



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, paranable centre, 137 Rooke Street Devonport, on Monday 24 May 2021, commencing at 5:30 PM.

**The meeting will be open to limited members of the public and live streamed from 5:30 PM.**

## 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

**19 05 2021**

### June 2021

Meeting	Date	Commencement Time
Ordinary Council	28 June 2021	5:30pm

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**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 24 MAY 2021, IN THE ABERDEEN ROOM, LEVEL 2, paranaple centre, 137  
ROOKE STREET, DEVONPORT AT 5:30 PM**

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## ATTENDEES

		<b>Apology</b>
Chair	Cr A Rockliff (Mayor)	
	Cr A Jarman (Deputy Mayor)	
	Cr J Alexiou	
	Cr G Enniss	
	Cr P Hollister	
	Cr L Laycock	
	Cr S Milbourne	
	Cr L Murphy	
	Cr L Perry	

## ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges and pays respect to the Tasmanian Aboriginal community as the traditional and original owners and continuing custodians of this land.

## 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 digital recording of this meeting will be made available to the public on Council's website for a minimum period of six months.

## 1 APOLOGIES

## 2 DECLARATIONS OF INTEREST

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## **3 PROCEDURAL**

### **3.1 CONFIRMATION OF MINUTES**

#### **RECOMMENDATION**

That the minutes of the Council meeting held on 26 April 2021 as previously circulated be confirmed.

### **3.2 PUBLIC QUESTION TIME**

#### **PUBLIC QUESTION TIME**

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 20/90 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 and 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 3 questions per person are permitted.
6. A maximum period of 5 minutes will be allowed per person.
7. Questions are to be succinct and not contain lengthy preamble.
8. To allow opportunity, where necessary to research answers and limit questions taken on notice, a copy of any questions without notice, where possible, are to be provided by email or in person to Council by 12 noon on the day of the meeting.
9. A question by any member of the public and an answer to that question are not to be debated.
10. Questions without notice and their answers will be recorded in the minutes.
11. 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.
12. 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.
13. 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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### **3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS**

Author: **Matthew Atkins, General Manager**

#### **RECOMMENDATION**

That the response to the question from Mr Rodney Russell at the April 2021 Council meeting be noted.

Response to question raised at prior meetings are attached.

#### **ATTACHMENTS**

1. Response to Question Without Notice – 26 April 2021 – R Russell

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### 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

Author: **Jacqui Surtees, Executive Coordinator**  
Endorser: **Matthew Atkins, General Manager**

#### RECOMMENDATION

That Council in relation to the correspondence received from Mr Bob Vellacott endorse the responses proposed and authorise their release.

#### **Mr Bob Vellacott – 11 Cocker Place, Devonport**

A letter containing questions on notice received from Mr Bob Vellacott on 14 May 2021 is **reproduced as attachment 1**.

- Q1** a) As of this date what is the total council debt?  
b) How much of that debt is attributed to the overall Living City Project?

#### **Response**

Total Council debt as at 30 April is \$48,513,342. \$31,683,342 relates to the construction of Stage 1 of the LIVING CITY Masterplan.

- Q2** In regard to the councillors' code of conduct issues, what was the total cost billed to council / ratepayers for -  
a) Cr Peter Hollister? (Ref Ms. Jennie Claire's Complaint)  
and  
b) Cr Annette Rockliff - Mayor? (Ref - Mr. Malcolm Gardam's complaint)

#### **Response**

Council has not to date received an invoice for any costs relating to either of the complaints.

- Q3** Further to my Q1 on notice for 26th April 2021 as reproduced below along with your response:

"I note from the March 2021 Agenda and information gleaned from recent newspaper reports that Council has new commercial lease agreements signed and expects to receive income from the majority, if not all, of the tenancies in Providore Place. Please inform as of this date what percentage (%) of the original financial "dashboard "predictions, i.e. those that were used to justify the construction of the food pavilion will be achieved?"

Response - "Income generated by Providore place will be reported as part of the 21/22 budget process".

NB - I did not ask for how much income was generated but asked for the % of the original financial "dash board predictions" I therefore ask the question again and would appreciate receiving a none - evasive answer.

#### **Response**

The income Council is generating from Providore Place is in line with an independent market valuation, and as previously noted will be reported as part of the 21/22 budget process.

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Council made assumptions in its long-term plan in relation to the expected financial impacts of LIVING CITY Stage 1, the “dashboard” to which you refer was a tool produced by Council's consultant in 2014 to assess the project in isolation and was not used to predict Council financial position.

**Q4** Will the income generated by Providore Place be separately identified as such as part of the 21/22 budget process and accessible to ratepayers?

**Response**

Council is currently working through its budget deliberations and is yet to finalise the content or format of the information that will be made publicly available.

**Q5** What is the current number of rateable properties in the Devonport Municipality?

**Response**

12,908

**ATTACHMENTS**

1. B Vellacott – Questions on Notice – May 2021

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### **3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC**



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### **3.3 QUESTIONS ON NOTICE FROM COUNCILLORS**

At the time of compilation of the agenda, no questions had been received from Councillors.

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## 3.4 NOTICES OF MOTION

### 3.4.1 FOURWAYS WILLIAM STREET - SPEED HUMPS

Author: **Councillor Jarman**

Endorser: **Matthew Atkins, General Manager**

#### **MOTION**

That Council seek advice from an independent qualified traffic engineer on the possibility of placing at least one large speed hump in William Street, between Oldaker and Best Streets, within the Fourways shopping district.

In accordance with Regulation 16(5) of the *Local Government (Meeting Procedures) Regulations 2015*, a notice of motion has been received from Councillor Jarman.

#### **SUPPORT**

Some business owners are very concerned with the speed of cars in this area on a regular basis which causes great risk to our elderly or frail residents who cross this street. Unfortunately, some drivers rush between the two sets of lights and don't adhere to any caution in a built-up business district, and this is of huge concern to some of the business owners who witness this on a regular basis.

#### **OFFICER'S COMMENTS**

The existing road and pedestrian infrastructure in the Fourways precinct has been developed in response to existing traffic, parking and pedestrian demand. The most recent traffic data held by Council indicates that 85% of vehicles transiting this section of William Street are travelling at 42.3km/h, with this reducing to 37.2km/h between the hours of 9am-5pm which is likely to be the most prevalent time for pedestrian activity.

Council is proposing to complete a review of the *Devonport Road Network Strategy* during the 2021/22 financial year, and has appointed specialist Transport and Traffic Engineers *GHD* to undertake this work. It is recommended that consideration of this specific issue be incorporated into this project, which would also assist in understanding the impacts of any additional traffic calming infrastructure on the function and performance of the road network more broadly.

#### **ATTACHMENTS**

Nil

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## **4 PLANNING AUTHORITY MATTERS**

There are no items in this agenda to be considered by Council in its capacity as a Planning Authority.

## 5 REPORTS

### 5.1 TENDER REPORT CONTRACT 1341 WEED CONTROL

Author: **Shannon Eade, Project Management Officer**  
Endorser: **Matt Skirving, Executive Manager City Growth**

#### RECOMMENDATION

That Council in relation to Contract 1341 for Weed Control:

- a) award the contract to Steeds Weeds Solutions for the tendered sum of \$124,395 (ex GST); and
- b) note the contract conditions allow for two, one-year extensions based on a consumer price index adjustment and subject to satisfactory performance by the contractor.

