



The City with Spirit

NOTICE OF MEETING

Notice is hereby given that a **Governance, Finance & Community Services Committee** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, paranaple centre, 137 Rooke Street, Devonport, on Monday 20 January 2020, 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
GENERAL MANAGER

15 January 2020

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICES
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 20 JANUARY 2020 IN THE
ABERDEEN ROOM, LEVEL 2, paranapple 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 Services Committee** to be held in the Aberdeen Room, Level 2, paranapple centre, 137 Rooke Street, Devonport on Monday 20 January 2020 commencing at 5:30pm.

PRESENT

		Present	Apology
Chair	Cr A Jarman		
	Cr J Alexiou		
	Cr G Ennis		
	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 Digital 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 153/19 refers):

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

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

4.0 GOVERNANCE REPORTS

4.1 ANNUAL PLAN PROGRESS REPORT TO 31 DECEMBER 2019

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 December 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

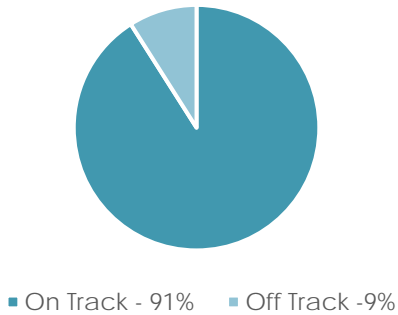
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

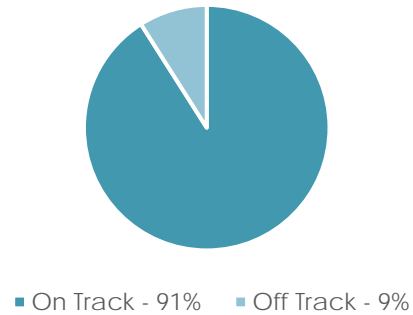
- design work has been completed and quotations received for the coastal erosion repairs required to the Victoria Parade parkland;
- 250 people participated in the Bioblitz event held in November;
- a Retaining Wall Policy has been drafted for internal review;
- stormwater improvements for the Oldaker (East) catchment have commenced in conjunction with the Waterfront Park development;
- the new 'Visit Devonport' website was launched in November 2019;
- the 2019 Christmas Parade was successfully held on a new route near the Bluff precinct;
- a construction contract has been awarded for the Ambleside-Latrobe section of the Coastal Pathway and stakeholder consultation is progressing on the Don-Leith section;
- the 2020 Presenter Season was launched in December 2019; and
- community volunteers were recognised at a breakfast hosted by Council in December 2019 as part of International Volunteers' Day celebrations.

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

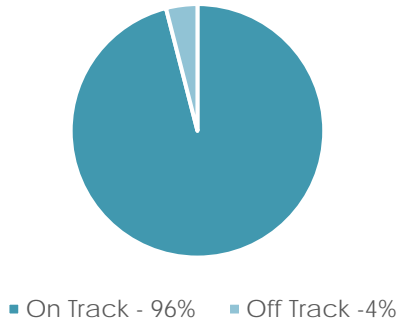
2019/20 AP Actions - Organisation



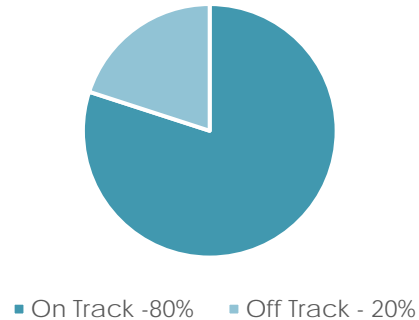
Goal 1 - Living Lightly on our Environment



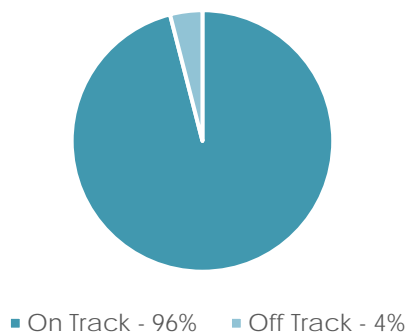
Goal 2 - Building a Unique City



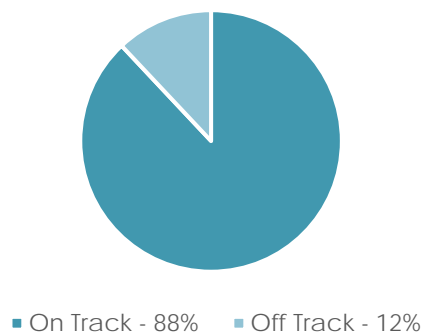
Goal 3 - Growing a Vibrant Economy



Goal 4 - Building Quality of Life



Goal 5 - Practicing Excellence in Governance



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 December 2019 is provided for the information of the Councillors and the community.

ATTACHMENTS

1. Annual Plan Progress Report - 31 December 2019

RECOMMENDATION

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

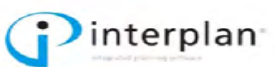
Author:	Jacqui Surtees	Endorsed By:	Matthew Atkins
Position:	Executive Officer	Position:	General Manager



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
Strategy: 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	50%	Detailed design has been completed and quotations have been received for the \$75,000 project funded in Council's capital works program.	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	Completed	100%	BioBlitz event held in November with 250 people participating.	Community Services Manager	30/11/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government					
1.2.2.1 Advocate to the Cradle Coast Authority for a regional approach toward managing climate change impacts and improving adaption	In Progress	50%	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	50%	Council supported a motion at LGAT's July General Meeting, acknowledging a climate emergency and calling on all levels of government to act.	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	50%	Risks as outlined in the Corporate Climate Change Adaptation Plan are currently under review. Year One status report complete. Research undertaken to assess risks given most recent climate change data.	Executive Officer	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
Strategy: 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 increase commuter bike riding	In Progress	70%	A program of events and activities has been developed and funding is being sought through the Healthy Tasmania Fund.	City Engineer	30/06/2020
1.3.1.1 Implement community based educational initiatives in accordance with the Environment Strategy	In Progress	50%	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
Strategy: 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	50%	Participation in CCWMG is continuing and relevant waste minimisation initiatives are being implemented.	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.	General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities					
1.4.2.1 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
Strategy: 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	50%	TasNetworks are currently logging two existing substations to determine the peak usage of each substation.	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
Strategy: 1.4.3 Lead and actively promote emissions minimisation					
1.4.3.1 Implement Council's Electric Vehicle Integration Plan	In Progress	50%	Fleet purchases are being made using the principles of the Electric Vehicle Integration Plan. Two hybrid petrol-electric fleet vehicles have been ordered. Electric options for a garbage truck were considered but were not suitable at the time of purchase.	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
Strategy: 2.1.1 Apply and review the Devonport Interim Planning Scheme as required, to ensure it delivers local community character and appropriate land use					
2.1.1.1 Finalise Local Planning Provisions through the Tasmanian Planning Commission	In Progress	50%	The draft Local Planning Schedules (LPS) for Devonport has been forwarded to the Tasmanian Planning Commission (TPC) for review. The TPC have provided some feedback and it is anticipated that the TPC will endorse the draft LPS for public exhibition early in the new year.	Development Services Manager	30/06/2020
2.1.1.2 Undertake actions required for finalising the new Statewide Planning Scheme	In Progress	50%	The draft Local Planning Schedules (LPS) for Devonport has been forwarded to the Tasmanian Planning Commission (TPC) for review. The TPC have provided some feedback and it is anticipated that the TPC will endorse the draft LPS for public exhibition by early in the new year.	Development Services Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.1.2 Provide consistent and responsive development assessment and compliance processes					
2.1.2.1 Develop a Residential Strategy for Devonport	In Progress	50%	Work has commenced to draft a Residential Strategy by collecting the statistical data and preparing a draft document for review.	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 January 2020.	Development Services Manager	30/06/2020
2.1.2.3 Adopt a Retaining Wall Policy	In Progress	50%	A Retaining Wall Policy has been drafted by staff for internal review.	Development Services 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*

Strategy: 2.1.3 *Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues*

2.1.3.1 Maintain membership of Cradle Coast Regional Planning Group and contribute to regional forums.	In Progress	50%	Meetings attended as required.	Planning Coordinator	30/06/2020
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Outcome: 2.2 *The Devonport brand supports our marketing and promotion*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.2.2 <i>Develop an integrated approach to local branding in partnership with business and community groups</i>					
2.2.2.1 Implement actions from Council's Retail Strategy	In Progress	45%	Project Officer has commenced detailing actions from Retail Strategy - Visit Devonport destination website went live November and Retail Conference being in planning stages.	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
Strategy: 2.3.1 <i>Develop and maintain long term Strategic Asset Management Plans</i>					
2.3.1.1 Review Council's Asset Management Strategy	In Progress	50%	Development of a draft strategy is underway.	Infrastructure & Works Manager	30/06/2020
2.3.1.2 Develop an Asset Management Plan for Council's stormwater assets	In Progress	60%	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	50%	A draft plan is being developed, incorporating recently updated asset data.	Works Supervisor	30/06/2020
2.3.1.4 Undertake a safety assessment of bike paths	In Progress	70%	Bike path safety assessment check-list is completed. finalising the inspection check list.	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
Strategy: 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards					
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	In Progress	40%	Draft report underway.	Infrastructure & Works Manager	30/06/2020
2.3.2.3 Continue to review and update Council's Stormwater Strategy	In Progress	60%	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 February 2020.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.3 Provide and maintain stormwater infrastructure to appropriate standards					
2.3.3.1 Progress implementation and improvements for the Oldaker (East) catchment in conjunction with Waterfront Park works	In Progress	50%	Construction of stormwater upgrades has commenced in conjunction with the Waterfront Park development.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.3.4 Provide and maintain Council buildings, facilities and amenities to appropriate standards					
2.3.4.1 Install an information kiosk at the Mersey Vale Memorial Park office	In Progress	50%	Information kiosk (sign based) to be included with 2.3.4.2.	Technical Support Supervisor	30/06/2020
2.3.4.2 Improve access throughout Mersey Vale Memorial Park by way of directional signage	In Progress	50%	Quotations are being sought for the required scope of work.	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
Strategy: 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	50%	Destination signage for Mersey Vale Memorial Park is included in the signage upgrade project for that site. This work has determined the format for other signage at other cemeteries. The planned installation is intended to be funded from Council's capital work budget for Signage Strategy implementation in 2019-20.	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. Work has been on hold while conceptual planning has been undertaken for a garden of reflection on the site.	Infrastructure & Works Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	In Progress	10%	Internal stakeholder consultation has commenced.	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	50%	A grant submission was unsuccessful, but concept and preliminary design have commenced on lower cost options.	Technical Support Supervisor	30/06/2020
2.3.5.4 Construct a walking path through Highfield Park from west to east	In Progress	20%	Design has commenced and construction is anticipated in coming months.	Technical Support Supervisor	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

Strategy: 2.3.5 Provide and maintain sustainable parks, gardens and open spaces to appropriate standards

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
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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
Strategy: 2.4.1 Implement initiatives from the LIVING CITY Master Plan					
2.4.1.1 Complete design of the Waterfront Parkland and commence construction	In Progress	33%	Design completed and construction tender awarded to Vos Construction & Joinery Pty Ltd.	General Manager	30/06/2021
2.4.1.2 Relocate remaining commercial tenants within the Waterfront Precinct and demolish redundant buildings	Completed	100%	Relocation of tenants is complete. Demolition is being undertaken by Vos as part of their contract.	General Manager	31/12/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans					
2.4.2.1 Develop concept for lightshow within LIVING CITY Waterfront Park and seek necessary government funding to implement	In Progress	50%	The Council appointed design consultant is developing an initial concept for consideration. Input has been sought from Council's public art subcommittee.	General Manager	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plan					
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	50%	Hotel developer is providing regular updates to Council.	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
Strategy: 3.1.1 Market and promote the City as a regional business, service and retail hub					
3.1.1.1 Develop an intrastate and interstate marketing campaign for the paranple convention centre	In Progress	66%	Advertised in Qantaslink September to October edition of Spirit. Advertised in the Business Events Tasmania Planners Guide 20/21.	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
Strategy: 3.2.1 Support tourism through the provision of well designed and managed infrastructure and facilities					
3.2.1.1 Develop a tourism website to engage visitors and provides an online booking platform for accommodation and attractions	Completed	100%	The Visit Devonport site was launched in November 2019.	Visitor Services Coordinator	31/12/2019
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government					
3.2.2.1 Maintain relationships with the Tasmanian Visitor Centre network and regional tourism networks	In Progress	60%	Our relationship with TVIN continues, working with other Visitor Centres from the region and around the state we are able to deliver and create a standard of service that all centres can adhere to, so we can provide consistent service across the state.	Visitor Services Coordinator	30/06/2020
3.2.2.2 Undertake actions that support regional tourism initiatives	In Progress	60%	The Cradle Country Marketing Group initiative of 3 full pages of advertising and advertorial in a national magazine has been published. The paranple arts centre have been working closely with the new RTO, West x North West.	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
Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government					
			allowing us to have input into the new Tasmanian Tourism Strategic Plan.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities					
3.2.3.1 Facilitate a familiarisation tour for local and regional tourism operators and provide operators with the opportunity to engage in professional development exercises.	In Progress	60%	With the launch of the new Visit Devonport website we are continuing to create and foster relationships with new and existing businesses to make sure their product is correctly listed. Monthly Newsletters with updates are issued to volunteers so they are informed of current business and attraction seasonal opening hours and new products on offer.	Visitor Services Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.4 Promote our natural environment and assets to underpin tourism opportunities					
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	50%	Brochures, media releases, and social media have all been utilised to promote the Julie Burgess as a historical vessel in Devonport. Pursers speak about the history of the vessel when passengers come on board.	Bass Strait Maritime Centre Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy					
3.2.5.1 Offer the following Council initiated events: • Devonport Jazz • Food & Wine • New Year's Eve • Harmony Day • Christmas Parade	In Progress	67%	Devonport Food and Wine Festival held in October with over 85 events. Christmas Parade was held on a new route near the Bluff precinct and was well attended with large crowd numbers and over 45 floats participating. New Year's Eve Event planning well underway.	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
Strategy: 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 January 2020.	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
Strategy: 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%	Project has not yet commenced.	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%	Project has not yet commenced.	General Manager	30/06/2022

Outcome: 3.4 Our economic progress continuously improves

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	50%	Staff resources have been dedicated to the project and are working closely with representatives of the Cradle Coast Authority to undertake selected projects as per signed Memorandum of Understanding.	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
Strategy: 4.1.1 Provide and manage accessible sport, recreation and leisure facilities and programs					
4.1.1.1 Run a number of programs through the Devonport Recreation Centre	In Progress	60%	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. Programs in partnership with the East Devonport Child and Family Centre are ongoing.	Sport & Recreation Development Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.2 Increase the utilisation of sport and recreation facilities and multi-use open spaces					
4.1.2.1 Develop a calendar of events that support repeat visitations to Council owned sport and recreation facilities	In Progress	50%	Commenced in November 2019.	Sport & Recreation Development Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and play spaces					
4.1.3.1 Support the Coastal Pathway project and ensure Council's project objectives are met	In Progress	50%	A construction contract has been awarded for the Ambleside-Latrobe section. Design and stakeholder consultation are 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
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
4.2.1.1 Develop a Master Plan for Devonport General Cemetery	Not Started	0%	Due to commence Feb 2020.	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
Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
4.2.1.1 Maintain and promote the Council's permanent collection, and continue to acquire work by significant Tasmanian artists	In Progress	50%	The Devonport Regional Gallery will present four permanent collection exhibitions throughout the 2019/20; Uncanny, Here at the Earth's end, Modern Sublime and Portrait of a Place. The Gallery continues to collect work by Tasmanian artists, with regular requests through the Cultural Gifts program, having recently acquired of three works by Rodney Pople.	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	75%	The next exhibition is 'Cats and Dogs: All at Sea', a travelling exhibition from the Australian National Maritime Museum. Summer programming is being developed to celebrate the Harbour master's house's 100 year anniversary. Autumn programming is being planned.	Bass Strait Maritime Centre Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability					
4.2.2.1 Maintain an exhibition program that aligns with the Devonport Regional Gallery's strategic plan	In Progress	50%	The 2019/20 exhibition program aligns with the Gallery's strategic plan. The program includes: four touring exhibitions; four exhibitions featuring works from the Devonport City Council's permanent collection; exhibitions by mid-career Tasmanian Artists, including the 2019 Solo Commission by Tricky Walsh; The Little Gallery Emerging Artist Program; group shows by Tasmanian artist; and one exhibition by local youth. In addition, the parnaple arts centre foyer space is also used for community exhibition and displays.	Visual Arts 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
Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability					
4.2.2.2 Maintain a performing arts presenter season that enhances the cultural experiences of the community	Completed	100%	The 2020 Presenter Season was launched on 11th December. Tickets are now on sale for all events.	DECC Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.2.3 Develop and implement an integrated approach to public art					
4.2.3.1 Develop a public art strategy for the panoramic art centre and precinct highlighting the cultural heritage of the region	In Progress	50%	A public art sub-committee has been formed as part of the panoramic arts centre Special Advisory Committee. The committee has met to discuss opportunities that exist in LIVING CITY Stage 2. The committee will work towards a strategy by end of 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
Strategy: 4.4.1 Support the community in emergency management response and recovery					
4.4.1.1 Provide information to residents to inform their preparedness for an emergency	In Progress	56%	Community Safety material under review.	Risk & Compliance Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 4.4.2 Coordinate and promote effective management of animals					
4.4.2.1 Deliver an education program for responsible dog ownership	In Progress	66%	Planning has commenced. Community Groups will be the target audience for this year.	Risk & Compliance Coordinator	30/06/2020

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
Strategy: 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
Strategy: 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community					
4.5.1.1 Continue to support the Live and Learn Steering Group to implement the actions from the Live and Learn Strategy	In Progress	64%	26Ten Project Officer commenced - Live and Learn Steering Group meet on a monthly basis.	Community Services Manager	30/06/2020
4.5.1.1 Provide creative learning programs for young people and adults at the paranapple arts centre	In Progress	50%	The creative learning and public programs of the paranapple arts centre are reported bi-monthly in Council's Section 23, Governance, Finance and Community Services agenda. The programs include activities for young people, toddlers, adults and established artists. Programs are well subscribed, and participation statistics indicates strong support and uptake.	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
Strategy: 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	55%	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
Strategy: 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	50%	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. Council have partnered with Munnew Day Care Centre and Senior Citizens Devonport to establish "Reflections Cafe" a safe place for People diagnosed with Dementia and their carers to come and enjoy companionship, a cuppa and some fun.	Community Development & Volunteer Coordinator	30/06/2020
4.6.2.2 Develop events and activities as part of Seniors Week	Completed	100%	50 plus community activities and events were delivered in Seniors Week - September 2019. Planning for 2020 is ongoing.	Community Development & Volunteer Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	Completed	100%	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
Strategy: 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	50%	Round one completed. Round two opens 1 January 2020.	Community Services Manager	30/06/2020

Strategic Plan Progress Report

Goal: 4 Building quality of life

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

Strategy: 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 community	Not Started	0%	Harmony Day to be held in March 2020.	Community Services Manager	31/03/2020
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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
Strategy: 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 Connect	In Progress	50%	Memorandum of Understanding has been developed between Council and YFCC to deliver Youth Week Activities in 2020. Planning is progressing for delivering a Youth Expo in 2020 with YFCC at the paranple convention centre. Funding has been applied for to assist in the delivery.	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	50%	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
Strategy: 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	50%	Develop and make available opportunities to work together with Don College, Devonport High and Square Peg/Space program to be involved in and support community programs for example the Reflections Cafe and 'Ageing Stronger - Active Longer' program. Art projects planned with Tas Water in school holiday program in Jan 2020.	Community Development & Volunteer 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
Strategy: 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 and event, such as Youth Week Tasmania	In Progress	50%	The Gallery is working with the local high schools towards an exhibition, This is Us, which will be opened mid March 2020 in the Little Gallery. The Gallery will work with the community and youth sector organisations to develop programs around Youth Week Tasmania.	Visual Arts Coordinator	30/06/2020

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
Strategy: 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	50%	Council's elected members and officers continue to participate in LGAT, PLGC, LG Professionals, ALGA and other similar State and National activities. Council has registered a team for the 2020 LG Professional Management Challenge.	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
Strategy: 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	50%	Community consultation undertaken as required.	Executive Manager - Organisations & Performance	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.2.2 Develop an integrated approach to "volunteerism" in our community					
5.2.2.1 Review Volunteer Strategy	Not Started	0%	Not yet commenced	Community Development & Volunteer Coordinator	30/06/2020
5.2.2.2 Provide volunteer recognition opportunities	In Progress	50%	Council volunteers were invited to attend a breakfast in recognition of their contribution to Council over the past year. Council also hosted a community volunteer breakfast at the East Devonport Recreation Centre in December to recognise volunteers in the Devonport municipal area. This was well attended and enjoyed.	Community Development & Volunteer Coordinator	30/06/2020

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
Strategy: 5.3.1 Review and amend structures, policies and procedures to adapt to changing circumstances					
5.3.1.1 Review all Council Policies when required	Completed	100%	Policy review completed and adopted by Council.	Executive Manager - Organisations I Performance	31/12/2019
5.3.1.2 Transition Council Delegations from paper based to electronic version	In Progress	50%	Paper based delegations are currently being transitioned to new software platform. Work will carry over into the first half of 2020.	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
Strategy: 5.3.2 Provide appropriate support to elected members to enable them to discharge their functions					
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
Strategy: 5.3.5 Maintain and monitor a fully integrated strategic and business planning process					
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
Strategy: 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs					
5.4.1.1 Continue the integration of Council services with Service Tasmania	In Progress	75%	Service Tasmania are processing all payment transactions. Online electronic forms with	Executive Manager Corporate Services	30/06/2020

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
Strategy: 5.4.1 Provide timely, efficient, consistent services which are aligned with and meet customer needs					
			payment options have increased convenience for the community. Continuing to assess transactions that Service Tasmania can deliver.		
5.4.1.2 Delivery of electronic services through Council's online presence	In Progress	75%	Additional electronic forms have been made available on Council's website with the list growing to more than 60 forms. The Road Closure Permit Application was released in December, delivering convenience to the community and efficiency to Council operations.	Executive Manager Corporate Services	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.4.2 Monitor and evaluate Council's service standards					
5.4.2.1 Action service delivery improvements where monitoring indicates there are gaps in service delivery	In Progress	75%	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
Strategy: 5.4.3 Manage customer requests and complaints with a view to continual improvement of service delivery					
5.4.3.1 Monitor customer feedback and drive improvements in service delivery to meet community expectations.	In Progress	75%	Ongoing action to improve service based on community feedback.	Executive Manager Corporate Services	30/06/2020

Strategic Plan Progress Report

Goal: 5 Practicing excellence in governance

Outcome: 5.5 Council's services are financially sustainable

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

Outcome: 5.6 Risk management is a core organisational focus

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards					
5.6.1.1 Audit compliance of Council's processes against the WHS codes of Practice	In Progress	60%	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
Strategy: 5.6.2 Comply with Council's Risk Management Framework					
5.6.2.1 Deliver Risk Management Training to all staff	In Progress	40%	External provider to deliver Risk Management refresher training to all staff mid next year.	Risk & Compliance Coordinator	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 5.6.3 Provide internal and external audit functions to review Council's performance					
5.6.3.1 Assess and implement, where appropriate, recommendations from the Annual Risk Audit	In Progress	5%	Due to commence in January 2020. This action will be reviewed in conjunction with the implementation of the new Asset Management Software.	Risk & Compliance Coordinator	30/06/2020
5.6.3.1 Support the activities of the Audit Panel	In Progress	50%	Provided support for Audit Panel meetings held 14 August and 18 November.	Executive Manager - Organisation I Performance	30/06/2020

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
Strategy: 5.6.5 Ensure compliance with all relevant legislative requirements, standards, policies and procedures					
5.6.5.1 Implement internal audits of Council's WHS Systems	In Progress	50%	Three audits have been conducted this financial year. Management Team have been provided with an overview of the outcomes and trends from these audits. Actions have been allocated to relevant Manager.	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
Strategy: 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	50%	Currently a number of employees are undertaking LEAN training and members of the Management Team participated in training during November.	Executive Manager - Organisational Performance	30/06/2020

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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.	In Progress	24%	Commenced in December 2019.	Executive Manager - Organisational 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
Strategy: 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	45%	This is a multi-year initiative with the current focus on implementing the full capability of Asset Management. The implementation commenced in November and is progressing according to plan. The Procure to Pay implementation has also commenced and will	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
Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations					
			conclude in late February, Electronic timesheets have been implemented for 100% of employees.		
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	95%	Council has implemented a modern Records Management platform. The migration from the previous platform concluded in late December. Additional configuration will continue over the next few months to ensure the highest level of records compliance is being achieved.	Executive Manager Corporate Services	30/06/2020
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
Strategy: 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	75%	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	75%	The Visit Devonport site was released in November and the Convention Centre site was released in December. The paranple arts centre and Bass Strait Maritime will be released in the first quarter of 2020.	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	50%	The implementation of the TechnologyOne Asset Management system has commenced. The full implementation of TechnologyOne Asset Management is targeted for early July 2020.	Executive Manager Corporate Services	30/06/2020

4.2 ELECTED MEMBERS EXPENDITURE REPORT NOVEMBER AND DECEMBER 2019

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 September and October 2019, is detailed below:

Mayor, Cr Annette Rockliff

\$571.23 – Travel: Adelaide Awards Ceremony

\$281.82 – Accommodation: LGAT General Meeting

\$ 24.30 – Meals: DCCI Christmas Event

\$170.43 – Telephone

\$ 90.00 – Professional Development: Navigating Social Media

Cr Laycock

\$ 90.00 – Professional Development: Navigating Social Media

Cr Ennis

\$ 90.00 – Professional Development: Navigating Social Media

Cr Hollister

\$ 90.00 – Professional Development: Navigating Social Media

Cr Alexiou

\$ 90.00 – Professional Development: Navigating Social Media

Councillors

\$981.60 – 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. Councillor Expenses - Cumulative Totals - YTD - December 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:	General Manager

Councillor Expenses

Cumulative figures year to date: November - December 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	39,234			5,250	218	1,697	2,474	95	341	\$ 49,309
Deputy Mayor Cr Jarman		19,971			218		306			\$ 20,495
Cr Alexiou			11,210		218	90				\$ 11,518
Cr Enniss			11,210		218	90				\$ 11,518
Cr Hollister			11,210		218	90	298			\$ 11,816
Cr Laycock			11,210		218	90				\$ 11,518
Cr Milbourne			11,210		218					\$ 11,428
Cr Murphy			11,210		218					\$ 11,428
Cr Perry			11,210		218					\$ 11,428
Other Non Attributable										\$ -
TOTAL - YEAR TO DATE	\$ 39,234	\$ 19,971	\$ 78,467	\$ 5,250	\$ 1,962	\$ 2,057	\$ 3,078	\$ 95	\$ 341	\$ 150,455
Budget	83,218	40,713	155,169	10,500	4,418	15,000	9,200	1,500	655	320,373
BALANCE UNSPENT	\$ 43,984	\$ 20,742	\$ 76,702	\$ 5,250	\$ 2,456	\$ 12,943	\$ 6,122	\$ 1,405	\$ 314	\$ 169,918
% Spent Year to Date	47%	49%	51%	50%	44%	14%	33%	6%	52%	47%

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

4.3 GENERAL MANAGER'S DELEGATIONS

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 Council to review and update (as required) powers and functions to be delegated by Council to the General Manager.

