Live and Learn Steering Group to implement the actions from the Live and Learn Strategy	In Progress	16%	Grant sourced from 26Ten - Project Officer position advertised Festival of Learning organised for the month of September	Community Services Manager	30/06/2020
4.5.1.1 Provide creative learning programs for young people and adults at the paranple arts centre	In Progress	16%	The Creative Learning program for young people consists of term based out of school hours art classes, Create and Make and Youth Arts, monthly Toddler Pop-Up workshops, and School Holiday Programs. Workshops and curator/ artists talks are aimed at adults and are presented regularly in conjunction with exhibitions.	Visual Arts Coordinator	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.6.1 Facilitate and advocate for child and family support services					
4.6.1.1 Continue the "Square Peg" project working with 'at risk' young people	In Progress	16%	Square Peg continues to be held on a weekly basis at the Devonport Recreation Centre	Community Services Manager	30/06/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.6.2 Facilitate and advocate for services for seniors in the community					
4.6.2.1 Offer a number of programs aimed at Seniors	In Progress	16%	Tai Chi for seniors and people with parkinsons, MS and arthritis, and the seniors program, 'Ageing Stronger, Active Longer' continue to be delivered by Council staff.	Community Development & Volunteer Coordinator	30/06/2020
4.6.2.2 Develop events and activities as part of Seniors Week	In Progress	50%	50 plus community activities and events have been designed and will be delivered in Seniors Week 2019. Devonport city council called for eoi in delivering programs again this year and a calender of events has been collated and will be made live on 2 September.	Community Development & Volunteer Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.6.3 Provide quality public and environmental health services					
4.6.3.1 Implement an inspection schedule that complies with the Tasmanian Food Business Risk Classification System	In Progress	33%	Inspections are being carried out by handheld devices in accordance with the new classification system.	Development Services Manager	31/12/2019

**Outcome:** 4.7 An engaged community promotes and values diversity and equity

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.3 Promote the equitable distribution and sharing of resources throughout the community that supports the delivery of quality outcomes					
4.7.3.1 Undertake two rounds of Financial Assistance Grants Program during the financial year	In Progress	20%	Round one advertised - closes 31 August 2019	Community Services Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that celebrate and promote diversity and harmony which supports engagement, participation and inclusivity					
4.7.4.1 Promote Harmony Day to ensure active participation by all sectors of the	Not Started	0%	Harmony Day to be held in March 2020	Community Services Manager	31/03/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

**Outcome:** 4.7 An engaged community promotes and values diversity and equity

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that celebrate and promote diversity and harmony which supports engagement, participation and inclusivity					
community					

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership					
4.8.1.1 Run a youth event which coincides with Youth Week in conjunction with Youth Family and Community Connec	In Progress	10%	Memorandum of Understanding has been developed between Council and YFCC to deliver Youth Week Activities in 2020.	Community Development & Volunteer Coordinator	30/06/2020
4.8.1.1 Maintain a Devonport Regional Gallery Young Members Committee that engages with, and develops its own, creative programs and events	In Progress	16%	The Devonport Regional Gallery Young Members Committee, The Droogs, meet on a monthly basis for skill-based workshops and committee meetings.	Visual Arts Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.8.2 Provide, promote and advocate for appropriate and accessible services, information, facilities, activities and spaces for young people					
4.8.2.1 Implement initiatives from the adopted Youth Strategy	In Progress	20%	Continue to deliver and grow school holiday activities in partnership with YFCC. Develop and make available opportunities to work together with Don College, Devonport High and Square Peg/Space program to be involved and support Community programs for example the Reflections Cafe and Ageing Stronger - Active Longer program.	Community Development & Volunteer Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.8.3 Assist in the development, promotion and celebration of young people					
4.8.3.1 Promote youth engagement through the delivery of creative programs	In Progress	16%	The Gallery is working with the local high schools towards an exhibition, This is Us,	Visual Arts Coordinator	30/06/2020

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.8.3 Assist in the development, promotion and celebration of young people					
and event, such as Youth Week Tasmania			which will be the opened mid march 2020 in the Little Gallery.		

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.1.1 Promote open communication and cooperation whilst representing Council at regional, state and national level					
5.1.1.1 Actively participate in activities at the National, State & Regional Level	In Progress	16%	Council's elected members and officers continue to participate in LGAT, PLGC, LG Professionals, ALGA and other similar State and National activities.	Deputy General Manager	30/06/2020

**Outcome:** 5.2 Promote active and purposeful community engagement and participation

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.2.1 Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement					
5.2.1.1 Undertake community consultation throughout the year to provide input into council decision making.	In Progress	16%	Community consultation undertaken as required.	Executive Manager - Organisational Performance	30/06/2020

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.2.2 Develop an integrated approach to "volunteerism" in our community					
5.2.2.1 Review Volunteer Strategy	In Progress	16%	Currently reading and updating existing Strategy.	Community Development & Volunteer Coordinator	30/06/2020
5.2.2.2 Provide volunteer recognition opportunities	In Progress	16%	Council volunteers were invited to attend a breakfast in recognition of their contribution to Council over the past year. Council will also host a community Volunteer breakfast at the Bluff in December to recognise volunteers in the Devonport municipal area.	Community Development & Volunteer Coordinator	30/06/2020

**Outcome:** 5.3 Council looks to employ best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.3.1 Review and amend structures, policies and procedures to adapt to changing circumstances					

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

**Outcome:** 5.3 Council looks to employ best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.1 Review and amend structures, policies and procedures to adapt to changing circumstances</b>					
5.3.1.1 Review all Council Policies when required	In Progress	95%	Majority of Council Policies were reviewed and adopted by Council at the July Council meeting. The Dog Management Policy is currently out for public consultation prior to adoption.	Executive Manager - Organisations I Performance	31/12/2019
5.3.1.2 Transition Council Delegations from paper based to electronic version	In Progress	33%	Paper based delegations are currently being transitioned to new software platform.	Executive Manager - Organisations I Performance	31/12/2019
5.3.1.3 Review all Community and Sporting Group leases	Not Started	0%	Due to commence in January 2020	Executive Manager - Organisations I Performance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions</b>					
5.3.2.1 Develop a formal Councillor training program	Not Started	0%	Due to commence in January 2020	Executive Manager - Organisations I Performance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.5 Maintain and monitor a fully integrated strategic and business planning process</b>					
5.3.5.1 Review corporate systems used to monitor strategic plan actions, staff performance reviews and incorporate other functions such as risk reporting if possible	In Progress	50%	Corporate systems have been reviewed and currently assessing options to increase the usage of the software.	Executive Manager - Organisations I Performance	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs</b>					

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs</b>					
5.4.1.1 Continue the integration of Council services with Service Tasmania	In Progress	10%	Reviewing additional services for Service Tasmania to deliver to the community.	Executive Manager Corporate Services	30/06/2020
5.4.1.2 Delivery of electronic services through Council's online presence	In Progress	16%	Additional electronic forms have been made available on Council's website. More are in development.	Executive Manager Corporate Services	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.2 Monitor and evaluate Council's service standards</b>					
5.4.2.1 Action service delivery improvements where monitoring indicates there are gaps in service delivery	In Progress	20%	Continuing to review services that Service Tasmania can deliver increasing convenience to the community. Improving online service access making it easier for the community to engage with Council	Executive Manager Corporate Services	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.3 Manage customer requests and complaints with a view to continual improvement of service delivery</b>					
5.4.3.1 Monitor customer feedback and drive improvements in service delivery to meet community expectations.	In Progress	16%	Ongoing action to improve service based on community feedback.	Executive Manager Corporate Services	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.5.2 Ensure comprehensive financial planning and reporting to guarantee sustainability and meet or exceed financial targets</b>					
5.5.2.1 Review and update Council's Financial Management Strategy	Not Started	0%	Due to commence in March 2020	Executive Manager - Organisational Performance	30/06/2020

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

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards</b>					
5.6.1.1 Audit compliance of Council's processes against the WHS codes of Practice	In Progress	12%	Code of Practice review continues to be assessed against current Safe Operating Procedures and the requirement for new SOP's to be developed.	Risk & Compliance Coordinator	31/03/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.2 Comply with Council's Risk Management Framework</b>					
5.6.2.1 Deliver Risk Management Training to all staff	In Progress	20%	Risk Management training has been reviewed and updated to reflect changes to the Risk Management Standard. Training target has been met with 100% new staff trained.	Risk & Compliance Coordinator	31/12/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.3 Provide internal and external audit functions to review Council's performance</b>					
5.6.3.1 Assess and implement, where appropriate, recommendations from the Annual Risk Audit	Not Started	0%	Due to commence in January 2020	Risk & Compliance Coordinator	30/06/2020
5.6.3.1 Support the activities of the Audit Panel	In Progress	16%	Audit Panel provided support for meeting held 14 August, 2019.	Executive Manager - Organisational Performance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.5 Ensure compliance with all relevant legislative requirements, standards, policies and procedures</b>					
5.6.5.1 Implement internal audits of Council's WHS Systems	In Progress	16%	An Audit Schedule has been developed and a selected Council Department will be audited bi-monthly.	Risk & Compliance Coordinator	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.7.1 Provide opportunities for the development of Council employees</b>					

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.7.1 Provide opportunities for the development of Council employees					
5.7.1.1 Support the roll out of Competitive Systems training across the organisation	In Progress	16%	Currently a number of employees are undertaking training 'Lean' training and members of the Management Team are scheduled to undertake training later in the year.	Executive Manager - Organisations Performance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery					
5.7.3.1 Prepare and negotiate terms and conditions for a new Enterprise Agreement	Not Started	0%	Due to commence in November 2019	Executive Manager - Organisations Performance	30/06/2020

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.8.1 Provide efficient, effective and secure information management services that support Council's operations					
5.8.1.1 Increase the utilisation of Council's business system, TechnologyOne, to support the most effective and efficient processes	In Progress	10%	This is a multi-year initiative with the current focus on implementing the full capability of Asset Management. The project commences in October and will run for 12 to 15 months.	Executive Manager Corporate Services	30/06/2020
5.8.1.1 Develop a standard communication plan for capital works projects	In Progress	16%	A draft external stakeholder matrix has been developed, while options are being considered for internal consultation using the tools available in Office 365.	Infrastructure & Works Manager	30/06/2020
5.8.1.2 Implement a records management system that delivers efficient and effective protection and security, capture and retention of Council information assets	In Progress	75%	Council has implemented a modern Records Management platform. Currently migrating records from previous records solution to SharePoint. Completion target of December 2019.	Executive Manager Corporate Services	30/06/2020

## 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	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.8.2 Ensure access to Council information that meets user demands					
5.8.2.1 Further develop and enhance the delivery of online services to the community	In Progress	16%	Progressing the inclusion of services on Council's website making it easier for the community to secure services from Council.	Executive Manager Corporate Services	30/06/2020
5.8.2.2 Continue to develop and enhance Council's online presence and branding to support the delivery of quality services to the community and to capture a greater share of the tourism market.	In Progress	50%	A new website titled Visit Devonport is in development and will be released by late October.	Executive Manager Corporate Services	30/06/2020
5.8.2.3 Implement quality asset management processes and systems to ensure a well maintained asset base and to delivery assets that return the greatest value to the community	In Progress	16%	The implementation of the TechnologyOne Asset Management system has commenced with a Health Check. Full implementation commences in October with the project having a life of 12 to 15 months.	Executive Manager Corporate Services	30/06/2020

## **4.3 UNCONFIRMED MINUTES - SHARED AUDIT PANEL - 14 AUGUST 2019**

File: 33784 D614608

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

Council's Strategic Plan 2009-2030:

Strategy 5.6.3 Provide internal and external audit functions to review Council's performance

### **SUMMARY**

To report the unconfirmed minutes of the Audit Panel meeting held on 14 August 2019.

### **BACKGROUND**

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

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

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

At the February 2019 Council meeting, it was determined that each audit panel should continue to meet independently, and that the Shared Audit Panel would only meet on an as required basis (Min No 36/19 refers).

### **STATUTORY REQUIREMENTS**

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

### **DISCUSSION**

The unconfirmed minutes of the Devonport City Council Audit Panel meeting held on 14 August 2019 are attached for information.

Items of note discussed at the meeting include:

- the Audit Office attended the meeting via telephone to discuss their interim report for 2019;
- the Executive Manager of Corporate Services provided an overview of the information technology environment at Council; and
- the 2019 Annual Financial Statements.

### **COMMUNITY ENGAGEMENT**

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

### **FINANCIAL IMPLICATIONS**

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

## RISK IMPLICATIONS

- Political/Governance  
The Audit Panel plays a key oversight role in Council's Risk Management activities providing elected members with an extra level of comfort that the systems in place are adequate. Within its charter, the primary objectives of the Audit Panel are to consider whether:
  - the annual financial statements of the Council accurately represent the state of affairs of the Council;
  - the Strategic Plan, Annual Plan, long-term financial management plan and long-term strategic asset management plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared are sound and justified;
  - the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position are appropriate;
  - the Council is complying with the provisions of the Act and any other relevant legislation;
  - all strategic and business risks affecting the Council are identified and assessed, and the effectiveness of mitigation controls evaluated; and
  - the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council.

## CONCLUSION

The information contained in the report and the minutes of the Audit Panel meeting held on 14 August 2019 are presented to Council as per the recommendation below.

## ATTACHMENTS

1. Unconfirmed Audit Panel Minutes 14 August 2019

Confidential

## RECOMMENDATION

That it be recommended to Council that the unconfirmed minutes of the Audit Panel meeting held on 14 August 2019 be received and noted.

Author:	Jacqui Surtees	Endorsed By:	Matthew Atkins
Position:	Executive Officer	Position:	Acting General Manager

## 4.4 LOCAL GOVERNMENT ACT REVIEW

File: 18760 D612490

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report is provided to assist Council in formulating a submission to the proposed changes to the *Local Government Act 1993* as a result of the targeted review undertaken during the past two years.

### BACKGROUND

The Tasmanian Government is conducting a major review of Tasmania's Local Government Legislation Framework.

The review was announced in June 2018 and has involved extensive consultation with the local government sector, the community and affected stakeholders.

### STATUTORY REQUIREMENTS

The *Local Government Act 1993* is the primary legislative document under which the Council is required to operate.

### DISCUSSION

On 3 July 2019, the Minister for Local Government, released the Tasmanian Government's Reform Directions Paper, outlining the proposed reforms to the legislation. The Reform Directions have been informed by research, practices in other Australian jurisdictions, feedback and submissions from the first phase of the Review and advice from the Review Reference Group.

The Reform Directions have broken down into 6 major reform areas. Council generally supports the reform initiatives and the following tables highlight the matters where Council considered commentary to be necessary:

#### A. A flexible, innovative and future-focused legislative framework

The new legislation needs to be able to accommodate future structural, technological and social changes. The proposed directions aim to achieve a flexible, innovative and future-focused Act that will improve the efficiency and effectiveness of the services that Council provide to the community and improve the accountability and transparency of council decision and performance.

Reform No.	Reform Description	Comments
1.	The new legislation should set principles for the governance and operations of local government, with greater detail to be set in regulations	Council supports the move to principles based legislation that is less prescriptive, with the detail set out in the regulations.
2.	The new legislation should be structured logically and be easy to read and understand, while being legally effective.	Council supports the move to simplify the current legislation.

**B. Representative and Democratic Councils**

Electoral processes and legislation should be as clear, simple and understandable as possible. Elections should be conducted with integrity by an unbiased independent body in whom the community can have confidence.

Reform No.	Reform Description	Comments
3.	Local Government electoral provisions should be contained in a separate, new Act	Council supports the move to simplify the current legislation.
4.	Related local government legislation should be examined to identify duplication with the Act and where provisions can be consolidated.	Council supports the move to simplify the current legislation.
7a.	The current process for electing mayors should be retained, but a higher nomination fee should be charged (see Reform Direction 13)	Council supports the status quo in relation to the election of Mayor, however consider that Mayoral candidates must have served at least one term as a Councillor before standing as Mayor.
7c.	Voters should popularly elect the mayor, with the candidate who is elected first from the ballot being automatically elected as mayor.	Council supports the status quo in relation to the election of Mayor.
7d.	All candidates for councillor stand for popular election. Council would then vote to elect the mayor 'around the table'.	Council supports the status quo in relation to the election of Mayor.
7 cont.	The Deputy Mayor should be voted on by a council 'around the table', rather than being popularly elected.	Council supports the reform and notes that this will align the Tasmanian process with the other States.
8.	Alternative voting methods such as electronic voting should be enabled, in addition to postal voting.	Council supports the reforms aimed at simplifying the voting process.
9.	The voting process should be amended to only require a minimum of 15 boxes to be numbered to constitute a formal vote.	Council supports the reforms aimed at simplifying the voting process.
10.	Caretaker provisions should be introduced during local government elections to reduce major policy and contractual decisions that may bind an incoming council, and to avoid the inappropriate use of ratepayer resources during an election.	The introduction of caretaker provisions during the election period is supported by Council. If this was to occur there would need to be the ability for decisions (particularly those around Planning Authority responsibilities) to be delegated to the General Manager where necessary.

**C. Councils Connected to their Communities**

Traditional consultation methods that councils are required to provide under the current legislation are fast becoming less effective as society expectations have changed, particularly influenced by new technologies. The community expects that councils will be more accessible and available to engage, mainly via online engagement methods, while still catering to the different communication needs of the community.

Council supports the three reforms recommended under this heading, principally to develop a Council specific Community Engagement Strategy to inform how councils will engage and consult with communities.

#### **D. Responsible and Effective Councils**

Local government is created through State legislation which sets out the functions and powers of councils. Therefore, the State has a responsibility to ensure local government operates responsibly and effectively in accordance with legislation and in line with community expectations. There needs to be a balance between the State ensuring that councils are exercising their powers within the legislation and the fact that councils are a democratically-elected, separate level of government. Part D reforms include those related to:

- Ethics and standards;
- Transparency and flexibility in budget management;
- Council decision-making;
- Oversight and interventions; and
- Council performance reporting

Reform No.	Reform Description	Comments
22.	Core councillor capability requirements should be established relating to their roles and responsibilities (such as financial fundamentals, ethics and meeting procedures).	Council supports the reform, and notes that any training provided needs to be accessible and flexible including the option for online training and delivery of training in regional areas.
22. cont	Planning Authority training for elected members should be compulsory.	Council supports the reform, and notes that any training provided needs to be accessible and flexible including the option for online training and delivery of training in regional areas.
29.	A rates oversight mechanism should be introduced, such as a role for the Tasmanian Economic Regulator to provide independent expertise and oversight on proposed rates increases that deviate from a council's Long-Term Financial Management Plan and are significantly greater than the Consumer Price Index (CPI).	Council does not support the notion of rates capping. Councils are currently subject to Annual Plan and Annual Reporting requirements and must justify any rates increase to the community.
35.	Councils should manage conflicts when undertaking statutory functions by referring matters to another body, where legally possible. For example, when a council is a developer, it should refer its own land use planning development application to another council or private planner to undertake the assessment.	Council notes that the example provided is currently subject to public scrutiny and would most likely result in additional costs to Council.

#### **E. Adaptable Councils**

This reform direction relates to collaboration. Flexible approaches to collaboration are required to make it easier and more cost effective for councils to deliver outcomes for their communities, without the overhead of unnecessary and time consuming processes.

Part E also includes proposed reforms relating to model By-Laws.

Reform No.	Reform Description	Comments
47.	Provisions should be introduced that support collaboration between councils and shared service opportunities, as well as the power for two or more councils to be serviced by one administrative organisation.	Council supports reforms aimed at increasing collaboration and resource sharing between Councils.
48.	The power to create Regional Councils should be introduced.  Regional Councils would be supported by a general manager and staff, while the local councils would be serviced by one administrative organisation. The Regional Council would be responsible for region-wide planning and service delivery. The local councils would retain some local decisions and remain the primary advocates for their communities. Membership of Regional Councils would include the mayors of the individual local councils, and any other members determined by those councils.	Council supports the concept of Regional Councils.
49.	Model by-laws should be created for common issues, to achieve consistency across municipalities. Councils would still be required to consult with their communities on municipality-specific issues before adopting the final by-law.	Council supports the simplification of and move to improve consistency in by-laws across Council.

#### F. Strategic Reviews

The Local Government Board (the Board) may be convened by the Minister to undertake an independent review of structural issues, including but not limited to: municipal boundaries, councillor numbers, the combining of two or more municipal areas, and any other matter the Minister may request. The suggested reforms seek to remove duplicated responsibilities with the Director of Local Government's role, and to introduce flexibility into the review process by removing prescription around nominations for membership of the Board and streamlining administrative processes to improve efficiency.

Reform No.	Reform Description	Comments
51.	The new legislation should include a power for a voluntary amalgamation to occur, without the need for a Local Government Board review, if it is requested by two or more councils.	Council supports streamlining the amalgamation process if two or more councils have determined to proceed with amalgamation.

#### COMMUNITY ENGAGEMENT

The review of the *Local Government Act 1993* was a State Government initiative. Public submissions were invited as part of the process.

### **FINANCIAL IMPLICATIONS**

There are no specific financial implications directly associated with this report. There are obviously indirect implications as a result of some of the amendments however these would be covered in normal operating budgets.

### **RISK IMPLICATIONS**

There are no specific risk implications identified at this time. In the future there may be more prescription imposed upon councils particularly through the power provided to the Minister to issue 'Performance Improvement Directions' and 'Ministerial Orders'.

### **CONCLUSION**

The intended outcome of the Local Government Legislative Review is a contemporary, flexible and best-practice legislative framework that will support greater innovation, flexibility and productivity in the sector, to improve the overall efficiency and effectiveness of the services that councils provide to the Tasmanian community.

### **ATTACHMENTS**

Nil

### **RECOMMENDATION**

That it be recommended to Council that a submission be made in regard to the Local Government Act review in accordance with the comments outlined in this Report.

Author:	Kym Peebles	Endorsed By:	Matthew Atkins
Position:	Executive Manager Organisational Performance	Position:	Acting General Manager

## 5.0 FINANCE REPORTS

### 5.1 CAPITAL PROJECTS FUNDING - CARRIED FORWARDS 1 JULY 2019

File: 26405 D592970

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

Council's Strategic Plan 2009-2030:

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

#### SUMMARY

This report is provided to inform Council of the carried forward capital projects as at 1 July 2019, following the completion of the annual financial statements.

#### BACKGROUND

Council had several capital projects that had not been completed at 30 June 2019. A number of the projects were either underway and had not been fully completed or had for various reasons not commenced.

There has also been a considerable saving in relation to the completed works and details are outlined in the report for Council's information.

#### STATUTORY REQUIREMENTS

Council needs to comply with the provisions of the *Local Government Act 1993* in relation to its financial management activities. The identification of the carry forward projects and the provision of additional funding where necessary will ensure that the estimates for 2019/20 are recorded and reported upon accurately during the year.

#### DISCUSSION

Council spent \$18.3M on capital works during the 2018/19 financial year from a total estimated project value of \$27.4M. A reconciliation of the Capital Works Program for 2018/19 is as follows:

	Capital funding available				Capital expenditure		
	CF from 2017/18 and adjustments 2018/19	2018/19 budget allocation	Total budget		Actual	To be CF to 2019/20	Unspent/ Savings
Open Space and Recreation	507,569	1,950,200	2,457,769		819,904	1,506,959	130,906
Transport	4,340,000	1,020,688	5,360,688		4,399,712	686,072	274,904
Stormwater	1,180,000	100,235	1,280,235		577,795	273,994	428,446
Buildings and facilities	1,050,695	80,000	1,130,695		1,122,990	34,250	(26,545)
Plant and Fleet	544,929	827,000	1,371,929		615,256	756,673	-
Office and Equipment	160,912	479,000	639,192		250,964	398,095	(9,867)
Living City	12,112,036	3,000,000	15,112,036		10,488,788	3,590,200	1,033,048
<b>Total Capital Works</b>	<b>19,896,141</b>	<b>7,457,123</b>	<b>27,352,544</b>		<b>18,275,409</b>	<b>7,246,243</b>	<b>1,830,892</b>

There was a saving of \$1,830,892 on the capital budget in 2018/19. The total carried forward amount of \$7,246,243 is the balance of funding in the 2018/19 capital account.