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

Council's Strategic Plan 2009-2030:

Strategy 2.3.2 Provide and maintain roads, bridges, paths and car parks to appropriate standards

#### SUMMARY

This report seeks Council's approval to award Contract 1341 Weed Control to Steeds Weeds Solutions.

#### BACKGROUND

This contract is for spraying of weeds within the roadway reserves and around Council owned facilities. Included in this contract is spraying of parks and reserves and specific weed infestation that requires treatment.

#### STATUTORY REQUIREMENTS

Council is required to comply with Section 333A of the *Local Government Act 1993* and its adopted Code for Tenders and Contracts when considering awarding tenders over the prescribed amount.

#### DISCUSSION

In accordance with Council's Code for Tenders and Contracts, a Tender Planning and Evaluation Committee was formed to evaluate the tenders received.

Tenders were received from two companies, and all are conforming.

Table one details the lump sum figures for the full scope of works under this contract.

**TABLE 1**

<b>No.</b>	<b>Tender</b>	<b>Status</b>	<b>Tender Price Per Annum Excluding GST</b>
1	Steeds Weeds Solutions	Conforming	\$124,395
2	All Weeds Solution	Conforming	\$128,948

As highlighted in the above table, Steeds Weeds Solutions tender of \$124,395 is the lowest priced.

The Tender Planning and Evaluation Committee have considered the two tenders against each of the selection criteria, these being:

- Relevant Experience
- Quality, Safety and Environmental Management
- Resource Base
- Price

The evaluation by the Committee indicates that Steeds Weeds Solutions scored highest overall against the selection criteria and therefore offers Council the best value for money.

Steeds Weeds Solutions currently have the weed control contract and have performed satisfactorily and in accordance with the contract conditions.

### **COMMUNITY ENGAGEMENT**

A public advertisement calling for tenders was placed in the Advocate Newspaper on 27 March 2021 and tenders were also advertised on Council's web site.

### **FINANCIAL IMPLICATIONS**

An allocation based on this tendered sum has been included in the 2021/22 Operational Budget.

### **RISK IMPLICATIONS**

To minimise risk, the tender administration processes related to this contract comply with Council's Code for Tenders and Contracts which was developed in compliance with Section 333A of the *Local Government Act 1993*.

### **CONCLUSION**

Taking into account the selection criteria assessment and the tendered rates, the Tender Planning and Evaluation Committee has determined that Steeds Weeds Solutions meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract 1341.

### **ATTACHMENTS**

Nil

## 5.2 COMMON SEAL - CHANGE OF INSTRUMENT USED

Author: **Claire Jordan, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council approve the change of the instrument used for its Common Seal from the current embossed Seal to a rubber, ink-based stamp Seal.

### 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

The purpose of this report is to recommend that Council cease the use of an embossed Seal for its Common Seal, and replace it with a rubber, ink-based stamp, to use for executing documents where attestation by Common Seal is required.

### BACKGROUND

The *Local Government Act 1993* requires Council to have a Common Seal.

Documents that require execution by Common Seal range from Lease Agreements, Deeds, By-Laws, and planning documentation, including Adhesion Orders, Plans of Survey and Part 5 Agreements.

Council currently utilises an embossed seal for its Common Seal. The Seal is only visible on hard copy documentation, as it is in embossed form. The embossed format becomes problematic when a document is scanned or digitised, as it is not visible. With the move towards electronic documentation and records, particularly necessitated in recent times, it is recommended that Council moves towards a format whereby the Common Seal is clearly visible on both hard copy and electronic forms of documentation.

Where a directive is made for Council to provide documentation electronically, that also requires execution by Common Seal, it becomes necessary to "pencil shade" over the embossing, so that the Seal is visible. The embossed Seal becomes restrictive in determining what form a document can take, with its visibility only apparent in hard copy form.

A desktop search of other Tasmanian councils found that most utilise a rubber, ink-based stamp for their Common Seal. This option provides a more practical and contemporary approach to the physical form of the Common Seal.

### STATUTORY REQUIREMENTS

In accordance with section 19(3) and (5) of the *Local Government Act 1993*:

*"The common seal is to be kept and used as authorized by the council...(and) the execution of a document sealed by a council is to be attested by such persons as the council determines".*

Council also references the use of its Common Seal in a management procedure, which stipulates the types of documentation that are to be attested by Common Seal. Usage of the Common Seal Register is reported to Council on a bi-monthly basis.

## **DISCUSSION**

Legal advice was sought regarding regulations around the requirement to have an embossed Common Seal, as Council currently has. The advice received was that there is no legislation that covers the issue, and that there is nothing preventing Council from replacing the embossed seal with a stamp seal provided Council resolved to do this.

It was further recommended that the embossed seal be destroyed, should Council resolve to change to a rubber, ink-based Common Seal. The Seal must only be used as authorised, under delegated authority, by the General Manager.

With a move away from hard copy documentation towards electronic and digital formats, the embossed Seal is becoming increasingly anachronistic, as it is not visible on documentation that requires attestation by Common Seal. The use of a digital Seal was also investigated, but many government agencies do not currently accept digital seals as an acceptable format. A rubber, ink-based Seal therefore is the preferred and acceptable alternative to the current embossed Seal that Council utilises.

The change to a rubber ink-based stamp is to support administrative purposes only and will not affect or alter any existing guidelines or regulations around the Common Seal's use.

## **COMMUNITY ENGAGEMENT**

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

## **FINANCIAL IMPLICATIONS**

A desktop search of Common Seal rubber, ink-based stamps has found that the cost to Council to create an ink based Common Seal is likely to be between \$30.00 - \$70.00, dependent on the size of the stamp.

## **RISK IMPLICATIONS**

- Legal Compliance  
Many legal documents require execution by the affixing of the Common Seal. When documents are recorded electronically, an embossed Seal is not visible. The hard copy (where one exists) must be referenced to identify that the document has in fact been sealed. With the move towards electronic records, it will be easier to determine that a document has been correctly executed by the visible display of an ink-based Seal, and therefore the document's legal legitimacy.

## **CONCLUSION**

From a practical perspective, and in line with the trend away from traditional hard copy formats to electronic and digital documents, changing the current embossed Common Seal to a rubber, ink-based stamp, will modernise Council's approach to the use of its Common Seal and reduce the limitations and restrictions on how Council currently provides executed and sealed documents to external parties. Furthermore, it will remove any uncertainty as to whether a document, viewed electronically, has in fact been sealed, providing visual confirmation when the Common Seal has been affixed to a document.

## **ATTACHMENTS**

Nil

## 5.3 DEVONPORT COMMUNITY VOLUNTEER SUSTAINABILITY STRATEGY

Author: **Karen Hampton, Community Services Manager**

Endorser: **Jeffrey Griffith, Deputy General Manager**

### RECOMMENDATION

That Council adopt the 'Devonport Community Volunteer Sustainability Strategy'.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.2.2 Develop an integrated approach to "volunteerism" in our community

### SUMMARY

This report provides an overview of the process undertaken to develop the 'Devonport Community Volunteer Sustainability Strategy' for endorsement by Council.

### BACKGROUND

Based on the recommendations outlined in Volunteering Tasmania's 2018 Budget Priority Submission Safeguarding Volunteering: Securing Tasmania's Future, the State Government committed their support over 3 years for Volunteering Tasmania to implement the Safeguarding Volunteering in Tasmania Project (2018-2020).