BACKGROUND

The General Manager's delegations were last adopted on 26 March 2018 (Min 52/18). It is considered best practice to review delegations at least every two years to ensure relevance and currency, and is timely, in line with the appointment of the new General Manager, to review.

STATUTORY REQUIREMENTS

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

DISCUSSION

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

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

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

As a result of this review there is no change to the extent of delegations. The proposed changes are administrative in nature and relate to the following:

- Previous delegations included reference for sections of *the Act* that are legislated functions of the General Manager and therefore delegation is not required.
- Delegations relating to the *Food Act 2003* and *Public Health Act 1997*, previously provided powers and functions that can only be undertaken by authorised officers with environmental and public health qualifications/environmental health officers. This has been amended to remove this delegation from the General Manager.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

- Legal Compliance
Legal implications are possible if correct delegation instruments and processes are not in place, not adhered to, or enforced correctly.
- Financial Fraud
Allocating, assigning or committing of funds outside financial delegation levels, or making financial decisions without the required authority to do so, can be considered fraudulent activity. Delegation Instruments document the financial delegations for particular roles, formally authorising purchasing and other financial decision making, within the prescribed level of financial delegation for a particular role.
- Risk Management Practices
It is a significant risk to Council, legally and financially, if the General Manager (and in turn relevant Council officers) is not formally delegated appropriate powers and authority to perform the duties and functions assigned to the position.

CONCLUSION

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

ATTACHMENTS

1. Instrument of Delegation - General Manager - January 2020

RECOMMENDATION

That it be recommended to Council that:

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

Author:	Claire Jordan	Endorsed By:	Matthew Atkins
Position:	Governance Officer	Position:	General Manager

DELEGATION TO EMPLOYEE OF COUNCIL

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

Functions and powers delegated:

1. Signing/Authorising

Archives Act 1983	
All of Council's powers and functions under the <i>Archives Act 1983</i>	
Building Act 2016	
All of Council's powers and functions under the <i>Building Act 2016</i>	
Building Regulations 2016	
r18(4) Mandatory notification stages	If not performing an inspection of work at a mandatory notification stage, record reason why inspection was not carried out; and details of any alternative inspection, or certification, of the work that was relied on in place of the inspection
r35(2) Start-work notifications for permit plumbing work	If in receipt of start work notification, notify responsible person for permit plumbing work that permit work is not to commence because permit authority is not satisfied all necessary requirements of the <i>Act</i> have been met in respect of permit plumbing work
r36 Non-compliant materials and products	Authorise materials or products that do not comply with National Construction Code to be used as part of plumbing work if plumbing work involves connection of a water supply system, sewerage system or a network utility operator's stormwater drainage system; and the material or product is an existing part of the system being connected; or is fit for the purpose for which it is intended to be used; and unlikely to affect health or safety of occupants or users of the building as a result of the non-compliance; and to be installed, or used, in same manner and style as materials or products previously used, or installed, in the building. If plumbing work relates to an installation owned or operated by a regulated entity, consult with the regulated entity before authorising a material or product
r40 Defined levels in flood hazardous areas	For purposes of the <i>Act</i> and National Construction Code, declare a defined flood level in respect of a plumbing installation being installed on land for which permit authority has been appointed. In addition to any penalty imposed, if a person fails to comply, serve a plumbing order in respect of the inlet, or related fittings or fixtures, that has been installed in contravention
r43 Plumbing work involving network utility operator's stormwater drainage systems	Provide consent to person to allow plumbing installation to connect into stormwater drainage system or an alteration of existing plumbing installation that is connected to stormwater drainage system. If stormwater drainage system is not sealed in accordance with <i>Act</i> , enter premises and perform work to correctly seal the connection and recover costs
r53 Riverine inundation	Assess land as having reasonable probability of flooding
r61 Significant works in landslip areas	Provide authorisation for person to perform significant work as part of permit work or notifiable plumbing work in a landslip area

r73 Maintenance requirements	As part of notifiable work, or permit work performed under the Act, place additional requirements in respect of maintenance of premises where the work was performed or in respect of any system or installation installed as part of the work
r78 Permit authorities may perform maintenance work	Enter premises and perform maintenance work required under the Act if an owner fails to perform notified works and recover associated costs
r83 Building certificates	Issue building certificate certifying Council does not intend to take any action under the Act in relation to a building while a certificate is in force
Burial and Cremation Act 2002	
All of Council's powers and functions under the <i>Burial and Cremation Act 2002</i>	
Emergency Management Act 2006	
s23 Municipal Emergency Management Coordinators & Deputies	Nominate employee to Minister for appointment as Municipal Emergency Management Coordinator and Deputy Emergency Management Coordinator
s47 Councils to establish or provide for resources	Establish, maintain or make available all resources and facilities considered necessary for emergency management within municipal area
Environmental Management and Pollution Control Act 1994	
All of Council's powers and functions under the <i>Environmental Management and Pollution Control Act 1994</i>	
Fire Service Act 1979	
s50(1) Protection of public premises	Request information or advice in relation to fire protection from Fire Commission
s56(3) Formation of firebreaks	Cause formation of firebreaks to arrest spread or facilitate suppression of fires within municipal area
Food Act 2003	
All of Council's powers and functions contained in the <i>Food Act 2003</i> (except S130 and those sections that are strictly powers and functions of Authorised Officers only)	
Heavy Vehicle National Law (Tasmania) Act 2013	
s16B	Perform duties of Road Manager
s156	Perform duties of Council if the Regulator asks for Council's consent to the grant of a mass or dimension authority, to decide to give or not to give consent, subject to conditions
s158	Perform duties of Council if consultation with the other entity is not yet completed, to, as far practicable, deal with the request for consent and decide to give or not to give consent (even though the consultation with the other entity is not completed)
s159	Perform duties of Council to form the opinion a route assessment is necessary for deciding whether to give or not to give consent and notify the Regulator
s160	Perform duties of Council to impose road conditions
s161	Perform duties of Council to impose travel conditions
s162	Perform duties of Council to impose vehicle restrictions
s167	Perform duties of Council to expedite the Road Manager's consent for the renewal of mass or dimension authority

s169	Perform duties of Council to grant limited consent for trial purposes
s170	Perform duties of Council to renew limited consent for trial purposes
s172	Perform duties of Council to issue a statement explaining the adverse decision of the Road Manager
s173	Perform duties of Council to issue an amendment or cancellation on the Regulator's initiative
s174	Perform duties of Council to issue an amendment or cancellation on request of the relevant Road Manager
s176	Perform duties of Council to issue an amendment or cancellation on application by the permit holder
s178	Perform duties of Council to issue an amendment or cancellation on the request of the Road Manager
Land Titles Act 1980	
s138Y Avoidance of sub-minimum lots	Upon request from applicant, provide certificate stating an application would not result in the continuation or creation of a sub-minimum lot or that Council consents to the application
Land Use Planning and Approvals Act 1993	
<i>*Indicates sections from LUPAA Amending Act 17 December 2015</i>	
Where Council has been unable to determine an application for a permit as a result of an equality of votes and insufficient time for Council to reconsider the matter within the time stipulated in the Act, determine the application	
Consult with or obtain advice, opinion or recommendation of any authority, organisation or person/s, or request further information prior to making a recommendation or determining whether to approve or refuse an application for use or development	
Refuse an application for use or development which fails to meet Performance Criteria for a particular standard of planning scheme; or fails to meet an Acceptable Solution for a particular standard of planning scheme where there is no corresponding Performance Criteria	
Part 3 Generally	Authority to: a) represent, or appoint a person to represent, the planning authority and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission (TPC); b) at the direction of the TPC, agree to modifications to clarify purpose or operation of a planning scheme or to correct draft errors; c) appoint a person to represent the planning authority and make submissions or to give evidence before any hearing conducted by the TPC
Part 4 Generally	Represent, or appoint a person to represent, the Planning Authority and give evidence on a planning appeal or other action, including any mediation, before Resource Management and Planning Appeal Tribunal (RMPAT) or any other body of competent jurisdiction
Part 5	Enter into and finalise agreements for the purposes of development

Schedule 6 Transitional Arrangements	<p>In accordance with any decision made under a transitional power of the planning authority after commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i> and until such time as the Tasmanian Planning Scheme is made and a LPS approved for Devonport municipal area, authority to undertake processes and tasks required to carry out responsibilities of planning authority in relation to:</p> <ul style="list-style-type: none"> a) a draft planning direction made after commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; b) enforcing compliance with Devonport Interim Planning Scheme 2013 (DIPS); c) an urgent amendment of DIPS if initiated to by TPC after commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; d) a draft amendment to DIPS made prior to commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; e) a draft amendment to DIPS made after commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; f) a permit application made prior to commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; g) a permit application made after commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; h) an appeal made prior to commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>; i) an appeal made after commencement of <i>Land Use Planning and Approvals (Tasmanian Planning Scheme) Act 2015</i>
s17 Permit applications not determined before planning directive comes into effect or ceases to have effect	<p>If an application for a permit during period before a planning directive is in effect is not determined before directive comes into effect, the planning directive does not apply in relation to the application; and any decision must be made in accordance with the planning scheme that applies to the land. If application for permit during period in which a planning directive is in effect is not determined before the directive ceases to have effect, the planning directive continues in effect in relation to the application; and any decision, in relation to the application is to be made in accordance with the planning directive</p>
*s30C(4) Terms of reference in relation to draft amendment of the SPPs	Request Minister consider preparing terms of reference in relation to draft amendment of SPPs
*s30D Preparation of draft amendment of the SPPs by Minister	Consult with Minister in preparing draft amendments of SPPs
*s30L Representations	Make a representation to Commission in relation to draft amendment of SPPs
s33A Additional information	Require person provide additional information before considering an application
*s35 Draft LPS to be provided to Commission	Prepare and submit draft LPS to Commission. Prepare and submit draft LPS if directed and ensure draft meets LPS criteria. Make any modifications to draft LPS as instructed by Commission under s35(5)(b) & (c), or make a minor modification to a draft LPS for purpose of correcting any error, anomaly or inconsistency in a draft LPS following submission to Commission and prior to public exhibition

*s35Q Special Local Provisions Schedules	Prepare draft Special LPS and submit to Commission. Draft Special LPS may be modified and then approved with agreement of Commission and Planning Authority
*s35T Commission may take over responsibilities of planning authority	Pay to Commission all costs incurred by Commission in assuming its responsibilities and obligations under this Part
s39 Representations in respect of draft amendments	Where no representations are received that object to the approval of a draft amendment and where there is no proposed modification to a draft amendment, endorse a report to the TPC to that effect
s40 Consideration of Commission of draft amendment and relevant representations	Represent planning authority at a hearing in relation to representations, statements and recommendations received in respect of a draft amendment report
s43 Failure to comply with provision of this Division	Where failure to comply with a provision of this Division, pay to Commission all costs incurred by Commission in assuming responsibilities and obligations of the authority in relation to preparation and certification of draft amendment
s43E Additional information	Require applicant provide additional information before considering an application
s43I(6) When does a permit referred to in s43H take effect?	If the use or development in respect of which a permit was granted is not, or is unlikely to be, substantially commenced before the permit would otherwise lapse, grant (once only) a further extension of the period during which that use or development must be substantially commenced
s43J Correction of mistake in permits referred to in s43H	Correct a permit referred to in s43H if permit contains clerical mistake or accidental omission; or evident material miscalculation of figures or evident material mistake in the description of any person, thing or property referred to in permit
s43K Minor amendment of permits referred to in s43H	Amend permit if satisfied the amendment is not an amendment of a condition or restriction, specified in the permit, that is required, imposed or amended by the Commission or the Appeal Tribunal; and does not change the effect of a condition or restriction, specified in the permit, that is required, imposed or amended by the Commission or the Appeal Tribunal; and will not cause an increase in detriment to any person; and does not change the use or development for which the permit was issued other than a minor change to the description of the use or development
s48 Enforcement of observance of planning schemes	Observe and enforce observance of planning scheme
s48AA Enforcement of special permits	Enforce observance of any condition or restrictions to which a special permit is subject

s48A Notice to remove signs	Grant permit to erect or place sign, or if permit not granted, require person to cease erecting or placing the sign; require person remove sign or that part of the sign that has been erected or placed; require person take all action to restore land or any building to the condition it was in before the person erected or placed, or started erecting or placing, the sign; take all action necessary to remove sign or that part of the sign that has been erected or placed and restore land or any building to condition it was in before the person erected or placed, or started erecting or placing, the sign. Recover costs in court of competent jurisdiction
s51 Permits	Grant a permit in respect of a use of development. Accept a valid application for a permit, unless the application does not include a declaration the applicant has notified the owner of intention to make the application; or obtained written permission of owner under s52. A permit to which s57 applies may be subject to conditions or restrictions. A permit to which s58 applies may be granted subject to such conditions or restrictions with respect to any matter specified in the relevant planning scheme or special planning order
s53 When does a permit take effect?	If the use or development in respect of which permit was granted is not, or is unlikely to be, substantially commenced before permit would otherwise lapse, grant (once only) an extension of the period during which that use or development must be substantially commenced. If the use or development in respect of which permit was granted is not, or is unlikely to be, substantially commenced before permit would otherwise lapse, grant (once only) a further extension of the period during which that use or development must be substantially commenced
s54 Additional information	If in receipt of an application for a permit (other than a permit referred to in s43A) may require applicant provide additional information before considering the application
s55 Correction of mistakes	Correct permit granted if permit contains clerical mistake or error arising from any accidental slip or omission; or evident material miscalculation of figures or evident material mistake in the description of any person, thing or property referred to in the approval
s56 Minor amendments of permits issued by a planning authority	Amend permit if satisfied the amendment is not an amendment of a condition or restriction, specified in permit, that is required, imposed or amended by the Appeal Tribunal; and does not change the effect of a condition or restriction, specified in permit, that is required, imposed or amended by the Appeal Tribunal; and will not cause an increase in detriment to any person; and does not change use or development for which permit was issued other than a minor change to the description of use or development
s57 Applications for discretionary permits	On receipt of discretionary permit, may refuse to grant the permit. Unless refusing to grant a permit under subsection (2), grant or refuse to grant permit. Permit may be issued by General Manager, Deputy General Manager or Development Services Manager where recommendation is for approval and no representations are received which object to the granting of the permit. Permit to be determined by Planning Authority where the recommendation is for refusal; or one or more representations are received which object to the granting of the permit; or the General Manager determines to refer the application to the Planning Authority
s57A Mediation	Participate in mediation

s58 Application for other permits	If an application for a permit to which this section applies meets the requirements of the planning scheme to which the application relates, grant the application either unconditionally or subject to conditions or restrictions
s58A Permits requiring entering into of agreements	Grant a permit under s40Y or s57 or s58 and include a condition that an agreement be entered into in respect of a use or development
s59 Failure to determine application for a permit	Where failure to determine application for permit to which s57 or s58 applies before the expiration of the period is deemed to constitute a decision to grant a permit, on conditions to be determined by the Appeal Tribunal, represent the Planning Authority. Where this occurs, serve notice on applicant; and if Heritage Council has provided notification under s36(3)(b) of the <i>Historic Cultural Heritage Act 1995</i> that it wishes to be involved in the determination of the application, on the Heritage Council; and on any person who made representations under s57(5), that the permit has been deemed to have been granted on conditions to be determined by the Appeal Tribunal. Make a decision on application for a permit to which s57 or s58 applies at any time before the lodging of an application under subsection (3)
s60D Proposals that projects be declared projects of regional significance	By notice, propose Minister declare a project to be a project of regional significance
s60F Statement of intent and other information	Provide required information in a proposal under s60D(2), as if the proposal were made under s60D(1), and provide further information on request of the Minister
s60M Development Assessment Panel to be established for assessment of project	Nominate a person with appropriate qualifications and experience to the Development Assessment Panel
s60N Panel to determine guidelines for how assessment is to be made	Provide advice and recommendations to the Development Assessment Panel in developing of assessment guidelines
s60P Panel may request information to be provided	On request, provide further information to the Development Assessment Panel
s60Q Notification and exhibition of project	Arrange public exhibition of assessment guidelines in respect of a project, and project impact statement at the place and during the period specified in the notice. Issue a fine to a person who obscures or removes a notice displayed on land to which the notice relates
s60Y Amendment of planning schemes	Consult with the Commission after a special permit is granted in relation to a project and amend any planning scheme or any special planning order that applies to the land on which the project is to be situated
s63(5C) Offences, remedies and obstruction of sealed schemes	If a court makes an order of a kind referred to in subsection (5A) in relation to a person and the person does not carry out the work specified in the order, carry out the work and recover reasonable costs incurred in carrying out work

s63A Enforcing compliance with planning schemes	Take all reasonable steps to ensure planning scheme or special planning order is complied with
s63B(3) Notice of suspected contravention may be given	If a notice in relation to a contravention or failure, or likely contravention or failure is given, issue a notice to the person as soon as practicable after it is determined that charges are, or are not, to be laid in relation to the contravention or failure; or an infringement notice under s65A, or an enforcement notice under s65C, is, or is not, to be issued and served on a person in relation to the contravention or failure; or lay charges against a person in relation to the contravention or failure; or an infringement notice under s65A, or an enforcement notice under s65C, is issued and served on a person in relation to the contravention or failure
s64 Civil enforcement proceedings	Represent planning authority in civil enforcement proceedings if directed in an application under this section. Where Appeal Tribunal makes an order and the respondent fails to comply with the order, may, by leave of the Appeal Tribunal, cause any work contemplated by the order to be carried out, and may recover costs of that work, as a debt, from the respondent
s65E Offences and penalties in relation to enforcement notices	If a court makes an order of a kind referred to in subsection (3) in relation to a person and the person does not carry out the work specified in the order, carry out the work and recover reasonable costs incurred in carrying out work
s65I(2) & (3) Authorised officers	Authorise a person to be for the purposes of this Act, an authorised officer. An Authorised Officer for the purposes of this Act
s65G Cancellation of permits	Cancel a permit in relation to land if it is believed the owner, or occupier, on whom an enforcement notice that is in force and relates to the land has been served under s65C, has failed to comply with, or has contravened, a requirement specified in the enforcement notice or if the permit would not have been granted; or different conditions to the conditions, if any, it imposed on the permit would have been imposed, if the applicant had not made a material misstatement of fact, or concealed material facts, in relation to the application for the permit
s65K Entry and search warrants	Apply to a magistrate for a warrant to enter land and any premises on land that is specified in the warrant
s69 Indemnification of planning authorities for liability to pay compensation	Recover as a debt due in any court of competent jurisdiction any sum entitled to
s71 Planning authority may enter into agreements	Enter into an agreement with owner of land in area covered by a planning scheme or a special planning order, on own behalf or jointly with any other person, or with a person in anticipation of that person becoming the owner of the land
s73 Bonds and guarantees	Include in an agreement a condition that the owner is to deposit a sum of money fixed by or determined in accordance with the agreement; or an undertaking to pay that sum together with security in a form determined by or in accordance with the agreement
s73A Payments and contributions for infrastructure	Include in an agreement a provision for payment or other contribution for infrastructure to be made by any party to the agreement
s74(3) Duration of agreement	Request approval of the Commission or agreement of all persons who are bound by any covenant in an agreement for the agreement to be ended

s75 Amendment of agreements	Agree to end an agreement
78 Registration of agreements	Lodge with the Recorder an executed copy of an agreement
s80 Application to Appeal Tribunal	Represent Planning Authority if owner of land applies to Appeal Tribunal for an amendment to a proposed agreement, subject to conditions
*s80P(1) Offences	Issue infringement notice if a person falsely includes in a document that purports to be a copy of an authorised version of an electronic planning instrument or of an electronic policy instrument; or selected provisions of such an authorised version – a certificate that purports to be a certificate under s80N
*s80P(2) Offences	Issue infringement notice if a person falsely represents that a document is a copy of an authorised version of an electronic planning instrument; or an authorised version of an electronic policy instrument that has been produced by Commission under s80N
*s80P(3) Offences	Issue infringement notice if a person falsely represents that a document is a copy of an authorised version of an electronic planning instrument; or an authorised version of an electronic policy instrument
85 Recovery of fees by municipalities	Recover fees paid in relation to requests for the amendment of an LPS made to Council under this Act
Litter Act 2007	
All of Council's powers and functions under the <i>Litter Act 2007</i>	
Local Government Act 1993	
s19(5) Corporation of councils	Attest execution of a document sealed by Council
s20A Powers of entry	Enter land for a specified purpose or in general
s22 Delegation by council	The following powers: (a) the collection of rates and charges under Part 9; (ab) the postponement of rates and charges; (b) the remission or rebate of rates and charges; (ba) the writing off of any debts owed to the Council; (c) the making of grants or the provisions of benefits
s33 Notice of establishment of authority	After proposed rules of a single or joint authority are approved, publish in Gazette the establishment of the authority and the name by which the authority is to be known
s60A Public meetings and submissions	Before holding a public meeting under s59 or s60(3) display notice of meeting and invite submissions
s72B(2) Annual General Meeting	Publish notice specifying the date, time and place of the Annual General Meeting
s73 Sources of funds	Raise funds
s74 Expenditure	Expend funds
s75 Investments	Approve investment of funds
s76 Writing off bad debts	Write off debts owed to Council
s77(1) Grants and benefits	Make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a Councillor for any purpose it considers appropriate

s81 Authorised deposit-taking institution accounts	Establish and maintain in Council's name, authorised deposit taking institution accounts
s82(6) Estimates	By authorisation of absolute majority of Council, make minor adjustments up to specified amounts to individual items within any estimate, so long as the total amount of the estimate is not altered
s109G(1) Applications for certificates	Apply to the Director for the issue of a certificate
s109J(1) Rectification orders	Apply to the Minister for a rectification order to be made in respect of a rate made, or purportedly made by Council under this Part
s113 Declaration of land as urban farm land	Grant or refuse to grant an application to declare land as urban farm land
s114 Revocation of declaration	Revoke a declaration in respect of land in the sale or conveyance of land or if the land is not longer farm land or urban farm land
s126 Conditions of postponement	Grant a postponement of rates
s127 Postponement ceases to operate	Revoke a postponement of rates
s129 Remission of rates	Grant a remission of all or part of any rates, penalty or interest paid or payable by the ratepayer or grant a remission of any rates, penalty or interest paid or payable by class of ratepayers
s133 Recovery of rates	Recover as a debt due outstanding unpaid rates and any additional amount payable as a result of an objection under this section
s135 Rents under leases for unpaid rates	Require a person who holds a lease or licence relating to land in respect of which rates are due to pay to the Council any rent or other consideration payable under the lease or licence in satisfaction of any unpaid rates
s137(7A) Sale of land for unpaid rates	Recover costs incurred under this Division in relation to a debt owed to it under this part, if the ratepayer pays the outstanding amount owing within 90 days
s140(1) Procedure if council cannot sell land	Apply to the Minister under this section if after reasonable attempts to sell land, it appears there are no reasonable prospects of selling the land within a reasonable timeframe
s152 Enforcement	Authorise employees of Council to remove any person from land owned by, or under the control of the Council whom they reasonably believe is offending against a by-law; and to remove anything which is on such land without the approval of the Council
s152A Requirement to give name and address	Require a person to give their name and address if there is a reasonable belief that the person is offending or has offended against a by-law
s153(1) Publication of by-laws	Publish in the Gazette a by-law made or adopted
s156A(1) Regulatory impact statement	Prepare a regulatory impact statement in respect of any by-law to be made