## Report to Governance, Finance &amp; Community Service Committee meeting on 16 September 2019

The following table details the carried forward capital works now identified as a result of the finalisation of the year end reports.

Project	Budget 2019/20	Balance C/F 2018/19	Additional funds required	Updated budget 2019/20	Comment
<b>Public Open Space and Recreation</b>					
Don Rail Trail - land purchase only		30,000		30,000	Contracts for land signed. Subdivision process now required. Construction of trail to be separate project
Mersey Vale Cemetery - Children's area	100,000	84,783		184,783	Construction pending
Mersey Vale Cemetery - Lighting renewal		55,188	14,812	70,000	Construction underway
Maidstone Park - replace ground lighting		110,945	40,000	135,945	Tenders requested. Ground conditions require specialised pole footings
Maidstone Park - Gymnastics Club Carpark		150,000	90,000	240,000	Construction underway. Min 142/19 refers
Dog Exercise Park - Dog Agility Equipment & Drink Fountain		1,624	1,500	3,124	Drinking fountain yet to be installed.
Modern burial system stage 2		1,038,536		1,038,536	Manufacturing underway
Horsehead Creek - Bank Stabilisation		35,883	25,429	61,312	Construction underway. Scope of work larger than original budget
<b>Transport</b>					
Formby Road and Best Street intersection improvements			69,000	69,000	Complete. Pending invoices.
Mersey Bluff pedestrian links		177,709	40,519	218,228	Construction underway. Min 68/19 refers
Southern Rooke Street renewal			40,000	40,000	Minor works pending, invoices pending
Coles Beach/Back Beach pedestrian links		33,631		33,631	Construction underway
Intersection Safety Improvements - Parker Street and Ronald Street		223,757	50,000	273,757	Construction underway. Additional pavement work and underground service relocations required
Transport minor works (Sheffield Road bus Shelter slab)		20,000		20,000	Being progressed by proponent.
Parking Infrastructure renewal		33,566		33,566	Unable to place order with supplier due to minimum order size.
Adelaide St renewal		193,850		193,850	Construction underway
Steele St pedestrian facilities		3,559		3,559	Complete. Pending invoices.
<b>Stormwater</b>					
Squibbs Road stormwater improvements		73,994	10,000	83,994	Pending environmental approval. Additional consultancy required progress to approval
John catchment upgrade - stage 1		200,000		200,000	Reallocation of funds. Min IWC 44/18 refers
<b>Buildings and facilities</b>					

## Report to Governance, Finance &amp; Community Service Committee meeting on 16 September 2019

Project	Budget 2019/20	Balance C/F 2018/19	Additional funds required	Updated budget 2019/20	Comment
Don Memorial Hall - Install Public Toilet		34,250		34,250	Complete. Pending invoices
<b>Plant and Fleet</b>					
Fleet replacement	167,000	155,687		322,687	Balance to be utilised for 2019-20 purchases
Hire plant replacement	671,600	542,557		1,214,157	Orders placed in 2018-19 yet to be invoiced
Non-hire plant replacement	36,000	58,429		94,429	Balance to be utilised for 2019-20 purchases
<b>Office and Equipment</b>					
Office equipment	256,500	111,736		368,236	Balance to be utilised for 2019-20 purchases
Information Technology - Renewal & Upgrades	410,000	286,359		696,359	Balance to be utilised for 2019-20 purchases
<b>LIVING CITY</b>	6,000,000	3,590,200		9,590,200	Relates to Waterfront Precinct and Stage 1 works. Balance of 2018/19 budget (\$1.033M) is project saving.
<b>Carried Forward Capital Works</b>	<b>7,641,100</b>	<b>7,246,243</b>	<b>381,260</b>	<b>15,268,603</b>	

As noted in the table above there is \$381,260 additional funds required for projects above the amount of the recognised carried forwards. This amount is more than adequately compensated by the savings recognised in the overall capital budget of \$1,830,892.

Council's adopted capital expenditure budget for 2019/20 is \$16,794,100, with the listed carried forward amounts and the additional funding items the total capital budget for 2019/20 will be \$24,421,603.

### COMMUNITY ENGAGEMENT

There has been no community engagement in relation to this report. There has however been regular reporting of the capital program throughout the year.

### FINANCIAL IMPLICATIONS

The financial aspects of this report are outlined in the discussion section of this report.

### RISK IMPLICATIONS

No risks have been identified in relation to this report. The carry forward capital projects are in line with previously information reported to Council. The additional funding included is more than compensated by the unspent/savings identified.

### CONCLUSION

The report is provided for Council consideration.

### ATTACHMENTS

Nil

### RECOMMENDATION

That it be recommended to Council that the report relating to the carried forward capital works for the year commencing 1 July 2019 be received and that Council in accordance with Section 82(4) of the *Local Government Act 1993* by absolute majority:

1. amend the 2019/20 estimates to adjust the carried forward capital works projects budget as listed in this report to the value of \$15,268,603; and
2. note this amendment results in a revised capital expenditure budget for 2019/20 of \$24,421,603.

Author:	Michael Williams	Endorsed By:	Matthew Atkins
Position:	Infrastructure & Works Manager	Position:	Acting General Manager

## 5.2 FINANCE REPORT TO 31 AUGUST 2019

File: 33784 D614933

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

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

### BACKGROUND

Monthly financial reports are provided to Council for information.

### STATUTORY REQUIREMENTS

Council needs to comply with the *Local Government Act 1993* in relation to its financial management activities.

### DISCUSSION

The attached report provides an overview of Council's financial position and year to date operating result as of 31 August 2019.

Included in the report are the following:

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

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

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

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

Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, year to date expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year. The report will be adjusted in the future to reflect the adopted carry forward works subject to a separate report on this Agenda.

### COMMUNITY ENGAGEMENT

No community engagement was required for this report.

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

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

### CONCLUSION

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

### ATTACHMENTS

- [1.](#) Finance Report - 31 August 2019
- [2.](#) Capital Report - 31 August 2019

### RECOMMENDATION

That it be recommended to Council that the Finance Report as of 31 August 2019 be received and noted.

Author:	Joshua Jackson	Endorsed By:	Matthew Atkins
Position:	Finance Manager	Position:	Acting General Manager



# Devonport City Council

## FINANCE REPORT

### YTD for the month ended August 2019

The operating result for the year to August is higher than budget surplus by \$251K, which represents a 1.1% gain on budget. At this stage the forecast operating result for the financial year ending June 2020 is a surplus of \$147K.

#### **Rates & Service Charges - \$52K Favourable**

The favourable budget variance of \$52K includes higher than budget Waste Management charges of \$46K. A forecast adjustment of \$46K has been made.

#### **Fees and User Charges - \$17K Favourable**

The variance is a result of timing differences including the receipt of income for events and Cemetery fees.

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

Minor timing variance.

#### **Interest Income - \$6K Unfavourable**

The unfavourable variance is due to lower interest rates received on deposits than budgeted for.

#### **Other Revenue - \$4K Unfavourable**

Minor timing variance.

#### **Employee Benefits - \$1K Favourable**

Minor variance.

#### **Materials and Services - \$141 Favourable**

The majority of the variance relates to timing of payments for contractors, cleaning and utilities.

#### **Depreciation - \$3K Favourable variance**

Minor variance.

#### **Financial Costs - \$3K Favourable variance**

Minor variance.

#### **Levies & Taxes - \$1K Favourable variance**

Minor variance.

#### **Other Expenses - \$56K Favourable variance**

The majority of the variance relates to the timing of Community Sponsorship payments and writing off infringements referred to MPES.

#### **Internal Charges and Recoveries - \$13K Unfavourable**

The variance relates to timing differences between the estimated and actual labour hours that have been capitalised.

#### **Balance Sheet**

The balance of Capital Work in Progress at the end of August is \$5.061M, the majority relates to prior year projects not yet capitalised, including \$1.28M which relates to the LIVING CITY project.

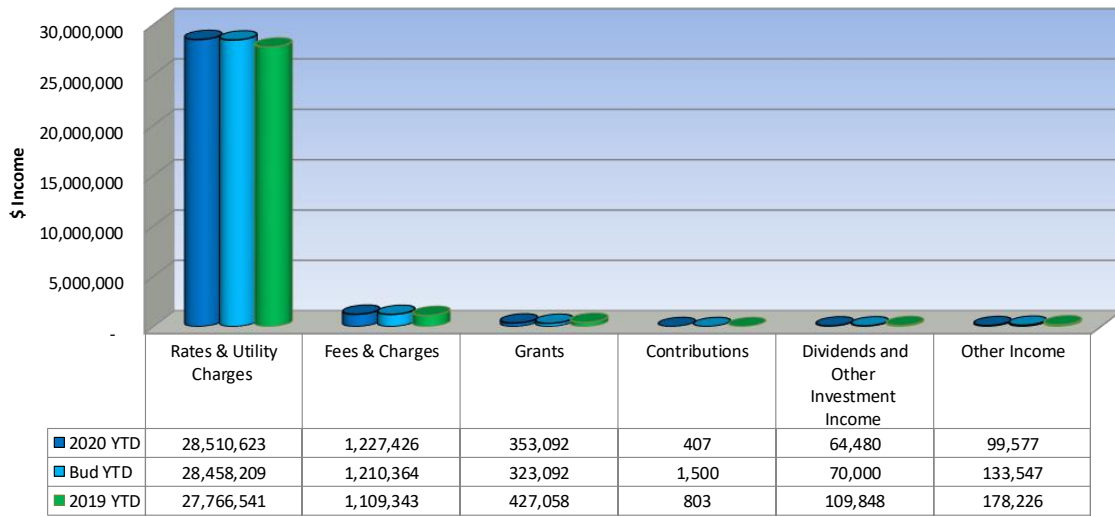
FINANCIAL SUMMARY				YTD to August 2019	
Operating Summary		Budget	YTD Actual	Annual Budget	Current Forecast
Revenue		30,196,712	30,255,605	41,600,863	41,647,082
Expenditure		6,644,625	6,452,093	41,499,616	41,499,615
Operating Position		23,552,087	23,803,512	101,247	147,467
Capital Expenditure Summary		Annual Budget	Actual	Annual Forecast	
Capital Expenditure		16,794	1,319	16,794	
Cash Information				August 2019	June 2019
Operating Account (Reconciled balance)				2,563,785	1,439,517
Interest-Earning Deposits				18,038,125	14,400,632
				20,601,910	15,840,149
Debtor Information		August 2019	June 2019	Rates Debtors Ageing	% of Annual Rates
Rates Debtors		18,810,648	93,438	2018/2019 - Current	18,404,853 64.6%
Infringement Debtors		94,152	69,429	2017/2018 - 1 Year	252,008
Sundry Debtors		551,203	435,630	2016/2017 - 2 Years	60,744
Planning & Health Debtors		29,925	18,221	2015/2016 - 3 Years	26,793
				2014/2015 - Older	66,250
		19,485,928	616,718		18,810,648
Cash Investment Information		Actual Rate			August 2019
ANZ Cash Deposits - At Call		1.40%	1,530,261		
ANZ Loan Repay. A/c - (existing loans) - At Call		1.00%	-		
CBA Cash Deposits - At Call		2.00%	2,507,864		
AMP Term Deposit		2.75% 6 months maturing 2/10/2019	2,000,000		
MyState Term Deposit		2.70% 6 months maturing 5/10/2019	2,000,000		
MyState Term Deposit		2.60% 6 months maturing 28/11/2019	4,000,000		
AMP Term Deposit		2.45% 6 months maturing 25/11/2019	2,000,000		
Westpac Term Deposit		2.35% 6 months maturing 28/11/2019	4,000,000		
			18,038,125		
All cash investments are invested in compliance with Council's Investment Policy.					
Benchmarks: BBSW90 Day Index		0.97%			
RBA Cash Rate		1.00%			

**Commentary**

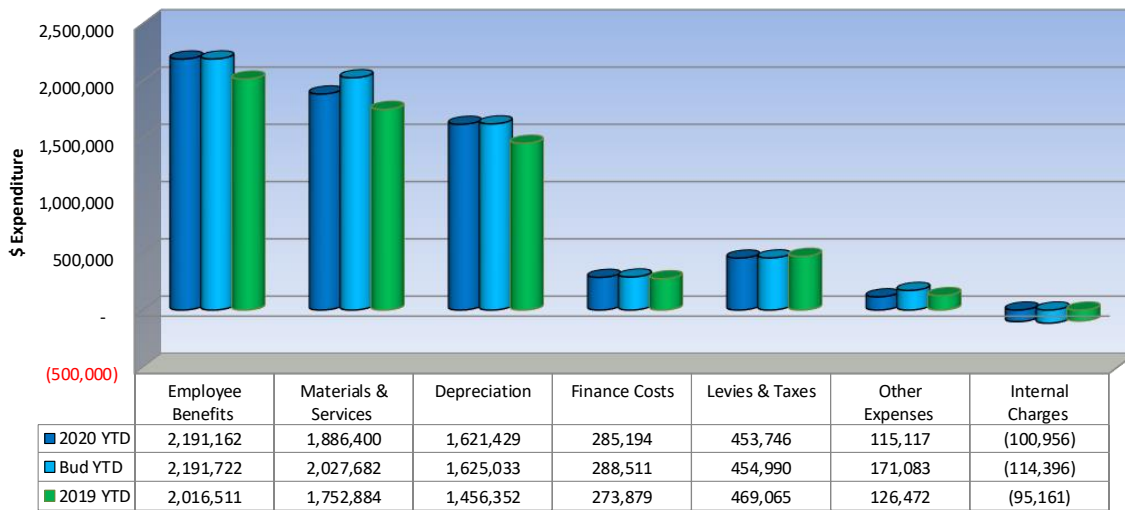
This report provides a high level summary of operational income and expenditure, capital expenditure and the cash and receivables position as at the date of the report.

SUMMARISED OPERATING REPORT					YTD to August 2019	
	Budget	YTD Actual	YTD Variance \$	YTD Variance %	Full Budget 2020	Forecast 2020
<b>INCOME</b>						
Rates and Service Charges	28,458,209	28,510,623	52,414	0.2%	28,642,209	28,688,428
Fees and User Charges	1,210,364	1,227,426	17,062	1.4%	6,831,093	6,831,093
Grants - Operating	323,092	323,092	(0)	0.0%	2,643,991	2,643,991
Contributions - Operating	1,500	407	(1,093)	-72.9%	35,700	35,700
Dividend Income	-	-	-	0.0%	1,868,560	1,868,560
Profit Sharing	-	-	-	0.0%	20,000	20,000
Interest Income	70,000	64,480	(5,520)	-7.9%	420,000	420,000
Other Revenue	133,547	129,577	(3,970)	-3.0%	1,139,310	1,139,310
<b>TOTAL INCOME</b>	<b>30,196,712</b>	<b>30,255,605</b>	<b>58,892</b>	<b>0.2%</b>	<b>41,600,863</b>	<b>41,647,082</b>
<b>EXPENSES</b>						
Employee Benefits	2,191,722	2,191,162	560	0.0%	12,331,843	12,331,843
Materials and Services	2,027,682	1,886,400	141,282	7.0%	13,738,203	13,738,203
Depreciation	1,625,033	1,621,429	3,604	0.2%	9,750,200	9,750,200
Financial Costs	288,511	285,194	3,317	1.1%	1,731,064	1,731,064
Levies & Taxes	454,990	453,746	1,244	0.3%	3,639,222	3,639,222
Other Expenses	171,083	115,117	55,966	32.7%	995,458	995,458
Internal Charges and Recoveries	(114,396)	(100,956)	(13,440)	11.7%	(686,375)	(686,375)
<b>TOTAL EXPENSES</b>	<b>6,644,625</b>	<b>6,452,093</b>	<b>192,532</b>	<b>2.9%</b>	<b>41,499,616</b>	<b>41,499,615</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>23,552,087</b>	<b>23,803,512</b>	<b>251,425</b>	<b>1.1%</b>	<b>101,247</b>	<b>147,467</b>
<b>CAPITAL ITEMS</b>						
Grants - Capital	-	27,000	27,000		3,945,893	
Gain / Loss on Disposal of Assets	-	(186,122)	(186,122)		(403,853)	
Change in Value of Investment in DRWMA	-	-	-	0.0%	372,000	
<b>TOTAL CAPITAL ITEMS</b>	<b>-</b>	<b>(159,122)</b>	<b>(159,122)</b>		<b>3,914,040</b>	
<b>NET SURPLUS / (DEFICIT)</b>	<b>23,552,087</b>	<b>23,644,390</b>	<b>92,303</b>	<b>0.4%</b>	<b>4,015,287</b>	
<b>Own Source Revenue:</b>	<b>98.9%</b>	<b>98.9%</b>			<b>93.6%</b>	

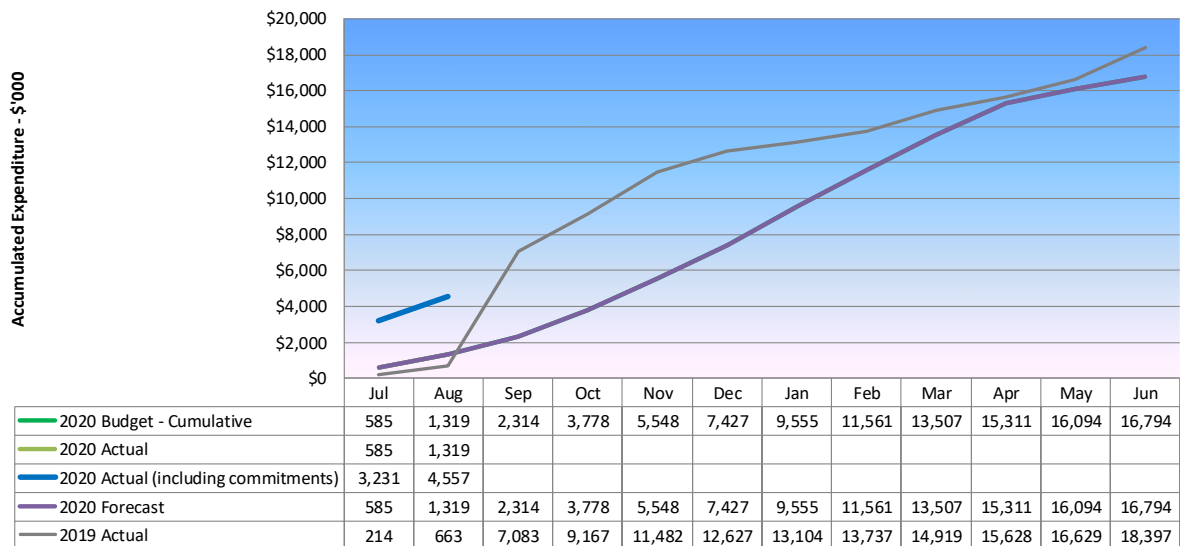
## Income Analysis



## Expenditure Analysis



## Capital Expenditure - \$'000



**BALANCE SHEET REPORT**

As at August 2019

	31 Aug 2019	30 Jun 2019
<b>Current Assets</b>		
Cash at Bank and On Hand	2,563,785	1,439,517
Trust Deposits	125,643	125,343
Cash Investments	18,038,125	14,400,632
Receivables - Rates and Utility Charges	18,810,648	93,438
Receivables - Infringements	94,152	69,429
Receivables - Sundry	551,203	435,630
Receivables - Planning & Health	29,925	18,221
Loans Receivable - Current	-	3,700
Accrued Revenue	106,635	442,532
Prepayments	225,880	225,880
Net GST Receivable	93,113	155,524
Other Asset	347,505	347,505
	<b>40,986,613</b>	<b>17,757,350</b>
<b>Non Current Assets</b>		
Loans Receivable - Non-Current	23,900	23,900
Dulverton Regional Waste Management Authority	7,234,104	7,234,104
TasWater	100,027,973	100,027,973
Property, Plant & Equipment	791,519,254	791,597,779
Accumulated Depreciation - PP&E	(293,807,579)	(292,616,156)
Capital Work in Progress	5,061,168	4,311,648
	<b>610,058,821</b>	<b>610,579,248</b>
<b>Total Assets</b>	<b>651,045,434</b>	<b>628,336,598</b>
<b>Current Liabilities</b>		
Trade Creditors	745,647	430,975
Accrued Expenses	133,393	1,621,860
Trust Liability	146,940	140,792
Income In Advance - Current	13,298,157	13,210,712
Loans - Current	1,804,000	1,804,000
Annual and Other Leave	1,113,502	1,072,125
Long Service Leave - Current	1,251,801	1,236,635
	<b>18,493,440</b>	<b>19,517,099</b>
<b>Non Current Liabilities</b>		
Derivative Financial Instruments	2,499,054	2,499,054
Loans - Non-Current	49,716,002	50,016,668
Long Service Leave - Non-Current	350,416	350,416
	<b>52,565,472</b>	<b>52,866,138</b>
<b>Total Liabilities</b>	<b>71,058,912</b>	<b>72,383,237</b>
<b>Net Assets</b>	<b>579,986,522</b>	<b>555,953,361</b>
<b>Equity</b>		
Asset Revaluation Reserve	318,857,846	318,857,846
Asset Revaluation Reserve - Associates	1,589,126	1,589,126
Other Reserves	23,631,069	23,631,069
Accumulated Surplus	212,264,091	214,308,092
Operating Surplus / (Deficit)	23,803,512	(1,386,101)
Capital Surplus / (Deficit)	(159,122)	(1,046,672)
<b>Total Equity</b>	<b>579,986,522</b>	<b>555,953,361</b>