The project aimed to provide a comprehensive understanding of volunteering in Tasmania so that local councils and their communities can implement strategies to build their volunteer capacity.

Phase 2 of the project was the engagement with councils to co-design and test their Volunteering Sustainability Framework. As part of the project, it was agreed that the following deliverables would be achieved:

- Resources and tools that will provide a road map for councils to implement their own Volunteering Sustainability Framework.
- Councils will be provided with a 'volunteer profile' report outlining the status of volunteering in their local council area, to assist to make better informed strategic decisions.
- A Volunteer Sustainability Strategy framework that can be utilised by other councils in Phase 3.

Devonport Council was one of three councils in Tasmania to sign up for the Safeguarding Volunteering Project with Huon Valley Council and Clarence Council also being involved in the project.

### STATUTORY REQUIREMENTS

There are no legislative requirements which relate to this report.



## **DISCUSSION**

Council's existing Volunteer Strategy 2015-2019 required updating and the Safeguarding Volunteering project was timely and a good opportunity to update Council's strategy using the resources and expertise of the Volunteering Tasmania staff. Within the project, it was agreed that Volunteering Tasmania would provide:

- Assistance to councils to facilitate the co-design process;
- Support to the nominated person within councils with regards to the scope of this project;
- Support and advice to councils as they develop and implement their own Volunteering Sustainability Framework or review and revise their current framework;
- Provide any relevant research that may assist with the development and implementation of Volunteering Sustainability Strategy;
- Where appropriate, provide access to Volunteering Tasmania resources and services including training and professional development opportunities and volunteer management resources; and
- Ongoing support beyond the life of the project to assist councils to maintain their Volunteer Sustainability Framework.

Using a Co-Design method, Volunteering Tasmania facilitated workshops from July 2020 to April 2021. The consultation undertaken is outlined below.

## **COMMUNITY ENGAGEMENT**

Community engagement was undertaken as part of the co-design stage of the project. A Local Volunteer Network Group (LVNG) was established including volunteers and volunteer coordinators, as well as Council representatives, and also included:

- Red Cross
- Gran's Van
- The Salvation Army
- Mersey Community Care
- Libraries Tasmania
- Hospice Care Association of North West Tasmania Inc
- Don River Railway

Outcomes from the LVNG workshop sessions were taken out to the community to test assumptions made via surveys, group discussions and one-on-one interviews. Community members were asked to rate the importance of ideas/actions and vote on what they believed were priorities that would support a strong and sustainable volunteering community in Devonport. Thirty-seven community members took part in this stage of the consultation. The final draft of the strategy has been reviewed by all stakeholders.

Members of the LVNG have indicated their desire to remain involved and work with Council to deliver on the Strategy.

The determined focus areas for the Strategy are:

1. Accessible and inclusive volunteering
2. Volunteer sector collaboration and connection
3. Culture of Volunteering
4. Best Practice Volunteer Management

Each focus area has a list of actions to be undertaken in the short-medium-long term.

### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of the Strategy as volunteer processes are part of Council's operating costs within the Community Services Department.

### **RISK IMPLICATIONS**

There are no risk associated with this report.

### **CONCLUSION**

The process used to develop the Sustainability Strategy was robust and inclusive. The document will now provide a way forward for Council and the Local Volunteer Network Group to deliver on the actions contained within.

### **ATTACHMENTS**

1. Devonport Community Volunteer Sustainability Strategy [**5.3.1** - 30 pages]

## 6 INFORMATION

### 6.1 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That the report advising of Workshop/Briefing Sessions held since the last Council meeting be received and the information noted.

Council is required by Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015* to include in the Agenda the date and purpose of any Council Workshop held since the last meeting.

Date	Description	Purpose
1/05/2021	Sports Infrastructure Master Plan	Working group update
	Parking	A discussion regarding future smart parking solutions
	Bluff Caravan Park	A discussion regarding park infrastructure
	Cradle Coast Authority/PESRAC report	A discussion on Council's future direction regarding the CCA
	Question on Notice	Discussion regarding a future potential Councillor question on notice

## **6.2 MAYOR'S MONTHLY REPORT - MAY 2021**

### **RECOMMENDATION**

That the Mayor's monthly report be received and noted.

#### **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 details meetings and functions attended by the Mayor.

### **BACKGROUND**

This report is provided regularly to Council, listing the meetings and functions attended by the Mayor.

### **STATUTORY REQUIREMENTS**

There are no statutory requirements which relate to this report.

### **DISCUSSION**

In her capacity as Mayor, Councillor Annette Rockliff attended the following meetings and functions between 21 April and 18 May 2021:

- Council meetings, workshops and regular meetings with General Manager
- Catch ups with staff members and councillors as required
- Met with community members on a range of topics
- Media as requested - Martin Agatyn (7AD), Tasmania Talks; Lee & Jess (SeaFM), Belinda King (ABC), The Advocate (x3), Channel 7 News
- Various election announcements re Devonport, as requested
- Attended Reflections Café
- City's 40th birthday celebration
- Lunch on HMAS Sheean
- ANZAC Day services
- Zonta Club fundraiser
- With the Deputy General Manager, attended Breakfast hosted by TasTafe Board
- Attended ALGWA Tas Executive meeting
- Attended International Café
- Hosted two groups from Devonport Scouts – tour of the paranple centre and discussion about Local Government
- Attended Cradle Coast Authority Board Workshop
- Attended Exhibition opening at the Devonport Regional Gallery
- Attended Providore Place market
- Met with representatives of Spreyton Scouts Committee
- Attended Cradle Coast Authority Board meeting
- Attended General Management Committee meeting of LGAT
- Met with RANT Managers
- Attended opening night of the Devonport Choral Society's production of Buddy
- With the General Manager and the Deputy Mayor attended Cradle Coast Authority Representatives meeting
- Attended appreciation lunch for Friends of Don Reserve

## **ATTACHMENTS**

Nil

## **6.3 GENERAL MANAGER'S REPORT - MAY 2021**

Author: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That the report of the General Manager be received and noted.

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

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands

### **SUMMARY**

This report provides a summary of the activities undertaken by the General Manager, between 21 April and 18 May 2021. It also provides information on matters that may be of interest to Councillors and the community

### **BACKGROUND**

A monthly report provided by the General Manager to highlight management and strategic issues that are being addressed by Council. The report also provides regular updates in relation to National, Regional and State based local government matters as well as State and Federal Government programs.

### **STATUTORY REQUIREMENTS**

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation. The General Manager is appointed by the Council in accordance with the provisions of the Act.

### **DISCUSSION**

#### **1. COUNCIL MANAGEMENT**

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops and Council Meetings as required.
- 1.3. Attended a celebration in the Rooke Street Mall to recognise 40 years since Devonport was declared a City.
- 1.4. A considerable amount of staff time over the past month has been spent preparing the draft 2021/22 Budget papers. Budget deliberations have commenced with Councillors with the aim of finalising a draft budget for adoption at Council's June meeting.
- 1.5. Met with Management of Simplot in relation to assisting with planning and statutory permits for proposed works at their Quoiba factory.