s156A(5) Regulatory impact statement	Submit regulatory impact statement to the Director
s161 Making by-laws	Affix common seal to by-law
s162 Certification of by-law	Certify a by-law
s164 By-law to Director	Upon Council making a by-law, forward to the Director a sealed copy of the by-law; certification under s162 and a statement explaining the purpose and effect of the by-law and outcomes of public consultation in respect of by-law
s167(1) Notice of by-laws	Place at appropriate locations notices advising of any by-law affecting the conduct of the public
s172(4) Council may adopt model by-laws	Cause a notice to be published in the Gazette that a model by-law has been adopted by Council
s172(5B) Council may adopt model by-laws	Affix common seal to two copies of a model by-law, that has been adopted or is taken to be adopted, and forward one to the Director
s175 Purchase or lease of land	Lease land for any purpose which is considered to be of benefit to Council or the community
s176 Acquisition of land	Acquire land for prescribed purposes
s185(2) Compliance with notice	If work required to be done under a notice under this Division is not undertaken, have the work done and charge the owner or occupier for the cost of that work
s189 Closure of local highways	Allow any person to operate a market and close a local highway or part of a local highway under its control or management to general traffic for that purpose
s190 Objections	Consider objections to road closures before closing a local highway or part of a local highway
s193 Establishment of pounds	Establish pounds for detention of stray animals
s197 Sale or destruction of unclaimed animals	Sell, give away free of charge or destroy an impounded animal if not claimed within 14 days of impounding
s198A Operation of private pounds	Issue permits in relation to private animal pounds
s204A(1&2) Infringement notice for non- compliance with abatement notice	An Authorised Officer for the purposes of this Act. Issue and serve an infringement notice on a person, 18 years of age or over, if of belief the person has committed an offence against s200(3)
s207 Remission of fees and charges	Remit all or part of any fee or charge paid or payable
s209 Correction of map	Correct a Council map
s237(b) & (c) Authentication of certain documents	Authenticate a summons, notice or other document, without Council's seal, by signing or in accordance with any by-law

s240 Appearances in court	Appear in court on behalf of the Council and authorise employees to appear in court on Council's behalf
s252 Several owners	If any sum of money is payable to Council, and the rights of ownership of the land belong jointly, severally or successively to more than one person, proceed against each of those persons severally in respect of the ultimate liability, or against any of those persons who are known to it and serve with a writ or other process jointly in respect of the whole sum, or against the person seized in possession of the land in respect of the whole sum
s333A Tenders	Invite tenders for any contract Council intends to enter into for the supply or provision of goods and services valued at or above the prescribed amount
Local Government (General) Regulations 2015	
r23 Public tenders	Publicly invite tenders
r25 Multiple-use register	Establish a multiple-use register of suppliers
r26 Multiple-stage tender	Invite tenders for a contract for supply of goods or services using a multiple-stage tender process
Local Government (Building & Miscellaneous Provisions) Act 1993	
All of Council's powers and functions under the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>	
Local Government (Highways) Act 1982	
All of Council's powers and functions under the <i>Local Government (Highways) Act 1982</i>	
Monetary Penalties Enforcement Act 2005	
s14A Authorised person may require name	Require person give name, address and date of birth if of the belief the person has committed an offence for which an infringement notice may be issued
s17 Options for dealing with infringement notice issued by fee-paying public sector body	Approve or refuse an application to withdrawal an infringement notice under this section
s18(1) Referral to Director of infringement notice issued by fee-paying public sector body	Refer an infringement notice served to the Director for enforcement
s21 Election to have matter heard by court	If an alleged offender elects to have matters relating to any offence specified in an infringement notice which has been referred to the Director heard by a court, prosecute the offences in the infringement notice
s23 Withdrawal of infringement notice	Withdraw an infringement notice
s28 Application for fee-paying public sector body for variation of payment conditions	Take applicant's representations into account before determining the period within which the amount is to be paid if an application for variation of payment conditions is made
s39 Hearing of offence by court	Commence proceedings for all offences in an infringement notice

s40 Application to court	Consent to an application to set aside the conviction or commence proceedings to have the matter heard by a court
Personal Information Protection Act 2004	
All of Council's powers and functions under the <i>Personal Information Protection Act 2004</i>	
Public Health Act 1997	
All of Council's powers and functions under the <i>Public Health Act 1997</i> (except for S185.1 and those sections that are strictly powers and functions of Authorised Officers- EHOs only)	
Public Interest Disclosures Act 2002	
All of Council's powers and functions under the <i>Public Interest Disclosures Act 2002</i>	
Right to Information Act 2009	
All of Council's powers and functions under the <i>Right to Information Act 2009</i>	
Roads and Jetties Act 1935	
All of Council's powers and functions under the <i>Roads and Jetties Act 1935</i>	
Strata Titles Act 1998	
s6(1A) Lodgement of plan for registration	Endorse strata plan by issuing a certificate of approval
s12(2) Disposal of interest of common property	If Council's approval is required by law, certify disposal of an interest in common property by issuing certificate under Council's authority, certifying transaction has been approved by Council
s14(2) Creation of easements, covenants and profits a prendre	If Council's approval is required by law, certify creation of easements, covenants and profits a prendre, by issuing a certificate under Council's authority, certifying transaction has been approved by Council
s19(2) Application for amendment	Issue a certificate of approval under Council's authority, for the area in which a site is situated with an application for amendment, which affects the boundaries of lots or common property
s23(2) Application for consolidation	Issue a certificate of approval issued under Council's authority in which the scheme is situated in regard to an application for consolidation of two or more strata plans
s27(2) Application for cancellation	Issue a certificate of approval issued under Council's authority in which the scheme is situated, in regard to an application for cancellation of strata plan
s30 Requirement for council's certificate of approval	Grant or refuse a certificate of approval, for strata plans, amendments to, consolidation of and cancellation of strata plans
s31(3) Application for and grant of certificate of approval	Issue a certificate of approval if satisfied all requirements of planning scheme and all requirements and certificates under <i>Building Act 2016</i> (where applicable) are met
s31(6) Application for and grant of certificate of approval	Refuse an application for a certificate of approval if it reasonably considers the proposal is for a subdivision
s31AA Requirement for staged development scheme	Refuse to issue certificate of approval on grounds that an application for a staged development should be made where an application is made wholly or partly in respect of vacant land

s37 Approval of scheme in principal	Require changes to a proposed scheme or the demolition or alteration of buildings on site of proposed staged development. Grant or refuse a proposed staged development scheme, subject to conditions or unconditionally
s38(2) Lodgement of staged development scheme	Issue a certificate under Council's authority for the area in which a site is situated certifying it has granted approval of a scheme in principle and stating any conditions which approval is subject
s41(2) Progressive development	Refuse a particular stage in a staged development scheme, if an earlier stage of the scheme has not been completed as required under the terms of the registered scheme
s42 Application for variation of scheme	Dispense with consent of a present or prospective owner if satisfied the owner would not be adversely affected by the variation; or if satisfied the whereabouts of the owner or prospective owner is unknown to, and not reasonably ascertainable by, the applicant; or if less than 25% of the present and prospective owners have refused or failed to consent, and that consent has been unreasonably withheld. Approve unconditionally or subject to conditions or refuse application
s43(2) Registration of variation	Issue certificate under Council's authority certifying approval of variation and any conditions subject to which approval was granted
s45 Injunction	As interested person, apply to Supreme Court for a granting of a mandatory injunction requiring developer under staged development scheme complete the scheme in accordance with its terms
s48 Assignment of developer's interest	Request security for the development of land in accordance with a scheme
s54 Approval of scheme	Require changes to a proposed community development scheme or the demolition or alteration of buildings on site of proposed scheme. Approve unconditionally or subject to conditions or refuse application
s55 Registration of community development scheme	Issue a certificate under Council's authority for the area in which a site is situated certifying the scheme has been approved and state any conditions
s57(2) Progressive development	Refuse to approve development of a particular stage of a community development scheme if an earlier stage of the scheme has not been completed as required
s58 Application for variation of scheme	Dispense with consent of a present or prospective owner if satisfied the owner would not be adversely affected by the variation; or if satisfied the whereabouts of the owner or prospective owner is unknown to, and not reasonably ascertainable by, the applicant; or if less than 25% of the present and prospective owners have refused or failed to consent and that consent has been unreasonably withheld. Approve unconditionally or subject to conditions or refuse application
s59(2) Registration of scheme	Issue a certificate under Council's authority certifying Council has approved the variation and state any conditions subject to which approval was granted
s61 Injunction	As interested person, apply to Supreme Court for a granting of a mandatory injunction requiring developer under community development scheme complete the scheme in accordance with its terms
s65 Assignment of interest in land subject to scheme	Request security required by Council for the development of land in accordance with this scheme

s142 Recording of certain orders	As an interested person, apply to Recorder requesting cancellation of any recording in the register of title referred to in s33 of <i>Land Titles Act 1980</i> which does not or has ceased to affect the land to which it purports to relate
Traffic Act 1925	
s43 Removal of things obstructing public streets	If an article is placed or left in public street to the obstruction, annoyance or danger of road users, nearby residents or other persons, remove article or cause it to be removed; take article or cause it to be taken to a place of safety; or detain article or cause it to be detained until the expense of removing, taking or detaining article is paid to the relevant authority and advise the owner as soon as practicable of action undertaken. If unable to inform owner of removal of the article within 30 days, or inform owner of removal within 30 days but does not receive payment of required expenses within 14 days after the date of being informed, cause article to be disposed of and to use the proceeds, if any, to defray those expenses
Urban Drainage Act 2013	
All of Council's powers and functions under the <i>Urban Drainage Act 2013</i>	
Vehicle and Traffic Act 1999	
All of Council's powers and functions under the <i>Vehicle and Traffic Act 1999</i>	
Water and Sewerage Industry Act 2008	
s56Q Planning Authority's decision	Take into account submissions made by the relevant regulated entity under s56P(1) in relation to an application that is subject of a notice under s56O(1), in determining whether to grant a permit, to attach conditions to it or to refuse to grant a discretionary development permit or a combined permit
s56TB Regulated entity's consent required before grant of certain permits under Building Act 2016	Grant an application for a building permit under the <i>Building Act 2016</i> for building work that consists in whole or in part of certifiable work, if the relevant regulated entity has issued a certificate for certifiable work (building) in respect of the certifiable work. Grant an application for a plumbing permit under the <i>Building Act 2016</i> for plumbing work that consists in whole or in part of certifiable work, if the relevant regulated entity has issued a certificate for certifiable work (plumbing) in respect of the certifiable work
s56TD Certification of water and sewerage compliance	Issue certificate of completion under <i>Building Act 2016</i> in relation to building works consisting in whole or in part of certifiable work, if a certificate of water and sewerage compliance (building) has been issued under subsection (4) in respect of the work. Issue a certificate of completion under <i>Building Act 2016</i> in relation to plumbing works consisting in whole or in part of certifiable work, if a certificate of water and sewerage compliance (plumbing) has been issued under subsection (4) in respect of the work
Weed Management Act 1999	
s34 Appointment of inspectors	With the approval of the Secretary, appoint any person as an inspector for the purpose of this Act

By-Laws:

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

Other:

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

5.0 FINANCE REPORTS

5.1 FINANCE REPORT TO 31 DECEMBER 2019

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 December 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.

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.

ATTACHMENTS

1. Finance Report - December 2019
2. Capital Expenditure Report - December 2019

RECOMMENDATION

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

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



Devonport City Council FINANCE REPORT

YTD for the month ended December 2019

The operating result for the year to December is higher than budget surplus by \$396K, which represents a 3.1% gain on budget. At this stage the forecast operating result for the financial year ending June 2020 is a surplus of \$14K.

Rates & Service Charges - \$162K Favourable

The favourable budget variance relates to supplementary rates issued and higher than budget Waste Management charges. A forecast adjustment of \$119K has been made.

Fees and User Charges - \$324K Favourable

The favourable budget variance of \$324K includes higher than expected revenue from the parapanple Convention Centre and parapanple Arts Centre for facility hire and sale of goods including catering, which is offset in part by higher catering costs. The variance is also a result of timing differences relating to property lease & rental income, parking fees and equipment hire.

Grants - Operating - \$28K Favourable

The favourable budget variance of \$28K includes an unbudgeted Arts Tasmania Grant of \$21K and higher than budget heavy vehicle motor tax rebate \$24K, which has been offset by the timing of receipt of other grants. A forecast adjustment of \$45K has been made.

Contributions - Operating - \$2K Favourable

The minor favourable budget variance relates to payroll tax rebate training incentives.

Dividend Income - \$163K Favourable

The favourable budget variance is due to timing of payments received from TasWater and Dulverton.

Interest Income - \$13K Unfavourable

The unfavourable variance is due to lower interest rates received on deposits, following RBA decisions to lower the cash rate. A forecast adjustment of \$100K has been made for the year.

Other Revenue - \$12K Favourable

The minor favourable variance is a result of timing differences from commission income received.

Employee Benefits - \$148K Unfavourable

The unfavourable variance is a result of timing differences which includes the payment of annual leave loading.

Materials and Services - \$65K Unfavourable

The majority of the variance relates to timing of payments for contractors and professional services. Catering contractors costs are higher than budget due to increased sales.

Depreciation - \$46K Favourable variance

The favourable variance relates to roads, parking and hire plant cost centres.

Financial Costs - \$18K Unfavourable variance

The final variance will be impacted by the movement in the fair value of swaps at year end, depending on interest rate fluctuations.

Levies & Taxes - \$123K Unfavourable variance

The unfavourable variance includes supplementary rates received for the multi storey car park and timing variances in relation to recoveries of land tax. Land tax increased as a result of adjustment factors being applied by the Valuation Department. A \$98K forecast adjustment has been made.

Other Expenses - \$46K Favourable variance

The timing variance includes grants and benefits and writing off infringements referred to MPES.

Internal Charges and Recoveries - \$20K Unfavourable

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

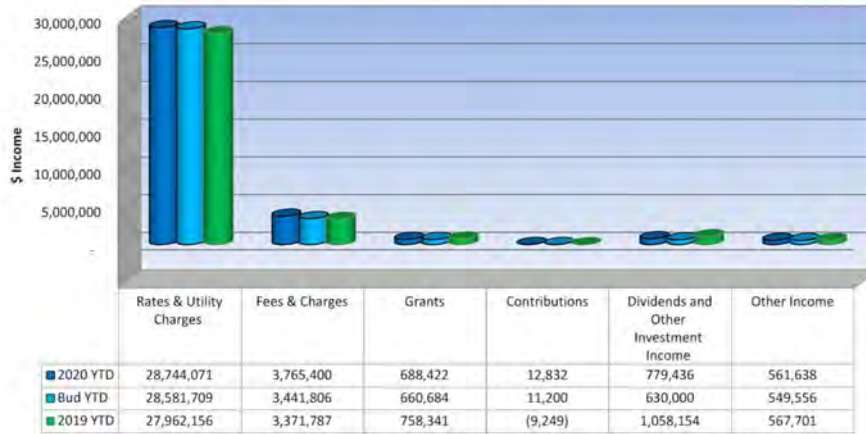
Balance Sheet

The balance of Capital Work in Progress at the end of December is \$12.05M, the majority relates to the value of the library \$6.36M which is yet to be capitalised.

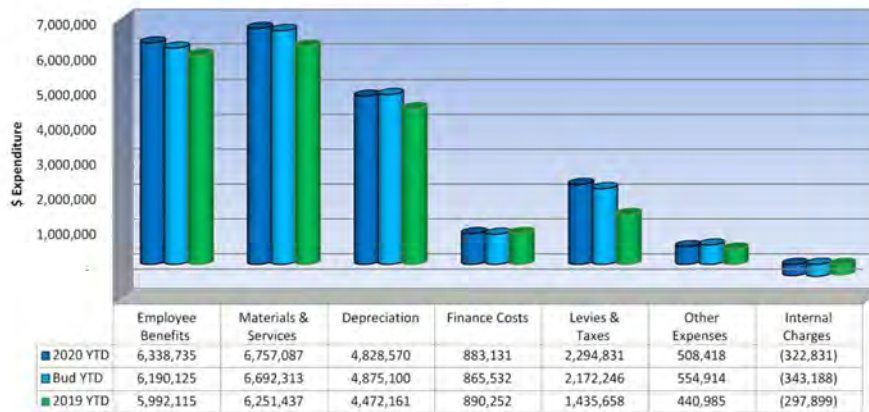
FINANCIAL SUMMARY				YTD to December 2019	
Operating Summary		Budget	YTD Actual	Annual Budget	Current Forecast
Revenue		33,874,955	34,551,800	41,600,863	41,704,462
Expenditure		21,007,042	21,287,941	41,499,615	41,690,115
Operating Position		12,867,913	13,263,860	101,248	14,347
Capital Expenditure Summary		Annual Budget	Actual	Annual Forecast	
Capital Expenditure		25,633,327	4,227,441	25,104,192	
Cash Information				December 2019	June 2019
Operating Account (Reconciled balance)				731,792	1,439,517
Interest-Earning Deposits				20,435,130	14,400,632
				21,166,922	15,840,149
Debtor Information	December 2019	June 2019	Rates Debtors Ageing	December 2019	% of Annual Rates
			2019/2020 - Current	9,371,310	32.6%
Rates Debtors	9,584,662	93,438	2018/2019 - 1 Year	106,828	
Infringement Debtors	86,499	69,429	2017/2018 - 2 Years	37,018	
Sundry Debtors	1,014,340	6,795,630	2016/2017 - 3 Years	14,284	
Planning & Health Debtors	20,280	18,221	Over 3 years	55,222	
	10,705,782	6,976,718		9,584,662	
Cash Investment Information				December 2019	
	Actual Rate				
ANZ Cash Deposits - At Call	1.15%				913,803
CBA Cash Deposits - At Call	1.25%				1,521,326
MyState Term Deposit	1.75% 3 months maturing 05/01/2020				2,000,000
MyState Term Deposit	2.00% 3 months maturing 28/02/2020				4,000,000
MACQ Term Deposit	1.60% 3 months maturing 03/03/2020				4,000,000
MACQ Term Deposit	1.60% 6 months maturing 09/04/2020				6,000,000
AMP Term Deposit	1.90% 6 months maturing 26/05/2020				2,000,000
					20,435,129
All cash investments are invested in compliance with Council's Investment Policy.					
Benchmarks: BBSW90 Day Index		0.92%			
RBA Cash Rate		0.75%			
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 December 2019						
	YTD		YTD Variance		Full Budget	Forecast
	Budget	Actual	\$	%	2020	2020
INCOME						
Rates and Service Charges	28,581,709	28,744,071	162,362	0.6%	28,642,209	28,761,209
Fees and User Charges	3,441,806	3,765,400	323,595	9.4%	6,831,093	6,973,593
Grants - Operating	660,684	688,422	27,738	4.2%	2,643,991	2,502,090
Contributions - Operating	11,200	12,832	1,632	14.6%	35,700	35,700
Dividend Income	420,000	582,885	162,885	38.8%	1,868,560	1,868,560
Profit Sharing	-	-	-	0.0%	20,000	20,000
Interest Income	210,000	196,551	(13,449)	-6.4%	420,000	320,000
Other Revenue	549,556	561,638	12,082	2.2%	1,139,310	1,223,310
TOTAL INCOME	33,874,955	34,551,800	676,846	2.0%	41,600,863	41,704,462
EXPENSES						
Employee Benefits	6,190,125	6,336,735	146,610	2.4%	12,331,843	12,331,843
Materials and Services	6,692,313	6,757,087	64,773	1.0%	13,658,203	13,890,703
Depreciation	4,875,100	4,828,670	(46,530)	-1.0%	9,750,200	9,750,200
Financial Costs	865,532	885,131	17,598	2.0%	1,731,064	1,731,064
Levies & Taxes	2,172,246	2,294,831	122,585	5.6%	3,639,222	3,737,222
Other Expenses	554,914	508,418	(46,496)	-8.4%	1,075,458	935,458
Internal Charges and Recoveries	(343,188)	(322,831)	20,357	-5.9%	(686,375)	(686,375)
TOTAL EXPENSES	21,007,042	21,287,941	280,899	1.3%	41,499,615	41,690,115
NET OPERATING SURPLUS / (DEFICIT)	12,867,913	13,263,860	395,947	3.1%	101,248	14,347
CAPITAL ITEMS						
Grants - Capital	-	2,283,572	2,283,572	-	3,945,893	-
Contributions - Capital	-	7,516	7,516	-	-	-
Gain / Loss on Disposal of Assets	-	(591,900)	(591,900)	-	(403,853)	-
Change in Value of Investment in DRWMA	-	-	-	-	372,000	-
TOTAL CAPITAL ITEMS	-	1,699,188	1,699,188	-	3,914,040	-
NET SURPLUS / (DEFICIT)	12,867,913	14,963,048	2,095,135	16.3%	4,015,288	14,347
Own Source Revenue:	98.0%	98.0%			93.6%	

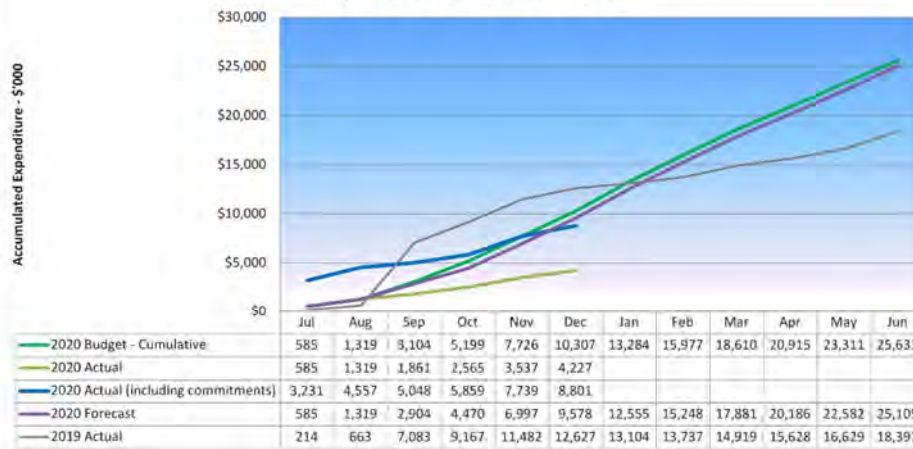
Income Analysis



Expenditure Analysis



Capital Expenditure - \$'000



BALANCE SHEET REPORT		As at December 2019	
	31 Dec 2019	30 Jun 2019	
Current Assets			
Cash at Bank and On Hand	731,792	1,439,517	
Trust Deposits	136,779	125,343	
Cash Investments	20,435,130	14,400,632	
Receivables - Rates and Utility Charges	9,584,662	93,438	
Receivables - Infringements	86,499	69,429	
Receivables - Sundry	1,014,340	6,795,630	
Receivables - Planning & Health	20,280	18,221	
Loans Receivable - Current	3,700	3,700	
Accrued Revenue	40,310	442,532	
Prepayments	225,880	225,880	
Net GST Receivable	107,816	155,524	
Other Asset	307,647	347,505	
	32,694,837	24,117,350	
Non Current Assets			
Loans Receivable - Non-Current	385,200	23,900	
Dulverton Regional Waste Management Authority	7,234,104	7,234,104	
TasWater	100,027,973	100,027,973	
Property, Plant & Equipment	772,249,931	772,299,223	
Accumulated Depreciation - PP&E	(295,555,459)	(293,019,815)	
Capital Work in Progress	12,053,361	4,311,648	
	596,395,110	590,877,033	
Total Assets	629,089,948	614,994,383	
Current Liabilities			
Trade Creditors	1,705,165	430,975	
Accrued Expenses	379,551	1,621,860	
Trust Liability	159,277	140,792	
Income In Advance - Current	183,820	184,325	
Loans - Current	1,804,000	1,804,000	
Annual Leave	1,170,378	1,072,125	
Long Service Leave - Current	1,123,035	1,236,635	
	6,525,227	6,490,712	
Non Current Liabilities			
Derivative Financial Instruments	2,499,054	2,499,054	
Loans - Non-Current	49,114,670	50,016,668	
Long Service Leave - Non-Current	350,416	350,416	
	51,964,140	52,866,138	
Total Liabilities	58,489,367	59,356,850	
Net Assets	570,600,581	555,637,533	
Equity			
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	211,559,492	214,308,092	
Operating Surplus / (Deficit)	13,263,860	(1,789,760)	
Capital Surplus / (Deficit)	1,699,188	(958,841)	
Total Equity	570,600,581	555,637,533	
Current Ratio:	5.01	3.72	