Capital Works Income & Expenditure Report August 2019													
	Funding 2019/20					Expenditure 2019/20			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Funding Adjustments	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$		\$	\$	\$	\$	\$	Month	Month	Spent	
<b>Summary</b>													
Open Space & Recreation	1,322,000	-	1,322,000	124,160	-	135,004	1,320,556	1,455,560	(133,560)			110%	
Buildings & Facilities	342,000	-	342,000	-	-	34,249	-	34,249	307,752			10%	
Transport	6,297,000	-	6,297,000	1,411,000	-	399,986	1,659,191	2,059,177	4,241,383			33%	
Stormwater	1,292,000	-	1,292,000	-	-	34,510	7,979	42,489	1,249,511			3%	
Living City	6,000,000	-	6,000,000	2,500,000	-	69,214	21,528	90,742	5,909,258			2%	
Plant & Fleet	874,600	-	874,600	-	-	601,455	-	601,455	853,075			69%	
Other Equipment	666,500	-	666,500	22,000	-	45,173	228,165	273,338	393,162			41%	
<b>Total Capital Works</b>	<b>16,794,100</b>	<b>-</b>	<b>16,794,100</b>	<b>4,057,160</b>	<b>-</b>	<b>1,319,591</b>	<b>3,237,419</b>	<b>4,557,010</b>	<b>12,820,580</b>				
<b>Open Space &amp; Recreation</b>													
CP0129 Don River Rail Trail - land purchase		-	-			-	-	-	-	Oct-19	Feb-20		Contracts for sale in place. Development application required
CP0143 Mersey Vale cemetery - Children's Area	100,000	-	100,000			1,138	-	1,138	98,862	Sep-19	Dec-20	1.1%	Construction pending
CP0146 Mersey Vale Cemetery - Lighting Renewal		-	-			330	-	330	(330)	Aug-19	Oct-19		Construction underway
CP0150 Maidstone Park - Replace Ground Lighting		-	-			1,387	-	1,387	(1,387)	TBA	TBA		Tenders requested
CP0151 Maidstone Park - Gymnastics Club Car Park		-	-			120,000	120,000	240,000	(240,000)	Aug-19	Jan-20		Construction underway
CP0154 Dog Exercise Park - Dog Agility Equipment & Drink Fountain		-	-			151	-	151	(151)	TBA	TBA		
CP0158 Mersey Vale Cemetery - Modern Burial Stage 2		-	-			83	880,620	880,702	(880,702)	Jul-19	Apr-20		Manufacturing underway off site
CP0160 Horsehead Creek - Bank Stabilisation between Horsehead Creek & Waterfront Complex		-	-			150	52,112	52,262	(52,262)	Sep-19	Sep-19		Construction pending
CP0164 Back Beach - path from base of stairs	18,000	-	18,000			112	-	112	17,888	TBA	TBA	0.6%	Design underway
CP0165 Victoria Parade foreshore - erosion repairs and mowing strip - stage 2	75,000	-	75,000			203	-	203	74,797	Nov-19	Dec-19	0.3%	
CP0166 Coastal Pathway - lighting - Aikenhead Point to skate park	150,000	-	150,000			1,720	88,804	90,524	59,476	Oct-19	Nov-19	60.3%	Construction pending
CP0167 Hiller Flora Reserve - park furniture renewal	15,000	-	15,000			-	-	-	15,000	Oct-19	Nov-19	0.0%	
CP0168 Victoria Parade and Mersey Bluff - park furniture renewal	25,000	-	25,000			-	-	-	25,000	Oct-19	Nov-19	0.0%	
CP0169 Mersey Bluff - Barbeque renewal	20,000	-	20,000			-	-	-	20,000	Oct-19	Nov-19	0.0%	
CP0170 Signage Strategy Actions	25,000	-	25,000			-	-	-	25,000	TBA	TBA	0.0%	
CP0171 Don Reserve path renewal - aquatic centre to Best Street	120,000	-	120,000			-	-	-	120,000	Nov-19	Dec-19	0.0%	
CP0172 Victoria Parade - Cenotaph - base surface renewal	10,000	-	10,000			-	-	-	10,000	Jan-20	Feb-20	0.0%	
CP0173 Mary Binks wetlands - path upgrade - stage 1	35,000	-	35,000			-	-	-	35,000	Jan-20	Feb-20	0.0%	
CP0174 Highfield Park - new path - East to West	40,000	-	40,000			165	-	165	39,835	TBA	TBA	0.4%	Pending grant application for additional works
CP0175 Mersey Bluff - inclusive playground	96,000	-	96,000	54,160		-	-	-	96,000	TBA	TBA	0.0%	
CP0176 Mersey Bluff - bin compound	5,000	-	5,000			-	-	-	5,000	Mar-20	Apr-20	0.0%	To be included with adjacent roadworks
CP0177 Devonport Recreation Centre - Laundry	15,000	-	15,000			-	-	-	15,000	TBA	TBA	0.0%	
CP0178 Lovett Street Soccer Ground - Ground renovation	182,000	-	182,000			1,577	179,020	180,597	1,403	Oct-19	Nov-19	99.2%	Construction pending
CP0179 Reg Hope Park - slab and services for shopfront at Julie Burgess	11,000	-	11,000			-	-	-	11,000	TBA	TBA	0.0%	
CP0180 Bluff Beach - accessible ramp	100,000	-	100,000			-	-	-	100,000	TBA	TBA	0.0%	
CP0181 Mersey Bluff Caravan Park - accessible amenities	75,000	-	75,000			-	-	-	75,000	TBA	TBA	0.0%	
CP0182 Mersey Vale Memorial Park - signage upgrade	30,000	-	30,000			7,988	-	7,988	22,012	Nov-19	Dec-20	26.6%	Design underway
CP0183 Mersey Vale Memorial Garden - ash interment columns	35,000	-	35,000			-	-	-	35,000	Mar-20	Apr-20	0.0%	
CP0184 Don River Rail Trail - construction	140,000	-	140,000	70,000		-	-	-	140,000	Mar-20	May-20	0.0%	Subject to grant funding
<b>Total Open Space &amp; Recreation</b>	<b>1,322,000</b>	<b>-</b>	<b>1,322,000</b>	<b>124,160</b>	<b>-</b>	<b>135,004</b>	<b>1,320,556</b>	<b>1,455,560</b>	<b>(133,560)</b>			<b>110.1%</b>	

	Funding 2019/20					Expenditure 2019/20			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried Forward & adjustments	Total Budget Available	External Funding Included in Total	Funding Adjustments	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	\$	Month	Month	Spent	
<b>Buildings &amp; Facilities</b>													
CB0092 Don Memorial Hall - Install Public Toilet	-	-	-			34,249	-	34,249	(34,249)	Complete	Complete		
CB0093 Devonport Oval - Football Club grease trap installation	10,000	-	10,000			-	-	-	10,000	TBA	TBA	0.0%	
CB0094 Council contribution to Sports Club Grants (Level the Playing Field)	150,000	-	150,000			-	-	-	150,000	TBA	TBA	0.0%	
CB0095 Works Depot - Covered plant storage shed	32,000	-	32,000			-	-	-	32,000	Apr-20	Jun-20	0.0%	
CB0096 Mianetta Park - New toilet block	150,000	-	150,000			-	-	-	150,000	TBA	TBA	0.0%	
<b>Total Facilities</b>	<b>342,000</b>	<b>-</b>	<b>342,000</b>	<b>-</b>	<b>-</b>	<b>34,249</b>	<b>-</b>	<b>34,249</b>	<b>307,752</b>			<b>10.0%</b>	
<b>Transport</b>													
CT0169 Formby Road & Best Street intersection safety improvements	-	-	-			28,761	-	28,761	(28,761)	Complete	Complete		
CT0198 Mersey Bluff Pedestrian Link	-	-	-			95,181	84,294	179,475	(179,475)	Jul-19	Oct-19		Construction underway
CT0220 Southern Rooke Street Renewal	-	-	-			10,799	2,011	12,810	(12,810)	Complete	Complete		
CT0221 Triton Road Safety Improvements	-	-	-			1,330	-	1,330	(1,330)	Complete	Complete		Prior year invoice.
CT0222 Coles Beach/Back Beach Pedestrian Links	-	-	-			27,908	880	28,788	(28,788)	Complete	Complete		
CT0225 New Street Light - Wright Street and Tarleton Street	-	-	-			(8,821)	-	(8,821)	8,821	Complete	Complete		Credited for non-council asset constructed in prior year now transferred to Tasnetworks.
CT0226 Intersection Safety Improvements - Parker Street and Ronald Street	-	-	-			105,816	32,911	138,727	(138,727)	Jun-19	Sep-19		Construction underway
CT0230 Transport Minor Works	-	-	-			-	-	-	-	TBA	TBA		
CT0232 Parking Infrastructure Renewal 2018-19	-	-	-			12,399	-	12,399	(12,399)	TBA	TBA		
CT0233 Adelaide Street Kerb Renewal	-	-	-			957	142,690	143,647	(143,647)	Aug-19	Oct-19		Construction underway
CT0244 Steele St Pedestrian Facilities	-	-	-			17	3,542	3,559	-	Complete	Complete		
CT0245 New bus stop infrastructure	-	-	-			156	-	156	(156)	TBA	Mar-20		No budget to be recouped through grant funds.
CT0246 Reseal Program 2019-2020	700,000	-	700,000			2,035	634,185	636,220	63,780	Dec-19	Mar-20	90.9%	Contracts awarded
CT0247 Street light provision	25,000	-	25,000			1,662	-	1,662	23,338	TBA	TBA	6.6%	
CT0248 Tugrah Road bus turn facility	40,000	-	40,000			-	-	-	40,000	Jan-20	Feb-20	0.0%	
CT0249 Parker Street footpath - North Fenton to Victoria Parade	18,000	-	18,000			19,219	-	19,219	(1,219)	Complete	Complete	106.8%	Overexpenditure to be offset by savings on other projects
CT0250 Forbes Street overpass - west side guard rail works	11,000	-	11,000			(8)	-	(8)	11,008	Oct-19	Jan-19	-0.1%	Tenders being assessed
CT0251 Forbes Street renewal - bridge to Burrows Crescent	75,000	-	75,000			(266)	-	(266)	75,266	Oct-19	Jan-19	-0.4%	Tenders being assessed
CT0252 Benigan Road and Lyons Avenue - Intersection safety improvements	400,000	-	400,000	400,000		18,219	43,694	61,913	338,087	Oct-19	Jan-19	15.5%	Tenders being assessed
CT0253 Curr Street new footpath and ramp renewal	28,000	-	28,000			26,859	-	26,859	1,141	Complete	Complete	95.9%	Overexpenditure to be offset by savings on other projects
CT0254 Middle Road pedestrian crossing - Gatenby Drive	60,000	-	60,000	30,000		2,303	38,556	40,859	19,141	Aug-19	Sep-19	68.1%	Construction underway
CT0255 Lovett St pedestrian facilities - Tasman to Lawrence	120,000	-	120,000	60,000		8,194	69,930	78,124	41,876	Sep-19	Oct-19	65.1%	Construction pending
CT0256 Roberts Court renewal	250,000	-	250,000			2,082	173	2,254	247,746	Sep-19	Nov-19	0.9%	Construction pending
CT0257 Road traffic device renewal	25,000	-	25,000			-	-	-	25,000	TBA	TBA	0.0%	
CT0258 Transport minor works	25,000	-	25,000			6,500	-	6,500	18,500	Aug-19	TBA	26.0%	Footpath in Parker St completed
CT0259 Parking infrastructure renewal	25,000	-	25,000			-	-	-	25,000	TBA	TBA	0.0%	
CT0260 Victory Avenue kerb renewal	210,000	-	210,000			76	-	76	209,924	Feb-20	Apr-20	0.0%	
CT0261 Stewart Street kerb renewal - William to Gunn	405,000	-	405,000			6,804	60	6,864	398,136	Oct-19	Jan-20	1.7%	Design underway
CT0262 Lower Madden Street renewal - Montague to North Fenton	200,000	-	200,000			4,438	-	4,438	195,562	Jan-20	Mar-20	2.2%	Design underway
CT0263 Oldaker Street footpath renewal - west of Rooke, south side	160,000	-	160,000			-	-	-	160,000	TBA	TBA	0.0%	to be aligned with program of Waterfront precinct
CT0264 Victoria Street Renewal - Northern End	370,000	-	370,000	250,000		4,999	60	5,059	364,941	Nov-19	Jan-20	1.4%	Design underway
CT0265 Holyman Street renewal	400,000	-	400,000	256,000		4,855	-	4,855	395,145	Jan-20	Apr-20	1.2%	Design underway
CT0266 Holyman Street footpath renewal	90,000	-	90,000			4,710	-	4,710	85,290	Jan-20	Apr-20	5.2%	Design underway
CT0267 Fenton St & Stewart St - Intersection	415,000	-	415,000	415,000		11,453	6,205	17,658	397,342	Dec-19	Feb-20	4.3%	Design underway
CT0268 Devonport Oval - Clements St entry renewal	80,000	-	80,000			1,348	-	1,348	78,653	Feb-20	Mar-20	1.7%	
CT0269 Winspears Road renewal - Stage 2	250,000	-	250,000			-	-	-	250,000	Jan-20	Apr-20	0.0%	
CT0270 Northern Rooke Street renewal	1,000,000	-	1,000,000			-	-	-	1,000,000	TBA	TBA	0.0%	to be aligned with program of Waterfront precinct
CT0271 Mersey Bluff Precinct - traffic, pedestrian, and parking improvements - stage 2	265,000	-	265,000			-	-	-	265,000	Mar-20	Apr-20	0.0%	
CT0272 Coastal Pathway contribution - part 1	600,000	-	600,000			-	600,000	600,000	-	Dec-19	TBA	100.0%	Design underway
CT0273 Southern Rooke Street - street scape enhancement	50,000	-	50,000			-	-	-	50,000	TBA	TBA	0.0%	
<b>Total Transport</b>	<b>6,297,000</b>	<b>-</b>	<b>6,297,000</b>	<b>1,411,000</b>	<b>-</b>	<b>399,986</b>	<b>1,659,191</b>	<b>2,059,177</b>	<b>4,241,383</b>			<b>32.7%</b>	

	Funding 2019/20					Expenditure 2019/20			Balance	Performance Measures			
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Funding Adjustments	Actual	Commitments	Total Expenditure	Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$	\$	Month	Month	Spent	
<b>Stormwater</b>													
CS0055 Squibbs Road drainage improvements	-	-	-	-	-	7,144	3,300	10,444	(10,444)	TBA	TBA		Environmental approvals required
CS0081 John Stormwater Catchment Stage 1	-	-	-	-	-	-	-	-	-	TBA	TBA		
CS0082 Minor Stormwater Works	60,000	-	60,000	-	-	4,485	-	4,485	55,515	TBA	TBA	7.5%	
CS0083 Stormwater outfall risk management	20,000	-	20,000	-	-	-	-	-	20,000	Apr-20	Jun-20	0.0%	
CS0084 Tugrah Road drainage	40,000	-	40,000	-	-	310	-	310	39,690	Nov-19	Dec-19	0.8%	Design underway
CS0086 Coles Beach Road - new pit	10,000	-	10,000	-	-	963	-	963	9,037	Oct-19	Oct-19	9.6%	Design underway
CS0085 Oldaker (East) stormwater catchment upgrade – stage 1	1,000,000	-	1,000,000	-	-	-	-	-	1,000,000	TBA	TBA	0.0%	to be aligned with program of Waterfront precinct
CS0087 William Street stormwater improvements - Fourways east side	50,000	-	50,000	-	-	19,770	4,679	24,449	25,551	Aug-19	Sep-19	48.9%	Construction underway
CS0088 Kelcey Tier Road - pipe extension and headwall	20,000	-	20,000	-	-	758	-	758	19,242	Sep-19	Oct-19	3.8%	Design underway
CS0089 Pit replacements	50,000	-	50,000	-	-	1,080	-	1,080	48,920	TBA	TBA	2.2%	
CS0090 Watkinson St - north of George St - stormwater renewal	42,000	-	42,000	-	-	-	-	-	42,000	N/A	N/A	0.0%	to be reallocated to TBA
<b>Total Stormwater</b>	<b>1,292,000</b>	<b>-</b>	<b>1,292,000</b>	<b>-</b>	<b>-</b>	<b>34,510</b>	<b>7,979</b>	<b>42,489</b>	<b>1,249,511</b>			<b>3.3%</b>	
<b>Plant &amp; Fleet</b>													
CF0022 Fleet Replacement Plan 18/19 (including disposal proceeds)	-	-	-	-	-	37,241	-	37,241	-				
CF0023 Hire Plant Replacement Plan 18/19 (including disposal proceeds)	-	-	-	-	-	542,689	-	542,689	-				
CF0024 Non-Hire Plant Replacement Plan 18/19 (including disposal proceeds)	-	-	-	-	-	-	-	-	-				
CF0025 Fleet replacement program 2019-20	167,000	-	167,000	-	-	-	-	-	167,000	Jul-19	Jun-20	0.0%	
CF0026 Hire Plant Replacement Plan 19/20 (including disposal proceeds)	671,600	-	671,600	-	-	15,450	-	15,450	656,150	Jul-19	Jun-20	2.3%	
CF0027 Non-Hire Plant Replacement Plan 19/20 (including disposal proceeds)	36,000	-	36,000	-	-	6,075	-	6,075	29,925	Jul-19	Jun-20	16.9%	
<b>Total Plant &amp; Fleet</b>	<b>874,600</b>	<b>-</b>	<b>874,600</b>	<b>-</b>	<b>-</b>	<b>601,455</b>	<b>-</b>	<b>601,455</b>	<b>853,075</b>			<b>68.8%</b>	
<b>Other Equipment</b>													
CE0010 Office & Equipment 2019-20	256,500	-	256,500	22,000	-	19,047	33,276	52,323	204,177	Jul-19	Jun-20	20.4%	
IT Renewals & upgrades	410,000	-	410,000	-	-	26,127	194,889	221,016	188,984	Jul-19	Jun-20		
<b>Total Other Equipment</b>	<b>666,500</b>	<b>-</b>	<b>666,500</b>	<b>22,000</b>	<b>-</b>	<b>45,173</b>	<b>228,165</b>	<b>273,338</b>	<b>393,162</b>			<b>41.0%</b>	
<b>TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY</b>	<b>10,794,100</b>	<b>-</b>	<b>10,794,100</b>	<b>1,557,160</b>	<b>-</b>	<b>1,250,376</b>	<b>3,215,891</b>	<b>4,466,267</b>	<b>6,911,322</b>			<b>41.4%</b>	
<b>Living City</b>													
Living City Strategic Initiatives	-	-	-	-	-	69,214	21,528	90,742	(90,742)	TBA	TBA		
Living City Waterfront Construction	6,000,000	-	6,000,000	2,500,000	-	-	-	-	6,000,000	TBA	TBA		
<b>Total Living City</b>	<b>6,000,000</b>	<b>-</b>	<b>6,000,000</b>	<b>2,500,000</b>	<b>-</b>	<b>69,214</b>	<b>21,528</b>	<b>90,742</b>	<b>5,909,258</b>			<b>1.5%</b>	
<b>TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY</b>	<b>16,794,100</b>	<b>-</b>	<b>16,794,100</b>	<b>4,057,160</b>	<b>-</b>	<b>1,319,591</b>	<b>3,237,419</b>	<b>4,557,010</b>	<b>12,820,580</b>			<b>27.1%</b>	

## 6.0 COMMUNITY SERVICES REPORTS

### 6.1 ENVIRONMENT STRATEGY - YEAR ONE STATUS

File: 33966 D613394

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

Council's Strategic Plan 2009-2030:

Strategy 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community

#### SUMMARY

To report progress on the actions in the Environment Strategy 2019-2024.

#### BACKGROUND

The City of Devonport's 2019-2024 Environment Strategy provides a framework to assist Council deliver Goal 1 of the Devonport Strategic Plan 2009-2030:

*Through the integration of sustainable practices, we will ensure Devonport's viability socially, economically and environmentally, preserving our natural geography and landscapes for future generations. Planned and sustainable management of energy, air, water and waste will assist in the delivery of a healthy environment.*

This strategy outlines Council's environmental management activities over a five-year period commencing 2018-19, grouped under three focus areas:

1. Conserving our Biodiversity
2. Healthy Waterways and Coasts
3. Living Lightly

Council adopted the Strategy at the meeting held 23 July 2018 (Min No 131/18 refers).

#### STATUTORY REQUIREMENTS

No statutory requirements relate to this report.

#### DISCUSSION

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

One of the 36 actions over the 5-year plan has been completed to date, seven are in progress, 15 are ongoing, and 13 have not commenced.

Key highlights for each focus area are as follows.

- Invasive Flora and Fauna:
  - Consistent program of on-ground weed control;
  - Increase in community involvement in weed management through Friends of Don Reserve; and
  - Community education programs focused on responsible dog and cat ownership.

- Biodiversity Health:
  - Increase in presence of burrowing crayfish present at Clayton Drive Reserve with 450 additional burrows recorded;
  - 7 community tree planting events delivered with 168 participants; and
  - Nil reports of illegal dumping of garden waste.
- Healthy Waterways and Coasts:
  - 80 students from East Devonport Primary and Don College participated in revegetation projects to protect waterway riparian areas and reduce erosion.
- Energy Efficiency:
  - LED lamps in Council's public lighting inventory have increased from 6% to 25% and expected to increase to around 70% by 2022;
  - Funding received to install a fast-charge electric vehicle charging station;
  - Hybrid vehicle purchased to trial effectiveness for reducing fleet emissions; and
  - 3.4% of electricity used at Council's three largest facilities (Devonport Recreation Centre, paranple arts centre, Aquatic Centre) was offset by solar power generated at the Bass Strait Maritime Centre.
- Liveable City:
  - Reduction in total amount of waste generate with total waste to landfill in 2017/18 decreased by 1.4% from 2016/17 levels; and
  - Foreshore and riparian revegetation projects delivered to reduce storm tide and flooding risks associated with climate change.

## COMMUNITY ENGAGEMENT

Over 250 community members have been involved in various activities to deliver Strategy actions.

## FINANCIAL IMPLICATIONS

Operational and capital funds are allocated to Strategy actions during the annual planning process. External funds may be sought throughout the year as the opportunity arises.

## RISK IMPLICATIONS

- Environmental Sustainability  
There is a risk that without a strategic approach to managing Devonport's natural assets and addressing key sustainability challenges, it may lead to negative environmental outcomes.

## CONCLUSION

The Environment Strategy 2019-2024 reflects the work of the community and Council officers to improve the management of Devonport's natural resources. Progress has been made during the first year of the Plan's implementation.

## ATTACHMENTS

- [1.](#) Environment Strategy 2019-2024 – Year One Actions

## RECOMMENDATION

That it be recommended to Council that the report of the Executive Officer Community Services be received and the status of actions listed in the Environment Strategy 2019-2024 be noted.

Author:	Carol Bryant	Endorsed By:	Karen Hampton
Position:	Executive Officer Community Services	Position:	Community Services Manager

## Environment Strategy 2019-2024 – Year One Status

### STRATEGIC FOCUS 1. CONSERVING OUR BIODIVERSITY

Action	Details	Responsibility	Priority	Resources	Status 30 July 2019	
Invasive Flora and Fauna						
1.1	Develop and implement an annual works plan for the control of priority and declared weeds	<ul style="list-style-type: none"><li>Annual mapping of weed distribution</li><li>Explore low impact weed control methods</li></ul>	Community Services	High	A-OPEX	Ongoing: Control of priority environmental & declared weeds undertaken regularly
1.2	Maintain public awareness of and engagement in weed identification and control activities	<ul style="list-style-type: none"><li>Provide advice to private property owners when requested</li><li>Work with private property owners with declared weeds to contain or eradicate infestation</li><li>Deliver education and hands-on programs</li></ul>	Community Services	High	A-OPEX External	Ongoing: <ul style="list-style-type: none"><li>Friends of Don Reserve undertake weed control</li><li>Meeting with private property owners as requested</li></ul>
1.3	Encourage responsible pet ownership	<ul style="list-style-type: none"><li>Cat management</li><li>Promote on-leash dog control in Council parks and reserves as per the Dog Management Policy (includes updating signage)</li></ul>	Risk Management Infrastructure & Works	High	A-OPEX	Ongoing: <ul style="list-style-type: none"><li>The Dog Management Policy was not due for review until 2021, however a number of anomalies were identified triggering an early review. The document has been updated and will be displayed for public consultation</li><li>A number of education initiatives around responsible dog ownership have been posted on facebook</li><li>A signage review has been completed and where required new signage erected or outdated signage replaced</li></ul>

Action		Details	Responsibility	Priority	Resources	Status 30 July 2019
1.4	Work with state agencies and relevant partners to plan and manage the control of stray and feral animals	<ul style="list-style-type: none"> <li>Work with DPIPWE / Cradle Coast NRM to implement the Tasmanian Cat Management Plan</li> </ul>	Risk Management	High	A-OPEX	Ongoing: <ul style="list-style-type: none"> <li>The Risk &amp; Compliance Coordinator is participating in a Cat Management Working Group coordinated by Cradle Coast Authority to encourage and educate the community on effective cat management</li> <li>Discussions being held with NRM on targeted cat management areas</li> </ul>
1.5	Report sightings of introduced species to DPIPWE	<ul style="list-style-type: none"> <li>Assist DPIPWE to raise community awareness and reporting of introduced species</li> <li>Where required manage potential impacts in consultation with DPIPWE</li> <li>Includes threatening pathogens</li> </ul>	Risk Management	High	A-OPEX	Ongoing: <ul style="list-style-type: none"> <li>The Compliance Officer works closely with NRM to assist in identification and eradication strategies</li> </ul>
1.6	Target identified priority weeds on Council roads as part of the roadside maintenance weed spraying program	<ul style="list-style-type: none"> <li>On non-Council roads, advise the property owner of the priority weeds as required</li> </ul>	Infrastructure & Works Community Services	Medium	F-OPEX	Ongoing: <ul style="list-style-type: none"> <li>Contractors engaged regularly to control roadside priority weeds.</li> </ul>
1.7	Increase the extent of hygiene practices into DCC contract process, operations, and activities on Council land to minimise the risk of weed spread into new or sensitive areas	<ul style="list-style-type: none"> <li>May require wash down facilities in strategic locations</li> <li>Determine areas considered 'sensitive'</li> </ul>	Infrastructure & Works Community Services	Medium	A-OPEX F-CAPEX	Yet to commence

Action	Details	Responsibility	Priority	Resources	Status 30 July 2019	
<b>Biodiversity Health</b>						
1.8	Develop a Master Plan for the Kelcey Tier Greenbelt	Considers natural, social, recreational, and cultural values	Community Services	High	A-OPEX	Complete: Master Plan complete July 2019, available on Council's website
1.9	Undertake revegetation where required to support biodiversity	<ul style="list-style-type: none"><li>• Use local native species</li><li>• Encourage development of flora and fauna corridors</li><li>• Consider use of local native species on nature strips and in parks &amp; reserves in accordance with Council policy</li></ul>	Community Services Infrastructure & Works	High	A-OPEX External	Ongoing: <ul style="list-style-type: none"><li>• Don River - 1825 local native species planted in 2018, 250 planted in 2019 winter</li></ul>
1.10	Manage known threatened species populations to best-practice standards	For instance, continue to manage Clayton Drive Reserve to increase habitat health for the translocated Central North Burrowing Crayfish	Infrastructure & Works Community Services	High	A-OPEX	Ongoing: <ul style="list-style-type: none"><li>• Clayton Drive Reserve - removal of weed species including willows and blackberry; more than 430 additional Engaeus burrows present</li></ul>
1.11	Encourage community awareness of and involvement in conservation activities	<ul style="list-style-type: none"><li>• Support volunteer and school participation</li><li>• Deliver community events celebrating biodiversity e.g. National Tree Day, Clean up Australia Day, Biodiversity month, Bioblitz</li><li>• Develop or review relevant promotional material, consider using digital platforms</li></ul>	Community Services	High	A-OPEX External	Ongoing: <ul style="list-style-type: none"><li>• 7 community events delivered with 168 participants</li><li>• Up to 11 Friends of Don Reserve volunteers met monthly to undertake weed control and plant trees. The total hours attended was 104 hours.</li></ul>

Action		Details	Responsibility	Priority	Resources	Status 30 July 2019
1.12	Address through compliance, incentives, or education: <ul style="list-style-type: none"><li>illegal dumping of (garden) waste</li><li>removal/degradation of native vegetation</li></ul>	Includes: <ul style="list-style-type: none"><li>Planting of non-native species in reserves</li><li>Planting environmental weeds in gardens</li></ul>	Risk Management Community Services	High	A-OPEX	Ongoing: <ul style="list-style-type: none"><li>Surveillance cameras are being utilised to detect illegal removal of trees and illegal dumping</li><li>The state government is developing an app to report illegal dumping that may assist Council identify dumping locations</li></ul>
1.13	Manage bushfire hazard reduction burns with consideration of ecological priorities	As outlined in the Don Reserve and Kelcey Tier Greenbelt Bushfire Management Plans	Infrastructure & Works Community Services	High	A-OPEX External	Ongoing. <ul style="list-style-type: none"><li>Fuel reduction burn undertaken in Kelcey Tier Greenbelt in Spring of 2018</li><li>Firebreak maintenance undertaken annually</li></ul>
1.14	Monitor priority species and habitat	<ul style="list-style-type: none"><li>Record in database linked to Council's GIS</li><li>Consider reporting on city wide ecological health every 10 years</li></ul>	Community Services	Medium	F-OPEX External	Yet to commence

**Targets:**

Target	Status 30 July 2019
The area of revegetation is increased by 100% by 2024 from 2017-18 levels	2017-18 hectares revegetation works undertaken: 4
A 25% increase in community participation by 2024 from 2018-19 levels	2018-19 community members participated: 179
Increase in the extent of hygiene practices of Council and integration into contracts	Yet to commence
Decrease in reports of illegal dumping of garden waste / clearing native vegetation by 2024 from 2018-19	2018-19 number of reports: 0 Council received 29 reports of illegal dumping of waste. None of which was garden waste.