#### **2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)**

- 2.1. Meeting with representatives from Best Street Investments regarding the purchase of land from Council at 116-122 Stoney Rise Road.
- 2.2. Meeting with representatives from Julie Burgess Inc. regarding timing of future pontoon maintenance and for a general update on progress since taking ownership of the Julie Burgess from Council.

### 3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. Attended the LGAT General Managers Workshop. Topic's included:
- Overview of Project Marinus;
  - Update on State Governments PESRAC report;
  - Presentation from State Manger of Road Safety – Craig Hoey, regarding future funding opportunities.
  - Presentation from the Federal Governments Chief Resilience Officer; and
  - Presentation from accounting and advisory firm WLF regarding internal audit work they are undertaking for local government
- 3.2. Along with the Deputy Mayor attended a Cradle Coat Authority Owners Representative Meeting to discuss implications of the withdrawal of Burnie City Council from the Authority.

### 4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. Met with Craig Perkins and Mike Brindley from Regional Development Australia, regarding potential future Federal Government funding opportunities.

### 5. OTHER

- 5.1. An update (refer attached) has been received from the CEO of Dulverton Waste Management regarding the latest progress in the development of a regional organic's recycling facility.
- 5.2. In mid-2020 Council determined to support the Devonport North Rotary Club in planting trees around the perimeter of Byard Park. The Club has been working with Council and reached agreement on suitable species and locations. However, unfortunately Club representatives recently met with Byard Park user groups, who were strongly opposed to the idea. Given this resistance, correspondence has been received from the Club advising that they have decided not to progress the project.

## **COMMUNITY ENGAGEMENT**

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

## **FINANCIAL IMPLICATIONS**

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

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

## **RISK IMPLICATIONS**

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

## **CONCLUSION**

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

## **ATTACHMENTS**

1. Council letter April 2021 - GM DCC [6.3.1 - 3 pages]

2. Current and Previous Minutes Resolutions [**6.3.2** - 1 page]



## 6.4 COMMUNITY SERVICES REPORT MARCH AND APRIL 2021

Author: **Karen Hampton, Community Services Manager**

Endorser: **Jeffrey Griffith, Deputy General Manager**

### RECOMMENDATION

That Council receive and note the Community Services report.

### 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 two month period, March and April 2021.

### BACKGROUND

This report is provided to update the Councillors and the community on matters of interest relating to Council's Community Services Department.

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

### 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 virtual ceremony for the Tasplan International Women's Day Awards for Excellence – announced as winner of the Inspirational Leader award in the 'Local Government – Officer' category. The prize included a trophy and \$1,000 towards professional development.
- Attended High School Cook Off (Devonport Food and Wine Festival)
- Attended Choose to Challenge Speakers Forum (International Women's Day event)
- Attended Financial Assistance Working Group assessment meeting
- Live and Learn Steering Group meetings
- MC at Council's International Women's Day 'Diamonds of Devonport' event
- Attended Know Your Odds Skate, Scoot and BMX Competition

- Chaired the inaugural Local Government Professionals Tas' Statewide Community Development Special Interest Group
- Attended Safeguarding Volunteering meeting and workshop session
- Meeting with Anglicare regarding Families Week event
- 'Leading Remote Work Teams' training session
- Meeting with ABS representatives regarding distribution of Census materials
- Attended re-commencement of Reflections Café
- Attended City's 40<sup>th</sup> birthday celebrations in the Mall
- Meeting with UTAS representatives regarding CAPITOL project (health and wellbeing)

## 1.2. Events/Programs/Activities

### 1.2.1. International Women's Week

This year, once again, Council delivered a week-long calendar of events to celebrate International Women's Day. The calendar ran from 4-11 March with 11 events from service providers within the Devonport Community.

Council ran two events within the week-long calendar of events to include the Choose to challenge speakers' forum and the annual Diamonds of Devonport function.

The Choose to Challenge speakers' forum was held on Thursday 4 March with 104 local women attending to listen to the insights, journeys and how to succeed in all aspects of life from the panellists Jacqui Lambie, Caitlin Radford, Mayor Rockliff, Robyn Sutcliffe and MC Minka Woolley.



*Speakers forum: Choose to Challenge*

The annual Diamonds of Devonport event was held on Thursday 11 March with 37 new Diamonds of Devonport awarded on the night. A total of 140 attendees joined the new award recipients to celebrate, one of the largest Diamonds of Devonport events in its 10 year history.



*Diamonds of Devonport 2021*

Donations were collected for *Share the Dignity* throughout the month of March. The volume far exceeded 2020 donations with a majority collected at the Bass Strait Maritime Centre and at the Choose to Challenge Speakers event.



*Council Officers handing donations to the North West Share the Dignity Volunteer*

### **1.2.2. Commuter Café**

The Commuter Café was commenced as a way to encourage people to get back on their bikes with the reward of a free breakfast and information/guest speakers also attending. The Café was launched on National Ride to Work Day 21 October 2020 and ran every second Wednesday from 7-8.30am. The final Café was held on 3 March 2021.



*Commuter Café attendees*

### **1.2.3. Harmony Day Citizenship Ceremony**

Council held its Harmony Day Citizenship Ceremony on 18 March. Devonport welcomed 6 new citizens from Philippines, South Africa, Pakistan, India and Burundi. The free Harmony Day Street Eats event was cancelled due to low pre-registration numbers.



*Citizenship Ceremony*



#### **1.2.4. Reflections Café**

Reflections Café re-commenced again on 21 April 2021, after closing down in March 2020 due to COVID-19. The Café has been organised and supported by Munnew Day Care, Council and the Devonport Lions Club.



*Reflections Café April 2021*

#### **1.2.5. Volunteering Safeguard Project**

Community Development staff are currently working with Volunteering Tasmania on the Volunteering Safeguard project. Due to Covid, the project scope has been revised to partner with councils to build community-based volunteering and connect with local response and recovery efforts in relation to the COVID-19 pandemic. The objective of the project is the Development of a framework (with tools and resources) to assist councils to support, maintain, recruit and re-energise volunteers through COVID-19. A report and the strategy will be presented to the May Council meeting.

#### **1.2.6. Know Your Odds Skate Competition**

Know your Odds Skate Competition was held on Saturday 20 March at the Devonport Skate Bowl in partnership with Anglicare Devonport, Youth, Family and Community Connections and Council. The event was highly successful with over 60 competitors competing in the BMX, Skate and Scoot categories.



*Know Your Odds Skate Competition 2021*

#### **1.2.7. Families Week**

Council is currently in the planning stages with Youth, Family & Community Connections (YFCC) to co-host a Families Week movie night event in May. The event will be run in two stages with the first part of the event to be held in the bottom level of the multi-level car park with a BBQ, glitter tattoos, large games, and balloon art with the second stage of the event to be a family movie held on level 3 of the paranapple centre.

#### **1.2.8. Youth Week**

Council is currently in the planning stages with Youth, Family and Community Connections for youth week. The same approach as last year as the event will be held within school hours and students will be bussed in to the paranapple

convention centre to listen to a panel with youth service providers to be present.

#### **1.2.9. Community Services Newsletter**

The regular online Community Services newsletter is used to disseminate information about:

- COVID-19 Updates;
- Grants available to the Community;
- Available assistance;
- Health information, programs and initiatives;
- Events;
- Community projects; and
- Updates from across Council.

The thirty editions published between June 2020 and April 2021 can be found on the Council Website located at:

<https://www.devonport.tas.gov.au/live/your-community/community-services/newsletter/>.