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

Capital Works Income & Expenditure Report December 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	Actual	Commitments	Total Expenditure		Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$		Month	Month	Spent	
Summary												
Open Space & Recreation	1,322,000	1,678,701	3,000,701	124,140	945,794	875,059	1,820,852	1,179,849				
Buildings & Facilities	342,000	1,245,973	1,587,973	1,211,723	69,846	156,452	226,298	1,361,675				
Transport	6,297,000	885,591	7,182,591	1,411,000	2,019,341	2,828,698	4,848,038	2,331,011				
Stormwater	1,292,000	283,994	1,575,994	-	151,962	88,777	240,739	1,335,255				
Living City	6,000,000	3,590,200	9,590,200	2,500,000	143,491	8,715	152,206	9,437,994				
Plant & Fleet	874,400	756,673	1,631,073	-	645,832	385,396	1,031,228	600,177				
Other Equipment	666,500	398,095	1,064,595	22,000	251,145	230,829	481,974	582,621				
Total Capital Works	16,794,100	8,839,227	25,633,327	5,268,883	4,227,411	4,573,924	8,801,336	16,828,582				
Open Space & Recreation												
CP0129 Don River Rail Trail - land purchase	-	30,000	30,000	-	227	-	227	29,773	Oct-19	Mar-20	0.8%	Contracts for sale in place. Development application required
CP0143 Mersey Vale cemetery - Children's Area	100,000	84,783	184,783	-	146,440	-	146,440	38,344	Oct-19	Feb-20	79.2%	Minor works required prior to opening
CP0145 Mersey Vale Cemetery - Lighting Renewal	-	70,000	70,000	-	66,983	-	66,983	3,017	Complete	Complete	95.7%	
CP0150 Maldstone Park - Replace Ground Lighting	-	150,945	150,945	-	5,921	-	5,921	145,024	TBA	TBA	3.9%	Tenders being assessed
CP0151 Maldstone Park - Gymnastics Club Car Park	-	240,000	240,000	-	120,000	120,000	240,000	-	Aug-19	Feb-20	100.0%	Construction underway
CP0152 Bluff Plaza - Replace Electrical Cabinet	-	-	-	-	(830)	-	(830)	830	Complete	Complete	-	
CP0154 Dog Exercise Park - Dog Agility Equipment & Drink Fountain	-	3,124	3,124	-	151	-	151	2,973	TBA	TBA	4.8%	
CP0158 Mersey Vale Cemetery - Modern Burial Stage 2	-	1,038,536	1,038,536	-	179,514	703,165	882,681	155,855	Jul-19	Apr-20	85.0%	Construction underway
CP0160 Horsehead Creek - Bank Stabilisation between Horsehead Creek & Waterfront Complex	-	61,312	61,312	-	63,502	-	63,502	(2,189)	Complete	Complete	103.6%	
CP0164 Back Beach - path from base of stairs	18,000	-	18,000	-	1,243	-	1,243	16,757	TBA	TBA	6.9%	Design underway
CP0165 Victoria Parade foreshore - erosion repairs and mowing strip - stage 2	75,000	-	75,000	-	1,208	-	1,208	73,792	Jan-20	Feb-20	1.6%	Quotations being assessed
CP0166 Coastal Pathway - lighting - Aikenhead Point to skate park	150,000	-	150,000	-	96,640	-	96,640	53,360	Complete	Complete	64.4%	
CP0167 Hillier Flora Reserve - park furniture renewal	15,000	-	15,000	-	15,000	-	15,000	-	Jan-20	Feb-20	0.0%	
CP0168 Victoria Parade and Mersey Bluff - park furniture renewal	25,000	-	25,000	-	50	-	50	24,950	Mar-20	Apr-20	0.2%	
CP0169 Mersey Bluff - Barbecue renewal	20,000	-	20,000	-	9,995	-	9,995	10,005	Feb-20	Feb-20	50.0%	Installation pending
CP0170 Signage Strategy Actions	25,000	-	25,000	-	495	-	495	24,505	TBA	TBA	2.0%	
CP0171 Don Reserve path renewal - aquatic centre to Best Street	120,000	-	120,000	-	47,836	-	47,836	72,164	Complete	Complete	39.9%	Invoices pending
CP0172 Victoria Parade - Cenotaph - base surface renewal	10,000	-	10,000	-	152	-	152	9,848	Feb-20	Mar-20	1.5%	Design underway
CP0173 Mary Binks wetlands - path upgrade - stage 1	35,000	-	35,000	-	1,228	-	1,228	33,772	Jan-20	Feb-20	3.5%	Construction pending
CP0174 Highfield Park - new path - East to West	40,000	-	40,000	-	928	-	928	39,072	Mar-20	Apr-20	2.3%	Design underway
CP0175 Mersey Bluff - inclusive playground	96,000	-	96,000	54,160	5,983	-	5,983	90,017	Apr-20	May-20	6.2%	Consultation underway
CP0176 Mersey Bluff - bin compound	5,000	-	5,000	-	109	-	109	4,891	Mar-20	Apr-20	2.2%	to be included with adjacent roadworks
CP0177 Devonport Recreation Centre - Laundry	15,000	-	15,000	-	-	-	-	15,000	Jan-20	Feb-20	0.0%	
CP0178 Lovett Street Soccer Ground - Ground renovation	182,000	-	182,000	-	184,540	-	184,540	(2,540)	Complete	Complete	101.8%	
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	-	625	4,800	5,425	94,575	TBA	TBA	5.4%	Design underway
CP0181 Mersey Bluff Caravan Park - accessible amenities	75,000	-	75,000	-	415	32,600	32,415	42,585	Feb-20	Mar-20	43.2%	Construction pending
CP0182 Mersey Vale Memorial Park - signage upgrade	30,000	-	30,000	-	9,468	-	9,468	20,532	Nov-19	Dec-20	31.6%	Quotations requested
CP0183 Mersey Vale Memorial Garden - ash interment columns	35,000	-	35,000	-	236	15,091	15,327	19,673	Mar-20	Apr-20	43.8%	Manufacturing underway off site
CP0184 Don River Rail Trail - construction	140,000	-	140,000	70,000	280	-	280	139,720	Mar-20	May-20	0.2%	Partial grant funding secured
CP0186 Gralstone Park - ground lighting	-	-	-	-	-	-	-	-	TBA	TBA	-	Grant needs being finalised
Total Open Space & Recreation	1,322,000	1,678,701	3,000,701	124,140	945,794	875,059	1,820,852	1,179,849			60.7%	
Buildings & Facilities												
CB0092 Don Memorial Hall - Install Public Toilet	-	34,250	34,250	-	34,249	-	34,249	2	Complete	Complete	100.0%	
CB0093 Devonport Oval - Football Club grease trap installation	10,000	-	10,000	-	1,255	12,697	13,952	(3,952)	Jan-20	Feb-20	139.5%	Construction pending
CB0094 Council contribution to Sports Club Grants (Level 100 Playing Field)	150,000	(100,000)	50,000	-	-	-	-	50,000	N/A	N/A	0.0%	\$50,000 allocated to each of CB0098 and CB0099
CB0095 Works Depot - Covered plant storage shed	32,000	-	32,000	-	811	-	811	31,189	Apr-20	Jun-20	2.5%	Design underway
CB0096 Mandetta Park - New toilet block	150,000	-	150,000	-	11,721	42,141	53,861	96,139	Mar-20	Apr-20	35.9%	Order placed
CB0097 Meeracraft Park - facilities upgrade	-	497,681	497,681	497,681	20,784	101,614	122,398	375,284	TBA	TBA	-	External funding secured
CB0098 Devonport Football Club - new change rooms	-	387,700	387,700	337,700	-	-	-	387,700	TBA	TBA	-	External funding secured. Will include \$50K reallocated from CB0094
CB0099 East Devonport Football Club - new change rooms	-	426,342	426,342	376,342	-	-	-	426,342	TBA	TBA	-	External funding secured. Will include \$30K reallocated from CB0094
CB0100 Waste Transfer Station - E-waste shelter	-	-	-	-	-	-	-	-	TBA	TBA	-	External funding secured
Total Facilities	342,000	1,245,973	1,587,973	1,211,723	69,846	156,452	226,298	1,361,675			14.3%	
Transport												
CT0169 Formby Road & Best Street intersection safety improvements	-	69,000	69,000	-	(22,351)	36,364	14,013	54,987	Complete	Complete	20.3%	
CT0198 Mersey Bluff Pedestrian Link	-	-	-	-	-	-	-	-	Complete	Complete	-	
CT0208 Bishops Road renewal	-	218,228	218,228	-	206,057	-	206,057	(12,171)	Complete	Complete	94.4%	
CT0220 Southern Rooke Street Renewal	-	40,000	40,000	-	(940)	-	(940)	960	Complete	Complete	-	
CT0221 Triton Road Safety Improvements	-	-	-	-	1,330	-	1,330	(1,330)	Complete	Complete	20.0%	Prior year invoice

Capital Works Income & Expenditure Report December 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	Actual	Commitments	Total Expenditure		Works Start	Works Completion	% Budget	Comments	
													\$
CT0222	Coles Beach/Back Beach Pedestrian Links	33,631	33,631		30,213	-	30,213	3,418	Complete	Complete	89.8%		
CT0225	New Street Light - Wright Street and Taitton Street	-	-		(5,821)	-	(5,821)	5,821	Complete	Complete		Credited for non-council asset constructed in prior year now transferred to Tasnetworks	
CT0226	Intersection Safety Improvements - Parker Street and Ronald Street	273,757	273,757		262,482	1,685	264,167	9,590	Complete	Complete	96.5%		
CT0230	Transport Minor Works	20,000	20,000		-	-	-	20,000	TBA	TBA	0.0%		
CT0231	Works Depot Carpark - Retaining Wall Renewal	-	-		30	-	30	(30)			#DIV/0!	Journal to OP.1937	
CT0232	Parking Infrastructure Renewal 2018-19	33,566	33,566		14,667	-	14,667		TBA	TBA	43.7%	Budget transferred to current year project CT0259	
CT0233	Adelaide Street Kerb Renewal	193,850	193,850		153,624	6,785	160,408	33,442	Complete	Complete	82.7%		
CT0244	Steele St Pedestrian Facilities	3,559	3,559		17	-	17	-	Complete	Complete	0.5%		
CT0245	New bus stop infrastructure	-	-		5,671	368,422	374,093	(374,093)	Jan-20	Mar-20		Construction pending	
CT0246	Reseal Program 2019-2020	700,000	-	700,000	405,509	235,839	641,348	58,652	Dec-19	Mar-20	91.6%	Construction underway	
CT0247	Street light provision	25,000	-	25,000	2,043	-	2,043	22,957	TBA	TBA	8.2%		
CT0248	Tugrah Road bus turn facility	40,000	-	40,000	4,240	4,824	9,064	30,936	Jan-20	Feb-20	22.7%	Construction pending	
CT0249	Parker Street footpath - North Fenton to Victoria Parade	18,000	-	18,000	19,219	-	19,219	(1,219)	Complete	Complete	106.8%		
CT0250	Forbes Street overpass - west side guard rail works	11,000	-	11,000	(8)	10,420	10,412	368	Oct-19	Feb-19	96.5%	Construction underway	
CT0251	Forbes Street renewal - bridge to Burrows Crescent	75,000	-	75,000	(116)	60,352	60,236	14,764	Oct-19	Feb-19	80.3%	Construction underway	
CT0252	Berrigan Road and Lyons Avenue - Intersection safety improvements	400,000	-	400,000	138,261	181,821	320,082	79,918	Oct-19	Feb-19	80.0%	Construction underway	
CT0253	Curr Street new footpath and ramp renewal	28,000	-	28,000	30,573	-	30,573	(2,573)	Complete	Complete	109.2%		
CT0254	Middle Road pedestrian crossing - Gate by Drive	60,000	-	60,000	52,019	-	52,019	7,981	Complete	Complete	86.7%		
CT0255	Lovett St pedestrian facilities - Tasman to Lawrence	120,000	-	120,000	105,147	2,947	108,094	11,906	Complete	Complete	90.1%		
CT0256	Roberts Court renewal	250,000	-	250,000	192,166	(6)	192,226	57,774	Complete	Complete	76.9%	Construction underway	
CT0257	Road traffic device renewal	25,000	-	25,000	50	-	50	24,950	TBA	TBA	0.2%		
CT0258	Transport minor works	25,000	-	25,000	13,108	1,309	14,417	10,583	Aug-19	TBA	57.7%	Footpath in Parker St completed	
CT0259	Parking infrastructure renewal	25,000	-	25,000	30	-	30	43,849	TBA	TBA	0.2%	Budget transferred from prior year project CT0232	
CT0260	Victory Avenue kerb renewal	210,000	-	210,000	12,125	-	12,125	197,875	Feb-20	Apr-20	5.8%	Tenders requested	
CT0261	Stewart Street kerb renewal - William to Gunn	405,000	-	405,000	38,928	237,591	276,519	128,481	Oct-19	Jan-20	68.3%	Construction underway	
CT0262	Lower Madden Street renewal - Montague to North Fenton	200,000	-	200,000	163,101	3,700	166,801	33,199	Complete	Complete	83.4%		
CT0263	Oldaker Street footpath renewal - west of Rooke, south side	160,000	-	160,000	9,044	-	9,044	150,956	TBA	TBA	5.7%	Design underway	
CT0264	Victoria Street Renewal - Northern End	370,000	-	370,000	19,067	234,133	253,199	116,801	Feb-20	Apr-20	68.4%	Construction pending	
CT0265	Holyman Street renewal	400,000	-	400,000	14,788	373,116	387,904	12,096	Nov-20	Feb-20	97.0%	Construction underway	
CT0266	Holyman Street footpath renewal	90,000	-	90,000	8,276	-	8,276	81,724	Nov-20	Feb-20	9.2%	Construction underway	
CT0267	Fenton St & Stewart St - Intersection	415,000	-	415,000	44,196	316,194	360,390	54,610	Dec-19	Feb-20	86.8%	Tenders requested	
CT0268	Devonport Oval - Clements St entry renewal	80,000	-	80,000	1,508	-	1,508	78,493	Feb-20	Mar-20	1.9%		
CT0269	Wingspurs Road renewal -Stage 2	250,000	-	250,000	17,145	218,981	236,126	13,874	Jan-20	Apr-20	94.5%	Construction underway	
CT0270	Northern Rooke Street renewal	1,000,000	-	1,000,000	2,000	-	2,000	998,000	Jan-20	Apr-20	0.2%	Construction pending	
CT0271	Mersey Bluff Precinct - traffic, pedestrian, and parking improvements - stage 2	265,000	-	265,000	3,143	-	3,143	261,857	Mar-20	Apr-20	1.2%		
CT0272	Coastal Pathway contribution - part 1	600,000	-	600,000	68,927	533,955	602,882	(2,882)	Jan-20	TBA	100.5%	Tenders being assessed for Latrob-Ambleside	
CT0273	Southern Rooke Street - street scape enhancement	50,000	-	50,000	100	-	100	49,900	TBA	TBA	0.2%		
CT0274	Electric Vehicle Charging Station	-	-	-	4,769	-	4,769	(4,769)				External funding secured	
Total Transport		6,297,000	885,591	7,182,591	1,411,000	2,019,341	2,828,698	4,848,038	2,331,011			67.5%	

Capital Works Income & Expenditure Report December 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	Actual	Commitments	Total Expenditure		Remaining Funds	Works Start	Works Completion	% Budget	Comments
Stormwater													
CS0055		83,994	83,994		19,283	81,927	101,215	(17,221)	Feb-20	Apr-20	120.5%	Tenders requested	
CS0081		200,000	200,000		3,829	-	3,829	196,171	TBA	TBA	1.9%	Design underway	
CS0082	40,000	-	40,000		28,827	4,850	35,677	24,323	Sep-19	TBA	59.5%	Minor works completed on Steele St fire trail & Georgiana St	
CS0083		-	20,000		8,181	-	8,181	11,819	Apr-20	Jun-20	40.9%	Works completed near Skate Park	
CS0084	40,000	-	40,000		2,223	-	2,223	37,777	Nov-19	Dec-19	5.6%	Design underway	
CS0086	10,000	-	10,000		7,368	-	7,368	2,632	Complete	Complete	73.7%		
CS0085	1,000,000	-	1,000,000		2,000	-	2,000	998,000	Dec-19	Mar-20	0.2%	Construction underway	
CS0087	50,000	-	50,000		49,699	-	49,699	301	Complete	Complete	99.4%		
CS0088	20,000	-	20,000		11,926	-	11,926	8,074	Complete	Complete	59.6%		
CS0089	50,000	-	50,000		18,537	-	18,537	31,463	TBA	TBA	37.1%		
CS0090	42,000	-	42,000		84	-	84	41,916	N/A	N/A	0.2%	project will not proceed	
Total Stormwater	1,292,000	283,994	1,575,994	-	151,942	88,777	240,739	1,335,255			15.3%		
Plant & Fleet													
CF0022		37,241	37,241		37,241	-	37,241	-			100.0%		
CF0023		542,557	542,557		542,689	-	542,689	-			100.0%		
CF0025	167,000	118,446	285,446					285,446	Jan-20	Jun-20	0.0%		
CF0026	671,600	-	671,600		35,407	385,396	420,803	250,797	Jul-19	Jun-20	62.7%	Purchases being made progressively	
CF0027	85,000	58,429	143,429		30,495	-	30,495	63,934	Jul-19	Jun-20	32.3%	Purchases being made progressively	
Total Plant & Fleet	874,600	756,673	1,631,273	-	645,832	385,396	1,031,228	600,177			63.2%		
Other Equipment													
CE0010	256,500	111,736	368,236	22,000	92,594	22,383	114,977	253,259	Jul-19	Jun-20	31.2%	Purchases being made progressively	
	410,000	286,359	696,359	-	158,551	208,446	366,997	329,362	Jul-19	Jun-20	52.7%		
Total Other Equipment	666,500	398,095	1,064,595	22,000	251,145	230,829	481,974	582,621			45.3%		
TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY	10,794,100	5,249,027	16,043,127	2,748,883	4,083,920	4,565,210	8,649,130	7,390,588			53.9%		
Living City													
		720,000	720,000	-	35,924	7,213	43,139	676,861	TBA	TBA	6.0%		
CB0082	6,000,000	2,870,200	8,870,200	2,500,000	107,567	1,500	109,067	8,761,133	Oct-19	Jun-21	1.2%	Construction underway	
Total Living City		3,590,200	9,590,200	2,500,000	143,491	8,715	152,206	9,437,994			1.6%		
TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY	16,794,100	8,839,227	25,633,327	5,248,883	4,227,411	4,573,924	8,801,336	16,828,582			34.3%		

6.0 COMMUNITY SERVICES REPORTS

6.1 HMAS STUART - THE FREEDOM OF ENTRY TO THE CITY OF DEVONPORT

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government

SUMMARY

This report details a request from the Royal Australian Navy requesting Freedom of Entry (FOE) to the City of Devonport for HMAS *Stuart* when it visits Devonport from Friday, 28 February to Monday, 2 March 2020.

BACKGROUND

Advice has been received from Commander Luke Ryan, CSC, RAN, Commanding Officer of HMAS *Stuart* that the ship will be visiting Devonport from Friday, 28 February to Monday, 2 March 2020. Devonport has had a number of visits from HMAS *Stuart* in the past and is the ship's ceremonial home port.

The last FOE march in Devonport was held in 2014.

"Traditionally, The Freedom of Entry is granted to units of the defence forces with a significant attachment to a particular city. The practice of Freedom of Entry originated in medieval Europe, when special privilege of entry within the walls of cities might be granted to a band of armed men, entry otherwise denied to them because of the threat of attacks and looting. The Freedom of Entry permitted the armed band to march through the granting city 'with swords drawn, bayonets fixed, drums beating, bands playing, colours flying and in full panoply of regalia'. The practice is now ceremonial, representing the highest honour bestowed by a military unit." Australian Protocol and Procedures, 2007.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

Council granted FOE to HMAS *Stuart* in 2014 which was well attended by local and regional residents.

Council staff will liaise with the Royal Australian Navy to organise the event, which will require road closures, relevant permits and notifications as well as promotion and media.

The event will add value to several activities being held at that time to include the Triathlon and Devonport Regatta.

COMMUNITY ENGAGEMENT

There has been no community engagement undertaken as a result of this report. Once confirmed, Council officers will liaise with all interested stakeholders regarding the event.

FINANCIAL IMPLICATIONS

There are minor financial costs associated with the advertising of a public notice in the media to inform the general public of the FOE march, and associated road closures.

RISK IMPLICATIONS

Should the FOE march not be granted Council's public reputation could be damaged.

CONCLUSION

Granting permission for the Freedom of Entry to the HMAS *Stuart* is deemed a privilege, honour and distinction. The event will be a highlight in the upcoming events calendar and will serve to attract visitors to the City.

ATTACHMENTS

Nil

RECOMMENDATION

That it be recommended to Council that Devonport grant "Freedom of Entry" to the City to the HMAS *Stuart* during its visit between 28 February and 2 March 2020.

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

6.2 RECONCILIATION AUSTRALIA - NATIONAL RECONCILIATION WALKS

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 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

SUMMARY

This report details a request from Reconciliation Tasmania (RT) to hold a 'Reconciliation Walk' across the Victoria Bridge, Devonport on 31 May 2020.

BACKGROUND

A letter has been received from Karen Mundine, Chief Executive Officer, Reconciliation Australia (RA) and Mark Redmond, Chief Executive Officer, RT advising of the plan to commemorate the 20th anniversary of Corroborree 2000 (letter attached). It is also the 20th year of Reconciliation Australia. RT and RA are seeking Council's support to hold a Reconciliation Walk across the Victoria Bridge on 31 May 2020.

STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

DISCUSSION

RT have specifically requested from Council the following:

- Approve the closure of Victoria Bridge to hold the Reconciliation Walk on Sunday 31 May 2020 for a period determined by appropriate authorities in all three regions (Launceston, Hobart and Devonport); and
- Support the 2020 National Reconciliation Walk across the Victoria Bridge with appropriate resources to secure a successful event.

As the Victoria Bridge is controlled by Department of State Growth, Council is unable to provide approval for its closure and advice will be provided to RT to this effect. Regarding the Reconciliation Walk however, Council could provide in principle support of the event.

COMMUNITY ENGAGEMENT

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

FINANCIAL IMPLICATIONS

There are no known costs to Council if this event is to proceed.

RISK IMPLICATIONS

Should Council not support the Reconciliation Walk, it's public reputation could be damaged.

CONCLUSION

RT and RA will be advised of the need to liaise with Department of State Growth regarding the closure of Victoria Bridge however, Council should consider whether they wish to support the event in principle.

ATTACHMENTS

1. Letter - Reconciliation Tasmania

RECOMMENDATION

That it be recommended to Council that it advise Reconciliation Australia and Reconciliation Tasmania that:

Option A

Council supports in principle the National Reconciliations Walks 2020, subject to approval of the Department of State Growth to close Victoria Bridge.

OR

Option B

as Council does not have responsibility for the Victoria Bridge it is unable to provide approval for the event.

Author:	Karen Hampton	Endorsed By:	Matthew Atkins
Position:	Community Services Manager	Position:	General Manager

•



Mayor Annette Rockliff
PO Box 604
Devonport
Tasmania 7310

20 December 2019

Dear Mayor Rockliff,

2020 will mark 20 years since hundreds of thousands of people joined together and walked through cities across the country to raise the nation's consciousness about reconciliation in Australia. It will also be the 20th year of Reconciliation Australia (RA).

On Sunday 31 May 2020, we plan to commemorate that anniversary by holding National Reconciliation Walks in every state and territory and in as many communities around the country as possible. We hope that Hobart, Launceston and Devonport communities will join the National Reconciliation Walk across the Tasman Bridge in Hobart, the Gorge Bridge in Launceston and the Victoria Bridge in Devonport on that date; thus becoming be a key part of the nation's expression of support for reconciliation and the celebration of how far we have come.

We write on behalf of Reconciliation Tasmania and Reconciliation Australia, to formally request your Government's support to hold a Reconciliation Walk across these three Bridges, acknowledging that all 3 Bridges fall under the various jurisdictions of the Federal, State and Local Government.

Specifically we request the following:

- Approve the closure of the Victoria Bridge in Devonport to hold the Reconciliation Walk on Sunday 31 May 2020, for a period determined by the appropriate authorities in all 3 regions;
- To support the 2020 National Reconciliation Walk across the Victoria Bridge with appropriate resources to secure a successful event.

- **A celebration of national unity**

To create a truly national event, RA is partnering with the ABC to facility every town, shire and municipality across the country to hold their own walks.

ABC “Walking Together” to connect all communities

The ABC is fully committed to support this event, with plans to involve all its broadcast platforms and content makers under the banner *Walking Together*. More detail on this project is attached.

The ABC will work alongside Reconciliation Australia to encourage as many Australian communities as possible to hold their own Walk for Reconciliation, connecting with them through its network of 56 capital city and regional radio stations as well as through the national television network.

Walking Together represents a major investment by the ABC in radio, online, social and screen content which would be spread across a four-month period, starting with the screening of the Adam Goodes documentary *The Australian Dream* on ABC TV in February.

National support

The National Reconciliation Walks concept has high-level political support with the federal Minister for Indigenous Australians, the Hon Ken Wyatt AM, having given his strong support for the events. Several State Governments have also indicated their support and have already begun their planning processes.

We hope to publicly announce the National Reconciliation Walks on or around 10 January 2020, though we note there is some limited scope for flexibility on the date of that announcement. The inclusion of a walk in Hobart, Launceston and Devonport will be key to the campaign of National Reconciliation Walks on 31 May 2020. We therefore seek your formal approval and support to allow us to include the Victoria Bridge in Devonport available for the Walk for Reconciliation in our public announcement in January.