**STRATEGIC FOCUS 2. HEALTHY WATERWAYS AND COASTS**

Action	Details	Responsibility	Priority	Resources	Status 30 July 2019	
2.1	Revegetate and /or improve health of riparian zones	<ul style="list-style-type: none"><li>Improves water quality and aquatic ecosystem health</li><li>Reduces stream bank erosion and sedimentation</li><li>Use local native species</li></ul>	Community Services	High	F-OPEX External	Ongoing: <ul style="list-style-type: none"><li>As above - revegetation works on Don River north of Bass Highway</li></ul>
2.2	Engage volunteers in activities to protect our waterways and coasts	Hands-on and education projects	Community Services	High	A-OPEX External	Ongoing: <ul style="list-style-type: none"><li>80 students from 2 schools participated in revegetation projects including East Devonport Primary School &amp; Don College.</li></ul>
2.3	Progressively extend installation of gross pollutants traps across the stormwater system	High volume stormwater drains to have gross pollutant traps installed with their effectiveness monitored	Infrastructure & Works	High	A-OPEX F-CAPEX	Yet to commence
2.4	Integrate Water Sensitive Urban Design into new Council projects and developments where possible	Design that filters pollution from stormwater runoff	Infrastructure & Works	High	A-OPEX F-OPEX	Yet to commence
2.5	Unauthorised activity on beaches / coastline – advocate for improved understanding of the issue's significance and develop appropriate responses	<ul style="list-style-type: none"><li>May require a combination of access restriction, enforcement, and community education approaches</li><li>Will require multi-stakeholder approach</li></ul>	Community Services	Low	A-OPEX External	Yet to commence

**Targets:**

Targets	Status 30 July 2019
The area of rehabilitation work in riparian zones is increased by 100% by 2024 from 2018-19 levels	2018-2019 hectares rehabilitation works: 4
A 25% increase in community participation by 2024 from 2018-2019 levels	2018-19 community members participated: 80
No evidence of disturbance to shorebird breeding sites	No evidence reported

## STRATEGIC FOCUS 3. LIVING LIGHTLY

Action	Details	Responsibility	Priority	Resources		
Energy Efficiency						
3.1	Progressively upgrade Council-owned building, street and park lights with energy efficient light emitting diode (LED) lights	<ul style="list-style-type: none"><li>Lighting upgraded upon replacement of globes or for new projects</li><li>Consider using smart technology, solar lighting where appropriate</li><li>Develop tools to assist staff with purchase of energy efficient fixtures, fittings, and appliances</li></ul>	Infrastructure & Works	High	A-OPEX F-CAPEX	Ongoing: <ul style="list-style-type: none"><li>LED globes standard practice for globe replacement</li></ul>
3.2	Investigate alternative power generation opportunities	Includes solar & wind generation, use of battery storage, considering whole of life cycle, payback periods etc	Infrastructure & Works	High	F-CAPEX External	In progress: <ul style="list-style-type: none"><li>Investigating feasibility of installing additional solar panels in the city</li></ul>
3.3	Continue to undertake building retrofits (general energy efficiency) for large facilities	Consider energy saving measures - heating, cooling, ventilation, and loss	Infrastructure & Works	High	F-CAPEX F-OPEX External	Ongoing: <ul style="list-style-type: none"><li>paranaple centre designed to reduce energy consumption</li></ul>
3.4	Investigate electric vehicle charging infrastructure	<ul style="list-style-type: none"><li>Include consideration of alternative power sources</li><li>Promote existing local charging stations</li></ul>	Infrastructure & Works	High	F-CAPEX External	In progress: <ul style="list-style-type: none"><li>Fast charge electric vehicle charging station to be installed 2020/2021 - \$50,000 grant received from Tasmanian Climate Change Office, Council allocated \$50,000 to complete project</li></ul>

3.5	Promote or deliver active transport and energy efficiency community education programs	<p>For example:</p> <ul style="list-style-type: none"> <li>• Host ride to work / walk to work programs, and other active transport programs in conjunction with the Bike Strategy and Pedestrian Strategy</li> <li>• Deliver Living Lightly Expo</li> <li>• Promote car/ride sharing schemes as they become available</li> </ul>	Community Services	High	A-OPEX External	<p>In progress:</p> <ul style="list-style-type: none"> <li>• Planning underway for project promoting commuter bike riding</li> </ul>
3.6	Reduce Council fleet emissions by transitioning to low carbon vehicles, reviewing service schedules, exploring alternative transport options	<ul style="list-style-type: none"> <li>• Based on technological improvements</li> <li>• Investigate whole of life efficiency when purchasing fleet vehicles</li> <li>• Explore alternative transport options to reduce number of use of fleet, e.g. electric bikes / scooters</li> </ul>	Infrastructure & Works	Medium	F-CAPEX	<p>In progress:</p> <ul style="list-style-type: none"> <li>• Council have adopted the recommendations of an Electric Vehicle Integration Plan. A hybrid vehicle has been purchased and investigations into electric vehicles for specific purchases are underway.</li> </ul>
3.7	Embed energy efficiency across DCC operations	Develop staff behaviour change education program	Community Services	Medium	F-OPEX	Yet to commence
3.8	Provide advice, advocate, or facilitate community scale enterprises that utilise alternative energy generation and consumption	Explore opportunities for shared power schemes, community shareholders, bulk buy schemes etc	Community Services Economic Development	Medium	F-OPEX External	Yet to commence

3.9	Support new community or business initiatives that utilise low carbon approaches	Strengthen business/industry partnerships to support and encourage new and emerging low carbon opportunities, for instance, ebike hire for visitors, co/tri-generation	Community Services Economic Development	Medium	F-OPEX External	Yet to commence
3.10	Continue to support TasNetworks to roll out street light LED changeover program	Street lights are owned, maintained, and replaced under a negotiated arrangement with TasNetworks. TasNetworks plan to change all lamps to LED in the next 8-10 years	Infrastructure & Works	Low	External	In progress: <ul style="list-style-type: none"> <li>LED lamps in Council's public lighting inventory have increased from 6% to 25% since the adoption of the strategy. This is expected to increase to around 70% by 2022.</li> </ul>
<b>Water Sensitivity</b>						
3.11	Promote water saving/efficiency programs/opportunities for residents	Rainwater tanks, treated use of greywater in accordance with planning/health regulations	Community Services	High	A-OPEX	Yet to commence
3.12	Install smart technology for high water-using properties / facilities	For example, sensors that irrigate sports field as required given level of dryness as opposed to regular times	Infrastructure & Works	Medium	A-OPEX F-CAPEX External	Yet to commence
3.13	Progressively retrofit high water-using properties with water efficient fixtures and fittings	<ul style="list-style-type: none"> <li>Includes development of tools to assist staff with purchase of water efficient fixtures, fittings, and appliances</li> <li>Extends to leased Council facilities</li> </ul>	Infrastructure & Works	Medium	A-OPEX F-CAPEX External	Yet to commence

Action	Details	Responsibility	Priority	Resources	Status 30 July 2019	
<b>Liveable City</b>						
3.14	Implement actions in the Waste Strategy that aim to firstly reduce the amount of waste generated and secondly reduce the amount of landfill through resource recovery and recycling	Some Waste Strategy actions include: <ul style="list-style-type: none"><li>Investigate opportunities for recycling/ composting and use of biodegradable serving equipment at public events</li><li>Support composting schemes, community gardens/ enterprises and nature strip edible gardens to reduce food waste</li><li>Explore opportunities to segregate green waste from landfill</li><li>Promote reuse through local business and charities</li></ul>	Infrastructure & Works Community Services	Varied as per Waste Strategy	Varied as per Waste Strategy	In progress:  Achievements of the Waste Strategy reported in April 2019: <ul style="list-style-type: none"><li>Total waste to landfill in 2017/18 decreased by 1.4% from 2016/17 levels</li><li>Waste recovery rate in 2017/18 was 19.8%</li><li>Cradle Coast Waste Management Action Group now has bin toppers (insert on top of 240L bin) for recyclables available for use at events.</li><li>Recovery of e-waste has recommenced and recovery of paint, household batteries, fluorescent tubes has commenced</li></ul>
3.15	Implement the DCC Corporate Climate Change Adaptation Plan to improve climate resilience	For instance, regarding Sea Level Rise and Storm Tide Risk - assess risks, prioritise works and implement dune / foreshore restoration programs as required	All departments	Varied as per Adaptation Plan	Varied as per Adaptation Plan	In progress: <ul style="list-style-type: none"><li>Revegetation of East Devonport Beach dune</li><li>Revegetation project on Don River south of highway to reduce bank erosion and reduce sedimentation</li><li>Infrastructure and trees assessed after high wind and rain events to reduce risk to the public</li></ul>
3.16	Ensure sustainability considerations in procurement decisions, including mandatory weightings in tenders, where appropriate	Improve procurement guidelines, processes, and tools to support staff to actively engage in sustainable procurement	Organisational Performance	Medium	A-OPEX	Yet to commence: <ul style="list-style-type: none"><li>Sustainability is currently considered, however, guidelines and tools to ensure consistency across organisation are to be developed</li></ul>

3.17	Identify, collect, and report on environmental data that will inform future decision-making and achievement of Strategy targets	Review Environmental Strategy targets and align with data collection and analysis capabilities where required	Community Services	Medium	F-OPEX	Yet to commence
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Targets	Status 30 July 2019																				
5% of electricity used in Council's largest facilities obtained from localised renewable energy sources	For 2018-19: Solar energy generated at Bass Strait Maritime Centre: 42,854 kWh (kilowatt hours) Total energy of largest facilities (Dev Rec Centre, paranapple arts Centre, Aquatic Centre): 1,246,898 kWh = 3.4% of electricity used offset by solar (% likely to be higher as solar panels on Art Storage Facility are not metered separately so difficult to quantify kWh generated from this source)																				
5% reduction in greenhouse gas emissions across Council operations by June 2024, based on June 2019 levels	Emissions conversion to be calculated once all usage data collated.																				
5% reduction on 2017-2018 energy usage in Council's largest facilities by 2024	<table><tr><th>Facility</th><th>kWh 2017-18</th><th>kWh 2018-19</th><th>Notes</th></tr><tr><td>Dev Rec Centre</td><td>123,289</td><td>124,606</td><td>Variance due to higher usage rates in 18/19</td></tr><tr><td>paranapple arts centre</td><td>129,965</td><td>235,841</td><td>Town Hall meter not read for four months (17/18) during renovation for arts centre</td></tr><tr><td>Aquatic Centre</td><td>448,897</td><td>886,451</td><td>Increase a result of changes in which meters are read</td></tr><tr><td>Total</td><td>702,151</td><td>1,246,898</td><td>77.6% change in usage</td></tr></table>	Facility	kWh 2017-18	kWh 2018-19	Notes	Dev Rec Centre	123,289	124,606	Variance due to higher usage rates in 18/19	paranapple arts centre	129,965	235,841	Town Hall meter not read for four months (17/18) during renovation for arts centre	Aquatic Centre	448,897	886,451	Increase a result of changes in which meters are read	Total	702,151	1,246,898	77.6% change in usage
Facility	kWh 2017-18	kWh 2018-19	Notes																		
Dev Rec Centre	123,289	124,606	Variance due to higher usage rates in 18/19																		
paranapple arts centre	129,965	235,841	Town Hall meter not read for four months (17/18) during renovation for arts centre																		
Aquatic Centre	448,897	886,451	Increase a result of changes in which meters are read																		
Total	702,151	1,246,898	77.6% change in usage																		
Zero increase in potable water use of Council's largest water consuming facilities by June 2024 from 2019 baseline	2018-2019 potable water use across All facilities: 131,223																				
Environmental sustainability is considered across all areas of Council, in decisions, project development and implementation, and reported accordingly to the community by 2024	Yet to commence.																				
Increase in number of Council-delivered, or supported 'living lightly' community education programs by 2024 from 2018-19 levels	To be recorded 2019-20.																				

## 6.2 DEVONPORT COMMUNITY HOUSE - PARTNERSHIP AGREEMENT

File: 5208 D612546

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.2.1 Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement

### SUMMARY

This report is provided to assist Council in considering the renewal of a partnership agreement with Devonport Community House for a further three-year period.

### BACKGROUND

Council has had a partnership agreement with the Devonport Community House (DCH) since 2011 which provides financial assistance towards the ongoing operations of both the Devonport Community Garden (Morris Avenue) and the Devonport Playhouse (Forbes Street). Both properties are leased by DCH from Council.

### STATUTORY REQUIREMENTS

Details relating to the financial impacts of the agreement will be included in Council's Annual Report each year in accordance with Section 77 of the *Local Government Act 1993*.

### DISCUSSION

Council currently provides funds of \$18,000 per annum to the DCH. DCH is heavily reliant on volunteers to deliver services to the community, along with small donations and sponsorship from local businesses, and revenue from admissions to the Playhouse and small amount for sale of produce. Additional grants have been received from such sources as the Tasmanian Community Fund and various smaller community development grants for materials, events and project activities.

The DCH receives no regular funding to support the development, maintenance and on-going costs of the Devonport Community Garden and Playhouse.

On average 550-800 adults, children and volunteers access the Playhouse every month. The Community House currently employs a gardening supervisor for 3-6 hours per week. Around 2,000 people access the garden a year, totalling over 2,000 hours of participation.

A draft of the reviewed partnership agreement is attached. The terms are consistent with previous agreements between the parties.

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

Council has included an allocation in its Community Partnerships budget for partnership agreements in the 2019/20 operational budget.

The total of \$18,000 per annum as provided in the partnership agreement is allocated as follows:

- \$10,000 Devonport Playhouse
- \$ 8,000 Community Garden

### RISK IMPLICATIONS

Partnership agreements allow Council to ensure vital community services/activities are delivered with minimum direct involvement from Council resources. Council's risk exposure is reduced through partnership agreements.

### CONCLUSION

The partnership agreement between Devonport Community House and Council has been successful. There is a genuine benefit to both Council and the community for the continuation of this partnership agreement.

### ATTACHMENTS

- [1.](#) Devonport Community House Draft Partnership Agreement 2019

### RECOMMENDATION

That it be recommended to Council that the report be received and noted and that Council authorise the General Manager to finalise a new partnership agreement with the Devonport Community House for a further period of three years, based on a financial contribution of \$18,000 per annum.

Author:	Karen Hampton	Endorsed By:	Jeffrey Griffith	
Position:	Community Services Manager	Position:	Executive Manager	Corporate Services




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## PARTNERSHIP AGREEMENT BETWEEN DEVONPORT COMMUNITY HOUSE AND DEVONPORT CITY COUNCIL

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### 1.0 PURPOSE

This Agreement establishes a set of principles and obligations in relation to funding arrangements and activities between the Devonport City Council (the Council) and the Devonport Community House (DCH) to ensure the ongoing sustainability of the outreach operations of the DCH, namely the Devonport Playhouse and Devonport Community Garden.

This agreement is for a period of three (3) years from the date of signing and is to be reviewed every twelve (12) months.

### 2.0 DEVONPORT STRATEGIC PLAN 2009-2030 RELEVANT PRIORITIES

- |                |  |
|----------------|--|
| Strategy 4.6.1 | Facilitate and advocate for child and family support services  |
| Strategy 4.7.3 | Promote the equitable distribution and sharing of resources throughout the community that supports the delivery of quality outcomes  |
| Strategy 5.1.3 | Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure that balances the needs of industry, business, community, government and the environment |

### 3.0 DEVONPORT COMMUNITY HOUSE OVERVIEW AND RELEVANT PRIORITIES

The DCH was established in 1982 and provides an integral community service. Key objectives relevant to this Agreement outlined in the updated Devonport Community House Strategic Plan 2019-2021 include:

- 1.1 To increase local community participation, social inclusion and foster good relationships;
- 1.2 To facilitate the local community to upgrade Morris Ave Park
- 1.3 To be actively involved with and contribute to discussion on needs of Highfield and Devonport
- 2.1 Inform the community about service availability, activities and events in the community
- 2.2 To provide activities, events and community celebrations that allow people to meet in a friendly environment
- 2.3 To provide parent/carer involved options for socialisation of children under 5
- 3.1 To provide volunteering / Work for Dole / work experience training opportunities
- 3.2 To provide options for alternative education on functional literacy and numeracy
- 3.3 To promote sustainable living strategies

The DCH established the Community Garden in 2007 and took over the management of

the Devonport Playhouse in 2009 (originally established in 1992). DCH is heavily reliant on volunteers to deliver these services to the community, along with small donations and sponsorship from local businesses, and revenue from admissions to the Playhouse and small amount for sale of produce. Additional grants have been received from such sources as the Tasmanian Community Fund and various smaller community development grants for materials, events and project activities.

The DCH receives no regular funding to support the development, maintenance and on-going costs to support the Devonport Community Garden and Playhouse.

### **3.1 The Playhouse**

The Devonport Playhouse provides a safe, stimulating play environment for young children under 5 years of age and a supportive and welcoming environment for their parents, grandparents and carers. The Playhouse provides a unique service not available anywhere else along the northwest coast or indeed Tasmania; providing:

- an informal meeting area for parents/carers, facilitating the development of supportive social networks;
- a forum where good health, parenting and life skills are promoted; and
- a play environment specific to the physical and social needs of children under 5 years.

Other users include family day carers, extended families, supervised access visits (Child & Family services), playgroups, single or separated parents, groups (such as multiple birth association), students and volunteers. On average 550-800 adults, children and volunteers access the Playhouse every month.

### **3.2 Devonport Community Garden**

The Devonport Community Garden provides community members with opportunities to acquire healthy living skills, reduce social isolation and to engage in sustainable living practices. In addition, the Garden also provides work experience placements, support for job seekers and mentorship opportunities. The Community House currently employs a gardening supervisor for 3-6 hours per week. Around 2000 people access the garden a year, totalling over 2,000 hours of participation.

## **4.0 BENEFITS**

The Agreement has the potential to result in a range of benefits including, but not limited to:

- 4.1 Increase volunteer base.
- 4.2 Reduction in vandalism at Community Garden.
- 4.3 Focus on early intervention, prevention, food security and nutrition.
- 4.4 Address social exclusion by connecting people with others, to work, education, volunteering and other opportunities as well as to the broader community and decision makers (assist with consultative processes)
- 4.5 Address difficulties that socially excluded groups have in navigating the increasingly complex array of services provided by both public and private providers.
- 4.6 Provides an investment in community wellbeing in a similar way that financial capital can provide an investment in the economic growth of a community.

- 4.7 In the longer term may help meet challenges of maintaining a sufficient workforce & managing increased demand on health and social services.
- 4.8 Value add to increase services - as a non-profit community organisation the DCH has access to grants and additional partnership opportunities not available to Council, easing the potential impost on ratepayers and improving the potential income and services for the community.

## 5.0 PRINCIPLES

This Agreement is based upon a relationship between the parties emphasising cooperation and commitment to the following principles:

- 5.1 Understanding and respect for each party's mandates and responsibilities.
- 5.2 Each party is responsible for maintaining control of their own affairs.
- 5.3 Subject to relevant legislation and policies the transparency of financial relations between the Council and Devonport Community House in order to enhance decision- making.
- 5.4 The fostering of opportunities to work collaboratively.
- 5.5 Shared focus on ensuring the ongoing sustainability of the operations of the Devonport Playhouse and Devonport Community Garden.
- 5.6 Transparent and timely communication and consultation.
- 5.7 Understand that engagement and partnership between residents, community organisations and government is essential to improve quality of life for Devonport's residents.

## 6.0 OBLIGATIONS OF THE PARTIES

The Council and Devonport Community House agree to:

- 6.1 Engage in timely, cooperative and meaningful consultation and negotiation regarding the formulation of policies, plans and activities which affect this Agreement.
- 6.2 Relate to the other party in a manner that is coordinated and consistent.
- 6.3 Ensure that specific contracts, arrangements, policies and plans entered into or carried out by the parties are consistent with the Agreement.
- 6.4 Subject to privacy legislation and policies, share relevant data and information to inform strategic planning and service delivery.
- 6.5 Develop processes to promote a common understanding of mutual priority needs.
- 6.6 Develop a process for review of the effectiveness of this Agreement with progress assessed twelve months from the date that the Agreement comes into effect.

## 7.0 STATEMENT OF RESPONSIBILITIES

### 7.1 The Devonport City Council will:

- 7.1.1 Maintain the external building and surrounding landscape of the Playhouse venue as part of the Devonport Recreation Centre.
- 7.1.2 Provide expertise and support in the development and maintenance of the Devonport Community Garden and Devonport Playhouse infrastructure and services.