A form to subscribe to the newsletter can also be found at this address.

The newsletter has proved to be a popular method of communication, with Council receiving feedback that it was being shared throughout the North West. An added benefit of the newsletter is the reporting that gives Council visibility to those topics that are of greater interest to the community. During March and April, six editions were published. The most popular links accessed via the Newsletter were:

	<b>Title</b>	<b>Website</b>
1 <sup>st</sup>	Devonport's 40 <sup>th</sup> Birthday	Devonport City Council Website
2 <sup>nd</sup>	International Café	International Café Facebook
	Tasmania Youth Week - Reclaim	RANT Arts Website
	Everyday Lions and the Tax Centre Great Train Race	Devonport City Council Website
	Devonport City Council 40 <sup>th</sup> Birthday photos	Devonport City Council - Devonport Events Facebook
	Devonport Sport and Recreation Programs	Devonport City Council Website
	Anzac Day	Devonport RSL Sub Branch Inc Facebook
	Devonport Motor Expo 2021	Devonport City Council Website
	Unplugged & Original @ Providore Place	Devonport City Council Website

#### **1.2.10. 40<sup>th</sup> Birthday of Devonport becoming a "City"**

Wednesday 21 April marked the 40<sup>th</sup> anniversary of Prince Charles officially declaring Devonport a City. A small birthday celebration was held in the Rooke Street Mall.

Natalie Dyke, returned home to Devonport to celebrate her 40<sup>th</sup> birthday. Mrs Dyke was born on the Devonport was declared a City. She was invited to cut the City's birthday cake with Mayor Annette Rockliff.

Celebratory cupcakes and local apples were given to attendees, while children enjoyed the "Disco Dome" jumping castle, which played music from the 1980s. People were also invited to look at pictures of Devonport from the past and to consider what Devonport might be like 40 years into the future.



40<sup>th</sup> Birthday Celebrations

#### 1.2.11. ANZAC Day

ANZAC Day commemorations progressed with a revised format under the direction of the Devonport RSL Sub branch to minimise risk related to COVID and social distancing requirements. The event was welcomed by those who missed not being able to attend a commemoration in 2020 due to the COVID restrictions. Council assisted with road closures, infrastructure, sound and music elements of the ceremony. An informal gathering occurred at the Cenotaph, by those preferring not to go the RSL.

#### 1.2.12. Devonport Jazz

Planning is underway for Council's annual Jazz Festival to be held 22-25, July 2021. The program is almost ready to be released. As well as selected mainland and Tasmanian artists, there will be a focus on local and community groups and showcases for young and emerging talent.

#### 1.2.13. Devonport Food and Wine 2021

Devonport Food and Wine separated for the first time into two seasonal calendars with the autumn event being presented in March. The level of attendance was lower than anticipated, which may have been influenced by factors such as COVID hesitancy and lead time for those hosting events to prepare. Two of the highlights of the March calendar was the High School Cooking Challenge, which is likely to be repeated, and a Long Table Dinner at Providore Place.





*Devonport Food and Wine- High School cook-off*

Valuable feedback has been received from the DFW Working Group and stakeholders, which will be vital to the success of the October program. Invitations for Expressions of Interest to host events during the DFW Spring calendar in October have been sent to stakeholders.

A national touch football competition – The Cool Climate Classic – will be staged in Devonport from 15-17 October. DFW will begin on 15 October to accommodate the influx of visitors to the region.

#### **1.2.14. External Events**

##### Devonport Motor Expo

The Devonport Motor Expo, organised by the Rotary Club of Devonport North, estimate that about 2,500 people attended the paranapple convention centre event. Statistics from the event indicate that they visited from the following regions:

- 46% Devonport
- 34% Rest of the NW Coast
- 6% Launceston
- 10% Rest of Tasmania
- 2% Victoria
- 1% NSW
- 0.5% QLD
- 0.5% WA



*Devonport Motor Expo 2021 (Image Credit Ian Macleod)*

**1.2.15. Environmental Sustainability****NRM Volunteer Statistics for March and April 2021**

	Month	Number of People	Number of Hours
Don College – Clean Up Australia Day	March	40	40
Friends of Don Reserve	March	10	20
Friends of Don Reserve	April	10	26

Friends of Don Reserve continued with the removal of Spanish Heath near the southern end of the Don College area.

Swift Parrot Nesting Boxes

From 1-5 March, two tree climbers installed 86 of 100 swift parrot nest-boxes in Kelcey Tier Reserve with the remainder to be installed in May. The boxes were made by the Devonport Men's Shed through the Federally funded, Community Environment Grant.

The swift parrot is critically endangered and has historically nested on the southern fringe of the Reserve. Wildcare – Friends of Devonport Reserves will help monitor the boxes in the breeding season later this year (generally September). Council has applied for another grant to purchase monitoring cameras to install before the breeding season starts.



*Swift Parrot boxes being installed in Kelcey Tier Image Credit: Dr Tom Sayers*

Clean Up Australia Day

A Council Officer worked with Don College Students to clean-up the Coles Beach area and the Eastern shore of the Don River. The 40 students filled 2 ute loads of rubbish including two tyres.





*Don College Students – Clean up Australia event*

Many Community groups and Sporting Associations also held events including:

- Devonport Girl Guides – Aikenhead Point
- City of Devonport Cubs – Don Heads



*Devonport Girl Guides and City of Devonport Cubs – Clean Up Australia Events*

#### Friends of Don Reserve film screening

The Friends of Don Reserve gathered in Market Square for a screening of Dr Tom Sayers film – *Don Reserve, a Tasmanian Wildlife Film*.



*Friends of Don Reserve film screening*

#### Electrikhana

The Electrikhana was held in the Devonport multi-level carpark, organised by the Australian Electric Vehicle Association Tasmanian Branch and Council. The event was planned to coincide with the Motor Expo on Sunday March 21, and give the North/North West Community the opportunity to:

- learn about electric vehicles,
- learn about the multi-level carpark charging station, and
- test drive electric vehicles.

The event attracted the assistance of volunteers and a total of 203 Covid safe test rides were had by the public. Over 250 people attended the event in total. Some of the vehicles showcased included Nissan, Hyundai, MG and everyone's favourite, the Tesla.

### 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 Eisteddfod	3 year Agreement – 2019 - 2021	\$10,000 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 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 2022	\$ 2,000 P/A
National Trust of Australia – Home Hill operations	3 year Agreement October 2022	\$28,000 P/A
RANT Arts	1 year Agreement November 2021	Commercial Lease 45-47 Stewart Street Devonport
Tasmanian Arboretum	2 year Agreement 1 July 2022	\$22,000 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. Major Sporting events held in March and April 2021

Sporting Event	Dates 2021	Venue
Australian Junior Squash Open	2-5 April	Devonport Recreation Centre

#### 1.4.2. Upcoming Major Sporting events in 2021

Sporting Event	Dates 2021	Venue
Devonport Cup – Junior Soccer State-wide Event	June 2021	Meercroft Park
Cold Climate Classic – Touch Football Australia (To be confirmed)	October 2021	Meercroft Park

**1.4.3. Splash**

Attached is a spreadsheet setting the proposed price increases for Splash Aquatic Centre for noting by Council. The increase will commence 1 July 2021.