Yours sincerely,

Karen Mundine
Chief Executive Officer
Reconciliation Australia

Mark Redmond
Chief Executive Officer
Reconciliation Tasmania

ATTACHMENT 1**National Reconciliation Walks 2020 – Project Outline**

2020 will mark the 20th anniversary of Corroborree 2000, when hundreds or thousands of people joined walks across Australia in support of reconciliation with Aboriginal and Torres Strait Islander peoples. Walks on the Sydney Harbour Bridge Walk and through many other capital cities made national news during that year. 2020 also marks 20 years since the establishment of Reconciliation Australia (RA).

In holding National Reconciliation Walks across the country, we will acknowledge how far the nation has come on our collective reconciliation journey and further enhance the growing sentiment of unity and reconciliation in Australia.

In 2020, RA will ask Australians – from every background – to commit to reconciliation and to walk with us to embed the outcomes of our reconciliation journey on a national scale. To achieve this, we hope to hold a National Reconciliation Walks in every capital city in Australia on Sunday 31 May 2020.

RA also intends to facilitate similar walks in every town, shire and municipality across the country that wishes to join us. Whether in Sydney, Broken Hill, Alice Springs or the Kimberly. The intent is for the walks to take place on the same day and time, across the country.

The National Reconciliation Walks has garnered strong support from the highest levels. The federal Minister for Indigenous Australian's, the Hon. Ken Wyatt AM, has noted his strong support and enthusiasm to participate. Several States have already indicated they will be part of the National Reconciliation Walk events and have begun planning for the events.

It will be a moment in time that will display a sentiment of national unity that will supercharge the reconciliation conversation, as we to look a future where reconciliation is embed in our everyday lives.

RA will develop an online registration process for all the walks – allowing for registration of each walk, and for individuals to join any given walk. As such, we will be able to provide accurate numbers for each event before the day of the walk. The system will also provide for staggered start times for walks over a threshold number of participants, which will allow for better crowd management on the day.

We aim to publicly announce the National Reconciliation Walks on or around 10 January 2020, though we note there is some flexibility in this date. With the Tasman, Gorge and Victoria Bridges key elements of the national Walks, we hope to have your approval and support before making the public announcements. However, we note that for logistics purposes, we are not able to wait much longer than mid-January.

ATTACHMENT 2**ABC WALKING TOGETHER****PROJECT VISION:**

A shared national identity that embraces Aboriginal and Torres Strait Islander cultures and languages.

PROJECT MISSION:

Walking Together to embrace our shared history on the journey to reconciliation.

PROJECT OUTLINE:

In 2000, Indigenous and non-Indigenous people walked together across the Sydney Harbour Bridge, one of the largest demonstrations ever in Australia. 20 years on, the Walking Together project will reflect, listen, share and build on our shared national identity, inviting all Australian's to walk together on the journey to reconciliation. The ABC will partner with Reconciliation Australia to support and amplify their bridge walks campaign on 31st May.

Through Walking Together, the ABC, as the national broadcaster is in a unique position to drive national and local conversations around reconciliation that inspire and connect with audiences across Australia at a grass roots community level. The ABC will seek to generate national awareness stories, celebrate Indigenous culture across all platforms, and provide tangible solutions for Australians to contribute to reconciliation for a shared future.

CAMPAIGN OBJECTIVES

The objective of the campaign is to drive mass awareness, engagement and social impact, supporting Indigenous communities.

- Build awareness among individuals, communities and organisations about the history and experiences of First Australians
- Build understanding of what reconciliation means and how it differs between Indigenous and non-Indigenous Australians, and empower individuals and the wider community to contribute to change
- Build understanding of why reconciliation will benefit Australians, especially those who have little or no understanding of Indigenous people, history, culture and issues
- Drive community engagement by leveraging the strong link to local communities established in our local Radio network - 8 capital city and 47 regional stations, supported by editorial content, live activations and community partnerships
- Provide a seamless audience experience across ABC products and service

- Leverage the PAN ABC content collaboration activity to build a 360-degree integrated content and marketing offer for audiences across all platforms, facilitating a national conversation about Indigenous stories, culture and issues
- Drive awareness of ABC content and brand, with an appointment to view/ listen/ read/ connect
- Leverage the content to drive light ABC audiences to digital products and to increase the frequency with which audiences engage with the ABC

KEY PHASES:

PHASE 1 February/ March 2020	Build awareness What is your Australian Dream? Key Dates so far: <ul style="list-style-type: none"> • What is your Australian Dream? Community/ social/ impact conversations across all ABC platforms • 1st March: 50th Anniversary Tiwi Island Grand Final • 8th March: International Women's Day • 18th March Melbourne International Comedy Gala
PHASE 2 April/ May 2020	Community Conversations around reconciliation Truth telling and Bridge walks Key Dates so far: <ul style="list-style-type: none"> • 25th April: Anzac Day • 31st May: Bridge Walks (TBC) Reconciliation Australia planning bridge walks across the country for reconciliation. Still TBC. • 26th May – 3rd June: Reconciliation Week (includes 26th May Sorry Day and 3rd June Mabo Day)
PHASE 3 June/ July 2020	Legacy: Celebrating Australia's Indigenous cultural, language and media organisations Key Dates iso far: <ul style="list-style-type: none"> • 30th June: Anniversary of ABC Radio Speaking Out • 5- 12th July NAIDOC week – content includes: <ul style="list-style-type: none"> ○ Freeman documentary about Cathy Freeman ○ In my blood it runs documentary ○ Neomads

7.0 INFORMATION REPORTS

7.1 COMMUNITY SERVICES REPORT - NOVEMBER AND DECEMBER 2019

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 November 2019 to 31 December 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

- Attended Live and Learn Steering Group meetings as well as weekly meetings with 26Ten Project Officer
- Undertook 3 days of LEAN Leader training
- Attended East Devonport Special Interest Group meeting
- On site meeting at Kelcey Tier regarding signage with relevant Council officers
- Attended Live and Learn's UTas "Community Conversation" at the paranapple centre
- On site meetings at proposed New Year's Eve event site as well as with Tasmania Police and Security company regarding arrangements
- Attended Local Government Professionals Cyber Safety Workshop
- Attended Seniors Program Christmas lunch at East Devonport
- Attended Community Breakfast for Volunteers where Council's senior management team cooked breakfast for attendees
- Assisted with marshalling at the Devonport Christmas Parade
- Assisted with set up/pack up and attendance at Council's New Year's Eve "Skyfire" event

1.2 Events/Programs/Activities

1.2.1 Community Christmas Luncheon

Council supported the Salvation Army with equipment to enable them to provide a traditional Christmas lunch for 100 people in the Devonport area.

1.2.2 East Devonport Has Talent

East Devonport Community House held the first ever "East Devonport Has Talent" on Saturday, 16 November.

'East Devonport Has Talent' was a free event that provided a platform for people of all talents, ages and experience to get a taste of performing for the community. Approximately 150 people attended and witnessed a total of 55 performers including solo modern dance, a duet, choirs, acapella singing, skipping, and martial arts. Some performers were experienced semi-professionals, while others had never performed in front of an audience before.

1.2.3 'Square Peg' Project

The Square Peg program continued 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. The students are now involved in preparation of morning tea for Reflections café on a rostered basis. The program wound up in December and all participants were presented with a certificate of attendance.

1.2.4 School Holiday Program

Continuing from the October school holiday success, the Summer school holiday program has been planned in collaboration with Youth Family and Community Connections (YFCC). Four sessions have been planned between Devonport and Burnie during the January school holidays. Two twelve-seater buses are made available from YFCC to be used. The partnership with YFCC results in increased participation with up to thirty plus participants attending each event.

1.2.5 Dementia Café

It has been a very successful beginning for 'Reflections Café' which opened on Wednesday, 14 August at the Senior Citizens Club in Devonport. The Café started with approximately 30 dementia patients and their carers/support person and has continuously grown since then. The Café had a break during the Christmas period and will restart on 15 January. The café has been organised and supported by Munnew Day Care, Devonport City Council and the Devonport Lions Club. Support for Catering will begin soon, which has been donated to date by Don College, Devonport High School and the Square Peg program.

1.2.6 International Men's Day

Council cancelled its International Men's Day luncheon due to lack of bookings for the event.

1.2.7 International Volunteer Day

The Mayor, Councillors and Senior Management team hosted a cooked breakfast for volunteers within the Devonport Community on Thursday, 5 December, which was well attended. Due to weather concerns, the breakfast was relocated to East Devonport Recreation and Community Centre.

1.2.8 Day of People with Disability

Council worked in partnership with Mission Australia to Deliver an Expo: "Day of People with Disability" in Providore place on Thursday, 28 November 10am-2pm. The day was well attended and provided Information on local services, Council's draft disability inclusion plan, music, entertainment, jumping castle, face painting, photo booth, reptile display and a free BBQ. There were 35+ stalls delivering information and fun activities.



2019 Day of People with Disability Expo

1.2.9 Citizenship Ceremony

The Mayor conducted a private ceremony and welcomed a family of four from Sri Lanka on Monday, 9 December.

Council will hold the next Citizenship Ceremony in conjunction with Australia Day on 26 January at 10am in the paranple convention centre. A total of 21 new citizens from Indonesia, United kingdom, China, Pakistan, Philippines Ukraine, Ireland, Vietnam, Taiwan, China and Sri Lanka will be sworn in during the ceremony.

1.2.10 Australia Day

Planning is in progress for the Australia Day Awards and Citizenship Ceremonies.

Devonport's Australia Day Ambassador for the event is Vicki Purnell, who was responsible for starting "Bridie's Blossoms" and was awarded 2019 Local Hero of Tasmania.

1.2.11 Know your Odds Skate Competition

Councils yearly skate, scooter and BMX competition will be held on Saturday, 28 March at the skate park at the Bluff.

1.2.12 Seasonal Guides

The 2019 Summer Guide was released at the beginning of December 2019, highlighting the Christmas Parade, Carols by Candlelight, New Year's Eve, the Community Volunteer Breakfast and School Holiday activities.



Devonport Summer Activities Guide

1.2.13 Christmas Parade

The Devonport Christmas Parade was due to be held on Friday, 6 December. High winds resulted in a postponement of the Parade to the pre-determined back-up date of Wednesday, 11 December.

Due to current construction areas in the CBD, the parade route was moved to the precinct around the Bass Strait Maritime Centre. Marshalling took place at Byard Park, utilising James Street for large trucks, Byard Park car park for smaller vehicles, and the park itself for walking groups. Approximately 40 floats participated in the Parade. Only 5 were unable to participate due to the change of date. There were three winners of the Mayor's Award for floats that best captured the Christmas spirit, which was split equally between Meercroft Care, Terry White Chemmart, and Paisley Park Early Learning.

Spectator numbers were strong which was helped by good weather.

Council staff controlled the marshalling area and were assisted by the SES for road closures and security during the event. Mayor Annette Rockliff and Cr John Alexiou MC'd the event via a live Facebook feed. The advantage of using the feed was that people waiting on the route could know what was coming, those who couldn't be there for the Parade could still see it and participants could go back after the event and see what they missed. Council officers will be exploring this method of communication further, moving forward.

The Salvation Army held a Christmas market at Devonport Oval during and after the parade. They had also rescheduled due to the weather.



Christmas Parade - Image Credit: Kelly Slater

1.2.14 Christmas Tree Panels

Eleven panels were painted by local children to decorate the base of the community Christmas Tree in the Rooke Street Mall. The children were from Devonport, East Devonport, Nixon Street, Miandetta, Hillcrest, and Spreyton Primary Schools, Our Lady of Lourdes and Devonport Christian School as well as

early childhood centres Malangenna, Paisley Park and East Devonport Child & Family Centre. Artwork subjects included Christmas Trees, Santa, a legend about Poinsettias, the Holy Family, an Aussie Christmas, and a poem. The panels were displayed throughout December.



Christmas Tree, Miandetta Primary and Nixon Street Primary School

1.2.15 Carols by Candlelight

Devonport's Carols By Candlelight was relocated to the North West corner of Devonport Oval, due to the redevelopment of Roundhouse Park. The venue was hugely successful, with thousands coming out for the two-hour concert.

The program was balanced with equal numbers of performance pieces and audience participation items. Performances included a wide variety of music, from the Hallelujah Chorus from Handel's Messiah and an original choral piece, to more contemporary Christmas songs. A host of traditional Carols was led by the community choir and the City of Devonport Brass Band for everyone to sing along to. There was also dancing, and poetry mixed into the program. The youngest performer was four years old and the oldest person on stage was in their 80s.

Council currently has a Heads of Agreement with Soroptimist International and the City of Devonport Lions Club for this event, which assists to cover costs associated with sound, staging and musical directorship. After 10 years at the helm, Carol's Convenor Leanne Distill stepped down and will be replaced by Soroptimist Sue Jordan for the next event.



2020 Carols by Candlelight

1.2.16 New Year's Eve

A strong crowd attended Devonport's New Year's Eve event, "SeaFM City of Devonport SKYFIRE Bon Voyage 2019". The event, held at Aikenhead Point and Joshua Slocum Park, included fireworks at 9.30pm and again at midnight, fired from the Spirit of the Sea lookout. The main entertainment was provided by local band, *Nine Lives Rock 'n' Soul Revue*, with SeaFM's local band competition SPOTLIGHT showcasing three youth acts. Magic and circus acts filled out the program.

The event had a strong family focus and featured the Wheel of Dreams, various games and activities, and a selection of food and beverage vendors.

Council partnered with MerseyLink to provide a free bus loop to and from the event. This free service was well utilised with over 560 people taking advantage of it.

Overall, the event continues to experience growth and remains a highlight on Council's event calendar. Council received a \$10,000 naming rights partnership fee from SeaFM radio who also provided support at the event at the Silent Disco.

At Devonport Oval, the Family Fun Fair catered to those wanting thrill rides and sideshow alley-type games. Patrons moved with ease between the two sites, as both events were free entry.

A more comprehensive report will be presented to a future Council meeting.



SeaFM City of Devonport Skyfire – New Years Eve

1.2.17 Environmental Sustainability

Don Reserve BioBlitz

Scientists, naturalists, 120 students, and citizen scientists gathered images and data recording 255 species within the Don Reserve over a 30-hour period. All species were catalogued on the iNaturalist app allowing scientists from around the world to help verify their identification.

The extinction Matters BioBlitz was organised with the Bookend Trust, involving University of Tasmania, University of Canberra, Tasmanian Land Conservancy,

the Tasmanian Parks and Wildlife Service, WildSCOOL program, Insects of Tasmania and Cradle Coast NRM.

Devonport Regional Gallery assisted participants with artistic interpretations of the species found.

The Bass Strait Maritime Centre with Sea Shepherd Australia – Marine Debris Campaign cleaned up Coles Beach at the head of the Don River, 830-gun cartridge fragments and a bucket load of cigarette butts were some of the items removed for the environment.

A letter from Bookend Trust addressed to Mayor Rockliff is attached.



The 2019 Don Reserve BioBlitz, Image Credit: Greg Closei

Platypus Talk at the Arboretum

Platypus expert James Macgregor and 27 participants talked all things platypus on Saturday, 23 November. The discussions included burrow habits, mating, difference between mainland and Tasmanian species, disease, predators and the devastation discarded hair bands/rubbish can cause to the Platypus.



The Arboretum provided a wide range of weather and platypus viewing moments.

NRM Volunteer Statistics for November and December 2019

Program	Attendance	Total Hours
Don Reserve BioBlitz November	250	2days
Friends of Don November – Weed removal Don riparian	8	12hrs
Platypus Talk at the Arboretum	27	4hrs
Friends of Don December – Weed removal Don riparian	8	12hrs

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 (Taste the Harvest)	2 year Agreement 29 November 2021	\$ 5,000 P/A
Devonport Brass Band	3 year Agreement 30 June 2021	\$10,000 P/A
Devonport Community House	3 year Agreement 30 June 2022	\$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
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
National Trust of Australia – Home Hill operations	3 year Agreement October 2022	\$28,000 P/A
City of Devonport Eisteddfod	3 year Agreement – 2019 - 2021	\$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 Recreation Centres - Annual Floor Maintenance

Council's Recreation Centres were closed for annual floor maintenance work. Centre closures were as follows;

- Devonport Recreation Centre Stadium closed – 4 December 2019 to 10 January 2020
- Devonport Recreation Centre Youth Centre and Table Tennis Building closed – 12 December 2019 to 17 January 2020
- East Devonport Recreation Centre Stadium closed – 15 December 2019 to 20 January 2020
- Devonport Recreation Centre Community Rooms closed – 20 December 2019 to 5 January 2020

Council's Devonport Recreation Centre Office was closed from Friday, 20 December and reopened Monday 13 January 2020 at 9am.

1.4.2 National Junior Soccer Festival – change in venue

The National Skills Junior Soccer Festival will be held at Meercroft Park in between 21-23 February 2020. This major annual event is normally held at the Devonport Soccer Club complex, however due to major ground renovations, the main turf ground is not available until mid-March 2020.

The event will return to the Soccer Club in 2021.

1.4.3 Northern Schools Triathlon Challenge 2019

This year's Challenge was the biggest to date with 1,286 primary school students taking part in the annual challenge.



Schools Triathlon Challenge 2019.

1.4.4 Gymnastics Club

Devonport Gymnastics Club was awarded the 'Good Sports National Healthy Minds at Parliament house as part of the 2019 National Alcohol and Drug Foundations "Good Sports" awards.



Devonport Gymnastics Club – Good Sports

The new Gymnastics Club Facility at Maidstone Park is well underway with construction expected to be completed by end of February 2020.



Image: Gymnastics Club New Facility currently under construction

1.4.5 Major Sporting events held in November and December 2019

Event	Location	Date
Northern Schools Triathlon Challenge	Bluff Road, Meercroft Park	27-28 November
Spirit of Tasmania - Tour of Tasmania Cycling Event	Bluff Road, Devonport Oval Streets	7 December
Christmas Carnival – Devonport Athletic Club	Devonport Oval	29-30 December

1.4.6 Participation Across Community Service Facilities and Events

The following tables shows the activities delivered across Council's recreation and sport facilities during November and December 2020.

Facility	Customers through the Door	Customers through the Door
	November 2019	December 2019
Devonport Recreation Centre	12,621	2,283
East Devonport Recreation Centre	3,038	1,724
TOTAL 2019	15,659	4,007

1.4.7 Recreation Facilities Usage

Usage for facilities for November and December are listed in the table below:

Facility	Room/Ground	Number of Bookings November	Number of Bookings December
Devonport Recreation Centre	Judo Room	11	4
	Meeting Room	7	6
	Sauna	37	26
	Squash	36	30
	Stadium	67	6
	Table Tennis Building	81	33
	Youth Centre	80	23
East Devonport Recreation and Function Centre (EDRFC)	Community Room	48	20
	Stadium	41	16

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

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	BTAS – State League	2-3/11/2019
	BTAS High School Championships	9-10/11/2019
	Devonport Gymnastics End of Year Extravaganza	23/11/2019
	Van Diemen Rollers end of year tournament (interstate teams)	30/11/2019
East Devonport Recreation and Function Centre	Primary Schools Readers Cup – Steve Martin	8/11/2019
	Stamp Club Expo – all day event	9/11/2019
	Devonport High School end of year activities	12/11/2019
	Devon Darts end of year weekend tournament	23-24/11/2019
	Elanora Christmas Party	2/12/2019
	Volunteer Christmas Breakfast	5/12/2019
	Bonorong Wildlife Seminar	7/12/2019

Special Recreation Events		
Facility	Event	Date
	Ageing Stronger Christmas Lunch	10/12/2019
	Housing Choices Christmas Lunch	12/12/2019

1.4.8 Splash Aquatic and Leisure Centre

Attendances including YTD comparison:

Centre Attendances including YTD Comparison:

Year to date comparison							
Attendees	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Nov-18	YTD
Casual Entry	3,061	2,923	3,939	4,775	4,150	4,097	18,848
Fitness Members	9,388	9,394	12,785	9,643	10,625	8,514	51,835
Learn to Swim	4,824	4,736	5,870	4,920	5,024	4,368	25,374
Lane Hire	549	650	980	507	596	622	3,282
Bookings	126	134	50	208	40	1,003	558
Total	17,948	17,837	23,624	20,053	20,435	18,604	99,897

1.4.9 Upcoming Sporting Events 2020

Future confirmed sporting events for the 2020 calendar year are provided in the table below. These events are sponsored by Council.

Upcoming Sporting Events		
Event	Facility	Date
National Skills Acquisition Program (SAP) – Junior under 12 soccer	Meercroft Park	21-23 February 2020
Devonport Triathlon	Mersey Bluff Precinct	29 February and 1 March 2020

1.4.10 Health and Well Being Programs

All programs have finished for 2019. Programs will recommence in February 2020.

East Devonport Boot Camp

East Devonport Recreation Centre - This program is conducted by staff from Council's Sport and Recreation Department, with support from the East Devonport Child and Family Centre.

Tai Chi - For seniors and people with Parkinson's, MS and Arthritis

Devonport Recreation Centre - This program is run by Council's Recreation Department staff.

Partnership with TAFE

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 and Function Centre. This program is run by Council's Sport and Recreation Department staff.

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

1. Email from Dr Clare Hawkins - re Don Reserve BioBlitz and Claws on the Line

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

Email from Dr Clare Hawkins Dec 2019

Dear Annette

I'm writing to thank you very warmly for your support for the Don Reserve BioBlitz, and for the new Claws on the Line project. It was completely wonderful to have you launch them both, and we really appreciated your thoughtful words.

At least 250 people were involved in the BioBlitz! We've had some lovely feedback - e.g. -

- 'Excellent. Enthusiastic and knowledgeable session leaders. Well organised events on the day.'
- 'The reserve was an excellent site to do the survey with children.'
- 'Children loved it - opened up their eyes to the environment that they often take for granted. They loved the challenge of trying to locate new species and were blown away by the knowledge the scientists had. Gave a greater appreciation to the natural wonders of our world'.
- 'Number 1 - the enthusiasm of the scientists was infectious'.
- 'An interesting couple of days and a great opportunity to network with like-minded people (i.e. lovers of nature).'
- 'The scientific equipment was amazing; binoculars, microscopes, etc.'
- 'Loved it. Didn't see platypus, night birds or many fungi but who cares great to be out in bush with other interested folk & at night safe as a female. Thank you lots.'
- 'It was fabulous! well run and amazing and resourced.'
- 'An excellent experience for our students and myself. We learned so much about the habitats and how important it is to look after them. It was great to feel part of the scientific community.'

I've sent out emails to thank all the leaders and assistants running the survey teams and stalls, and the organisations that supported their participation - including the University of Tasmania (who also provided microscopes, binoculars and other equipment), the University of Canberra, the Tasmanian Land Conservancy, the Tasmanian Parks & Wildlife Service WildSCOOL program and NRM Cradle Coast. And a big thanks to the enthusiastic participating schools, Our Lady of Lourdes and Andrews Creek Primary Schools. We also thank Devonport Regional Gallery for running a wonderful art activity recording some of the species found, Friends of Don Reserve for their help and guidance on site, and Sea Shepherd Australia - Marine Campaign and the Bass Strait Maritime Centre for running a litter clean-up of the area at the same time.

And of course, we hugely thank our co-organisers Devonport City Council, as well as our hosts Splash Devonport Aquatic and Leisure Centre, and Rotary Devonport South East for feeding us all! DCC Natural Resources Management Officer Phil Hrstich as our main point of contact did an incredible job calmly preparing for the event and liaising with schools and other contributors including the Splash Centre, Rotary, the Gallery, Sea Shepherd and the Maritime Centre. Knowing he's only part-time, I'm amazed and deeply appreciative of what he achieved. He went above and beyond to provide a fantastic BaseCamp that met everyone's needs. We also very much appreciated DCC staff Danielle O'Brien and Nigel Tapp's comms work, and particularly Danielle's boundless enthusiasm!

Photos taken during the BioBlitz are still being uploaded onto the app iNaturalist, and over 40 additional people from all around the world are helping identify the species from the photos. Numbers will fluctuate as this happens, and again when we tidy everything up to go onto the Natural Values Atlas, but we're currently at 250 species recorded in 30 hours! One for each person involved! (and actually, I've just heard we have four bats to add...). You can see the details via the project 'Don Reserve Extinction Matters BioBlitz' data link below. If you click on Filters, you can get more details on specific groups such as fungi, insects, birds etc.:

Email from Dr Clare Hawkins Dec 2019

https://www.inaturalist.org/observations?project_id=26498&place_id=any&verifiable=any&captive=any

There are some beautiful pictures. Both the Bookend Trust and DCC staff are also still posting additional pictures and updates on the Extinction Matters and Devonport Events Facebook pages

(<https://www.facebook.com/extinctionmatters/> and <https://www.facebook.com/devonportevents/>).

The Claws on the Line project is of course just beginning, but we'll keep DCC staff posted on progress. It's been a great start with lots of interest.