- 7.1.3 Consider occasional assistance with bigger cost items (such as building materials, rubbish removal)
- 7.1.4 Assist in the marketing and promotion of the Devonport Community House and services through Council's communication mediums.
- 7.1.5 In negotiation with the Devonport Community House, review leases for the Devonport Community Garden and the Devonport Playhouse.
- 7.1.6 Actively engage the Devonport Community House in relevant major projects and strategic planning activities of Council.
- 7.1.7 Make information related to issues facing children, families and those traditionally excluded from participating in community and civic life available to elected members and decision-makers.
- 7.1.8 Make a payment of \$18,000 per year for three years to the Devonport Community House to ensure ongoing operations of the Devonport Community Garden and Playhouse. The allocation of these funds is as follows:
  - \$10,000 Playhouse
  - \$8,000 Community Garden

The Devonport Community House can expend the funds across any of the services at their discretion, however note that Council have separated funding for clarity and information purposes.

## **7.2 The Devonport Community House will:**

- 7.2.1 Aim to deliver services which promote the importance of early childhood development and social inclusion.
- 7.2.2 Promote community resilience to the Devonport Community ie techniques members of the community can use to achieve financial savings in the area of energy use, water use, food etc.
- 7.2.3 Strive to attract additional resources and partnerships to ensure ongoing sustainability of the Devonport Community Garden and Playhouse.
- 7.2.4 Continue to employ staff and develop strategies to recruit, train and retain volunteers to operate the Devonport Community Garden and Playhouse.
- 7.2.5 Continue to provide opportunities for skill development in the hope of leading towards eventual employment.
- 7.2.6 Develop and deliver joint projects, activities and events with Council, including participation within seasonal programs and utilising the venues managed by the Devonport Community House.
- 7.2.7 Assist Council to engage the broader community in consultation and community activities/events especially those individuals who are traditionally difficult to engage.
- 7.2.8 Provide relevant data to support Council's strategic planning and policies.
- 7.2.9 Promote Council support to customers, other community services and the media in a positive manner.
- 7.2.10 Include Council's branding in relevant promotional material.
- 7.2.11 Abide by the terms and conditions of lease documents.
- 7.2.12 Provide an annual report to Council of activities undertaken in relation to the Agreement and financial statement which outlines how partnership

agreement funds were expended.

## 8.0 PERFORMANCE INDICATORS

The following indicators will assist in measuring the effectiveness of The Agreement.

Indicator	Provided By	Frequency
9.1 Performance against strategies in Devonport Strategic Plan 2009-2030	DCH	Annually
9.2 Increased participation by the broader community in Playhouse / Garden activities	DCH	Annually
9.3 Work with DCC to develop and contribute activities to seasonal programs	Council/DCH	Annually
9.4 Qualitative evidence on positive impact of services on individual residents	DCH	Annually

## 9.0 KEY MILESTONES

Description	Provided By	Target Date
Payment 1	Council	31 July 2019
Annual report – Year 1	DCH	30 June 2020
Payment 2	Council	31 July 2020
Annual report – Year 2	DCH	30 June 2021
Payment 3	Council	31 July 2021
Annual report – Year 3	DCH	30 June 2022
Agreement Reviewed	Council/DCH	30 June 2022

## 10.0 RELATIONSHIP OF THIS AGREEMENT TO OTHER DOCUMENTS

This Agreement shall supersede the partnership agreement signed between the Devonport City Council and Devonport Community House in 2016.

Activities undertaken through this Agreement shall complement the Tasmanian Government's Social Inclusion Strategy and Agenda for Children and Young.

## 11.0 MANAGING DIFFERENCE, EVALUATION AND REVIEW

The parties agree to work constructively to honour the terms of the Agreement.

The parties agree that in the event of a party stating that one or more undertakings in the Agreement is not being fulfilled that the parties will use best endeavours to ensure that the undertaking is satisfied or that an alternative solution is agreed.

If the Devonport Community House otherwise fail to comply with the terms of the Agreement after having been given 30 day's notice to rectify then the Council may terminate this Agreement. The Devonport Community House may terminate the Agreement at any time providing Council with reasoning and 30 day's notice. If the Agreement is terminated the Devonport Community House will refund a proportion of monies paid in the given financial year on a pro-rotas basis.

The parties agree to monitor the implementation of the Agreement and evaluate its effectiveness on an annual basis; however, the Agreement can be amended with the agreement of both parties at any time.

Two-way feedback and monitoring will be through the Devonport Community House Coordinator and Council's Community Services Manager.

**12.0 SIGNATORIES OF THE PARTIES**

Executed as an agreement on the \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
Coordinator – Devonport Community House                      Date

Witnessed By: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
Matthew Atkins                      Date  
**Acting General Manager**  
**Devonport City Council**

Witnessed By: \_\_\_\_\_ Name: \_\_\_\_\_

## **7.0 INFORMATION REPORTS**

### **7.1 COMMUNITY SERVICES REPORT - JULY AND AUGUST 2019**

File: 29530 D599135

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

Council's Strategic Plan 2009-2030:

- Strategy 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs

#### **SUMMARY**

This report provides a summary of the activities undertaken in the Community Services Department for the period 1 July 2019 to 31 August 2019.

#### **BACKGROUND**

This report is provided to the Governance, Finance and Community Services Committee and is for the purpose of providing an update to the Councillors and community on matters of interest.

#### **STATUTORY REQUIREMENTS**

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

- Community Services and Engagement
- Recreation and Sports Development
- Events and Marketing
- Environmental Sustainability

#### **DISCUSSION**

##### **1. COMMUNITY SERVICES**

##### **1.1 Community Services Manager's update**

Meeting with Jill Abel, CEO, Australian Cruise Association;

- Meeting with Aletta McDonald, Manager, Access and Aviation, Tourism Tasmania;
- Attended the Local Government Association of Tasmania conference from 3-5 July. The theme was 'Finding Your Voice' with a focus on community engagement and citizen participation;
- Assisted with Devonport Jazz Festival events 25-28 July;
- Various meetings with representatives of Devonport Gymnastics Club regarding the construction of their new facility at Maidstone Park;
- Attended the Beacon Foundation's Devonport Business Partnership Group meeting;
- Meetings to prepare information for Levelling the Playing Field funding applications;
- Preparation of 26Ten Project Officer Expression of Interest in readiness for advertising;
- With the Mayor, met with Youth Family and Community Connections representative regarding homelessness issue in Devonport;

- With Cr Laycock, met with Commander Bob Curtis;
- With the Mayor, met with representatives of Reconciliation Tasmania;
- Attended Youth Family and Community Connections Homelessness Week lunch;
- Attended the opening of 'Reflections Café' for dementia patients and their carers;
- Attended Live and Learn Steering Group meetings – The 4<sup>th</sup> annual Festival of Learning to be held during the month of September.

## 1.2 Events/Programs/Activities

### 1.2.1 Splash Aquatic Centre

At the recent Belgravia Leisure 2019 Awards, Splash Aquatic Centre was announced as finalists in two categories; Fitness and Fun for Autism and Health Club of the Year. They were also announced as the 2019 Vic/Tas Facility of the Year winner.

#### **Winner of the 2019 VIC/TAS Facility of the Year Award: Splash Devonport Aquatic & Leisure Centre**



*Facility Manager, Andrew Towns accepted the award on behalf of Splash's team.*



### 1.2.2 'Square Peg' Project

The Square Peg program continues to be delivered at the Devonport Recreation Centre. Council runs the program in partnership with the Education Department ('Space Program') with up to six young students who attend the Space Program on a part time basis. There has been an increase in the number of students wanting to be involved in the program and to accommodate this increase the session has shifted from morning to afternoon.

### 1.2.3 School Holiday Program

Continuing from the Easter school holiday success, the July school holiday program was run in conjunction with Youth Family and Community Connections (YFCC). Four sessions were held between Devonport and Burnie during the

school holidays. Sessions include a Bootcamp/Sports Day, Movies and Pizza, Swimming @ SPLASH and 'Time warp: take a trip back in time'. The programs were well received and every session sold out. Two twelve-seater buses were used to go to the Burnie programs and one twelve-seater to Devonport programs. The partnership with YFCC results in increased participation with up to thirty plus participants attending each event.

Planning is currently underway for October school holidays.



*School Holiday participants at the Devonport Recreation Centre*

#### **1.2.4 Movie Afternoon**

Following the success of a family film afternoon as part of National Families Week, Council organised an afternoon movie on Sunday, 4 August. Using social media, the community were asked to vote for their preferred movie and the movie 'Babe' was the preference from the 346 votes received.

#### **1.2.5 International Men's Day**

Planning is currently underway for Council's first International Men's Day event, which will be held Tuesday, 19 November at the paranaple centre. The format will be a luncheon with a panel of four who will answer questions about content relevant to men.

#### **1.2.6 Dementia Café**

'Reflections Café' opened on Wednesday, 14 August at the Senior Citizens in Devonport. The Café was attended by approximately 30 dementia patients and their carers/support person. The café has been organised and supported by Munnew Day Care, Devonport Council and the Devonport Lions Club. Catering for the Café has been donated by Don College, Devonport High School and the Square Peg program.

The café has been well accepted by the community and has been promoted widely on social media, ABC Radio, Seven Nightly News and the Advocate.

The café will run fortnightly and numbers have already started increasing since opening day.



*Reflections Café – a support and information Café opened in August.*

### 1.2.7 Seniors Week

Planning is currently underway for Seniors Week (14-20 October 2019). Council have once again called for Expressions of Interest for a Seniors Week Calendar of Events. The calendar will be launched in September with 50 activities for Seniors to attend during the week. The 50+ ratepayers luncheon will also be held as part of Seniors week activities again this year.

### 1.2.8 Mental Health Week

Mental Health Week planning is currently underway with YFCC, Relationships Australia, the Online Access Centre and Council. Mental Health Week Tasmania runs from Sunday, 6 Oct to Saturday, 12 October, incorporating Mental Health Day on 10 October. The theme for 2019 is: 'We all have a role to play'.

### 1.2.9 Seasonal Guides

With positive feedback received regarding the 2019 Winter Guide, the 2019 Spring Guide was finalised in August, and appears to be the biggest seasonal guide yet. The guide encapsulates Devonport Food and Wine, Seniors Week, Mental Health Week, School Holiday activities, and many events at the paranapple arts centre, Bass Strait Maritime Centre and on the Julie Burgess.



*Devonport Spring Activities Guide 2019*

### **1.2.10 Jazz Festival 2019**

A comprehensive report on the 2019 Devonport Jazz Festival will be presented at the September Council meeting.

### **1.2.11 Devonport Food and Wine 2019**

The Devonport Food and Wine Working Group continue to meet on a monthly basis to plan the festival, which will be held during the month of October.

The Working Group and Council will run a Spring Festival on 5 October 2019 at Aikenhead Point.

A new Devonport Food and Wine website is currently under development and will be launched with the program on 13 September.

### **1.2.12 Environmental Sustainability**

#### **Wildcare Friends of Devonport Reserves**

The Mayor Launched the new Wildcare - Friends of Devonport Reserves on 15 July, which included a Fungi walk at the Don Reserve.

The President of the group was interviewed by ABC Radio the following Saturday with good coverage.

The group's second meeting was held at the Mary Binks Wetlands on 5 August. The group enjoyed bird identification and training on the iNaturalist app. Craig Broadfield, a local frog expert, gave a talk about frogs and identified one species in the wetland.

#### **Friends of Don Reserve**

Wet weather cancelled two of the four scheduled sessions during July/August.

In the two sessions that went ahead the group removed some invasive species (Blackberries, English Ivy and Asparagus fern) from around the Splash Aquatic Centre.

#### **National Tree Planting Day**

Young Miandetta Students planted 60 trees with their older 'school buddies' in Central North Burrowing Crayfish habitat in Miandetta Reserve.





*Council NRM Officer with Miandetta school children planting seedlings and a Central North Burrowing Crayfish Chimney*

### Department of Justice Weeding

Council's NRM Officer and Department of Justice participants:

- Weeded behind Maidstone Park for 4 hours;
- Weeded and planted seedlings at North Caroline Street for total 4 hours; and
- Weeded behind Maidstone Park and collected rubbish from behind the Pony Club for total 4 hours.

Program	Attendance
Department of Justice Weeding 5 July	6
Friends of Don 9 July	7
Wildcare Friends of Devonport Reserves 15 July	20
Department of Justice Weeding 19 July	8
Department of Justice Weeding 2 August	8
Wildcare Friends of Don Reserves 5 August	12
Friends of Don 27 August	4

## 1.3 Community Partnerships

### 1.3.1 Council and Community Partnerships

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

Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Lions Club	2 year Agreement 29 November 2019	\$ 5,000 P/A
Devonport Brass Band	2 year Agreement 30 June 2019 Currently under review	\$12,000 Year 1 \$10,000 Year 2 \$ 8,000 Year 3
Devonport Community House	2 year Agreement 30 June 2019 Currently under review	\$18,000 P/A
Devonport - Cradle Country Marketing Group	Extended to June 2020	\$17,500 P/A
Devonport Men's Shed	3 year agreement June 2022	\$ 8,000 P/A
Devonport Motor Show	5 year Agreement 29 January 2024	\$ 2,500 P/A

Details	End date and length of agreement	Amount – If Applicable
Devonport Surf Club	3 year Agreement 1 July 2020	\$ 2,000 P/A
Tasmanian Arboretum	2 year Agreement 1 July 2020	\$22,000 P/A
Taste the Harvest	2 year Agreement January 2020	Underwrite 2019 and 2020 events
National Trust of Australia – Home Hill operations	3 year Agreement October 2018	\$28,000 P/A
City of Devonport Eisteddfod	3 year Agreement	\$ 10,000 P/A
Youth and Family & Community Connections	5 year Agreement 29 Jan 2024	Rental agreement/ Youth services - in kind funding

## 1.4 Recreation, Health and Wellbeing

### 1.4.1 Grant Submissions

Three (3) grant applications under the State Governments 2019/2020 Levelling the Playing Field Funding Program were submitted in July and a further application to the Tasmanian Community Fund in August.

#### **Meercroft Park Facilities Upgrade - \$1M**

Project brief – expand and improve facilities for users of Meercroft Park, including changerooms and showers for female players of football (soccer), touch football, gridiron and female runners. One million dollars has already been secured through the Federal Liberal Party; the total cost of the project is approximately two million dollars.

#### **East Devonport Football Club New Female Change Rooms for Players and Umpires - \$451,278**

Project brief – build a stand-alone facility that will provide full change room capacity for home and visiting female teams and extend umpire change room to accommodate female umpires. The project will also incorporate new lighting at the ground and an upgrade to the existing male change rooms. The total estimated cost of the project is \$832,278. The Federal Government has committed \$300,000 to the project with a further \$50,000 from Council and \$30,000 from AFL Tasmania.

#### **Devonport Football Club Change Room Redevelopment Project - \$307,000**

Project brief – this project is for the redevelopment of the Devonport Football Club change room facilities at the Devonport Oval and its purpose is to accommodate the needs of female players, coaches and officials who currently must share facilities with male participants. The scope of the project includes major structural changes and involves converting the two change rooms under the grandstand into four change room areas, two female and two male areas. The total estimated cost for the project is \$818,000. The Federal Government has committed \$418,000 to the project with a further \$50,000 from Council and \$40,000 from AFL Tasmania.

#### **Tasmanian Community Fund application – Byard Park Sports Facilities Upgrade - \$196,660**

Project brief – construction upgrade to the Byard Park sporting facility to improve safety, accessibility and functionality for players, officials, spectators, and community organisations. The total estimated cost of the project is

\$256,592. Council has committed approximately \$57,000 in cash and in-kind support.

#### 1.4.2 Major Sporting events held in July and August 2019

Event	Location	Date
Devonport Basketball Council – Primary School Tournament	Devonport Recreation Centre – Stadium	23-25 August
Basketball Tasmania College Championships	Devonport Recreation Centre – Stadium	3-4 August
City of Devonport Tasmanian Squash Open	Devonport Recreation Centre – Squash Building	12-14 July

The Devonport Recreation Centre was again the venue for several major sporting events during July and August. The highlight was the Devonport Basketball Council's Primary School Tournament with 54 boys and girls teams entered in age groups, grades 1-6 with Schools located from Smithton through to Deloraine. Games scheduled to be held in Devonport on Friday night, Saturday in Devonport, East Devonport and Ulverstone and Sunday at Devonport and East Devonport.

Overall, 127 games were scheduled over the weekend, including finals.

#### 1.4.3 Participation Across Community Service Facilities and Events

Levels of participation are a determinant of an inclusive, strong and robust community. Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following tables shows the activities delivered across Council Recreation and Sport facilities during July 2019.

Facility	Customers through the Door
	July 2019
Devonport Recreation Centre	8,535
East Devonport Recreation Centre	1,644
<b>YTD TOTAL 2019</b>	<b>10,179</b>

#### 1.4.4 Recreation Facilities Usage

Usage for facilities for July are listed in the table below:

Facility	Room/Ground	Number of Bookings July
Devonport Recreation Centre	Judo Room	9
	Meeting Room	9
	Sauna	55
	Squash	39
	Stadium	83
	Table Tennis Building	85
	Youth Centre	82

Special recreational events held at the DRC and EDR&FC for July are as listed in the table below:

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	YFCC Holiday Program	9 July
	City of Devonport Tasmanian Squash Open	12-14 July
	Coastal Squash Event	18 July
	NWBU Thunder Classic	20 July
East Devonport Recreation and Function Centre	Devonport Stamp Club Expo	6 July
	Volleyball Tasmania Weekend Event	6-7 July
	Baby Shower	7 July
	Xmas in July	8 July
	2 <sup>nd</sup> Birthday Party	13 July
	Devon Darts Weekend Tournament	20-21 July

#### 1.4.5 Splash Aquatic and Leisure Centre

Attendances including YTD comparison:

##### Centre Attendances including YTD Comparison:

Year to date comparison														
Attendees	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jun-18	YTD
Casual Entry	5,010	3,388	4,589	5,283	4,097	6,389	10,526	4,820	5,271	3,859	3,077	3,687	4,033	59,996
Fitness Members	11,974	10,229	12,204	8,626	8,514	9,807	8,601	9,645	11,482	8,073	9,369	11,857	11,903	120,381
Learn to Swim	5,010	3,960	5,040	4,248	4,368	5,090	3,984	4,688	4,744	4,696	4,856	6,110	5,010	56,794
Lane Hire	1,140	912	863	338	622	3,201	950	1,002	1,220	220	618	1,003	1,101	12,089
Bookings	640	990	377	497	1,003	1,264	300	734	2,360	129	126	596	160	9,016
<b>Total</b>	<b>23,774</b>	<b>19,479</b>	<b>23,073</b>	<b>18,992</b>	<b>18,604</b>	<b>25,751</b>	<b>24,361</b>	<b>20,889</b>	<b>25,077</b>	<b>16,977</b>	<b>18,046</b>	<b>23,253</b>	<b>22,207</b>	<b>258,276</b>

#### 1.4.6 Upcoming Sporting Events 2019

Future confirmed sporting events for the 2019 calendar year are provided in the table below. All events are sponsored by Council.

Upcoming Sporting Events		
Facility	Event	Date
Australian Junior Championships - Squash	Devonport Recreation Centre – Squash Building	26 September – 5 October
NBL Blitz Tasmania	Devonport Recreation Centre – Stadium	20 September
Basketball TAS Under 12 State Championships	Devonport Recreation Centre – Stadium	31 August – 1 September

##### NBL Blitz Tasmania

A National League Basketball (NBL) game has been secured for the Devonport Recreation Centre stadium on Friday 20 September. The game will be between South East Melbourne Phoenix and the Sydney Kings.



### **Squash Australia - Australian Junior Championships**

Australia's best junior players will be in Devonport for the 2019 Australian Junior Championships. The event will run between 28 September and 6 October with both individual and team events.



### **World Series Paratriathlon Event – Cradle Coast Sports and Events**

At its meeting held 22 July, Council agreed to commit an additional \$10,000 to support the Cradle Coast Sports and Events bid to attract a World Series Paratriathlon to Devonport in 2020. It was announced on 29 August 2019 that the bid was successful. The World Series will be held in conjunction with the Devonport Triathlon 28 February/1 March 2020.

#### **1.4.7 Health and Well Being Programs**

The following programs are now well established so reporting has not varied from the previous report with the only exception being the new "faster" programs which will be held during Seniors Week.

**East Devonport Boot Camp**

The program resumed in February 2019 at the East Devonport Recreation Centre and continues to be very popular with the young participants. This program is conducted by staff from Council's Sport & Recreation Department, with support from the East Devonport Child & Family Centre. Weekly sessions with up to 40 participants.

**Tai Chi - For seniors and people with Parkinsons, MS and Arthritis**

The program resumed in February 2019 at the Devonport Recreation Centre. Due to popular demand, a 'Tai Chi for Beginners' program was introduced in May 2019. These programs are run by Council staff.

**Partnership with TAFE**

The partnership with TAFE resumed in February 2019 at the Devonport Recreation Centre. Under supervision from a teacher, students undertaking Certificate 3 in Fitness use the facilities in the gym and assist Council's Sport & Recreation staff with the Seniors Program.

**Seniors Program – Ageing Stronger, Active Longer**

This program is held every Tuesday and Thursday at the Devonport Recreation Centre and Wednesday at East Devonport Recreation & Function Centre. This program is run by Council's Sport & Recreation Department staff.

**Seniors Week 2019 Activities**

As part of Seniors Week activities, Council Sport & Recreation staff will be conducting a series of free health and wellbeing programs for seniors. The 30-minute sessions will include elements of resistance training, stretching, bodyweight exercises, breathing and Tai Chi.

Activities will be held at the Devonport Recreation Centre, Table Tennis Building, there is free parking in the car park off Charles Street. Equipment (weights, bands etc) will be provided, participants are only required to bring a drink.

**COMMUNITY ENGAGEMENT**

The information provided above details all community engagement.

**FINANCIAL IMPLICATIONS**

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

No impact on Council's operating budget is expected as a result of this recommendation.

**RISK IMPLICATIONS**

There are no risk implications which relate to this report.

**CONCLUSION**

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

**ATTACHMENTS**

Nil

## RECOMMENDATION

That it be recommended to Council that the Community Services report be received and noted.

Author:	Karen Hampton	Endorsed By:	Jeffrey Griffith
Position:	Community Services Manager	Position:	Executive Manager Corporate Services

## 7.2 ARTS AND CONVENTION REPORT - JULY AND AUGUST 2019

File: 29530 D613897

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs

### SUMMARY

This report provides a summary of the activities undertaken in the Arts and Culture Departments during the period from 1 July 2019 to 31 August 2019.

### BACKGROUND

This report is provided to the Governance, Finance and Community Services Committee and aims to update the Councillors and community on matters of interest.

### STATUTORY REQUIREMENTS

Council is required to comply with the provision of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

Arts and Cultural Development

- paranaple arts centre
- Devonport Regional Gallery
- Town Hall Theatre
- Bass Strait Maritime Museum
- paranaple convention centre
- Visitor Information Centre and Tourism

### DISCUSSION

#### 1. ARTS AND CULTURAL DEVELOPMENT

##### 1.1 Convention & Arts Centre Director update

- Met with Michelle Gilroy-Webb, Business Events Tasmania, regarding annual membership;
- Met with Elizabeth Ferrara, Hotel Services Coordinator, Spirit of Tasmania, to discuss onboard marketing initiatives;
- Met with Les Walkling, digitisation consultant regarding the Robinson Collection archive;
- Attended Contemporary Art Tasmania's annual sector meeting, to discuss Exhibition Development Fund;
- Met with Tracey Cockburn, Cultural Development Coordinator, Clarence City Council, regarding future partnerships;
- Attended Friends of the Gallery committee meeting;
- Attended Home Hill Landscape Management Concept Plan meeting with Australian Garden History Society.

## 1.2 Devonport Regional Gallery

### 1.2.1 Gallery Exhibitions

#### ***10 Objects 10 Stories: Celebrating Community Collections***

Little Gallery: 25 May – 21 July

Opening attendance: 42

The *10 objects – 10 stories: Celebrating Community Collections* exhibition was curated by Arts Tasmania's Roving Curators. It featured 10 selected objects and their accompanying stories from various small museums and collections around Tasmania and aimed to celebrate the important role that the community museum sector plays as storytellers and custodians of Tasmania's unique cultural heritage.