**1.4.4. Health and Wellbeing programs**

Council's Health and Wellbeing programs are being held at the Devonport Recreation Centre. Programs are continuing to be very successful with new participants joining on a regular basis.

**1.4.5. Participation Across Community Services Facilities and Events**

Facility	Customers through the Door	Customers through the Door
	March 2021	April 2021
East Devonport Recreation and Function Centre	Not available due to COVID-19 Test Clinic	Not available due to COVID-19 Test Clinic
Devonport Recreation Centre	9,974	7,428
<b>TOTAL</b>	<b>9,974</b>	<b>7,428</b>

Special events held at the Devonport Recreation and East Devonport Recreation and Function Centre for March and April 2021 are listed in the table below:

Special Events	Date	Venue
DSQ Masters Competition	20-21 March	Devonport Recreation Centre
DTTA Tournament	20 March	Devonport Recreation Centre
NWBU seniors home games	12 & 30 March 13 & 20 April	Devonport Recreation Centre
Aus Junior Squash Open	1-4 April	Devonport Recreation Centre
BTAS U14 FDP Development training	25 April	Devonport Recreation Centre
<b>Total</b>		<b>5</b>

**1.4.6. Recreation Facilities Usage**

Recreation Usage			
Facility	Room/Ground	Number of Bookings March	Number of Bookings April
Devonport Recreation Centre (DRC)	Judo Room	9	9
	Meeting Room	4	7
	Sauna	43	49
	Squash	34	39
	Stadium	108	103
	Table Tennis Building	63	59
	Youth Centre	130	108
<b>Total DRC</b>		<b>391</b>	<b>374</b>
East Devonport Recreation and Function Centre (EDRFC)	Community Room	0	0
	Stadium	47	30

<b>Recreation Usage</b>			
<b>Facility</b>	<b>Room/Ground</b>	<b>Number of Bookings March</b>	<b>Number of Bookings April</b>
<b>Total EDRFC</b>		<b>47</b>	<b>30</b>

### **COMMUNITY ENGAGEMENT**

The information provided above details all community engagement.

### **FINANCIAL IMPLICATIONS**

Any financial or budgetary implications 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. Splash Fees and Charges Review March 2021 [**6.4.1** - 3 pages]

## **6.5 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT - MARCH AND APRIL 2021**

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Kym Peebles, Executive Manager People & Finance, & Jeff Griffith, Deputy General Manager**

### **RECOMMENDATION**

That Council receive and note the General Management, People and Finance and Corporate Services report.

### **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 of March and April 2021 in the following areas of Council:

- General Management
- People and Finance
- Corporate Services

### **BACKGROUND**

This report is provided to update the Councillors and the community on matters of interest relating to Council's General Management, People and Finance and Corporate Services departments.

The function areas of Council covered by this report include:

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

## STATUTORY REQUIREMENTS

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

## DISCUSSION

### 1. GENERAL MANAGEMENT

#### 1.1. Governance

##### Common Seal Register

The following documents have been signed under Council's seal for the March and April 2021 period.

REG/655	Schedule of Easements & Plan of Survey - PA2018.0180	5/03/2021
REG/656	Sub-Lease Agreement - DCC & Devonport Men's Shed Inc - 260 Steele Street Devonport	9/03/2021
REG/657	Grant Deed - Safer Rural Roads Program 2020-2021 - DSG & DCC - Forth Road	11/03/2021
REG/658	Grant Deed - Safer Rural Roads Program 2020-2021 - DSG & DCC - Kelcey Tier Road	11/03/2021
REG/659	Grant Deed - Vulnerable Road User Program - 2020-2021 - DSG & DCC - Forbes Street	11/03/2021
REG/660	Grant Deed - Vulnerable Road User Program - 2020-2021 - DSG & DCC - Nixon Street	11/03/2021
REG/661	Lease Agreement - DCC & SWD Pty Ltd - Tenancy 5 Providore Place - 13-17 Oldaker Street	11/03/2021
REG/662	Adhesion Order - 220200/5; 71642/6	11/03/2021
REG/663	Lease Agreement - DCC & Frankie J's Pty Ltd - Tenancy 2 Providore Place - 13-17 Oldaker Street	16/03/2021
REG/664	Land Use Planning and Approvals Act 1993 - Instrument of Delegation - Planning Officer E Pieniak	19/03/2021
REG/665	Lease Agreement - Devonport City Council & Devonport Community House - Community Gardens - 2 Morris Avenue Devonport	23/03/2021
REG/666	Gas Supply Easement - 250758/1 - PA2019.0213	25/03/2021
REG/667	Amendment to Sealed Plan No 179433 - 72A & 72B Hillcrest Road, Devonport - SPA2021.001	26/03/2021
REG/668	Schedule of Easements - 62343/18; PA2018.0132	30/03/2021
REG/669	Lease Agreement - DCC & Devonport Cricket Club	8/04/2021
REG/670	Plan of Survey - PA2018.0123 Folio Ref 238797/1, 55471/105, 55471/106, 55471/107 - Don Road	21/04/2021
REG/671	Grant Deed - DPAC & DCC - 2020-21 Recreational Fishing and Camping Facilities Program	26/04/2021

##### Councillor Attendance

Councillor attendance at Council meetings and workshops attendance up to 30 April 2021 is detailed as follows:

	Council	Planning Authority		Workshops	Leave of Absence Approved during the period
No. of Meetings	12	5		10	
Attendance		Member	Non Member		
Mayor Cr A Rockliff	12	4	0	10	
Cr J Alexiou	12	5	0	10	
Cr G Enniss	12	0	0	10	
Cr P Hollister	12	4	0	9	
Cr A Jarman	11	0	3	10	
Cr L Laycock	10	0	4	10	
Cr S Milbourne	11	4	0	9	
Cr L Murphy	12	5	0	10	
Cr L Perry	11	5	0	10	

#### 1.2. Property Management Update

Council Officers worked on a number of property matters during March and April including the following:

- Crown Land applications:
  - Playground equipment replacement at 260 Steele Street (Works application)



- Don Heads Coastal Pathway (Lease application);
  - 19A Devonport Road - RV Dump Point relocation (Works application)
- Approval received from Crown for:
  - Vietnam Veterans Memorial (Works application);
  - 260 Steele Street (change of use and consent to lodge planning application);
  - Abel Tasman Caravan Park (approval to lodge planning application)
- Letter of consent & support (Men's Shed funding application);
- Drafting Building Management Agreement – Meercroft Pavilion;
- Draft lease agreement for Devonport Judo Club;
- Finalised Transfer of Titles (TasWater – pipelines – 232969/1 & 251728/2);
- Work on transfer of title for 108 Tarleton Street;
- Property management information for 2021/22 Budget;
- Updated Public Land Register (adopted March 2021 Council meeting);
- Liaison with community/non-commercial tenants.