With very many thanks, once again -

Clare Hawkins

Dr Clare Hawkins
Citizen science coordinator, Bookend Trust
School of Natural Sciences | University of Tasmania | Private Bag 55 | Hobart | Tasmania 7001 | Australia

7.2 ARTS AND CONVENTION REPORT - NOVEMBER AND DECEMBER 2019

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, Culture and Convention departments during the period from 1 November 2019 to 31 December 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

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

DISCUSSION

1. ARTS AND CULTURAL DEVELOPMENT

1.1 Convention & Arts Centre Director update

- Met with the Australian Maritime Museums Council Board of Directors;
- Met with Tom Wootton, CEO of West by North West, Regional Tourism Tasmania;
- Met with Jenny Ryssenbeek, Executive Director of Victorian Association of Performing Arts Centres;
- Attended launch of Theatre North's 2020 Subscription Season;
- Attended launch of Burnie Arts and Function Centre's 2020 Subscription Season Launch;
- Met with Michael Smith, Conservation Project Officer – Collections, Port Arthur Historic Site Management Authority.

1.2 Devonport Regional Gallery

1.2.1 Gallery Exhibitions

Here at the Earth's End

Upper Gallery: 7 September – 24 November

Here at the Earth's End featured artists from the Council's Permanent Collection who act as both artists and activists through their practice, whether in relation to environmental, social or political issues of Tasmania's past, present and

future. These artists present the Tasmanian landscape as the site of human interactions, and as bearing the consequence of human actions. The title of the exhibition is taken from Margaret Scott's poem *In Tasmania*.

***flatland* – Tricky Walsh**

2020 Solo Commission Exhibition

Main Gallery: 28 September – 17 November

With reference to a novel of the same name, written in 1884 by Edwin Abbott, *flatland* was an exhibition of geometric exploration of our universe.

***The Natural Estate* – Laura Gillam, Joey Gracia and Callum Donoghue**

Emerging Artist Program

Little Gallery: 19 October – 24 November

In *The Natural Estate*, three Tasmanian artists used their experiences of growing up in regional towns to explore alternate narratives and landscapes neglected by glossy pamphlets and travel magazines. It questioned the popular representations of Tasmania as an island of dreams and possibilities, abundant with pristine wilderness and fine wine.

TasWater National Water Week 2019

Foyer Space: 21 – 27 October

A Kinder to Grade 6 A3 poster art exhibition on the theme '*It's time for a change*' organised by TasWater.

RACT Tasmanian Portrait Prize

Main Gallery: 23 November – 19 January 2020

The prize, which started in 2008, is open to artists 30 years old and under, across many disciplines, with past award recipients working in mixed media, print, photography, painting, video and drawing. The objective of the award is to foster the development of emerging Tasmanian artists and provide an opportunity for the public to appreciate their talents. As well as an opportunity to exhibit their works in a professional exhibition in a state-wide tour. The award offers a monetary incentive to assist the artist in their endeavours.



Opening of the RACT Tasmanian Portrait Prize, Friday 22 November 2019

Serene and Menacing - Olly Read

Emerging Artist Program

Little Gallery: 30 November 2019 – 5 January 2020

Serene and Menacing consists of material driven multimedia sculptural works exploring the metamorphic nature of flesh as being continually simultaneously formed, unformed, and deformed. Looking to tensions as reflecting the inherent poetic experience we have of our own bodies.

Rust, Resin and Reality - Darryl Rogers

Emerging Artist Program

Little Gallery: 30 November 2019 – 5 January 2020

Impermanence, permanence, transience and the timeless are symbolised in a series of 3D works where rust and resin are used as the primary sculptural medium. As a sort of physical manifestations of temporal extremes, these two materials in concert with assemblage, text and other detritus explore aspects of quantum physics, the metaphysical and other entangled bits of informed reality.

Extinction Matters BioBlitz - Don Reserve

Foyer Space: 11 November – 1 December

A display of drawings and paintings made by community members with the aim of documenting the creatures found during the Don Reserve BioBlitz on 9 November. The fourth Extinction Matters BioBlitz was organised by the Bookend Trust, in collaboration with Devonport City Council.



Artists working at the Don Reserve BioBlitz

Devonport City Cultural Items: Obi and Japanese Wooden Dolls

Foyer Space: 5 December - 19 January 2020

Obi: Japanese man's Obi – a belt worn with traditional Japanese kimono.

The Obi on display is believed to have been made in Kyoto, Japan. Purchased from an Antique Auction in Morioka, Japan by the Shinamori family. Gifted to Ralph Barden, January 2004. Gifted to the Devonport City Council Cultural Items Collection, December 2018.

Japanese Wooden Dolls, Japanese Doll, decorations and gift box. These items are part of the collection of cultural items gifted to the Devonport Sister Cities Association/Devonport City over the 20-year Sister City relationship with Minamata, Japan.

Modern Sublime – Images from the Robinson Collection

Upper Gallery: 7 December – 23 February 2020

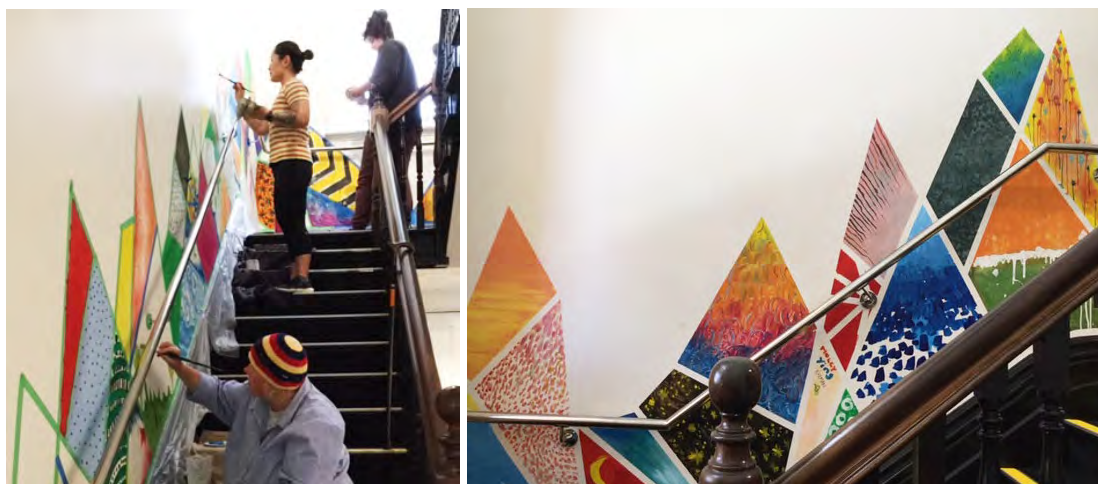
Traditionally, the 'sublime' has referred to feelings of awe inspired by nature. However, in the 20th century, the notion of the industrial sublime emerged - the feeling of awe induced by machines, technology and progress. *Modern Sublime* explores this idea, with focus on the Edgell factory. Devonport was once the largest processor of peas in Tasmania, thus playing a vital role in the economy of North West Tasmania. This exhibition traces the journey of the humble pea from harvest, to factory and store, through images which celebrate technology, machinery and production.

1.2.2 DRG Committee Update**Friends of the Gallery**

The Friends held their regular monthly committee meetings planning for the upcoming openings events.

The Droogs

The Droogs hold monthly workshops, which are open to anyone aged between 15–30 years. The workshops are followed by a meeting for the members of the committee. In November, Droogs members Angeline Drury, James Kennedy, Manisha Kernan, Ying Yang, Molly Turner and Uyen collaboratively designed and painted a mural in the paranapple arts centre stairwell. The mural contains 49 peaks which represent the heights of workshop participants at the gallery – people both old and young, who attend classes regularly at the Creative Space.

*Droogs Stairwell mural***1.3 Bass Strait Maritime Centre****1.3.1 Bass Strait Maritime Centre Update**

November and December saw five public programs; the Julie Burgess hosting Christmas parties; and more travelling exhibition workshops.

Travelling Exhibition Workshop

The development of a multi-museum travelling exhibition is spearheaded by staff at the Bass Strait Maritime Centre. Two more workshops were conducted in November and December; the first at Low Head Pilot Station and the second at the Circular Head Heritage Centre. The next workshop is in January at the BSMC to finalise and edit stories.

Australian Maritime Museums' Council Workshop

The second day of the AMMC Workshop was held 1 November with approximately 50 delegates. Feedback from the event was positive and opened communication with other Tasmanian museums.

The HMB Endeavour visit in March was discussed and the BSMC will be calling for volunteers to assist with programming around the visit.



AMMC Whale Sighting whilst on the Julie Burgess

Retail

Retail sales for November were double that of November 2018, with a significant increase in sales (37%) in December.

Cruise Ship Season

The Queen Elizabeth visited twice in December, resulting in 146 pax visiting the BSMC. The next cruise ship is the MAASDAM, scheduled to dock on 4 January 2020.

1.3.2 Current and Upcoming Exhibitions Calendar

Torquay Stories: East Devonport

26 July 2019 – February 2020

Exploring stories of courage and commitment, strength and resilience, and unknown gems on the eastern side of the Mersey River.

Cats and Dogs, All at Sea

February 2020 – August 2020

The next temporary exhibition will be a travelling exhibition from the Australian National Maritime Museum.

1.3.3 Education and Public Programming

November and December Education and Public Programming schedule included five events over two months with 119 people attending.

Maritime and History Talk with Snow Thomas

This talk focussed on the 1826 explorations of Van Diemen's Land Company surveyor Henry Hellyer and the settlement of the Devon region. Snow Thomas is a descendent of the Thomas family who settled at Northdown in 1828.

Beach Clean-up with Sea Shepherd

We once again partnered with Sea Shepherd for a successful beach clean-up on Coles Beach, continuing our Plastic Unfantastic work from the previous exhibition *Flow*.



Beach Clean-up with Sea Shepherd, and the plastic gun cartridges found during the clean up

Torquay Tales

A family friendly walking tour of East Devonport took place on 3 December and was booked out with a waiting list for the next one scheduled for 4 February. People learned more about the history, houses, and humans of early East Devonport and visited sites of historical significance, including the Torquay Baths, Victoria Hotel, and Police Point.



Torquay Tales walking tour and Volunteer Jim Rouse

1.3.4 Julie Burgess

There were three public sailings and two charters in November. There were three charters and two public sailings in December. The final sailing for the year was on 22 December and sailing in 2020 commences on 5 January.

1.4 Town Hall Theatre**1.4.1 2020 Visual and Performing Arts Season Launch**

The parnaple arts centre launched its 2020 Visual and Performing Arts Season on Wednesday 11 December. This was an opportunity for the community to get a sneak peek at all the exciting performances and exhibitions coming in 2020. The season offers an enticing mix of major Australian performing arts and touring exhibitions, exceptional award-winning performance and plenty of high-quality local productions and exhibitions.

A free brochure is now available at the customer service desk at the parnaple arts centre and tickets to all events are now on sale.

1.4.2 Theatre Performances and Events

The Town Hall Theatre was hired for a total of 10 days during November and December.

World Festival of Magic

Sunday 24 November

Presented by International Entertainment & Lions Club of the City of Devonport.

The World Festival of Magic was again hosted by the Lions Club of the City of Devonport. Local businesses sponsor tickets and members give them away to the socio-disadvantaged.

Stardust Dance Studio

Saturday 30 November

The final graduation concert for Stardust Dance Studio was held during the last week of November.

The Little Mermaid with Feature presentation Mary Poppins & Why the Hurry

Saturday 7 December

Presented by Caroline Small School of Dance, to two capacity audiences.

John Waters – Dylan Revisited

Monday 9 December

Abstract Entertainment presented a homage to Bob Dylan performed by John Waters.

Arabian Nights

Saturday 14 December

Presented by KC Studio of Dance.

Kellie Gossage's Studio of Dance specialises in Jazz, Broadway, Ballet, Song and Dance, Contemporary and Lyrical. Her annual graduation concert continues to attract capacity audiences.

A Celtic Christmas

Sunday 22 December

Presented by Pace Entertainment Pty Ltd.

The team at 'A Taste of Ireland' presented their seasonal production, 'A Celtic Christmas' to Devonport for the very first time. With an all new story, 'A Celtic Christmas' transported the audience to a time and place where music and dance are the cornerstones of celebration.

1.4.3 paranple arts centre Audience and Ticketing

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	World Festival of Magic (2 Performances)	Lions Club of the City of Devonport	750
	Celebration Concert	Stardust Dance Studio	64
	The Little Mermaid with feature presentation Mary Poppins & Why the Hurry (2 performances)	Caroline Small School of Dance	780
	John Waters – Dylan Revisited	Abstract Entertainment	241
	Arabian Nights	KC Studio of Dance	435
	A Celtic Christmas	Pace Entertainment	403
Totals			2,673

The following table shows the Theatre hire for the November and December period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	2	2	644
Community Hire	5	6	2,029
Presenter Season	-	-	-
Totals	7	8	2,673

A summary is provided for all performances and events sold through the paranple arts centre Box Office for the November and December period.

Box Office/Agency Sales	Number of Tickets Sold
paranple arts centre performances	1,071
External Ticketed Events	-
Ticketmaster Events	208
Ticketek Events	27
Totals	1,306

1.4.4 Coming Events

- Scottish Power – Saturday 18 January
- Charmaine Wilson, The Australian Medium – Friday 28 February
- Ross Noble – Wednesday 4 March
- Bjorn Again – Saturday 7 March
- Melinda Schneider: A Farewell to Doris – Thursday 12 March
- Billy Ward: The Iraq Adventure – Friday 13 March
- 50 Shades: The Musical Parody – Tuesday 17 March

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 November and December period.

Facility	Customers through the Door November 2019	Customers through the Door December 2019
paranaple art centre	3,637	4,205
<i>Devonport Regional Gallery (Main Gallery Entrance)</i>	565 ¹	550 ¹
<i>Town Hall - Audience</i>	814 ¹	1,859 ¹
Bass Strait Maritime Centre	687	701
Julie Burgess	45	68
Totals	4,369	4,974

¹ Included in paranaple arts centre total

1.5.1 Education and Public Programs – November and December

Devonport Regional Gallery Program	Attendance	Date
Devonfield Workshop Community Access in Creative Space	17	5-Nov
Outreach SPACE - working on 2020 Youth exhibition - This is Us	4	5-Nov
Create & Make	22	5-Nov
Create & Make	12	6-Nov
Outreach - Reece High workshop for youth exhibition - This is Us	16	7-Nov
Youth Arts	8	11-Nov
Devonfield Workshop Community Access in Creative Space	25	12-Nov
Create & Make	23	12-Nov
Create & Make	14	13-Nov
Outreach Devonport community house, Mary Binks wetland paver project	15	18-Nov
Youth Arts	7	18-Nov
Books + Art	5	18-Nov
Devonfield Workshop Community Access in Creative Space	24	19-Nov
Create & Make	19	19-Nov
Droogs mural painting in pac stairwell	4	20-Nov
Create & Make	15	20-Nov
Droogs mural painting in pac stairwell	5	21-Nov
RACI Tasmanian Portraiture Prize Opening	45	22-Nov
Outreach Dev Community House mosaic group, Mary Binks paver project	12	25-Nov
Youth Arts	4	25-Nov
Devonfield Workshop Community Access in Creative Space	22	26-Nov
Create & Make	23	26-Nov
Create & Make	11	27-Nov
Droogs Group- Crochet	2	28-Nov
Outreach Devonport Community House, Mary Binks wetland paver project	5	2-Dec
Devonfield Workshop Community Access in Creative Space	22	3-Dec
Outreach - Munnew, Mary Binks wetland paver project	15	4-Dec

Pre-Exhibition pre-opening talk with Olly Read on <i>Serene and Menacing</i> and Darryl Rogers on <i>Rust, Resin & Reality</i>	16	6-Dec
Exhibition Openings <i>Serene and Menacing, Rust Resin and Reality & Modern Sublime</i>	31	6-Dec
Devonfield Workshop Community Access in Creative Space	25	10-Dec
Outreach Munnew Christmas lunch entertainment	60	10-Dec
Outreach Munnew Mary Binks wetland paver project	20	12-Dec
Books + Art	9	16-Dec
Devonfield Workshop Community Access in Creative Space	20	17-Dec
Bass Strait Maritime Centre Program		
Beach Clean-up with Sea Shepherd	29	9-Nov
Maritime and History Talk with Snow Thomas	50	12-Nov
Roving Curator Workshop: Low Head Pilot Station	7	13-Nov
Torquay Tales Walking Tour	23	3-Dec
Roving Curator Workshop: Circular Head Heritage Centre	10	5-Dec
Education and Public Programs Total	696	

1.6 paranple convention centre

1.6.1 Meetings at paranple convention centre

During November and December, the DCC meeting rooms held 83 events along with 14 events in the convention centre. Total attendance 2,789.

Events held in the paranple convention centre:

Facility	Event	Presented by	Audience Attendance
paranple convention centre	AMMC Conference	Australian Maritime Museum Council	45 x 2 days
	Simplot Training	Simplot Australia	120 x 3 days
	WIMDOI National Conference	Maritime Union of Australia	154 x 3 days
	Community Conversations	UTAS, DCC & Living & Learning	40
	Annual Devonfield Dinner	Devonfield	182
	Welfare Association Dinner	Cement Australia	70
	GSA SGGMP Biennial Conference	Geological Society of Australia Inc.	50 x 3 days
	REIT Christmas Dinner	North West REIT Branch Committee	94
	Christmas Dinner	Sun Pharma	45
	Christmas Cocktail Party	Nubco	121
	Mindfulness Professional Learning Session	Don College/Hellyer College	140
	Christmas Cocktail Party	Fiducian Financial Services	67
	High School Leavers Dinner	Devonport High School	118
	Christmas Luncheon	Fairbrother	53



Devonport High School Market Square arrivals

1.7 Tourism

1.7.1 Tourism Development Strategy

The paranaple arts centre continue their involvement with the TVIN (Tasmanian Visitor Information Network). The development and distribution of free regional tourist maps has been the main focus of the period.

1.7.2 Cradle Country Marketing Group (CCMG)

The Cradle Country Marketing Group are now monitoring and have set indicators in place to measure the return on recent advertising of the region.

1.7.3 Regional Tourism Organisation (RTO)

Staff have had the opportunity to attend a number of workshops conducted by the RTO. This has allowed the organisation to have input and ask questions of the new tourism strategy currently being drafted.

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 - NOVEMBER AND DECEMBER 2019

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 November and December 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 November and December 2019:

Report to Governance, Finance & Community Service Committee meeting on 20 January 2020

REG/529	Plan of Survey - Folio Reference CT176614-2 - SA2007.0022 - Horrie Court	1/11/2019
REG/530	Lease Agreement - Crown Land & DCC - River Road Ambleside	7/11/2019
REG/531	Part 5 Agreement - Gympie11 Pty Ltd -v- Devonport City Council	8/11/2019
REG/532	Plan of Survey - Folio CT171563-4 & CT171563-5 - PA2017.0132	8/11/2019
REG/533	2019-20 Levelling the Playing Field Grants Program - Devonport Football Club Change Room Redevelopment	12/11/2019
REG/534	2019-20 Levelling the Playing Field Grants Program - Upgrade of facilities at Meercroft Park	12/11/2019
REG/535	2019-20 Levelling the Playing Field Grants Program - East Devonport Football Club new change rooms for players and umpires	12/11/2019
REG/536	Plan of Survey - Folio 9451-107 & 9451-106 - PA2018.0169 - 50 Highfield Road, Ambleside	19/11/2019
REG/537	Amendment to Sealed Plan No 61595 - Register Volume 61595 Folio 2 and Volume 61595 Folio 3	28/11/2019
REG/538	Amendment to Sealed Plan Number 61595	28/11/2019
REG/539	Grant Deed - Crown in Right of Tasmania and Devonport City Council - Bus Shelter - Rooke Street, Devonport	28/11/2019
REG/540	Plan of Survey - F/R 9307-5, F/R 155744-6 - PA2016.0149	28/11/2019
REG/541	Licence Agreement - Devonport City Council to Laycraft Pty Ltd	3/12/2019
REG/542	Deed of Loan - Devonport City Council and Devonport Gymnastics Club Inc	4/12/2019
REG/543	Plan of Survey - Hardball Park Pty Ltd - Folio 176816/63 - SA2011.0011	4/12/2019
REG/544	Transfer - Pipeline & Services Easement - DCC to TasWater - 150489/1	16/12/2019
REG/545	Application for Cancellation of Caveat - 121187/1 & 61595/2	16/12/2019
REG/546	Grant Deed - Department of State Growth and Council - Provision of new bus stops, existing bus top upgrades and nominated removals as part of bus stop infrastructure in Devonport	17/12/2019
REG/547	Schedule of Easements - 61595/1; 61595/2; 61595/3; & 121187/1	17/12/2019
REG/548	Final Plan of Survey - 101A Brooke Street, Driftwood Sands Tas Pty Ltd	20/12/2019
REG/549	Deed of Variation - State Govt - Maidstone Park Lighting Project	24/12/2019

1.2. Property Management Update

Council Officers worked on a number of property matters during November and December including the following:

- Liaison with Crown Land Services in relation to the lease of land and works applications for the Coastal Pathway; and application for works on the pedestrian access to Back Beach at the Bluff has been received;
- Commenced handover of the Food Pavilion with PPD Pty Ltd to include facility management, tenant management and Sunday markets;
- Annual site visit and inspection at Mersey Bluff Caravan Park;
- Creation of easement for TasWater infrastructure at 108 Tarleton Street and subsequent adhesion of easement to the title;
- Liaison with real estate agents in relation to the sale of 92 Formby Road and 39A Canning Drive;
- Progression of the municipal boundary adjustment between Council and Kentish Council. Consent to proceed has now been received from Kentish Council and letters sent to landowners; and
- Liaison with receivers for Harris Scarfe.

1.3. Report of the Auditor-General No 1 of 2019-20

The recent Report to Parliament prepared by the Auditor-General in relation to Procurement in Local Government contained five recommendations specific to Council. Council agreed to implement all five recommendations when it considered the Report at the October 2019 Council meeting. (Min No 220/19 refers)

Recommendation 4 stated the following:

'In negotiating a commercial contract for the supply of goods and services, in the absence of a public tender because of extenuating circumstances, DCC should sufficiently document its assessment of the reasonableness of amounts payable under the contract.'

The attached Code for Tenders and Contracts has been amended to include this requirement when the exemption for extenuating circumstances is relevant. The nature of this exemption is such that Council officers will need to determine the most appropriate assessment of amounts payable under the proposed contract on a case by case basis, however the process and result of the assessment will be documented and reported as part of the decision making process.

1.4. Councillor's Attendance

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

	Council	Planning Authority		Governance, Finance & Community Services		Infrastructure, Works & Development		Workshops
No. of Meetings	8	4		3		3		11
Attendance		Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Cr A Rockliff	8	4	0	3	0	0	3	11
Cr J Alexiou	8	4	0	3	0	0	3	11
Cr G Enniss	7	0	2	3	0	3	0	10
Cr P Hollister	7	4	0	0	3	3	0	11
Cr A Jarman	8	0	4	2	0	2	0	9
Cr L Laycock	8	0	3	2	0	3	0	9
Cr S Milbourne	8	4	0	3	0	0	3	11
Cr L Murphy	8	4	0	0	2	3	0	11
Cr L Perry	8	3	0	0	2	3	0	10

1.5. Human Resources

1.5.1. Recruitment

Staff positions advertised November and December 2019

Position	Department	Work Location
Civil Works Serviceperson	Infrastructure Works and Development	Works
Building Maintenance Tradesperson (Carpenter)	Infrastructure Works and Development	Works
Statutory Compliance Officer (internal only)	Infrastructure Works and Development	paranaple centre
Civil Engineer	Infrastructure Works and Development	paranaple centre
Creative Learning and Public Programs Officer	Convention and Arts	paranaple arts centre
Curator	Convention and Arts	paranaple arts centre
Revenue Coordinator	Corporate Services	paranaple centre
Asset Management Coordinator	Infrastructure Works and Development	paranaple centre
Design Officer	Infrastructure Works and Development	paranaple centre
General Manager (advertised externally by McArthur)	General Management	paranaple centre

Staff Appointments November and December 2019

Position	Name	Department	Work Location
Attendant (Part-time)	Sarah Myers	Convention and Arts	paranaple arts centre and Bass Strait Maritime Centre
Student Engineer (Casual)	Krishna Patel	Infrastructure Works and Development	paranaple centre
Statutory Compliance Officer	Rodney Flude	Infrastructure Works and Development	paranaple centre
Creative Learning & Public Programs Officer	Eve Williams	Convention and Arts	paranaple arts centre
Revenue Coordinator	Tharaka Nuwan	Corporate Services	paranaple centre
Civil Works Serviceperson	Luke Elmer	Infrastructure Works and Development	Works
Civil Engineer	Jamie Fawkner	Infrastructure Works and Development	Works
Building Maintenance Tradesperson (Carpenter)	Luke Trimper	Infrastructure Works and Development	Works
Environmental Health Officer (Casual)	Karen Welsh	Infrastructure Works and Development	paranaple centre
General Manager	Matthew Atkins	General Management	paranaple centre

Staff Departures November and December 2019

Position	Name	Department	Work Location	Date Effective
Civil Works Serviceperson	Fletcher Kent	Infrastructure Works and Development	Works	1/11/2019
Revenue Coordinator	Debbie Keating	Corporate Services	paranaple centre	5/11/2019
Curator	Erin Wilson	Convention and Arts	paranaple arts centre	6/12/19
Creative Learning and Public Programs Officer	Debbie Qadri	Convention and Arts	paranaple arts centre	12/12/19
Asset Management and Systems Support Coordinator	Scott Russell	Infrastructure Works and Development	paranaple centre	13/12/2019
Civil Engineer	Amandeep Singh	Infrastructure Works and Development	paranaple centre	13/12/2019

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 *	4 Claim	2	\$ 78,343.53

30/6/2019 *	12 claims	2	\$275,973.89
30/6/2018 *	6 claims	1	\$ 87,752.48
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

Commentary:

* Claim/s remaining open in this year ending.