#### ***As far as the eye can see***

Main Gallery and pac Foyer Space: 8 June – 28 July

Opening attendance: 42

*As far as the eye can see* celebrated the contemporary topography of both landscape and printmaking. The exhibition challenged these doubly conventional themes through the work of twenty-two Australian artists whose work reflects the breadth and depth of print practice in Australia today. Through their work, the artists express their individual relationships to the land through a variety of print media, describing both the vast scale and the intimate detail of our diverse natural environment and portraying Australia's unique and varied geography.

*As far as the eye can see* is a Blue Mountains City Art Gallery touring exhibition. This exhibition was supported by the Visions regional touring program, an Australian Government program aiming to improve access to cultural material for all Australians.



*Floor talk with Gary Shinfield (NSW), artist, As far as the eye can see.*

### **Portal**

pac Foyer Space: 11 June -14 August  
No opening event

Portal 2019 continued the established program of creating a photographic exhibition by local contributors from across the Northwest. The theme of Portal was capturing a glimpse of a day in the life of the North West Coast. Capture day was Saturday 15 June 2019.

### **Uncanny**

Upper Gallery: 8 June – 25 August  
Opening attendance: 42

*Uncanny* exhibited works from the Permanent Collection that have strange, mysterious and unsettling qualities. Whether through humour and hyperbole, or ambiguity and unease, these uncanny works raise more questions than they answer.



*Uncanny. Image Credit: Kelly Slater*

### **Swap Across the Strait**

pac Foyer Space and Creative Space: 29 July – 15 September  
No opening event

Swap Across the Strait featured artworks by students of Sunshine College (Sunshine, Victoria), Mother of God School (Ardeer, Victoria) and the Create and Make classes at the Devonport Regional Gallery. The artworks explored the theme of what it is like to live in Melbourne or Tasmania and respond to questions and answers sent by the young people to each other, back and forth across Bass Strait.

### **Threads of Childhoods Past: Jen Frost and Jan Larcombe**

Emerging Artist Program  
Little Gallery: 27 July – 1 September 2019  
Opening attendance: 100

In *Threads of Childhoods Past*, two artists with a shared childhood growing up in the remote area of Trowutta in the far North West coast of Tasmania in the

1950's and early 1960's have created art works based on their reflections of that time.

***On Belonging(s)***

Main Gallery: 3 August – 22 September

Opening Attendance: 100

*On Belonging(s)* brings together four Tasmanian artists who are exploring how we attach value to objects, and the role they play in the stories we tell about ourselves, both individually and communally. *On Belonging(s)* was a reflection on how we construct our identity, connect ourselves to place, and engage with our possessions, both nostalgically and idealistically, as extensions of the self. Artists: Alex Davern, Liam James, Amber Koroluk-Stephenson, Jessie Pangas. Curated by Erin Wilson.



*Opening of On Belonging(s)*

**1.2.2 DRG Committee Update**

**The Droogs**

The Droogs continue to hold monthly workshops, which are open to anyone aged between 15 – 30 years. The workshops are then followed by a meeting for the members of the committee.

**Friends of the Gallery**

The Friends of The Gallery's Facebook page is now up and running and incorporates their newly adopted logo. The July and August committee meetings involved a discussion about incorporation and preparations for the AGM, which will be held on 19 September.



*New Friends of the Gallery logo*

### **1.3 Bass Strait Maritime Centre**

#### **1.3.1 Bass Strait Maritime Centre Update**

##### **Roving Curator**

Roving Curator Melissa Smith facilitated the first of the BSMC's Creating a Touring Exhibition Workshop series with museum professionals from Stanley Discovery Centre, Ulverstone History Museum, and Circular Head Heritage Centre attending on Monday 5 August. This first workshop covered logistical concerns of touring exhibitions and theme and title suggestions for the jointly created exhibition that will result from the workshop series. The next workshop will be held in Burnie.

##### **Collection Management**

Staff participated in the image digitisation workshop hosted by the Devonport Regional Gallery and facilitated by Les Walkling. The workshop covered best practice in digitisation of photographic negatives held in collections.

#### **1.3.2 Bass Strait Maritime Centre Current and Upcoming Exhibitions Calendar**

##### **Devonport Embroiderer's Guild Annual Display**

10 – 21 July 2019

The exhibition showcased a year's work from the Devonport Embroiderer's Guild. Volunteers from the Guild were present in the space during opening hours of the entire exhibition. 203 attendees were recorded over the course of 11 days.



*Devonport Embroiders Guild Annual Display. Image Credit: Kelly Slater*

### **Torquay Stories**

26 July 2019 – February 2020

The latest temporary exhibition, curated by BSMC Coordinator, Jaydeyn Thomas, explore stories of courage and commitment, strength and resilience, and unknown gems on the eastern side of the Mersey River.



*Torquay Stories. Image Credit: Kelly Slater*

### **Cats and Dogs, All at Sea**

February 2020 – August 2020

The 2020 program includes a travelling exhibition from Australian National Maritime Museum, Cats and Dogs, All at Sea.

#### **1.3.3 Bass Strait Maritime Centre Education and Public Programming**

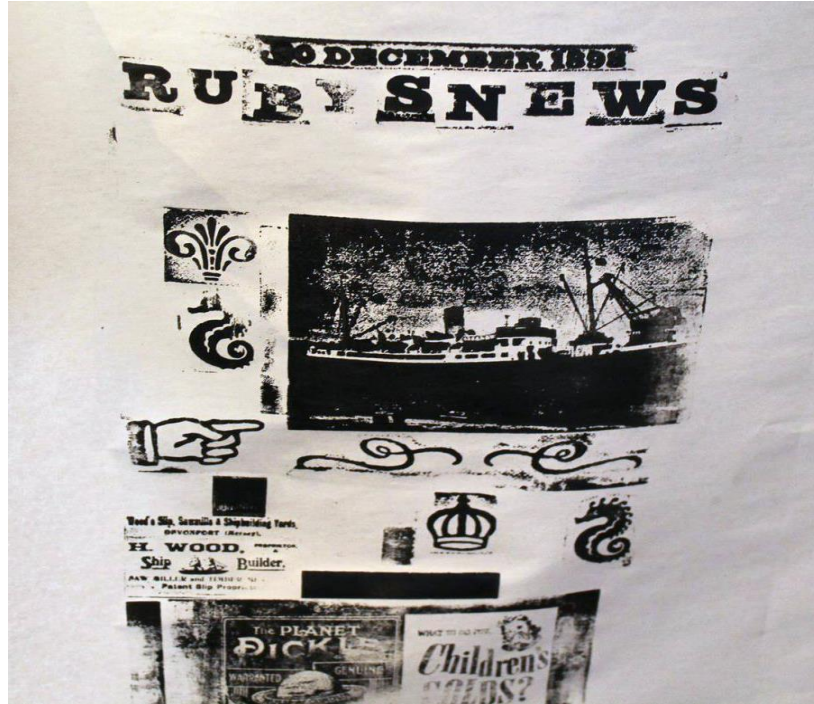
July and August Education and Public Programming schedule included eight events over two months with 259 people attending.

##### **Maritime and History Talk with Karl Rowbottom**

Former lighthouse keeper Karl Rowbottom was the speaker at July's Maritime and History Talk. He discussed his challenges with nature, the dangers and sometimes heart break that went with the job of surviving remote and dangerous conditions in several lighthouses around Tasmania.

##### **School Holiday workshops**

The Hot Off The Press newspaper printing sessions were popular throughout the July school holidays.



Hot off the Press

#### Vino & the Visual

The first Vino & the Visual was held on 30 July exploring the artwork *Launch of the Lizzie Taylor* by Colin Heaviside. Artist Elysium Greene led the casual painting experience while participants sampled local wines and produce. A descendent of the Higgs family (the builders of the *Lizzie Taylor* vessel) travelled from Hobart to be a part of the evening.



Vino & the Visual

#### 1.3.4 Julie Burgess

The sailing season ended on Sunday 23 June, with minor maintenance tasks being carried out over the July and August months. At the Council meeting, 26

August 2019, Council resolved to (min 168/19 refers) 'Advertise for expressions of interest to sell or gift the vessel to a suitable operator or to enter into a partnership agreement with the Devonport City Council.'

An Expression of Interest process is intended to commence shortly. Importantly, Council continue to operate the vessel until the close of Expressions of Interest. A busy start to the 2019-2020 season is planned for October with four Food and Wine Festival events and six public sailings planned.

## 1.4 Town Hall Theatre

### 1.4.1 Theatre Performances and Events

The Town Hall Theatre was hired for a total of 18 days during July and August.

#### **Jukebox Revolution – The Boys in the Band**

Presented by the SMA Productions

Friday 19 July

Following on from their 2018 sell-out concert, internationally acclaimed Boys in the Band presented their brand-new show Jukebox Revolution...every record tells a story! celebrating the most iconic artists of the 20th century. Starring Australia's finest leading men and backed by their sensational band The Players, this dazzling performance featured over 50 years of mega hits in an all singing, all dancing, high octane concert.

#### **Rock Bang – Presented by the Circus Oz**

Tuesday 23 July

Rock Bang was a sensory feast of heart stopping stunts, physical ridiculousness, soaring guitars, thumping drums and contagious tunes. This show was not an average circus, this was a rock opera fusion circus, teaming musicians with Circus Oz's acrobatic players.



*Rock Bang Presented by Circus Oz. Image Credit: The Advocate Newspaper*

#### **James Morrison – presented by Devonport Jazz**

Friday 26 July

This year's Devonport Jazz was headlined by the great multi-instrumentalist James Morrison. This sold out performance was a highlight of this year's festival.

**The Syncopators – presented by Devonport Jazz**

Saturday 27 July

The Syncopators celebrated the roots of jazz with its most influential figure, Louis Armstrong. Due to increased ticket sales, this performance was relocated from its original venue to the Town Hall Theatre.

**Chicago – Presented by St Brendan Shaw College**

Thursday 15 August – Saturday 17 August

St Brendan-Shaw College proudly presented the legendary and award-winning musical *Chicago - High School Edition* during August. *Chicago* dived into the hazy world of the 1920s cabaret scene filled with starry-eyed performers and unscrupulous operators manipulating the justice. The college presented four general public performances with local schools attending a matinee performance held prior to opening night.

**Roald Dahl's Dirty Beasts & Revolting Rhymes – Presented by the Shake & Stir Theatre Company**

Thursday 29 – Friday 30 August

Award winning, Shake & Stir Theatre Company presented their spectacular live show of *Roald Dahl's Dirty Beasts & Revolting Rhymes*, taking the world's best-loved fairy tales and rearranging them with some surprising and hilarious twists. This show was frighteningly funny and seriously silly and was the perfect family entertainment.



*Roald Dahl's Dirty Beasts & Revolting Rhymes*

**Workshop – Shake & Stir Theatre company**

Thursday 29 August

In addition to the three performances the cast from Shake and Stir Theatre Company held an acting workshop for drama students attended by Don

College and Leighland Christian School. The workshop aimed to encourage cooperation, creative storytelling, bold physical and vocal character choices and ignited each participant's imagination in brave and ridiculous ways.

#### 1.4.2 paranaple arts centre Audience and Ticketing

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	Jukebox Revolution	SMA Productions & paranaple arts centre	343
	Rock Bang	Circus Oz & paranaple arts centre	126
	James Morrison	Devonport Jazz	395
	The Syncopators	Devonport Jazz	111
	Chicago	St Brendan Shaw College	1,307
	Revolting Rhymes & Dirty Beasts	Shake & Stir Theatre Co & paranaple arts centre	758
<b>Totals</b>			<b>3,040</b>

The following table shows the Theatre hire for the July and August period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire			
Community Hire	13	7	1,813
Presenter Season	5	5	1,262
<b>Totals</b>	<b>18</b>	<b>12</b>	<b>3,040</b>

A summary is provided for all performances and events sold through the paranaple arts centre Box Office for the July and August period.

Box Office/Agency Sales	Number of Tickets Sold
paranaple arts centre performances	1,641
External Ticketed Events	493
Ticketmaster Events	238
Ticketek Events	98
<b>Totals</b>	<b>2,470</b>

#### 1.5 Participation Across Arts and Cultural Development Facilities

Levels of participation are a determinant of an inclusive, strong and robust community. Council monitors the level of participation to capture trends and demand for services, usage of existing services, opportunities to increase participation and customer satisfaction.

The following table shows the customers across Council Cultural facilities over the July and August period.

Facility	Customers through the Door July 2019	Customers through the Door August 2019
paranaple art centre	3,539 (estimate)	4,237 (estimate)
Devonport Regional Gallery (Main Gallery Entrance)	-	-
Town Hall - Audience	975*	2,100*
Bass Strait Maritime Centre	704	390
Julie Burgess	0	0

Facility	Customers through the Door July 2019	Customers through the Door August 2019
<b>Totals</b>	<b>4,243</b>	<b>4,627</b>
<b>Note:</b> The pac digital people counter malfunctioned throughout July and August, and therefore accurate visitation figures are not available. Average daily figures will be used to form an annual visitation figure when required.		

\*Included in paranapple arts centre total

### 1.5.1 Education and Public Programs – July and August

Devonport Regional Gallery Program	Attendance	Date
Twilight Talk: Erin Wilson for <i>Uncanny</i>	18	2 July
Floor Talk: 10 Objects - 10 Stories	14	9 July
Books + Art	6	15 July
Devonfield Workshop Community Access in Creative Space	8	16 July
School Holiday Workshop Stich & Sew	22	16 July
School Holiday Workshop Stich & Sew	22	16 July
Toddler Pop-Up: Fabric printing hands and feet	7	18 July
School Holiday Workshop Silk-screen	15	18 July
School Holiday Workshop Silk-screen	11	18 July
Droogs Workshop Silk-screen	3	18 July
Devonfield Workshop Community Access in Creative Space	8	23 July
Outreach: East Devonport Child and Family Centre: Young mums, Jeans for genes project	4	23 July
Create & Make	14	23 July
MOPS (Mothers of pre-schoolers, Ulverstone group) Toddler Print workshop	20	24 July
Create & Make	22	24 July
Make instruments workshop for Devonport Jazz Street Eats	17	25 July
Twilight talk: Raymond Arnold in conjunction with Afatecs	22	25 July
Outreach: SPACE (school) Make tiles for the surf club mural	6	29 July
Youth Arts	4	29 July
Devonfield Workshop Community Access in Creative Space	15	30 July
Create & Make	18	30 July
Outreach: Reece High Ceramics workshop: Pavers for Mary Binks Wetland	18	31 July
Create & Make	24	31 July
Outreach: Munnew Day Service, Robinson Collection: The Lyons family	10	1 August
On Belonging(s) Pre-Exhibition-Opening Talk	50	2 August
Exhibition Opening <i>On Belonging(s)</i> and <i>Threads of Childhoods Past</i> - Jen Frost and Jan Larcombe	100	2 August
Youth Arts	1	5 August
Outreach, East Devonport Child and Family, Mother's Group Jeans for genes workshop	6	6 August
Devonfield Workshop Community Access in Creative Space	15	6 August

<b>Devonport Regional Gallery Program</b>	<b>Attendance</b>	<b>Date</b>
Create & Make	20	6 August
Create & Make	19	7 August
Turners Beach Scouts Gallery Tour and workshop activity	16	7 August
Jen Frost & Jan Larcombe Book Making workshop	8	8 August
Outreach SPACE School	6	12 August
Youth Arts	3	12 August
Contemporary Art Tasmania Art Handling workshop/Co-hosted by DRG	31	13 August
Devonfield Workshop Community Access in Creative Space	25	13 August
Create & Make	23	13 August
Create & Make	22	14 August
Toddler Pop Up	14	15 August
Droogs Monthly workshop: Painting for pac stairwell design	4	15 August
Friends Committee meeting	6	15 August
Youth Arts	5	19 August
Books + Art	7	19 August
Devonfield Workshop Community Access in Creative Space	16	20 August
Create & Make	20	20 August
Create & Make	18	21 August
Youth Arts	7	26 August
Devonfield Workshop Community Access in Creative Space	24	27 August
Create & Make	17	27 August
Create & Make	18	28 August
Miandetta Primary Prep Grade 1 Gallery tour and workshop	57	30 August
Sassafras Primary Grade 2-6 Gallery tour	30	30 August
<b>Bass Strait Maritime Centre Program</b>		
Curious Creatures Workshop: Devonport Christian School	57	1 July
Maritime and History Talk with Karl Rowbottom	61	9 July
Hot Off The Press School Holiday Workshop	5	11 July
Hot Off The Press School Holiday Workshop	22	15 July
Stitches and Scones Embroiderer's Guild Workshop	10	15 July
Vino & the Visual: Launch of the Lizzie Taylor	10	30 July
DIGS Workshop: Cooe Primary School	30	1 Aug
History Research Workshop: Our Lady of Lourdes	64	13 Aug
<b>Town Hall Theatre</b>		
Dirty Beasts and Revolting Rhymes	35	29 August
<b>Education and Public Programs Total</b>	<b>1,213</b>	

## 1.6 paranple convention centre

### 1.6.1 Meetings at paranple convention centre

During July and August, meeting rooms at the paranple centre held 100 events, with an additional five events in the convention centre. Total attendance was 2,454.

Events held in the paranple convention centre were:

Facility	Event	Presented by	Audience Attendance
paranaple convention centre	Gospel Song	Devonport City Council	650
	Squeezebox Cabaret	Devonport City Council	130
	PIA TAS State Conference	Planning Institute of Australia	103 x 2 days
	Babe - Movie Screening	Devonport City Council	50
	Representatives Meeting	Cradle Coast Authority	35



*Gospel Song – Devonport Jazz 2019*



*Squeezebox Cabaret – Devonport Jazz 2019*



PIA TAS State Conference

## 1.7 Tourism

### 1.7.1 Tourism Development Strategy

The parnaple arts centre maintain their involvement with the TVIN (Tasmanian Visitor Information Network). Devonport Visitor Information Centre was represented at the Annual TVIN Conference in August. The conference presented a number of speakers discussing new product and information for the upcoming season. It also allowed valuable networking with other centres across Tasmania.

### 1.7.2 Cradle Country Marketing Group (CCMG)

The Cradle Country Marketing Group have now placed brochures in three locations within the Hobart CBD to promote the region. The group is developing a new marketing strategy to provide guidance for future initiatives.

### 1.7.3 Regional Tourism Organisation (RTO)

The New RTO has been formed, known as West by North West. Chris Oldfield was announced as Chairman of the organisation and Tom Wootton appointed as Chief Executive of the RTO.

## COMMUNITY ENGAGEMENT

The information provided above details all community engagement.

## FINANCIAL IMPLICATIONS

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

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

## RISK IMPLICATIONS

There are no risk implications which relate to this report.

## CONCLUSION

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

## ATTACHMENTS

Nil

## RECOMMENDATION

That it be recommended to Council that the Arts and Convention report be received and noted.

Author:	Geoff Dobson	Endorsed By:	Kym Peebles
Position:	Convention and Arts Centre Manager	Position:	Executive Manager Organisational Performance

**7.3 GOVERNANCE AND FINANCE REPORT - JULY AND AUGUST 2019**

File: 33784 D614344

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

Council's Strategic Plan 2009-2030:

- Strategy 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions

**SUMMARY**

This report provides a summary of the activities undertaken during the months July and August 2019 in the following areas of Council:

- Organisational Performance; and
- Corporate Services

**BACKGROUND**

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

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

**STATUTORY REQUIREMENTS**

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

**DISCUSSION****1. ORGANISATIONAL PERFORMANCE****1.1. Common Seal Register**

The following documents have been signed under Council's seal for the period July and August 2019:

**Report to Governance, Finance & Community Service Committee meeting on 16 September 2019**

REG/506	Tasmanian Community Road Safety Grants Program - Devonport City Council - State Growth	25/07/2019
REG/507	Plan of Survey - PA2016.0083	11/07/2019
REG/508	Plan of Survey - T&SM Borg - Folio Reference: 20325/2	25/07/2019
REG/509	Electric Vehicle Charge Smart Grant	25/07/2019
REG/510	Tasmanian Parks and Wildlife Service Retail Agent (Consignment) Agreement: 1 July 2019 - 30 June 2020	5/08/2019
REG/511	LUPAA 1993 Delegations - July 2019 - GM, Deputy GM, Development Services Manager, Planning Coordinator, Planning Officers, Project Officer	6/08/2019
REG/512	Lease Agreement - DCC & Crown - 176042 - Folio 1, Lot 1, 40-48 Best Street	8/08/2019
REG/513	Lease Agreement - DCC & Crown - 177337 - Folio 2, Lot 1, 137 Rooke Street Devonport	8/08/2019
REG/514	Lease Agreement - DCC & Devonport Gymnastics Club Inc.	12/08/2019
REG/515	Chrismatt Pty Ltd - Lot 1 Horrie Court, Spreyton	22/08/2019
REG/516	Deed of Variation of Lease	30/08/2019
REG/517	Deed of Surrender of Lease	30/08/2019
REG/518	Lease Agreement	30/08/2019

**1.2. Property Management Update**

Council officers worked on a number of property matters including the following:

- researching a potential municipal boundary adjustment to correct a misalignment with the Kentish/Devonport municipal boundaries;
- the creation of a TasWater easement and title adhesion in relation to 108 Tarleton Street;
- commencing the public consultation process in accordance with Local Government Act requirements in regards to the disposal/donation of public land at 93-95 Mary Street;
- finalising the transfer of TasWater pipeline easements at Lakeside Road and Melrose Road;
- general liaison with property tenants on lease matters; and
- providing high level advice and assistance to Council staff in relation to community and sporting lease development and renewal.

**1.3. National Redress Scheme**

At the Local Government Association of Tasmania meeting held on 2 July, 2019, all Tasmanian Councils' agreed to participate in the National Redress Scheme for Institutional Child Sexual Abuse.

Councils' agreed to join with the Tasmanian Government as a 'State Institution' with support from the Tasmanian Department of Justice administrative arrangements undertaken by the Child Abuse Royal Commission Response Unit. In support of this decision, the Mayor signed the attached MOU between the State Government and local councils which sets out the roles and responsibilities of the Parties; the governance arrangements, financial arrangements, implementation arrangements and operational arrangements under the Scheme.

**1.4. Councillor's Attendance**

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

## Report to Governance, Finance &amp; Community Service Committee meeting on 16 September 2019

	Council	Planning Authority		Governance, Finance & Community Services		Infrastructure, Works & Development		Workshops
No. of Meetings	2	2		1		1		5
Attendance		Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Cr A Rockliff	2	2	0	1	0	0	1	5
Cr J Alexiou	2	2	0	1	0	0	1	5
Cr G Enniss	1	0	0	1	0	1	0	5
Cr P Hollister	2	2	0	0	1	1	0	5
Cr A Jarman	2	0	2	1	0	1	0	5
Cr L Laycock	2	0	1	0	0	1	0	3
Cr S Milbourne	2	2	0	1	0	0	1	5
Cr L Murphy	2	2	0	0	1	1	0	5
Cr L Perry	2	1	0	0	1	1	0	4

## 1.5. Human Resources

## 1.5.1. Recruitment

## Staff positions advertised July and August 2019

Position	Department	Work Location
Parking and Information Officer – Casual	Corporate Services	paranaple centre
Waste 2IC (internal Waste only)	Infrastructure Works and Development	Works

## Staff Appointments July and August 2019

Position	Name	Department	Work Location
Waste Management Coordinator	Cameron Dixon	Infrastructure Works and Development	Works
Waste Management Serviceperson	Ricky Rothwell	Infrastructure Works and Development	Works
Waste Management Serviceperson	Rodney Flude	Infrastructure Works and Development	Works
Administration Officer Temporary PAC/ Maternity relief 6 months (contract)	Lee-Anne Flint	Convention and Arts	paranaple arts centre and paranaple convention centre
Parking and Information Officer – Casual	Lissy Darby	Corporate Services	paranaple centre
Waste Management 2IC	Andrew Black	Infrastructure Works and Development	Works

## Staff Departures July and August 2019

Position	Name	Department	Work Location	Date Effective
Casual Attendant and Casual Front of House Supervisor	Justin Rattray	Convention and Arts	paranaple arts centre and paranaple convention centre	19/7/2019
Waste Management Coordinator	Stuart Griffiths	Infrastructure Works and Development	Works	19/7/2019

Position	Name	Department	Work Location	Date Effective
Parking and Information Officer – Casual	Judith Hanson	Corporate Services	paranaple centre	2/8/2019

**Workers Compensation**

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Gross value incurred by the Insurer (including estimates)
30/6/2020 *	1 Claim	1	\$ 60,048.54
30/6/2019 *	12 claims	2	\$285,251.87
30/6/2018 *	6 claims	1	\$ 24,156.36
30/6/2017	7 claims	0	\$ 27,839.69
30/6/2016	20 claims	0	\$128,445.62
30/6/2015	12 claims	0	\$201,329.20
30/6/2014	8 claims	0	\$ 20,368.14

**Commentary:**

\* Claim/s remains open in this year ending.