### 1.3. Corporate Communication

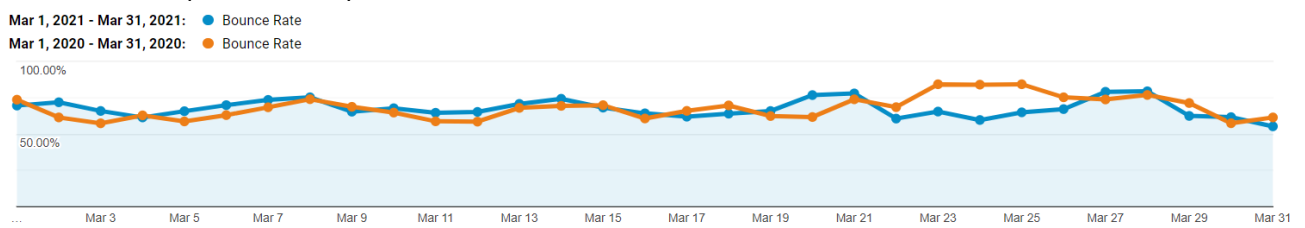
#### 1.3.1. Devonport City Council Website

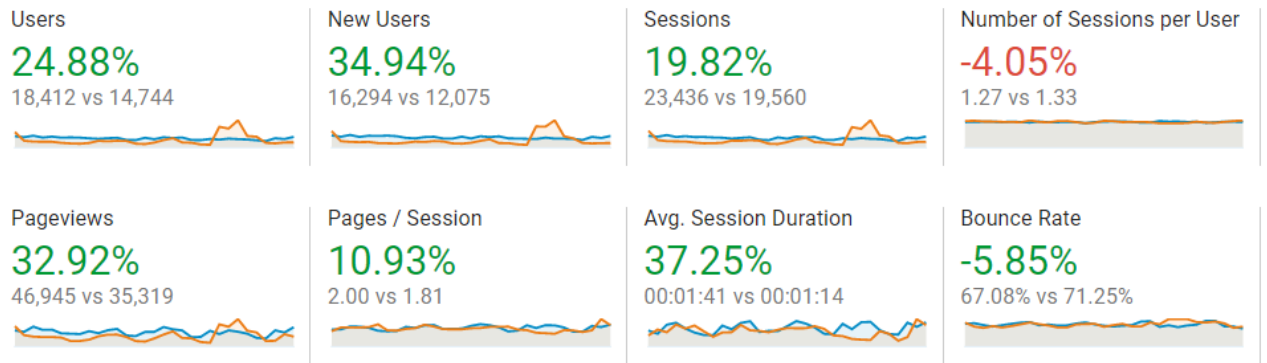
Devonport City Council Website content is refreshed on an on-going basis, by updating information and the addition of new public notices, planning applications, news stories and events.

Devonport City Council Website Statistics	March 2021	April 2021
<b>Top 10 Pages</b>	1. Forms and Payments – Pensioner Parking Permit 2. News and Media 3. Contact Us 4. Advertised Planning Permit Applications 5. Forms and Payments 6. Events – Devonport Family Fun Fair 2 7. Employment Opportunities 8. Waste Transfer Station 9. Mersey Vale Memorial Cemetery Search 10. What's on Devonport	1. News & Media 2. Contact Us 3. Forms and Payments 4. Events – RSL Dawn Service Anzac Day 5. Forms and Payments – Pensioner Parking Permi 6. Employment Opportunities 7. Waste Transfer Station 8. Advertised Planning Permit Applications 9. Mersey Vale Memorial Cemetery Search 10. Employment Opportunities – Community and Sporting Services Supervisor
Note: Most visitors to the website begin at the home page, but this is not listed in the top 10 pages, as it would be a normal starting point for most website visits.		

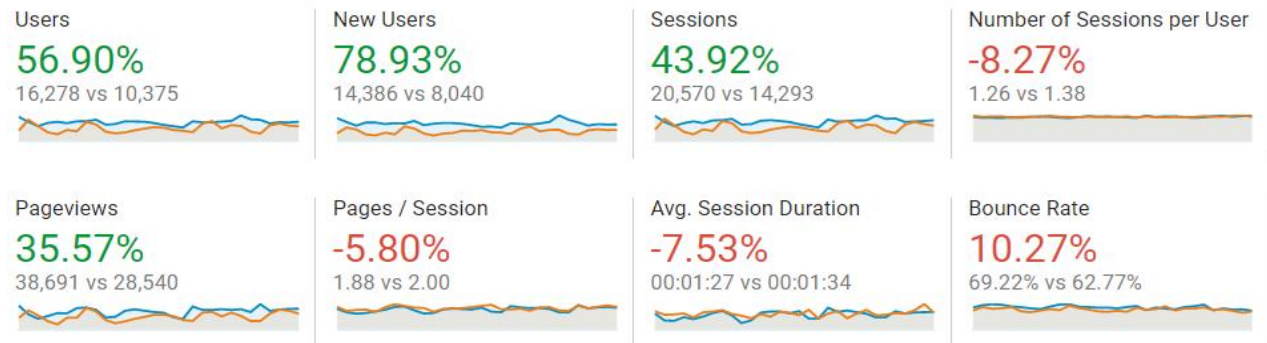
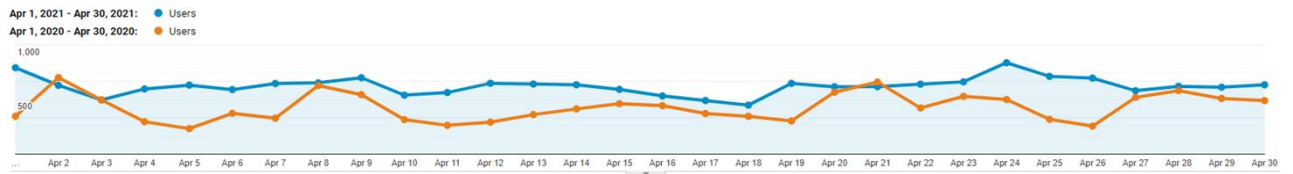
#### Website statistics taken from Google Analytics