New Workers Compensation claims for the period

One new claim lodged in November 2019 and claim closed.

No claims lodged in December 2019.

1.5.2. Work Experience

Date	Work Experience Program	Student	Location of placement
5/11/2019 to 8/11/2019	Regional Employment Trials Project/Cradle Coast Authority/National Job Link	Graham Burns	Infrastructure Works and Development – Waste Management Spreyton

1.5.3. Staff Training

Issued Date	Training Description	No of employees	Department	Location
1/11/2019	Wise Waterways Workshop	1	Community Services	paranaple centre
November 2019	Control Traffic with a Stop Slow Bat and Implement Traffic Management Plan	2	Infrastructure Works and Development	Works
12/11/2019 to 14/11/2019	LEAN Leaders training	4	Various	paranaple centre
Various dates November 19	AvePoint Connect Training	8	Various	paranaple centre
18/11/2019 & 19/11/2019	CIA Asset Systems, registers, structure and Financial aspects	1	Corporate Services	paranaple centre
20/11/2019	Navigating Social Media	4	Community Services, Infrastructure Works and Development and Organisational Performance	paranaple centre
12/11/2019 to 14/11/2019	On-site waste water management	3	Infrastructure Works and Development	paranaple centre
20/11/2019	Payroll TechnologyOne User Group meeting	4	Corporate Services and Organisational Performance	paranaple centre

Issued Date	Training Description	No of employees	Department	Location
26/11/2019	Oiled Shoreline Clean Up	1	Infrastructure Works and Development	paranaple centre
12/12/2019	Practical ethics for managers (Integrity Commission)	1	Corporate Services	paranaple centre

1.5.4. Health & Wellbeing

The 2019/20 Health and Wellbeing program was actively promoted 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:

- Promotion of White Ribbon Day and White Ribbon Day's Walk the Talk event;
- Two Information sessions on Wills and Powers of Attorney delivered by Community Services Manager;
- Two Information sessions on Road Safety Awareness/Drink Driving awareness delivered by Neil Spark from the Road Safety Advisory Council; and
- Promotion of workplace counselling.

1.5.5. Devonport City Council Enterprise Agreement

Devonport City Council has given notice to employees that it is bargaining in relation to the *Devonport City Council Enterprise Agreement 2020* in accordance with Schedule 2.1 – Notice of employee representational rights, (regulation 2.05) *Fair Work Act 2009*, subsection 174(1A).

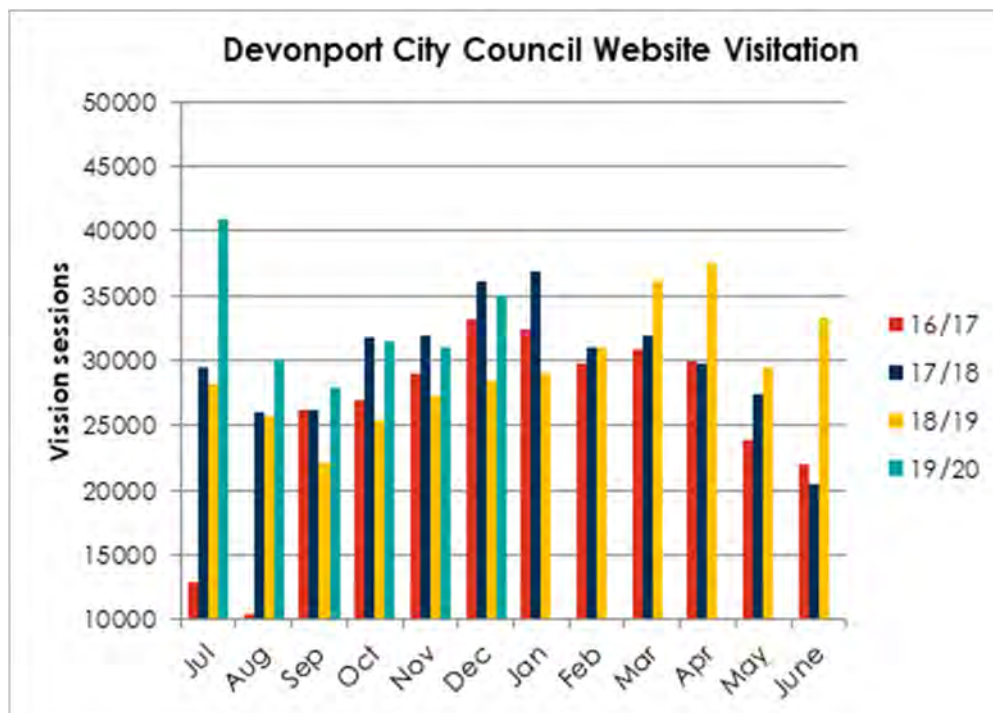
1.6. Corporate Communication – November and December 2019

1.6.1. Devonport City Council Website

Visitation to Council's website in November and December continued to show solid improvement over the same period in the previous year, rising by 13.2% in November and 22.9% in December.

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 and exceeding 60% during the holiday period.



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 with waste arrangements and Christmas-New Year celebrations an understandable focus for many users during the reporting period.

Devonport City Council Website Statistics	November 2019	December 2019
Total visitor sessions	14,703	18,584
Total page views	30,977	35,016
Average daily sessions	490.10	599.48
Average session duration (minutes)	1:35	1:18
Average page views per visit	2.11	1.88
Device Category		
• Desktop	49.79%	61.20%
• Mobile	50.21%	38.80%
Top 10 Pages	1. Council/Council Meetings 2. Council/Get Involved/ Employment/ Employment Opportunities 3. Contact us 4. Building-development/ planning/advertised planning permit applications/ 5. What's on Devonport 6. Live/residents/rubbish waste recycling/waste transfer station	1. Events/new-years-eve 2. Events/2019 Devonport Christmas parade 3. Council/get involved/ employment/employment opportunities 4. Live/residents/rubbish waste recycling/weekly rubbish collection 5. What's on/Devonport 6. Contact us 7. Building/development/ planning/advertised planning permit applications

Devonport City Council Website Statistics	November 2019	December 2019
	7. Events/monster carnival Devonport 8. Council/forms and payments 9. Contact us/how to contact us 10. Live/your community/cemeteries/Cemetery search	8. Live/residents/rubbish waste recycling/waste transfer station 9. 2019 Christmas parade registrations now open 10. Council/forms and payments

1.6.2. Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council's community consultations. During the reporting period one community consultation was undertaken, which is still current.

- Draft Disability Inclusion Plan

1.6.3. Social Media

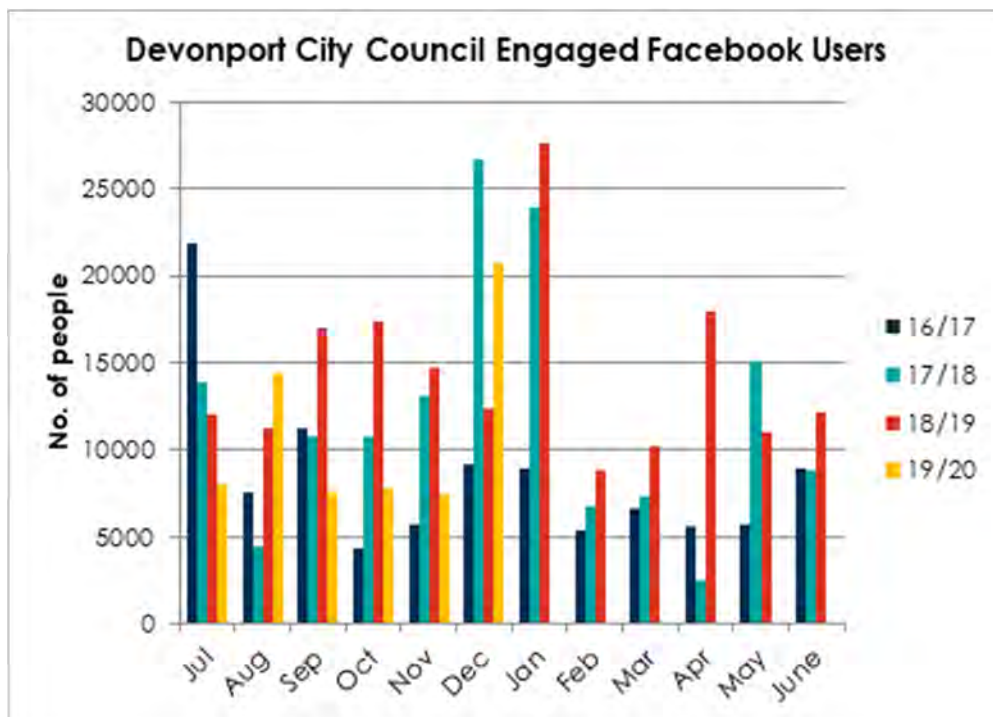
Council currently utilises both Twitter and Facebook as social media tools to engage with the community and local media.

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

Council currently operates eleven (11) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Jazz, Devonport Events, Bass Strait Maritime Centre, paranapple arts centre (available via Devonport Entertainment & Convention Centre), Living+Learning Devonport, Devonport Regional Gallery, 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	November 2019	December 2019
Facebook Followers: Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	8,102 TY (7,063 LY) +14.7%	8,280 TY (7,164 LY) +15.6%
Facebook Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	92,494 TY (96,619 LY) -4.3%	178,260 TY (117,076 LY) +52.3%
Facebook Engaged Users: Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	7,396 TY (114,669 LY) -49.6%	20,708 TY (12,341 LY) +67.8%



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

November 2019	December 2019
<ol style="list-style-type: none"> 1. Warm water pool to be closed for a month – 25/11/19 – 7.3K 2. Position Vacant-Civil Works Serviceperson – 12/11/19 – 5.7K 3. Temporary closure of public street – 28/11/19 – 5.3K 4. Fenton/Stewart Sts blackspot to be remedied – 26/11/19 – 4.2k 5. Position Vacant-Creative Learning Program – 13/11/19 – 4.1K 6. Work begins on Waterfront Park – 27/11/19 – 4.0K 7. Temporary closure of public street-school triathlon – 25/11/19 – 4.0K 8. Owner sought for lost sheep – 14/11/19 – 3.9K 9. Happy National Recycling Week – 15/11/19 – 3.5K 1. Position Vacant-Curator – 13/11/19 – 3.3K 	<ol style="list-style-type: none"> 1. Christmas Parade postponed – 6/12/2019 – 48.8K 2. Christmas-New Year waste arrangements – 20/12/2019 – 13.5K 3. Garbage collection reminder – 30/12/2019 – 8.6K 4. Temporary closure of public streets – 9/12/2019 – 7.4K 5. Council appoints new GM – 23/12/2019 – 6.2K 6. Don't forget the Christmas Parade - 4/12/2019 – 5.3K 7. Devonport gets set to ring in 2020 – 27/12/2019 – 5.2K 8. DSG roadworks – 2/12/2019 – 5.2K 9. Did You Know (public toilets Don Hall) – 5/12/2019 – 5K 10. paranple centre to reopen at 12.30 – 9/12/2019 – 4.7K

1.6.4. Publications & Media

During the month of November, Council issued eight media releases, alerts, comment statements and invitations:

- Don Reserve BioBlitz planned
- Work begins on Waterfront Park
- Public feedback sought on Draft Disability Inclusion Plan
- Tasmanian Portrait Prize exhibition to open in Devonport
- Media Comment-General Manager's job advertisement

- Media Comment – Providore Place rates
- Media Comment – Splash Pool closure
- Media Comment – Waterfront Park works

During the month of December, Council issued ten media releases, alerts, comment statements and invitations:

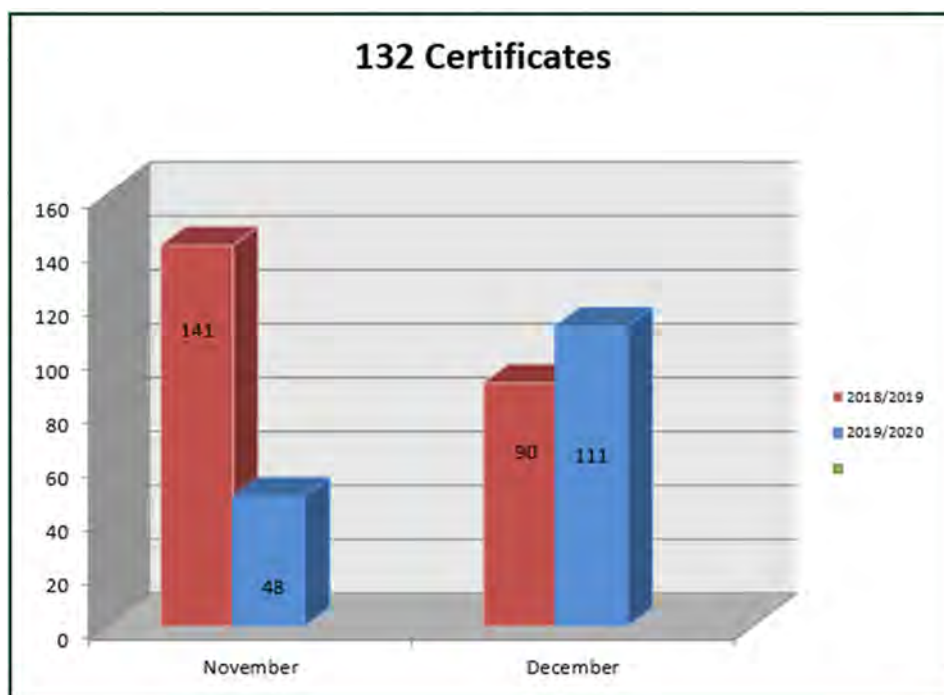
- New exhibitions opening
- Visual and performing arts season launched
- New life rings installed at the Mersey Bluff
- 100th birthday celebrations planned for Harbour Master residence
- New development application for waterfront hotel
- Media Comment in relation to Providore Place head lease x2
- New venue for Devonport's New Year celebrations
- Media Comment in relation to crossing concerns King and Steele Streets
- Media Comment in relation to Julie Burgess EOIs

2. CORPORATE SERVICES

2.1. Finance

2.1.1. S132 Certificates

During the months of November and December 2019, the Finance Team issued 159 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. The following graph is a comparison to the previous year.



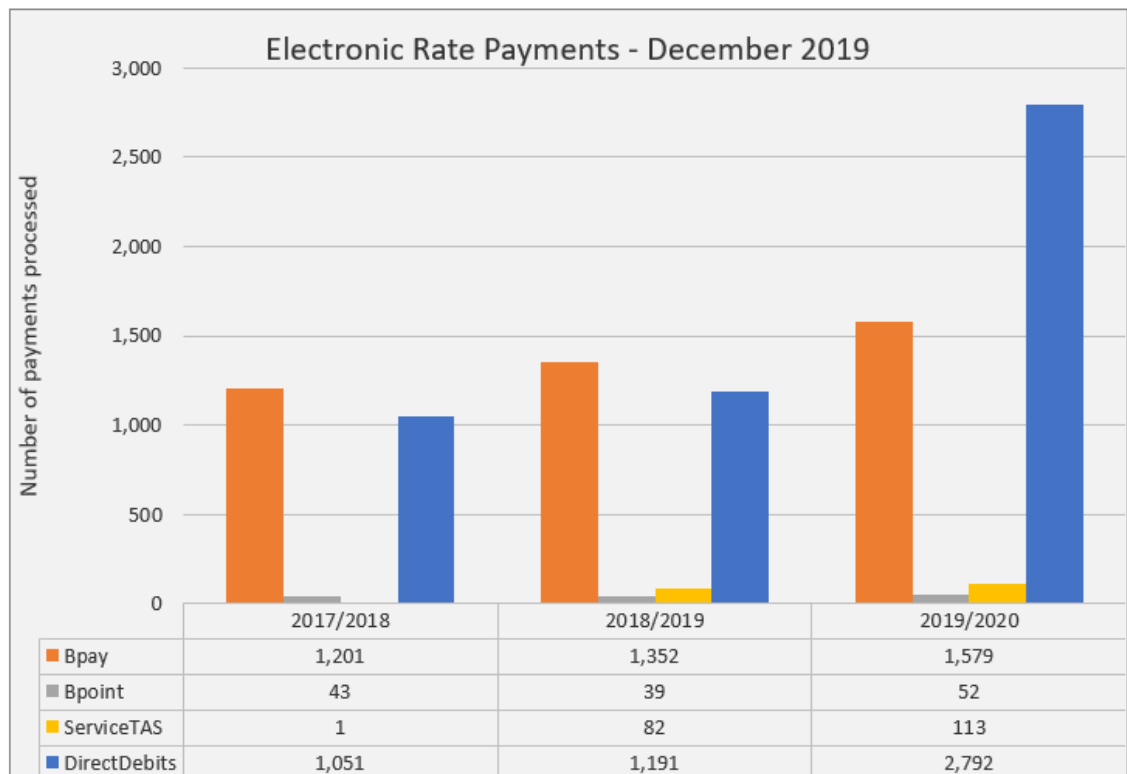
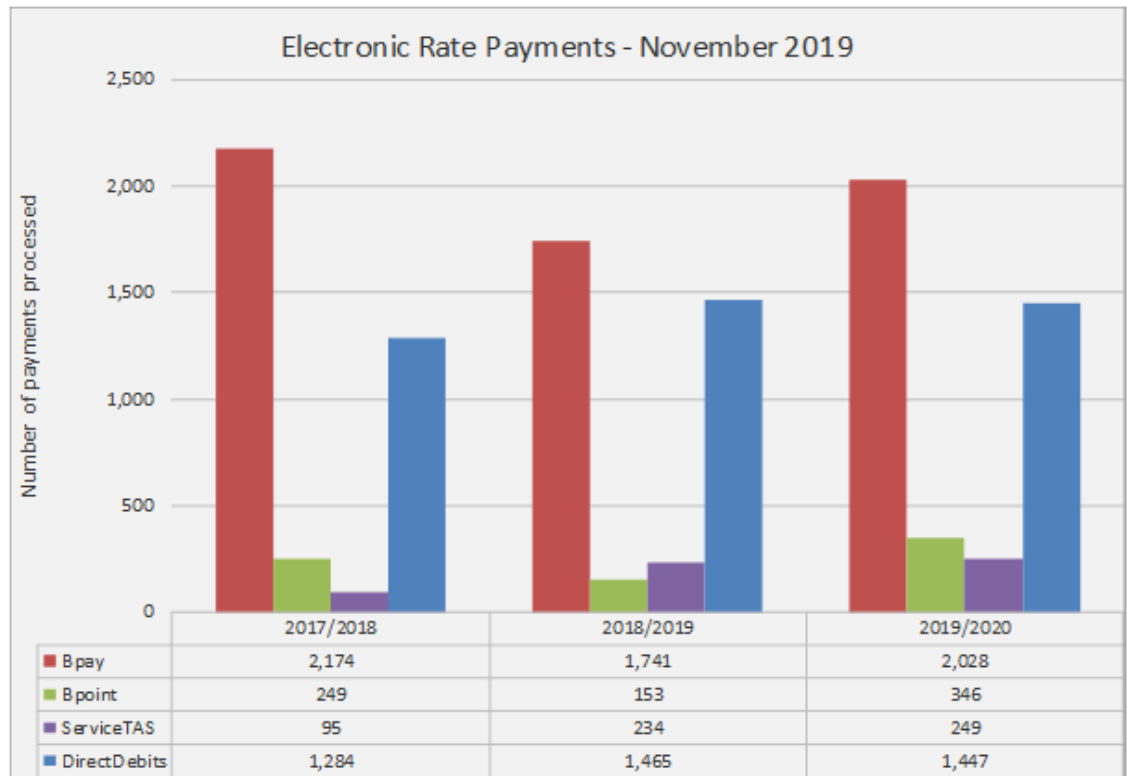
2.1.2. Rate Statistics

Percentage of Rates Paid*

	2017/2018	2018/2019	2019/2020
November	56.07%	58.24%	64.71%
December	63.39%	65.92%	66.46%

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

Number of Electronic Rate Payments Processed



2.2. Parking

2.2.1. Parking Statistics

November

Income – Car Parks (Total)	18/19	19/20	Commentary
November	\$71,383	\$68,940	Occupancy and income remained consistent.

Income from Meters	18/19	19/20	Commentary
November	\$47,021	\$67,964	Slight occupancy increase. Timing of cash collections boosts 19/20 numbers.

Infringements Issued	18/19	19/20	Commentary
November	1,324	957	EasyPark continues to increase in utilisation along with the Multi-Level leading to a reduction in infringements.

Income – Multi-level Car Park	18/19	19/20	Commentary
November	\$15,488	\$18,130	Increased use, in November 2019 compared to same time last year

Total Parking Income	18/19	19/20	Commentary
November	\$241,766	\$221,558	Overall occupancy counts show very slight increase in usage of parking spaces. Infringements issued have reduced due to EasyPark and use of CBD ML carpark.

December

Income – Car Parks (Total)	18/19	19/20	Commentary
December	\$65,132	\$68,313	Occupancy and income remain consistent with a slight increase in utilisation

Income from Meters	18/19	19/20	Commentary
December	\$41,314	\$56,834	Occupancy has increased. EasyPark has introduced added convenience.

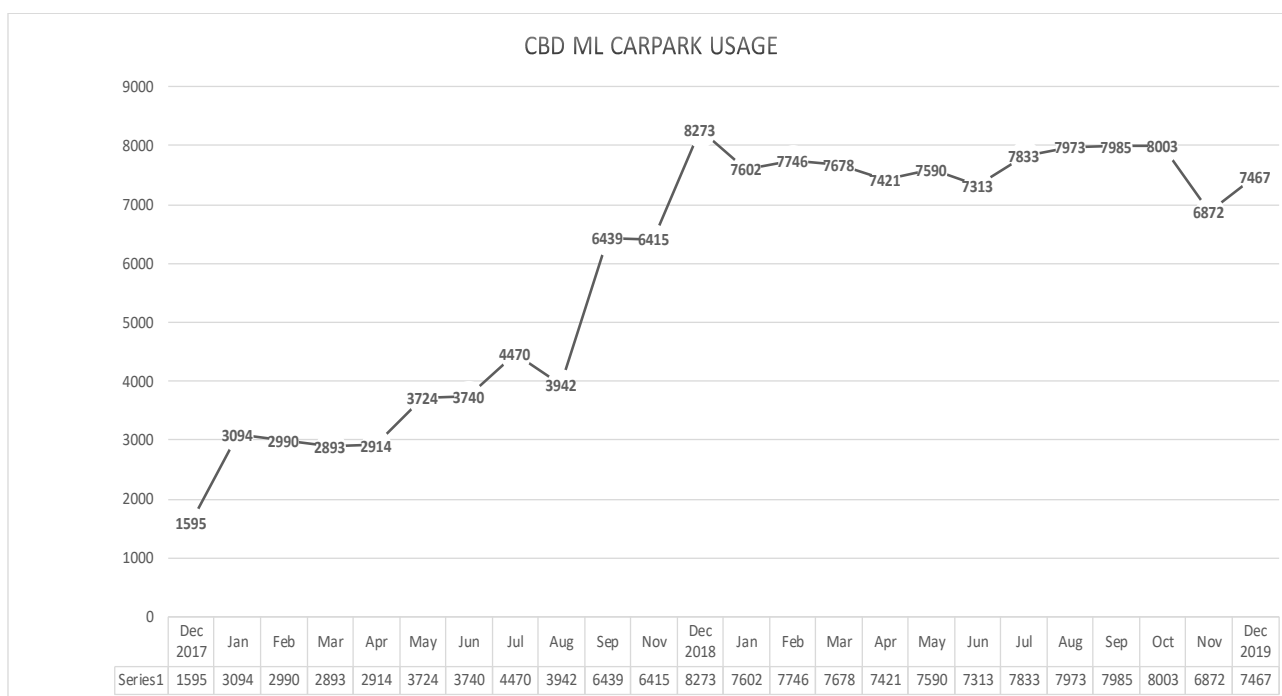
Infringements Issued	18/19	19/20	Commentary
December	1,012	1,270	Increase in infringement driven by increased occupancy.