**New Workers Compensation claims for the period**

One new claim lodged in July 2019 and one other closed.

No claims lodged in August 2019 and two other claims closed.

**1.5.2. Work Experience**

Date	Work Experience Program	Student	Location of placement
17/7/019 to 18/7/2019	St Brendan-Shaw College	Alan Tabain	Information Technology/Corporate Services.

**1.5.3. Staff Training**

Issued Date	Training Description	No of employees	Department	Location
July 2019	Progression in Cert III Competitive Systems and Practices (Lean)	4	Infrastructure Works and Development	Works
July/August 2019	Inductions/on the job training/safe operating procedures	6	Infrastructure Works and Development	Works and paranaple centre
17/7/2019	On-Road Operation & adjustment of a rear loader	1	Infrastructure Works and Development	Works
28/7/2019	Devonport Jazz	1	Community Services	paranaple centre
1/8/2019 to 2/8/2019	PIA State Planning Conference	1	Infrastructure Works and Development	paranaple centre

Issued Date	Training Description	No of employees	Department	Location
1/8/2019	Bike Futures   Bicycle Network Tasmania	1	Infrastructure Works and Development	paranaple centre
7/8/2019	Parking training	1	Corporate Services	paranaple centre
8/8/2019	2 Units in Cert IV in Leadership and Management	1	Infrastructure Works and Development	Works
2/8/2019, 9/8/19, 16/8/19, 23/8/2019 & 30/8/2019	Post Graduate studies Environmental Health	1	Infrastructure Works and Development   Health	paranaple centre
August 2019	Turf Field Day Seminar	3	Infrastructure Works and Development	Works
12/8/2019	CIAnywhere webinar modules (Attract & Recruit, Onboarding, Engaging Best & Brightest, Succession Planning for Success)	1	Organisational Performance	paranaple centre
13/8/2019	CIAnywhere discovery session with Techone transition	4	Organisation Performance & Corporate Services	paranaple centre
14/8/2019	Reece High School   Beacon Foundation Polish Program Mentoring	2	Organisational Performance	paranaple centre
28/8/2019 to 29/8/2019	Chemcert training module for Cert III in Horticulture	1	Infrastructure Works and Development	paranaple centre

#### 1.5.4. Health & Wellbeing

Finalised and promoted the 2019/2020 Health and Wellbeing program to staff, referring to the activities and initiatives undertaken within the workplace that are designed to impact positively on the general health and wellbeing of employees and their families. This has included:

- Respectful Relationship Information sessions x 2 (Works & paranaple centre)
- Promotion of workplace counselling
- Promotion of Splash Corporate Discount Rates
- Promotion of Council's bike program
- Promotion of Blood donation Red Cross including sign ups on site

**1.5.5. Variation to the Devonport City Council Enterprise Agreement 2017**

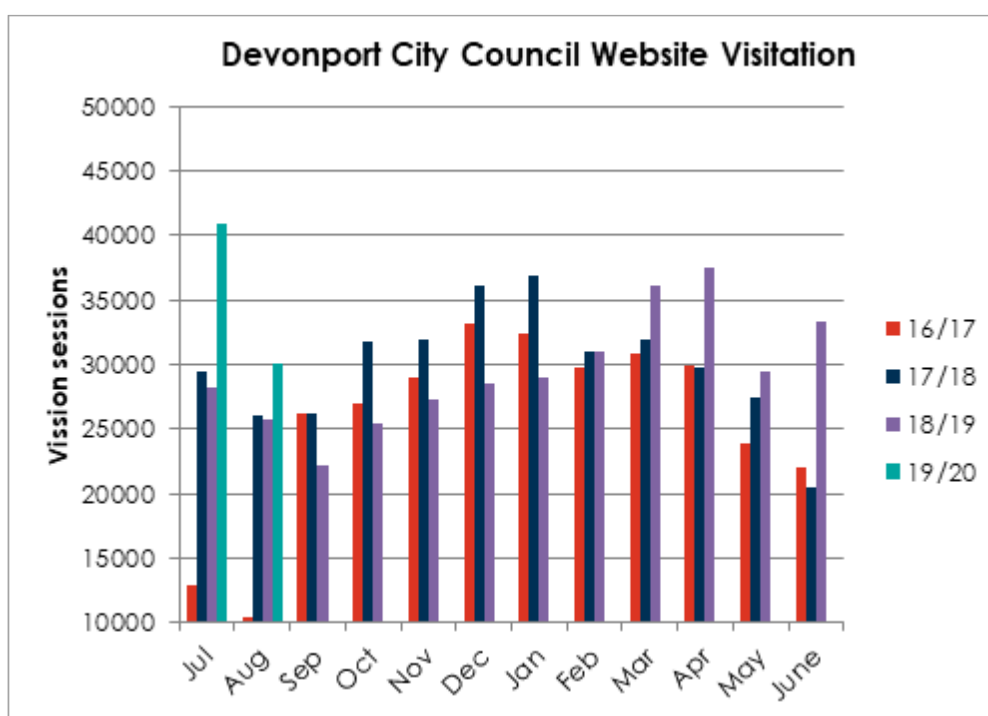
Council received notification from Fair Work advising that the application seeking to vary various clauses of the Enterprise Agreement has been approved effective from 13 August 2019. Employees paid under the Devonport City Council Enterprise Agreement 2017 have been notified and advised of the transfer to the new pay structure.

**1.6. Corporate Communication****1.6.1. Devonport City Council Website**

Visitation to Council's website in July and August showed solid improvement over the same period in 2018/2019, rising by 45.3 per cent in July and almost 17 per cent in August.

Site content is refreshed on an on-going basis, through the addition of new public notices, planning applications, news stories and events.

Desktop and mobile access remain fairly consistent with mobile devices representing more than 50% of users.



Content relating to how to contact Council, employment opportunities, events, news events and Mersey Vale Cemetery continue to rank highly in terms of pages visited during the reporting period. Of interest in August was the dementia friendly café opening being the fifth most popular page in terms of visitation.

Devonport City Council Website Statistics	July 2019	August 2019
Total Visitor sessions	15,005	13,135
Total page views	40,977	30,009
Average daily sessions	484.03	423.7

Devonport City Council Website Statistics	July 2019	August 2019
Average session duration (minutes)	2:33	1:54
Average page views per visit	2.73	2.28
Device Category <ul style="list-style-type: none"> <li>Desktop</li> <li>Mobile</li> </ul>	47.33% 52.67%	42.78% 57.22%
Top 10 Pages	<ol style="list-style-type: none"> <li>1. Contact Us/How to Contact Us</li> <li>2. Council/Employment/Careers</li> <li>3. Events/Activities</li> <li>4. Council/Our City/Cemeteries/Devonport Cemetery search</li> <li>5. Planning-Development</li> <li>6. Live/Waste-Recycling/Weekly Rubbish Collection</li> <li>7. Environment/Waste Recycling/Waste Transfer Station</li> <li>8. Council/Meetings/Council Meetings/Agendas and Minutes</li> <li>9. Public Notices</li> <li>10. Employment/Careers</li> </ol>	<ol style="list-style-type: none"> <li>1. Contact Us/How to Contact Us</li> <li>2. Council forms and payments</li> <li>3. Building-development/planning/planning permit applications</li> <li>4. Contact us</li> <li>5. Dementia friendly cafe to open next week</li> <li>6. Council/get involved/employment /employment opportunities</li> <li>7. Council/Council meetings</li> <li>8. Live/residents/rubbish-waste-recycling</li> <li>9. Contact us</li> <li>10. Live/residents/pets animals/registering your dog</li> </ol>

### 1.6.2. Community Consultations

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultations. During the reporting period one community consultation was undertaken:

- Public input sought on Dog Management Policy

### 1.6.3. Social Media

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

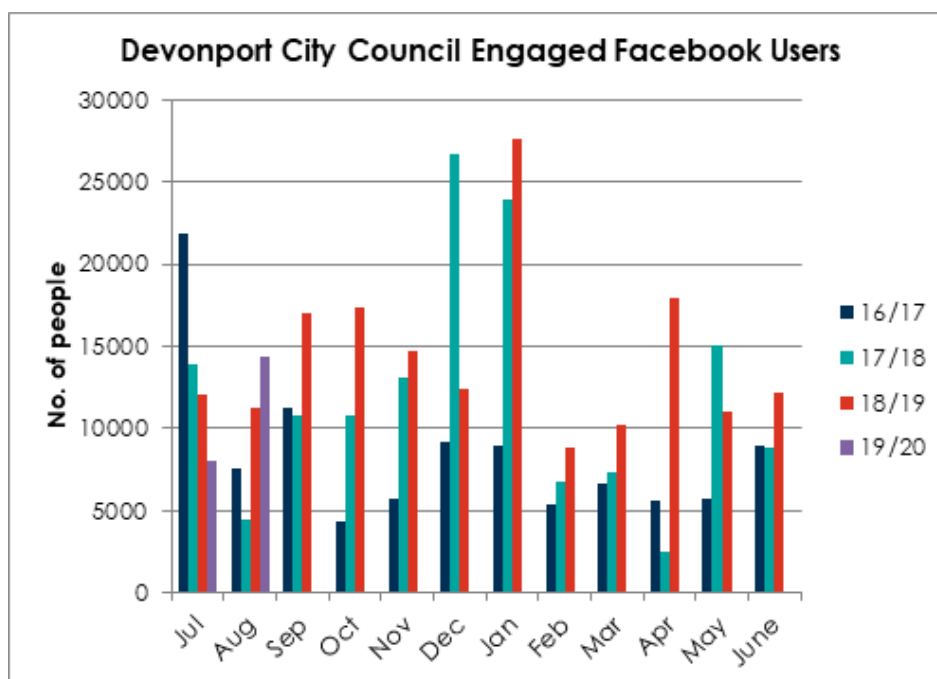
Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 589 followers at the end of the reporting period. It is actively used to 'break' news to the media.

Council currently operates thirteen (13) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Food Connection, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, Devonport Entertainment & Convention Centre, Living+Learning Devonport, Devonport Regional Gallery, Tasmanian Masters' Games, Devonport Recreation,

Diamonds of Devonport and The Julie Burgess). Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, events, weather events, Council decisions, community initiatives and road works. The community can use the page to ask questions of Council and find out what is happening in Devonport. Key questions or matters raised by the public are generally around Council's services, opening times and reports of community infrastructure needing repairs. Activity remains at its highest between 6:00pm and 9:00pm.

DCC Facebook Page Statistics	July 2019	August 2019
<b>Facebook Followers:</b> Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	7,909 TY (6,668 LY) +18.6%	7,961 TY (6,748 LY) +18.0%
<b>Facebook Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	88,897 TY (96,050 LY) -7.4%	116,470 TY (107,076 LY) +8.8%
<b>Facebook Engaged Users:</b> Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	8,039 TY (12,082 LY) -33.5%	14,312 TY (11,279 LY) +26.9%



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

July 2019	August 2019
1. Owners found – 15/7/19 – 11.8K 2. EFTPOS available at Waste Transfer Station – 19/7/19 – 7.2K 3. Jazz Style street eats moves indoor – 23/7/19 – 6.4K	1. Modern, safe parenting room in paranapple centre – 7/8/2019 – 14.2K 2. Melrose Street park completed – 26/8/2019 – 9.2K

July 2019	August 2019
4. paranapple centre wins architecture awards – 8/7/19 – 5.5K	3. Old historic police house in Market Square – 2/8/2019 – 8K
5. Position vacant – 10/7/19 – 4.9K	4. Silent disco planned – 1/8/19 – 7.4K
6. Sections of walking track to be closed – 30/7/19 – 4.5K	5. Middle Road works – 1/8/19 – 7.3K
7. Have your say (inclusion plan) – 19/7/19 – 4.3K	6. Dementia friendly café to open next week – 7/8/2019 – 7K
8. More cars now park in CBD car park – 30/7/19 – 4.2K	7. Public comment sought in Dog Management Policy – 27/8/2019 – 6.9K
9. We accept hazardous waste – 23/7/19 – 4. K	8. Middle Road works – 5/8/2019 – 5.8K
10. Wildcare Friends of Devonport launched – 11/7/19 – 3.8K	9. New bike racks installed – 16/8/2019 – 4.4K
	10. Dementia friendly café opens tomorrow – 13/08/2019 – 4.1K

#### 1.6.4. Publications & Media

During the month of July, Council issued 10 media releases, alerts, comment statements and invitations:

- Top level men's squash coming to Devonport
- Council to sell 2-12 Murray Street
- Wildcare Friends of Devonport to be launched
- Financial Assistance grant applications open
- Council seeks public input into access and inclusion plan
- Moonlight Aviators promise a high intensity cabaret show
- Syncopators look forward to Devonport Jazz
- On Belonging (s) and Friends of Childhood Past exhibitions
- Media Comment LIVING CITYMedia Comment LIVING CITY

During the month of August, Council issued nine media releases, alerts, comment statements and invitations:

- Silent disco planned
- Dementia friendly café to open next week
- Vino and Visual at the BSMC
- Public comment sought on Dog Management Plan
- Luncheon for 50-year plus ratepayers
- Here at the Earth's End and Shattered exhibitions to open
- Media Comment Waterfront Hotel
- Media Comment Facial recognition software
- Media Comment Providore Place Pty Ltd lease

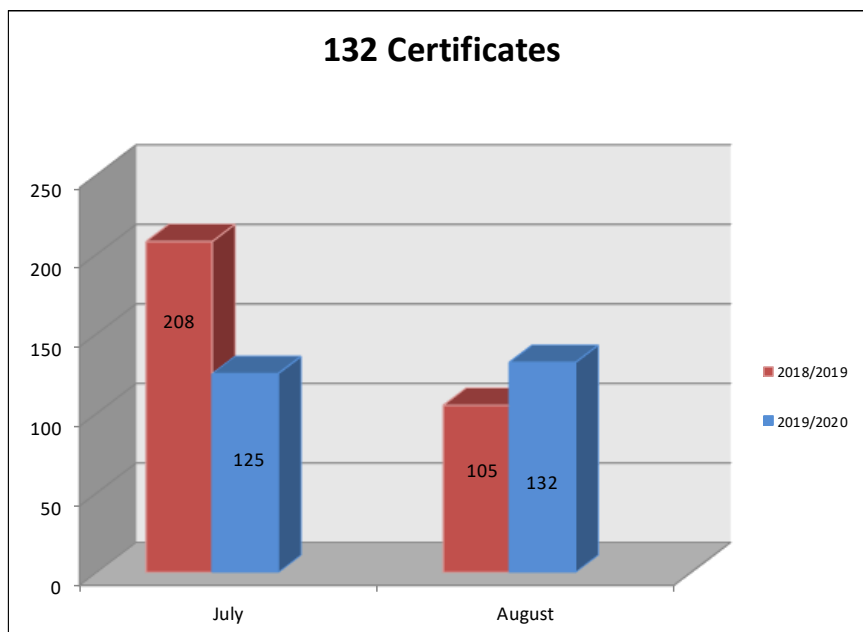
Council issued two public notices calling for submissions in relation to the proposed sale/donation of public land at 93-95 Mary Street, East Devonport.

## 2. CORPORATE SERVICES

### 2.1. Finance

#### 2.1.1. S132 Certificates

During the months of July and August 2019, the Finance Team issued 257 Section 132 certificates under the *Local Government Act, 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



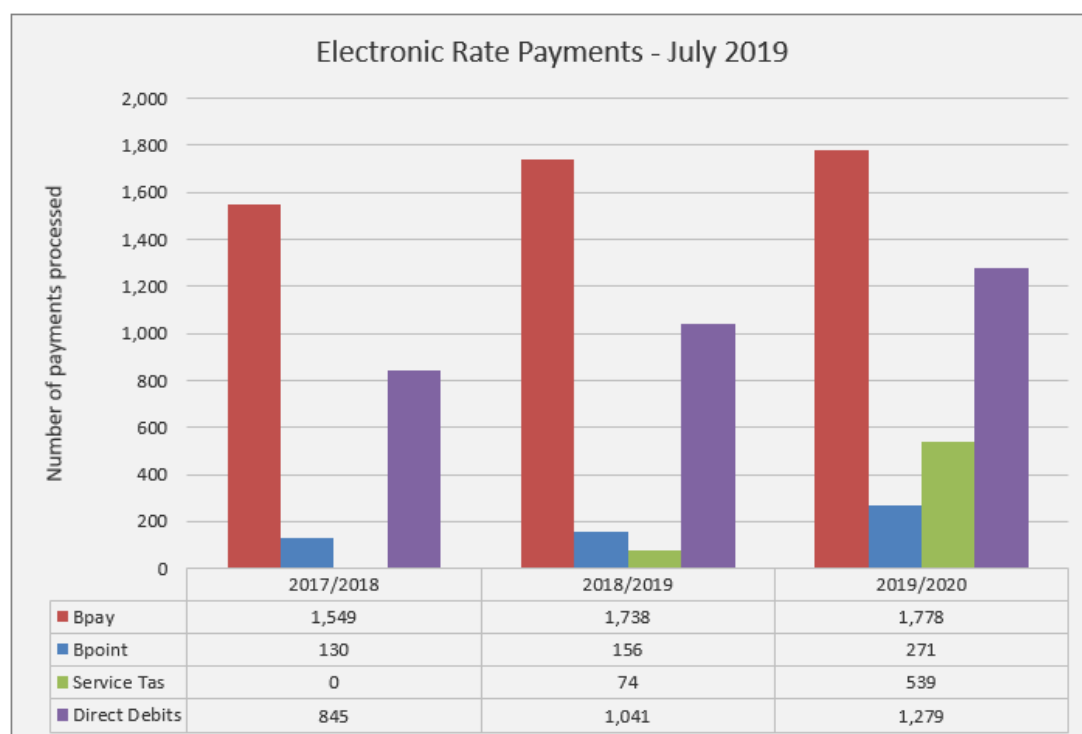
### 2.1.2. Rate Statistics

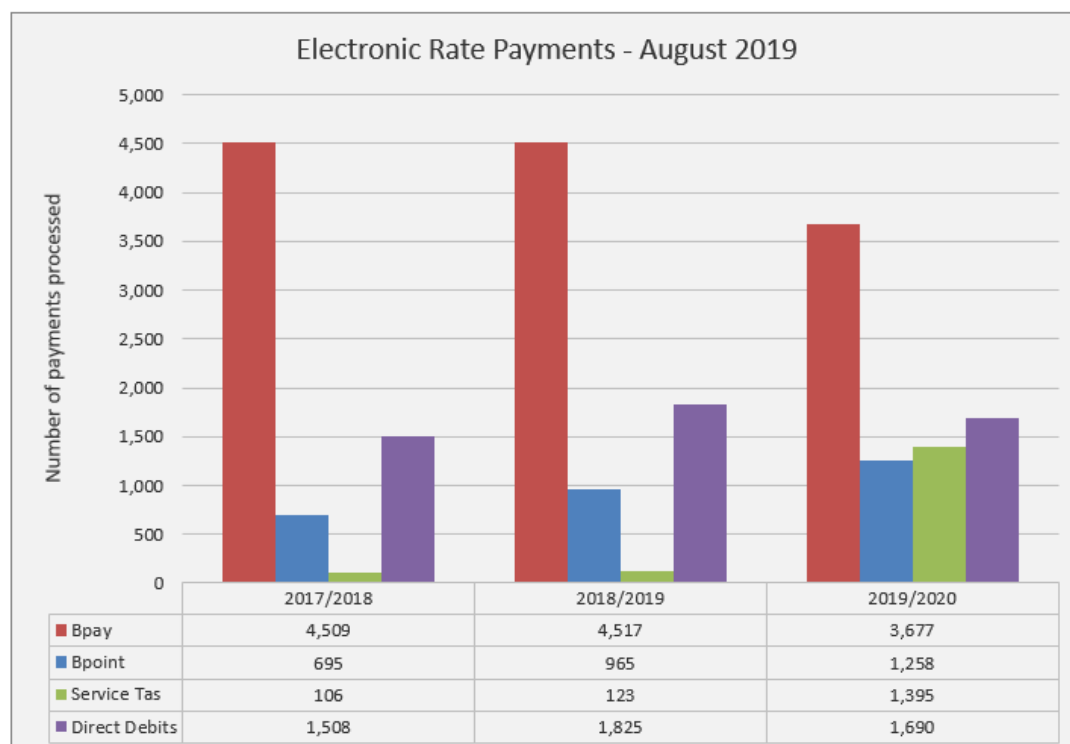
#### Percentage of Rates Paid\*

	2017/2018	2018/2019	2019/2020
<b>July</b>	14.93%	13.90%	15.59%
<b>August</b>	35.87%	38.63%	38.61%

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

#### Number of Electronic Rate Payments Processed





## 2.2. Parking

### 2.2.1. Parking Statistics

#### July

Income – Car Parks (Total)	18/19	19/20	Commentary
July	\$61,268	\$76,431	Increased occupancy

Income from Meters	18/19	19/20	Commentary
July	\$19,964	\$39,269	Increased activity and parking in CBD

Infringements Issued	18/19	19/20	Commentary
July	1,555	1,053	EasyPark continues to increase in utilisation leading to fewer infringements.

Income – Multi-level Car Park	18/19	19/20	Commentary
July	\$13,404	\$17,028	Increasing occupancy.

Total Parking Income	18/19	19/20	Commentary
July	\$206,192	\$201,666	Occupancy counts show slight increase in usage of parking spaces. Infringements issued have reduced due to EasyPark and use of CBD ML carpark.

**August**

Income – Car Parks (Total)	18/19	19/20	Commentary
August	\$100,327	\$103,696	Occupancy and income remain consistent.

Income from Meters	18/19	19/20	Commentary
August	\$52,850	\$71,718	Positive increase.

Infringements Issued	18/19	19/20	Commentary
August	1,476	1,109	EasyPark continues to increase in utilisation leading to fewer infringements.

Income – Multi-level Car Park	18/19	19/20	Commentary
August	\$16,346	\$17,288	Increasing occupancy.

Total Parking Income	18/19	19/20	Commentary
August	\$255,814	\$231,297	Occupancy counts show similar usage of parking spaces. Infringements issued have reduced due to EasyPark and use of CBD ML carpark.

Total parking income YTD	18/19	19/20	Commentary
August	\$462,007	\$432,964	As occupancy of the CBD ML carpark and use of Easy Park increases, infringements have decreased.

**2.3. Information Technology and Customer Service****2.3.1. DCC Website Project**

Stage 2 of Council's website development commenced in July with the following websites under development:

WEBSITE	TARGET RELEASE
Devonport Food & Wine	10 September 2019
Visit Devonport	30 September 2019
paranple convention centre	30 October 2019
paranple arts centre	15 November
Bass Strait Maritime Centre	15 December

Council's forms continue conversion from PDF to electronic forms. This will make it easier and quicker for the community to engage with Council across a large range of services.

Council is realising substantial ongoing savings by working with a local Northwest Tasmanian web development firm and is delivering on the goal of consistent branding across all online presence.

**2.3.2. Asset Management System Implementation**

The full implementation of the Asset Management system includes, Dynamic Work Orders, Scheduled Maintenance, Inspections, Embedded Mapping and

Test Points Configuration. The project has a life span of 15 to 18 months, from commencement and is expected to deliver more than \$400k per annum in operational benefits.

The vendor has been engaged to commence the project with a target commencement of October.

### **2.3.3. Records Management**

Council has employed a records management system called HP Records Manager for more than a decade. The solution has served Council well, however with the advent of Cloud hosted Document Management systems such as Office 365 and SharePoint it has necessitated the need to review and consider alternative Cloud based Records Management solutions.

Employees are fully leveraging the capability of Microsoft SharePoint with documents stored in the Cloud. After a review of several solutions, Council selected AvePoint Cloud Records, which will work in conjunction with Microsoft SharePoint. The transition from HP Records Manager to AvePoint commenced in March 2019 and is targeted to complete in October 2019.

The solution will allow employees to remove the admin overhead of moving documents to the HP Records Management solution and will deliver more comprehensive records management for Council's information assets. Lastly, Council will realise substantial ongoing savings as Cloud based solutions are often substantially less than comparable on premises hosted solutions.

### **2.3.4. Digital Security**

Council recognises the importance of mitigating the risk of cyber security events leading to data loss and operational impact. A thorough assessment of Council's inherent risks and digital security maturity level was undertaken. A range of actions came out of the review and are ongoing to drive an increased level of protection for Council's information assets. Some of the key actions follow:

- Employee training to recognise phishing scams designed to steal the employee's system credentials;
- Hosting critical business systems with cloud providers that deliver a high degree of digital security certification;
- Leveraging Telstra's network and solutions that offer Intrusion Detection and Prevention;
- Adherence to well governed and audited policies for employee system access rights;
- Ongoing use of solutions that detect and prevent Ransomware and other forms of Malware.

### **2.3.5. Customer Service Integration with Service Tasmania**

Council completed Stage 2 of integrating services with Service Tasmania in May. Service Tasmania are now processing Parking Infringements and taking General Enquiries.

Service Tasmania have provided a quality service that has been well received by the community. Customers are now able to use Service Tasmania centres across the State to make payment for a majority of Devonport City Council

related services. Stats indicate that many are taking advantage of this added convenience.

### **COMMUNITY ENGAGEMENT**

The information provided above provides details 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 have been outlined in the commentary above. Any specific risk that becomes an issue for Council may become the subject of a separate report to Council.

### **CONCLUSION**

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

### **ATTACHMENTS**

1. Memorandum of Understanding - National Redress Scheme Confidential Participation

### **RECOMMENDATION**

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

Author: Position:	Kym Peebles/Jeff Griffith Executive Manager Organisational Performance/Executive Manager Corporate Services	Endorsed By: Position:	Matthew Atkins Acting General Manager
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## **7.4 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS**

File: 34511 D614446

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

Council's Strategic Plan 2009-2030:

Strategy 5.3.4 Ensure effective administration and operation of Council's committees

### **SUMMARY**

To present the Minutes of the Council's Special Interest Groups and Advisory Boards.

### **BACKGROUND**

Minutes of Special Committees are presented to Council for their information and consideration of any decisions when and if required.

### **STATUTORY REQUIREMENTS**

Under Section 24 of the *Local Government Act, 1993*, a Council may establish Special Committees on such terms and for such purposes as it thinks fit.

### **DISCUSSION**

The minutes of the following meetings are attached (July and August):

#### **Devonport Maritime and Heritage Special Interest Group:**

- Discussed General Marketing and Heritage Trail Actions
- Reviewed the recent Bass Strait Maritime Centre Report

#### **paranaple arts centre Special Advisory Board:**

- Elected Chair and Sub-Committees
- Discussed the Mary Binks Public Art proposal

### **COMMUNITY ENGAGEMENT**

Committees allow Council to engage with the community in collaboration. This means the public are partners in decision-making including the development of alternatives and identifying the preferred solution.

### **FINANCIAL IMPLICATIONS**

There are no financial implications which relate to this report.

### **RISK IMPLICATIONS**

There are no risk implications which relate to this report.

### **CONCLUSION**

The minutes of Council's Special Interest Groups and Advisory Boards are provided for Council's consideration.

### **ATTACHMENTS**

- [1.](#) 2019.08.14 Unconfirmed Minutes of the Devonport Maritime and Heritage Special Interest Group

- [12.](#) 2019.08.22 Unconfirmed Minutes of the paranple arts centre Special Advisory Committee

## RECOMMENDATION

That it be recommended to Council that the minutes of the Devonport Maritime and Heritage Special Interest Group and paranple arts centre Special Advisory Committee be received and noted.

Author:	Geoff Dobson	Endorsed By:	Kym Peebles
Position:	Community Services Manager	Position:	Executive Manager Organisational Performance

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**MINUTES FOR A MEETING OF THE  
DEVONPORT MARITIME AND HERITAGE SPECIAL INTEREST GROUP  
MEETING HELD WEDNESDAY, 14 AUGUST 2019 AT 2.30PM**

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**PRESENT**

Cr Laycock (Chair), Cr Alexiou, Cr Murphy, Anne Teesdale, Frances Wilson, Geoff Dobson (DCC), Timothy Cooper (DCC), Jaydeyn Thomas (DCC), Kerrie Shurley (DCC)

**1.0 APOLOGIES**

Neils Brun, Graham Kent

**2.0 DECLARATION OF INTEREST**

Cr Murphy declared a possible conflict of interest in matters arising from the café at the Bass Strait Maritime Centre.

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The group reviewed and noted the minutes of the meeting held Wednesday, 12 June 2019.

*Moved: G Dobson/ F Wilson*

**CARRIED**

**4.0 ACTION LIST**

Group reviewed and discussed the Action List. Updated list attached.

**5.0 REPORTS****5.1 Don River Railway**

No report provided due to NB absence.

**5.2 Home Hill**

- Verbal report given by AT. Closed July/August but opened for Jazz Festival events. Not as many attendees as previous year.
- Visitor numbers for last year- 1311 to the house and further 3888 to events.
- Currently 75% way through a Significance assessment of the collection.
- J Lyons has donated more family items that are currently being catalogued.
- Garden plan meeting next week.
- Reopening September.
- Upcoming events include a Car boot sale September, Potato Banquet October and Fete in November.

**5.3 Bass Strait Maritime Centre & Julie Burgess**

Written report submitted. See attached.

**6.0 AGENDA ITEMS****6.1 Heritage Trail Updates**

As per the attached Action List.

**6.2 Marketing Update**

Discussion took place regarding how much of the Heritage Trail information could realistically be included in a trifold brochure and the development of another avenue to disseminate the information. Cr Murphy suggested the use of the app heritagetrailsmyguidedtours.com as a possible app to upload the information gathered for the heritage trail.

Discussion took place on which attractions to include in a tourism brochure, with emphasis on Council-owned attractions and cultural heritage attractions and locations.

Those discussed included the Arboretum, Don River Railway, Bass Strait Maritime Centre, Julie Burgess, Devonport Regional Gallery, Home Hill, and Tiagarra.

**Recommendation:**

Endorse Council Marketing Department to allocate \$50 to investigate and trial the heritagetrailsmyguidedtours.com app.

Moved: Cr Murphy/ A Teesdale

**CARRIED**

**7.0 BUSINESS ARISING****Recommendation:**

A letter of thanks be forwarded to Helen Andersen in appreciation for her contribution to the group.

Moved: F Wilson/ A Teesdale

Action: L Flint

**CARRIED**

**8.0 AGENDA ITEMS FOR NEXT MEETING**

**NEXT MEETING: WEDNESDAY, 11 SEPTEMBER 2019, 2.30PM**

**SPECIAL ADVISORY BOARD WORKING GROUP ACTION LIST  
MEETING HELD WEDNESDAY, 14 AUGUST 2019**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On- going Completed	COMMENT	DUE
14 AUGUST 2019	Marketing Update	TC	Completed	Endorse Tim Cooper to allocate \$50 to investigate and trial the heritagetrailsmyguidedtours.com app.	Aug 2019
	Business Arising	LF	Completed	A letter of thanks be forwarded to Helen Andersen in appreciation for her contribution to the group.	Aug 2019
12 JUNE 2019	Heritage Trail	All	In Progress	Zones allocated to conduct trail research: <ul style="list-style-type: none"> <li>Don Area – NB</li> <li>East Devonport – HA has forwarded her information for East Devonport. An electronic copy will be forwarded to LF</li> <li>Victoria Parade - LL</li> </ul> September meeting set as due date for all information to be gathered for each area of the trail.  T Cooper to investigate heritagetrailsmyguidedtours.com as potential app for information.	Sept 2019
	Heritage Flyer	TC	In Progress	Quote for 20,000 A4 trifold brochures obtained from Impressprint: \$989.00  Two brochures to be developed by end of 2020 financial year: <ul style="list-style-type: none"> <li>Heritage Trail</li> <li>Devonport Tourism Attractions</li> </ul>	June 2020
8 MAY 2019	Heritage Flyer	TC	Completed	Develop mock-up trifold brochure and obtain printing quotes.	June 2019
	General Marketing	TC	On-going	Drone Imagery to be investigated and provided as sourced of accessible Devonport areas. Suggestion – high (not low) tide images and Spirit turning at night.  March 2018: J.Ratray to seek updated quotes on still imagery & videos of Julie Burgess, Mersey River & surrounds for historical & advertising purposes.  Initial Brief: Explore the use of a drone to obtain aerial imagery from the mouth of the Mersey River to Latrobe as a resource for research enquiries, maritime & history talks or exhibitions.	
11 APRIL 2018	Heritage Trail & Flyer	NB	Completed	In April 2018, NB compiled a spreadsheet of information that is available online:  <a href="https://drive.google.com/open?id=1qTw3TEQ8DQmbzcEZY7hqO2eBtO9Kfx9">https://drive.google.com/open?id=1qTw3TEQ8DQmbzcEZY7hqO2eBtO9Kfx9</a>	April 2018

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On- going Completed	COMMENT	DUE
12 AUGUST 2015	Heritage Trail & Flyer	All	On-going	<p><b>June 2019:</b> East Devonport markers require maintenance/cleaning. <b>GD</b> to request through M.Williams (DCC).</p> <p>Future Project: Photographic imagery display of historic sites; refer to map from 2010 DRG exhibition 'Tales from Suburbia'.</p> <p><b>2017:</b> Information - a report reviewing current East Devonport Signage was distributed by H.Anderson &amp; P.Kent (distributed March 2017 meeting, document number D517206). Suggestion – when all signage is finalised &amp; installed a guided walk be developed.</p> <p><b>2015:</b> Development of a webpage on a cultural facility/destinations website to include heritage images. Heritage Trail – fact sheet &amp; flyer in progress; a long-term project to begin once information &amp; website are in place.</p>	



BSMCRReportAugust 2019

**EXHIBITIONS 10 – 21 JULY 2019***Embroiderer's Guild Annual Display*

203 pax were recorded in the

**26 JULY 2019 – FEBRUARY 2020***Torquay Stories: East Devonport*

Opened 26 July 2019

**UPCOMING EXHIBITIONS March 2020 - TBC****VISITATION**

12 June – 12 August 2019: 1084

**EDUCATION & PUBLIC PROGRAMS 12 JUNE – 12 AUGUST 2019**

Date	Program	Attendance
14-June	Curious Creatures Workshop: Ridgley Primary School	30
27-June	Curious Creatures Workshop: Port Sorrell Primary	41
1-July	Curious Creatures Workshop: Devonport Christian School	57
9-July	Maritime and History Talk with Karl Rowbottom	61
11-July	Hot Off The Press School Holiday Workshop	5
15-July	Hot Off The Press School Holiday Workshop	22
15-July	Stitches and Scones Embroiderer's Guild Workshop	10
30-July	Vino & the Visual: Launch of the Lizzie Taylor	10
1-Aug	DIGS Workshop: Cooee Primary School	30
	<b>Total</b>	<b>266</b>

**UPCOMING EDUCATION & PUBLIC PROGRAMS 31 OCTOBER – 15 NOVEMBER 2018**

Date	Program	Attendance
13-Aug	History Research Workshop: Our Lady of Lourdes	60
27-Aug	Vino & the Visual: Sunrise	TBC
17-Sep	Maritime and History Talk with Pirrie Shiels	TBC
20-Sep	Curious Creatures Workshop: Ulverstone Primary School	25
24-Sep	Vino & the Visual: TBC	TBC
3-Oct	Knots To Know School Holiday Workshop	TBC
7-Oct	Knots To Know School Holiday Workshop	TBC



## BSMCRptAugust 2019

17-Oct	Knots To Know Seniors Week Workshop	TBC
22-Oct	Vino & the Visual: TBC	TBC

**CAFÉ**

Since opening in May, the BSMC marked increase in shop sales over last year's sales and a slow increase in visitor numbers into the Centre. Staff are currently investigating admission and sales figures and are undertaking analysis of the current relationship. It currently looks to be trending upwards positively. **Marketing**  
An audit of marketing across the department is underway and we are reviewing our use of radio vs. tv possibilities.

**AUSTRALIAN MARITIME MUSEUMS COUNCIL WORKSHOP**

Devonport will be hosting the next Australian Maritime Museums Council Workshop themed 'How to build a public and educational program from scratch' on 31 October and 1 November 2019. Delegates will travel from each state in Australia and Maritime Heritage Organisations of Tasmania (MHooT) members as well as AMaGATas museums invited, it will be a larger event than is normal for AMMC Workshops. The invitation has gone out on the AMMC website and is being shared across networks.

**JULIE BURGESS JB PAX**

21 pax over 3 sailings. The end of the sailing season was the 23 June. The next sailing season will begin with a shakedown cruise for as many of the crew as we can muster on 29 September. 11 sailings are booked in for October (4 Food and Wine Festival events, 2 associated with AMMC workshop, 4 public sailings). Repairs are about to commence on the pontoon and slipping is planned for early November.

**JB FOOD AND WINE FESTIVAL**

There are four events scheduled for the Food and Wine Festival involving the *Julie Burgess* with three river cruises and one alongside event planned.



## BSMC Report August 2019

**EXHIBITIONS 10 – 21 July 2019***Embroiderer's Guild Annual Display*

203 pax were recorded in the

**26 July 2019 – February 2020***Torquay Stories: East Devonport*

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**UPCOMING EXHIBITIONS March 2020 -**

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**VISITATION**

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**BSMC Report August 2019**

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**Café**

Since opening in May, the BSMC marked increase in shop sales over last year's sales and a slow increase in visitor numbers into the Centre. Staff are currently investigating admission and sales figures and are undertaking analysis of the current relationship. It currently looks to be trending upwards positively.

**Marketing**

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**Julie Burgess****JB Pax**

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The next sailing season will begin with a shakedown cruise for as many of the crew as we can muster on 29 September. 11 sailings are booked in for October (4 Food and Wine Festival events, 2 associated with AMMC workshop, 4 public sailings).

Repairs are about to commence on the pontoon and slipping is planned for early November.

**JB Food and Wine Festival**

There are four events scheduled for the Food and Wine Festival involving the *Julie Burgess* with three river cruises and one alongside event planned.

**MINUTES FOR A MEETING OF THE  
PARANAPLE ARTS CENTRE SPECIAL ADVISORY COMMITTEE MEETING HELD  
THURSDAY, 22 AUGUST 2019 4.30 PM**

**PRESENT**

Cr Alexiou, Cr Hollister, Cr Jarman, Bronwen Dickinson, Lee Dixon, Annette Frewin, Jennifer Frost, Josephine Kelly, Scott Newman, Marilyn Raw, Sid (Peter) Sidebottom, Luke Viney, Geoff Dobson (DCC), Kerrie Shurley (DCC)

**1.0 APOLOGIES**

Deborah Conroy, David mangenner Gough, Vivienne Breheney

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

As this is the first meeting of the special advisory committee there are no previous minutes to be confirmed.

**4.0 AGENDA ITEMS**

N/A

**5.0 GENERAL BUSINESS**

Geoff Dobson explained the terms of reference for the committee and gave a brief introduction to the structure and goals of the committee.

Election of Chair

Nominations were called for the position of Chair.

Josephine Kelly was nominated.

*Moved: M Raw/ S Sidebottom*

**CARRIED**

Sub-Committees

Geoff Dobson explained the structure and purpose of sub-committees and called for nominations.

- Acquisition Sub Committee – pac contact person: Geoff Dobson, B Magnusson-Reid  
L Dixon, J Frost, J Kelly, S Newman, M Raw
- Performing Arts Sub Committee – pac contact person: Debbie Kershaw Cr A Jarman, B Dickinson, A Frewin, S Sidebottom
- Public Art Sub Committee - pac contact person: Geoff Dobson,  
Cr A Jarman, Cr P Hollister, B Dickinson, A Frewin, J Frost, S Newman, M Raw, L Viney
- Visual Arts Sub Committee - PAC contact person: B Magnusson-Reid M Raw, L Viney, J Frost

Committee Discussions

- Cr Alexiou enquired as to the status of proposed gallery at Providore Place. This is a private project and as such does not fall under the terms of reference of this committee.
- Cr Jarman enquired about Mary Binks Public Art proposal  
Debbie Qadri is working with East Devonport's Village People, the mosaic group from Devonport's Community House and Reece High School students on a mosaic paver project for the Mary Binks Wetlands.

- Cr Jarman enquired as to committee members WWVP cards, and their registration.  
Cards can be scanned, or the number sent to Lee-Anne Flint
- M Raw enquired as to who has control over the content on the large screen as she is not in favor of news being constantly being on display and would like to see local Devonport content displayed.  
G Dobson explained that as the screen is relatively new technology there will be an adjustment period where the content and software is being resolved to produce the desired outcome of mixed content. Council has already used the screen for open air movies and a Basketball match. He is also looking at the possibility of screening other big events eg. Cricket and football grand final.

**NEXT MEETING WEDNESDAY, 9 OCTOBER COMMENCING 5.00PM ABERDEEN ROOM**

**MEETING CLOSED 5.28PM**

**G DOBSON CONCLUDED WITH A TOUR OF THE PARANAPLE ARTS CENTRE FOR COMMITTEE MEMBERS**

**SPECIAL ADVISORY BOARD WORKING GROUP ACTION LIST  
MEETING HELD THURSDAY, 22 AUGUST 2019**

<b>DATE</b>	<b>ACTION</b>	<b>RESP. PERSON</b>	<b>STATUS</b> Not started In progress On-going Completed	<b>COMMENT</b>	<b>DUE</b>
<b>22 AUG 2020</b>	Mary Binks Wetlands Public Art		In progress	Debbie Qadri is working with East Devonport's Village People, the mosaic group from Devonport's Community House and Reece High School students on a mosaic paver project for the Mary Binks Wetlands.	



Gallery Report August 2019

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**EXHIBITIONS****25 May – 21 July 2019*****10 Objects – 10 Stories Celebrating Community Collections***

Little Gallery

Official Opening Friday 7 June

Opening attendance 41

**8 June – 28 July 2019*****As far as the eye can see*** A Blue Mountains City Art Gallery touring exhibition

Main Gallery

Opened Friday 7 June

Opening attendance 41

**11 June -14 August*****Portal***

Foyer Space

No opening event

**8 June – 25 August 2019*****Uncanny***

Upper Gallery

Opened Friday 7 June

Opening attendance 41

**29 July – 15 September*****Swap Across the Strait***

Foyer Space and Creative Space

No opening event

**27 July – 1 September 2019*****Threads Of Childhoods Past*** Jen Frost and Jan Larcombe

Little Gallery

Opened Friday 2 August

Opening Attendance 100

**3 August – 22 September** *On****Belonging(s)***

Main Gallery

Opened Friday 2 August

Opening Attendance 100



Gallery Report August 2019

**VISITATION**

Month	Main Entrance	Main Gallery (In)
June	4407	631
1-9 July	788	128
12-21 August	xxxx	xxx

**EDUCATION & PUBLIC PROGRAMS 10 June – 21 August 2019**

Program	Attendance	Date
Create & Make	13	11 June
Create & Make	20	12 June
Youth Arts	6	17 June
Books + Art	7	17 June
Outreach: East Dvp Community Centre: Jeans for genes workshop	4	18 June
Gallery visit & workshop: North West Home Educators	38	20 June
Toddler Pop-Up	4	20 June
Floor Talk: <i>Uncanny</i> , Curator Erin Wilson	17	20 June
Gallery visit Tas TAFE Cert 2 Art	14	21 June
Gallery visit & workshop: Lady Of Lourdes 2 Kinder classes	40	26 June
Gallery visit & workshop: Port Sorell Primary 2 Grade 5/6	45	27 June
Gallery visit & workshop: Sprent Primary Mixed ages	44	27 June
Gallery visit & workshop: St Josephs Rosebery	20	27 June
Droogs Workshop: Arts Grants and opportunities	6	27 June
Twilight Talk: Erin Wilson for <i>Uncanny</i>	18	2 July
Books + Art	6	15 July
Devonfield Workshop Community Access in Creative Space	8	16 July
School Holiday Workshop Stich & Sew	22	16 July
School Holiday Workshop Stich & Sew	22	16 July
Toddler Pop-Up: Fabric printing hands and feet	7	18 July
School Holiday Workshop Silk-screen	15	18 July
School Holiday Workshop Silk-screen	11	18 July
Droogs Workshop Silk-screen	3	18 July



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Devonfield Workshop Community Access in Creative Space	8	23 July
Outreach: East Devonport Child and Family Centre: Young mums, Jeans for genes project	4	23 July
Create & Make	14	23 July
MOPS (Mothers of pre-schoolers, Ulverstone group) Toddler Print workshop	20	24 July
Create & Make	22	24 July
Make instruments workshop for Devonport Jazz Street Eats	17	25 July
Friends Committee meeting	6	25 July
Twilight talk: Raymond Arnold in conjunction with Afatecs	22	25 July
Outreach: SPACE (school) Make tiles for the surf club mural	6	29 July
Youth Arts	4	29 July
Devonfield Workshop Community Access in Creative Space	15	30 July
Create & Make	18	30 July
Outreach: Reece High Ceramics workshop: Pavers for Mary Binks Wetland	18	31 July
Create & Make	24	31 July
Outreach: Munnew Day Service, Robinson Collection: The Lyons family	10	1 August
On Belonging(s) Pre-Exhibition-Opening Talk	50	2 August
Exhibition Opening <i>On Belonging(s)</i> and <i>Threads of Childhoods Past</i> - Jen Frost and Jan Larcombe	100	2 August
Youth Arts	1	5 August
Outreach, East Devonport Child and Family, Mother's Group Jeans for genes workshop	6	6 August
Devonfield Workshop Community Access in Creative Space	15	6 August
Create & Make	20	6 August
Create & Make	19	7 August
Turners Beach Scouts Gallery Tour and workshop activity	16	7 August
Jen Frost & Jan Larcombe Book making workshop: Yours and Mine	8	8 August
Outreach SPACE School	6	12 August
Youth Arts	3	12 August
Devonfield Workshop Community Access in Creative Space	25	13 August
Create & Make	23	13 August
Create & Make	22	14 August
Toddler Pop Up	14	15 August



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Droogs Monthly workshop: Painting for pac stairwell design	4	15 August
Youth Arts	5	19 August
Books + Art	7	19 August
Devonfield Workshop Community Access in Creative Space	21	20 August
Create & Make	20	20 August
Create & Make		21August
<b>Total</b>	<b>705</b>	

**THE DROOGS**

The Droogs are continuing monthly workshops, where they share skills or work on specific projects. These workshops are open to anyone aged 15-30. The workshops are followed by a Droogs Committee meeting.

**GALLERY WEBSITE**

Niche Ignite have begun on a new Devonport Regional Gallery website. It is expected to go-live in the first quarter of the new financial year 2019.

**SIGNAGE STEWART STREET GALLERY**

Council resolved at their April Meeting to seek a commercial lease of the Stewart Street Gallery, with the mural of Philip Wolfhagen to be protected under the agreement of the lease.

**STAFF**

Geoff Dobson, Birgitta Magnusson-Reid and volunteers that are engaged in the digitisation of the Robinson collection took part in a one and half day workshop with Melbourne based Les Walking, Educator and Consultant.

## **8.0 CLOSURE**

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