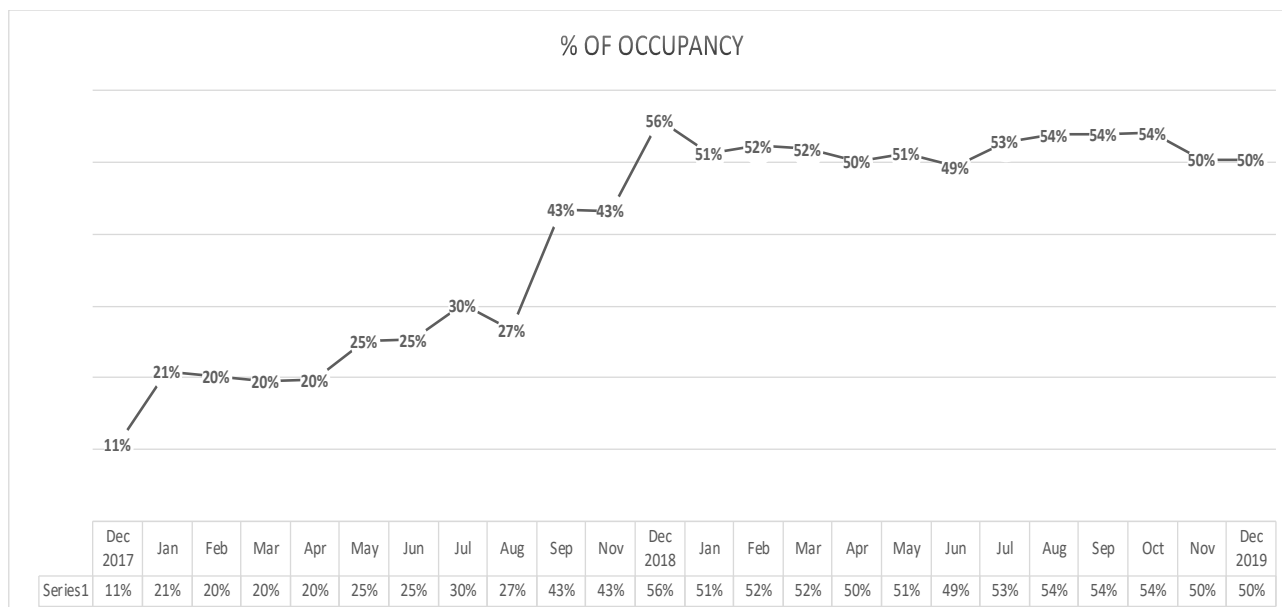
Income – Multi-level Car Park	18/19	19/20	Commentary
December	\$15,467	\$17,853	Continued increase in utilisation compared to same period last year

Total Parking Income	18/19	19/20	Commentary
December	\$152,072	\$220,458	Occupancy continues to show an increase in utilisation of on street parking, carparks and the Multi-Level. Permits, fines received and MPES are all up substantially over the same period last year.

Total parking income YTD	18/19	19/20	Commentary
December	\$1,288,300	\$1,230,099	<p>Easy Park usage has increased 417% on parking meters and 261% in carparks since this time last year which has driven increased meter and carpark income.</p> <p>The CBD ML Carpark usage has also increased.</p> <p>Both these increases mean people are paying to park rather than receive a parking infringement, which results in decreased infringement revenue.</p>

2.2.2. Multi Level Carpark Usage Statistics





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	Complete
Visit Devonport	Complete
paranple convention centre	Complete
Bass Strait Maritime Centre	February 2020
paranple arts centre	March 2020

Council's forms continue conversion from PDF to electronic forms. More than 60 forms have been converted to electronic forms to date. A Road Closure Application form has been released saving on Council administration time and providing increased convenience to the community.

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 significant operational and financial benefits.

The project is known as Project Transform. The project commenced on 11 November 2019. Workshops with TechnologyOne were conducted in the last two weeks of November. The solution provider will deliver a Configuration Design Document that aligns with Council's requirements. This document has a target sign off date of 31 January. Configuration of the Test environment will commence in February.

Project Transform required a transition of Procure to Pay to TechnologyOne's Ci Anywhere and this is currently underway with new Procure to Pay processes and

the supporting system targeting to Go Live at the end of February. All employees have transitioned to electronic timesheet as a requirement of the Asset Management implementation.

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.

Council selected AvePoint Cloud Records, which works in conjunction with Microsoft SharePoint. The transition from HP Records Manager to AvePoint commenced in March 2019 and completed in December 2019. More than 1.2 terabytes of records equating to more than 1 million documents were migrated from HP Records Manager to SharePoint.

The solution allows 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. Council will realise substantial ongoing savings as Cloud based solutions costs are often substantially less than comparable on premises hosted solutions.

2.3.4. Remote Site Networks and Telecoms

Council transitioned to Telstra's LAN as a Service at paranapple centre and paranapple arts centre in 2018 when employees moved into the new offices providing a more reliable network that is provided and managed as a service by Telstra.

The paranapple centre and arts centre also transitioned from a self-hosted telecommunications system to a cloud hosted solution provided by Telstra called TIPT.

Stage 2 of this project includes the deployment of LAN as a Service and TIPT at all of Council's remaining sites to include:

- Depot
- Waste Transfer Station
- Bass Strait Maritime Centre
- Devonport Recreation Centre
- Mersey Vale Cemetery

All sites were successfully transitioned to LANaaS in December 2019. The TIPT phone service will be implemented the week of 13 January 2020 across the sites previously listed.

This project has delivered a common platform across Council locations, simplifying the network and telecommunications infrastructure while delivering greater reliability, ease of use and substantial added value.

2.3.5. Council Chamber Microphones and Audio

The microphones used in the Council chambers to enhance sound through the speakers and for the recordings is more than 10 years old. The system has been exhibiting a number of issues that have diminished the quality of the audio and recordings during meetings.

Every attempt has been made to resolve the technical issues, but the age of the wireless microphones continue to show instability connecting to the wireless infrastructure.

New equipment has been ordered and the expected delivery date is late January. The Technical Operations Co-ordinator will commence the installation after the new equipment arrives.

2.3.6. Customer Service Integration with Service Tasmania

Service Tasmania are now processing a majority of all Council transactions leading to a substantial reduction in transactions to Council's counters 7 and 8 on the ground floor. This coupled with an increase of online transactions using Council's web site and electronic forms will permit Council to assess the decommissioning of counters 7 and 8 on the ground floor.

Council commenced a trial in December decommissioning counter 7 and 8 on the Ground Floor. Given the minimal transactions being escalated by Service Tasmania to Council, there are very few that have a need to go to Level 2 reception for service. Feedback from the first four 4 weeks has proven positive and a determination will be made by early February as to whether or not a permanent decommissioning of the counters is sustainable.

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 matters of interest.

ATTACHMENTS

1. Code for Tenders and Contracts - 22 July 2019

RECOMMENDATION

That it be recommended to Council that:

- a) the Governance and Finance report be received and noted; and
- b) the revised Code for Tenders and Contracts which addresses the Tasmanian Audit Office procurement report recommendation 4 be adopted.

Author: Position:	Robyn Woolsey Executive Assistant Management	General	Endorsed By: Position:	Matthew Atkins General Manager
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Code for Tenders and Contracts



The City with Spirit

Adopted 20 October 2014

Revised version adopted by Council 22 July 2019 - minute number 153/19



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1 Introduction

The purpose of this Code for Tenders and Contracts ('the Code'), is to provide a policy framework on best practice Tendering and Procurement methods in line with the legislative requirements of the *Local Government Act 1993* ('the Act') and the *Local Government (General) Regulations 2005* (or successor legislation) ('the Regulations').

With this Code, Council aims to achieve the Tendering principles of:

- open and effective competition;
- value for money;
- enhancement of the capabilities of local business and industry; and
- ethical behaviour and fair dealing.

This Code:

- is consistent with the Act and the Regulations; and
- includes procedures and guidelines for any prescribed matter.

As a measure of accountability and transparency, the General Manager will:

- make a copy of this Code (and any amendments) available for public inspection at Council's offices during ordinary office hours; and
- provide a copy of this Code to any interested party free of charge; and
- publish a copy of this Code on Council's website.

The Act and Regulations require Council to invite Tenders for any Contract it intends to enter into for the supply or provision of goods or services valued at or above the legislated prescribed amount in the Regulations. Council has set its tender threshold at \$100,000. The General Manager is delegated to award tenders up to the value of \$249,999. Tenders above the value of \$250,000 will be referred to Council for approval. In accordance with the Regulations, Council will invite Tenders by one of the following means:

- (i) an open Tender process;
- (ii) a Multiple-Use Register (refer Section 3.7); or
- (iii) a Multiple-Stage Tender (refer Section 3.8).

There are circumstances in which Council is exempt from undertaking the above processes. These circumstances are described in Section 4 of this document.

This Code applies to the Devonport City Council and its management of Tenders and Contracts. Some operational matters in this Code will be managed by the General Manager or other authorised Council Officers under formal delegation.



2 Definitions

In this Code the following words have the following meanings:

Code – refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the *Local Government Act 1993* and the *Local Government Regulations 2005* and subsequent amendments.

Conditions of Tendering – means the documents referred to in Section 6.

Contractor – a person or organisation, external to Council, engaged under a Contract for services (other than as an employee) to provide specified goods or services.

Contract – a Contract is an obligation, such as an accepted offer, between competent parties with consideration to do some act.

Expression of Interest – a submission to Council either by a publicly advertised invitation process or by direct request.

Invitation for Quotations – a process used to secure Contracts for goods or services

Multiple-Stage Tender – a process that allows for a staged assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final Tender stage is undertaken with selected suppliers.

Multiple-Use Register – a register of suppliers who, in response to an Expression of Interest, meet criteria established by Council in respect of the supply of goods or services.

Procurement – the entire process by which all goods and services are obtained by Council, and includes all planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

Probity – is a risk management approach to ensuring procedural integrity.

Probity Advisor – a Probity Advisor is a person who provides advice on Probity issues before, during and after the Tender process and contracting to ensure the process is, or has been, fair and in accordance with legislative and other requirements. Probity Advisors would only be engaged at the General Manager's discretion.

Public Tender Process – a process where any party that can meet the requirements of the Request for Tender has the opportunity to submit a Tender.

Request for Tender – a document inviting offers from interested parties capable of providing specified goods or services valued over the legislated prescribed amount in the Regulations or when determined appropriate by the General Manager.

Tender Planning and Evaluation Committee – a committee established to oversee and manage the process of scoping, evaluating, selecting and managing tenders and related contracts.

Tender – a proposal, bid or offer that is submitted in response to a Request for Tender for goods or services from the Council.



3 Tendering Principles

This Code has been developed as a set of guidelines that Council will follow in order to comply with the tendering requirements under the Act. The following provides a brief definition of each principle and what it means in practice to Council.

3.1 Open and effective competition

Ensuring that the tender process is impartial, open and encourages competitive offers.

In practice this means that Council will:

- use transparent tender processes which potential contractors, suppliers and the public can have confidence in;
- test the market by pre-determined and clear unbiased specifications and processes;
- establish and maintain procedures to ensure that fair and equitable consideration is given to all tenders received;
- establish and maintain procedures to ensure a prompt and courteous responses to all reasonable requests for advice and information from potential or existing tenderers;
- establish and maintain procedures to ensure that all potential tenderers are provided with the same information relating to each tender, and are given an equal opportunity to meet the tender requirements;
- treat all suppliers of goods and services consistently and equitably;
- Council will endeavour not to amend the terms of a tender during the period that the tender is open, however, if it is necessary for Council to make an alteration to the terms of a tender, the alteration will be made by addendum and forwarded to prospective tenderers. In order to do this, Council will record details of all parties provided with tender documentation;
- apply reasonable and uniform tender evaluation criteria for the assessment and consideration of tenders. Unless otherwise specified in the tender documentation, the following tender evaluation criteria will be used as the basis of tender evaluation criteria in the assessment of tenders:
 - o Cost of goods or services;
 - o Experience, capability and resources of the tenderer to best meet the tender requirements;
 - o Quality systems in place and compliance with statutory requirements if relevant;
 - o Provision of services to best meet the tender requirements;
 - o Workplace health and safety requirements (including requirements of relevant Acts, Regulations, Standards, Codes of Practice and Council policies and procedures; and
 - o Evidence of required insurance policies, and financial security, where required.

- 
- wherever applicable in tenders, include in the evaluation criteria that Council will consider the acceptance of alternative tenders provided that they achieve the outcomes specified in the tender invitation.

3.2 Value for money

Achieving the required outcome at the best possible price.

In practice this means that Council will consider:

- the value of the acquisition and potential benefits against the costs of that purchase;
- an assessment of risks associated with the purchase including the preferred procurement method;
- how well goods or services meet needs;
- maintenance and running costs over the lifetime of a product;
- disposal value;
- time constraints;
- the impact of the procurement decision on the local economy, such as through industry development and employment creation;
- The impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel).

3.3 Enhancement of the capabilities of local business and industry

Ensuring that local businesses that wish to do business with Council are given the opportunity to do so.

In practice this means that Council will:

- wherever possible, develop the tender evaluation criteria to ensure local businesses have the same opportunities as all other respondents to tender for goods or services;
- at a minimum, always advertise each tender locally in a newspaper circulating in the area and when considered appropriate, advertisement nationally will occur;
- make tender documentation available on request at Council offices or via mail or email;
- ensure that sufficient time has been provided to allow prospective tenderers to prepare an adequate response when inviting tenders. At a minimum, tenders will be open for a period not less than 14 days.



3.4 Ethical behaviour and fair dealing

Ensuring all purchasing is undertaken in a fair and unbiased way and in the best interests of Council.

In practice this means that Council will:

- be fully accountable for the tendering practices that it uses and the decisions it makes;
- ensure that decisions are not influenced by self-interest or personal gain;
- establish and maintain procedures to deal honestly with, and be equitable in the treatment of, all potential or existing suppliers;
- identify and deal with any conflicts of interest identified; and
- ensure that all tendering is undertaken in accordance with this Code and Council policies.

3.5 Open Tender

Council will utilise the procedures in the Regulations and this Code for conducting its tenders process. Tenders will be opened in private by two Council officers and the name of the prospective tenderer and the tender price, where appropriate, will be recorded in Council's electronic records management system.

Tenders will be either opened manually at the designated closing time or through a suitable, secure electronic tendering system.

3.6 Standing Tenders

From time to time Council may utilise a standing tender in which one or more tenderers are contracted through an open tender process to provide specified goods or services over a period of time without the need for a further tender process.

The way in which a standing tender is established is the same as for an open tender process where the specification and description of the tender describe the intent of the standing contract and the conditions of its use.

Evaluation of standing tenders will be undertaken in the same manner as ordinary tenders.



3.7 Multiple-Use Register

From time to time Council may utilise a Multiple-Use Register process to establish a register of suppliers that Council may use more than once. Council's policy is that the Multiple-Use Register will be divided into three main value categories namely:

1. Category 1 – small scale supply of goods and services valued at less than \$50,000 (excluding GST).
2. Category 2 – supply of goods and services of large scale or specific professional consultancies usually in excess of \$50,000 (excluding GST) but less than the prescribed amount in the Regulations.
3. Category 3 – supply of goods and services in excess of the prescribed limits in the Regulations.

If it is determined that such a register is to be established, Council will invite Expressions of Interest from prospective suppliers for inclusion on the register.

All prospective suppliers who have sought to be included on the register will be advised of the results of their submission.

Based on established evaluation criteria, Council may accept or reject a submission for inclusion on the Multiple-Use Register. If a submission is rejected, Council will advise the reasons for that rejection as soon as practicable.

Council will allow any supplier to apply for inclusion on an established Multiple-Use Register at any time, unless the supplier has made an application within the previous twelve months that has not been accepted. Applicants will be assessed on the original evaluation criteria for that register.

For all Category 2 and 3 goods and services, Council will invite all successful applicants that are registered (unless this is not practical in the circumstances) to quote for the provision of the required goods and services.

All successful applicants that are registered in the Multi Use Register for the relevant category of those goods and services will be invited.

Council will review each Multiple-Use Register and readvertise its invitation for service providers and suppliers to be included on Council's Multi Use Registers at least once every two years.



3.8 Multiple-Stage Tenders

A multiple-stage tender process may be used from time to time in cases where it is considered appropriate to:

- gain market knowledge and clarify the capability of potential contractors;
- obtain industry input into specific proposals which are proposed from time to time; and
- pre-qualify respondents for the following stage of this type of tender process.

Multiple-stage tenders will follow the processes set out in the Regulations that Council is required to follow. The main stages in the process are:

3.8.1 Expression of Interest

An expression of interest (sometimes called a registration of interest) will be used to shortlist potential suppliers before the formal tender stage is commenced. Suppliers will be short-listed based on the evaluation criteria set out in the expression of interest. This will be based on the principles of open and effective competition and value for money as set out in sections 3.1 and 3.2 of this Code. Evaluation will also include such matters as the experience, capability, resources, technical, managerial and financial capacity of respondents, and the methodology that will be implemented to best achieve the contract requirements. Other specific evaluation criteria may be included in the tender documentation when applicable.

By proceeding through this initial Expression of Interest stage, opportunities for the reduction in the overall costs of the tendering process may be achieved because this first stage will limit the "Request for Tender" to those respondents who have been assessed as best meeting the evaluation criteria.

3.8.2 Request for Tender

At the completion of stage one, (expression of interest phase), short-listed respondents will be formally invited to tender.

3.9 Strategic Alliances

Rather than traditional tendering processes, Council may choose to procure goods and or services through contract arrangements already established and administered by other organisations, including:

- Local Government Association of Tasmania (LGAT) through the National Procurement Network
- State Government Contracts and
- any other purchasing group of which Council is a member.



4 Exemptions

The Regulations detail the tender requirements for goods and services valued in excess of the legislated prescribed amount in the Regulations. Council may not issue a tender or use a quotation process where the goods and services sought relate to:

- (a) an emergency if there is insufficient time to invite tenders for the goods or services required to adequately respond to the emergency;
- (b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or the Commonwealth;
- (c) a contract for goods or services supplied or provided by another Council, a single authority, a joint authority or the Local Government Association of Tasmania;
- (d) a contract for goods or services obtained as a result of a tender process conducted by another Council, a single authority, a joint authority, the Local Government Association of Tasmania, or any other local government association in this State or in another State or Territory;
- (e) a contract for goods or services in respect of which a Council is exempted under another Act from the requirement to invite a tender;
- (f) a contract for goods or services that is entered into at public auction;
- (g) a contract for insurance entered into through a broker;
- (h) a contract arising when a Council is directed to acquire goods or services due to a claim made under a contract of insurance;
- (i) a contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of –
 - (i) extenuating circumstances; or
 - (ii) remoteness of the locality; or
 - (iii) the unavailability of competitive or reliable tenderers; or
- (j) a contract of employment with a person as an employee of the Council.

When Council relies on the exemption outlined in (i) (i) above, the General Manager is to ensure documentation regarding the assessment of the reasonableness of amounts payable under the contract is maintained and considered as part of the decision making process.

5 Tender Planning and Evaluation Committee

A Tender Planning and Evaluation Committee will be formed to oversee and manage processes for the scoping, evaluation, selection and management of tenders and related contracts, prior to tender documents being finalised. A Committee will be formed for every tender with the composition of the Committee to be approved by the General Manager.

Tender Planning and Evaluation Committees will include persons with relevant background and experience required for the particular project and may include external consultants to provide expert input. Tender Planning and Evaluation Committees will usually consist of three members with at least one person appointed with accounting experience and qualifications.

All Tender Planning and Evaluation Committee meetings will have an agenda item regarding declarations/conflicts of interest.

If a conflict of interest is identified and/or perceived, full disclosure is to be made to the General Manager who will then determine whether the conflict of interest would likely influence the tender outcome. The General Manager may remove a person from the Committee if deemed necessary.

Outcomes of all Tender Planning and Evaluation Committee meetings will be formally minuted and these minutes are to form the basis of the Tender Report to Council for projects over the legislated prescribed amount in the Regulations or to the General Manager for projects under the legislated prescribed amount.

The Tender Planning and Evaluation Committee will review and consider the following aspects of a tender:

- the tender and evaluation process adopted;
- critical dates (e.g. when the contract is to start, when the current contract is due to expire, critical project milestones, expenditure constraints etc.);
- a certification by the officer responsible for managing the tender process, verifying conformity with relevant Council policies and guidelines; and
- any other relevant issues or information, such as a Probity Advisor's report.

When references checks are undertaken, a set of questions will be developed by the Tender Planning and Evaluation Committee and utilised when conducting the checks. The results will be compiled by the Tender Planning and Evaluation Committee as part of the overall Tender Report.

The Australian Standard Code of Tendering AS 4120-1994 and this Code underpins the way in which Council will manage its tender processes.

6 Conditions of Tendering

The Conditions of Tendering form the basis on which prospective Tenderers are to submit their Tender. The procedures for these matters, if not already covered by this Code, are to be set out in the Conditions of Tendering and Form of Tender which generally forms Part 2 of the Tender.

The Conditions of Tendering will include the following: -

- details of the goods or services required;
- details of the duration of the contract, including any extensions that are specified in the contract;
- the criteria for evaluating tenders;
- the method of evaluating tenders against the evaluation criteria;
- any mandatory tender specifications and contract conditions; and
- a reference to Council's Code for Tenders and Contracts.

The Conditions of Tendering may be changed or modified from time to time to give effect to this Code's requirements, the requirements of the Act and Regulations, and to reflect any necessary operational changes and requirements that are necessary.

Any changes to the Conditions of Tendering are to be consistent and in accordance with this Code, the Act and Regulations.

7 Use of Probity Advisors

Council will engage the service of Probity Advisors where the nature of the tender warrants particular sensitivity to due process. For example, where Council is seeking tenders for large and complex developments that may involve joint venture proposals, or where the contractual engagement is for extended periods.

8 Acceptance of Tenders

Late tenders will not be accepted.

A tender that does not comply with the Conditions of Tendering may be rejected and excluded from Council's tender evaluation process.

Any tender provided that does not fully comply with the mandatory evaluation criteria set out in the tender will be regarded as non-conforming and will not be considered or evaluated further.

All tenders conforming with the mandatory requirements will be further assessed as to compliance with other evaluation criteria and where they do not meet these other criteria, may be excluded from further evaluation.

Tenders that do not comply with other evaluation criteria in the following circumstances will be excluded:

- if the variation is of a nature that cannot be met by a simple request for information or clarification or where this further information is sought and not provided; or
- does not respond directly to the purpose or suggests alternative solutions to that sought in the tender and has not been allowed for in the evaluation criteria meaning that other prospective tenderers have not been given the opportunity to consider.

The tender assessment report will provide for the:

- results of each tender submission against the evaluation criteria established; and
- advice and recommendations concerning the acceptance or rejection of tenders based on the evaluation undertaken.

Any decision by Council to award a tender to a tenderer other than the recommended tenderer will need to be supported by written reasons.

9 Debriefing unsuccessful tenderers

Council will provide a debriefing interview to any unsuccessful tenderer who requests one. The purpose of the debriefing session is to help unsuccessful tenderers submit more competitive bids in future by identifying ways in which each tenderer's offer could be improved.

At the interview, discussions will centre on how the unsuccessful tender performed with respect to the evaluation criteria.

During this interview, the following will NOT happen:

- comparisons between the unsuccessful tenderer's offer and the successful, or any other, offer; or
- the debriefing interview being used to justify the selection of the successful tenderer.

The debriefing will include at least one member from the Tender Planning and Evaluation Committee.

Council will document the proceedings of each debriefing interview in writing, including:

- attendees;
- the information provided to the unsuccessful tenderer;
- any issues arising;
- the details of any information that was requested, but not disclosed due to commercial in confidence or other considerations; and
- any other issues.

Where a multiple-stage tender process is used in which expressions of interest are used to shortlist, respondents not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.

10 Complaints Process

Councils are provided with broad competency powers under the Act to carry out their functions and powers and to procure works or services.

The Act also includes accountability measures under which Councils can be held responsible for their actions and decisions taken when carrying out their functions and exercising their powers.

Information regarding Council's formal complaint resolution process is set out in Council's Customer Service Charter.

In the first instance, complainants are encouraged to seek resolution of their complaint by contacting the Council representative who managed the tender to which the complaint relates.

If a complainant is not able to satisfactorily resolve the issues of concern with the Council directly, complainants may make disclosures of 'improper conduct' by public officers and public bodies (Council) in accordance with the *Public Interest Disclosures Act 2002*. Such disclosures can be made directly to the Ombudsman or the Integrity Commission (refer to details below).

Clause 6.3 of the Public Interest Disclosures Model Procedures Manual deals specifically with Contractors, and Clause 6.1 details the right to make a disclosure. Further information on making of disclosures is located on Council's website - [http://www.devonport.tas.gov.au/Council/Council-Policies - Public Interest Disclosures Act](http://www.devonport.tas.gov.au/Council/Council-Policies-Public-Interest-Disclosures-Act).

Contact details:

The Ombudsman, GPO Box 960, Hobart TAS 7001 www.ombudsman.tas.gov.au
Tasmanian Integrity Commission, GPO Box 822, Hobart TAS 7001 www.integrity.tas.gov.au

11 Reporting Procedures

Council is obliged to report at a minimum on a series of procurement matters.

Council will report in its Annual Report details of any contract entered into during the year for the supply or provision of goods and or services valued at or above the legislated prescribed amount in the Regulations.

Contract Extension:

Council will report in its Annual Report, the details of any extension of a contract where Council agreed to extend a contract by an absolute majority and the pre-existing contract did not specify extensions.

Details that will be reported at a minimum are:

1. A description of the contract;
2. The period of the contract;
3. The periods of any options for extending the contract;
4. The value of any tender awarded, or if a tender was not required, the value of the contract excluding GST;
5. The business name of the successful contractor; and
6. The business address of the successful contractor.

Council will report in its Annual Report, the details of all instances where non application of the public tender process has been applied.

12 Review of Tender Process

The General Manager, or an Executive Manager authorised to do so by the General Manager, will ensure the effective operation of the Code by ensuring each Tender process will be subject to control verifications during the pre-advertisement and pre-decision making periods, and before any contract is signed.

13 Review of Code

Council will formally review this Code at least every four years.

8.0 CLOSURE

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