March 2021 (Verse 2020), Website Statistics

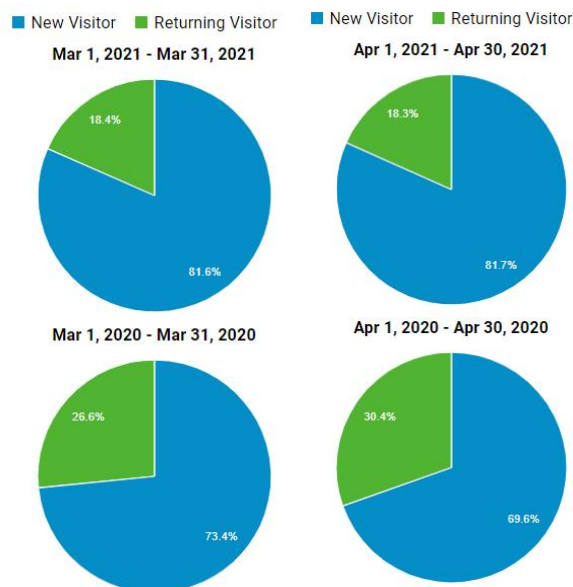




#### April 2021 (Verse 2020), Website Statistics



#### New Visitors versus Returning Visitors



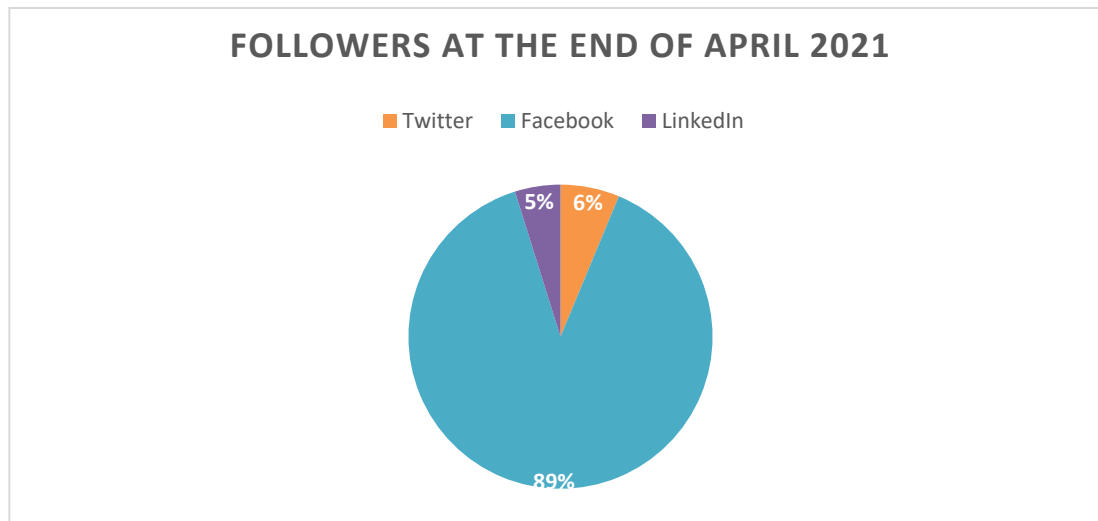


**1.3.2. Community Consultations**

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultations. There were no community consultation projects undertaken in March and April.

**1.3.3. Social Media**

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



The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, media releases, Council events, emergency updates, community initiatives and road works. Several other Facebook pages and Instagram accounts are administered by Council's Events Team, and the parnaple arts and convention centre. Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

<b>DCC Corporate Facebook Page Statistics</b>	<b>March 2021</b>	<b>April 2021</b>
<b>Facebook Followers:</b> Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	9,308 TY (8,667 LY)	9,371TY (8,843 LY)
<b>Facebook Engaged Users:</b> Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	13,999 TY (34,941LY)	16,526TY (30,326LY)
<b>Facebook Average Monthly Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	33,206TY (52,680LY)	35,843 TY (68,759LY)

During March and April, the top 10 posts Facebook posts each month in terms of audience reach were:

<b>March 2021</b>	<b>April 2021</b>
1. Stolen Plants – Victoria Parade, 11/03/21, 16.4K	1. State Growth Road Works – Bass Highway, 12/04/21, 14.7K
2. Diamonds of Devonport 11/03/21, 12.7K	2. Cradle Coast Pathway, Ambleside to Latrobe, Officially Opened, 8/4/21, 10.3K
3. Road Closure – Stony Rise Road, Fallen Tree, 24/03/21, 7.9K	

March 2021	April 2021
4. Temporary Closure of Public Street, 19/03/21, 5.4K	3. Does Anyone Remember the Day Prince Charles Declared Devonport a City? 25/04/21, 8.6K
5. International Women's Day, Speakers Forum, 4/03/21, 5.2K	4. Do you Know a Devonport Resident Who Is Turning 40 next Wednesday? 16/04/21, 7.7K
6. International Women's Day Awards Recipients – Mayor Rockliff and Community Services Manager, K Hampton, 5/03/21, 4.1K	5. Road Works, Bass Highway, 5/04/21 6.8K
7. Dept of State Growth Roadworks, Spreyton, 24/03/21 3.9K	6. State Growth Road Works – Stony Rise Road, 19/04/21, 5.4K
8. Oldaker Stormwater Upgrade, 5/03/21, 3.6K	7. Pre-Polling off to a Flying Start, 13/04/21, 4.8K
9. Road Closure, Hiller Street, 12/03/21, 2.8K	8. Devonport's Pre-Polling Centre Opened its Doors, 12/04/21, 4.5K
10. Congratulations to Diamond of Devonport recipients 12/03/21, 2.7K	9. Our Beautiful City Featured in the March Edition of Business View, 26/04/21, 4.5K
	10. Eugene Street Vandalism, 23/04/21, 4.3K
	11. Devonport's ANZAC Day Services, 14/04/21, 4.3K

#### 1.3.4. Publications & Media

Council issued the following official media releases, alerts, comments and statements during March and April 2021:

Date	Media Type	Title/Topic
3/03/21	Media Comment – The Advocate	Meercroft Park
3/03/21	Media Comment – ABC Radio	Super Tuesday Bike Count
4/03/21	Media Release	Devonport Food & Wine
5/03/21	Media Comment – The Advocate	Gender neutral toilet signage
5/03/21	Media Comment – The Advocate	Disability access issues
11/03/21	Media Comment – 7AD	Diamonds of Devonport
12/03/21	Media Comment – The Advocate	Providore Place Market
13/03/21	Media Comment – The Advocate	Home is Where the Art is – exhibition of works created during the pandemic
13/03/21	Media Comment – The Advocate	New Diamonds of Devonport Celebrated
16/03/21	Media Release	DCC Skate Scoot & BMX
17/03/21	Media Comment – The Advocate	108 Tarleton St social housing development
17/03/21	Media Comment – The Advocate	Spirit of Tasmania replacement
24/03/21	Media Comment – The Advocate	Providore Place – Island State Brewing
25/03/21	Media Comment – The Advocate	Bluff Road carpark
26/03/21	Media Comment – The Advocate	Telstra 5G network launch

<b>Date</b>	<b>Media Type</b>	<b>Title/Topic</b>
26/03/21	Media Release + Media comment (The Advocate & ABC Radio)	BSMC collection EOI
30/03/21	Media Comment – Tasmania Talks	Mayoral moments
30/03/21	Article – Business View Magazine	Devonport – LIVING CITY
3/4/21	Media Comment – The Advocate	City's 40 <sup>th</sup> birthday
8/4/21	Media Release	Devonport city's 40 <sup>th</sup> birthday celebration
14/04/21	Media Comment – The Advocate	Vandalism at paranapple centre
14/04/21	Media Comment – The Advocate	Upgrading to Devonport Port
15/04/21	Media Release	State election funding priorities
15/04/21	Media Comment – 7AD	Mayor on the air
16/04/21	Article – Local Government Focus Magazine	Project Transform
20/04/21	Media Comment – The Advocate	State election polling centre
20/04/21	Media Comment – SeaFM, The Advocate	40 <sup>th</sup> birthday celebrations
21/04/21	Media Comment – ABC Radio	40 <sup>th</sup> birthday celebrations and ANZAC Day
21/04/21	Media Comment – ABC TV	40 <sup>th</sup> birthday celebrations
21/04/21	Media Comment – The Advocate	Anzac Day
25/04/21	Media Comment – The Advocate	Labor election pledge: coastal pathway

## 2. PEOPLE AND FINANCE

### 2.1 Human Resources

#### 2.1.1. Recruitment

##### Staff positions advertised March and April 2021

<b>Position</b>	<b>Department</b>	<b>Work Location</b>
Civil Engineer	City Growth - Infrastructure & Works, Engineering	paranapple centre
Community and Sporting Services Supervisor	Community Services	paranapple centre
Building Maintenance Serviceperson	City Growth – Infrastructure & Works	Works depot

**Staff Appointments March and April 2021**

<b>Position</b>	<b>Name</b>	<b>Department</b>	<b>Work Location</b>
Technician (casual)	Uriah Overton	People & Finance	paranaple arts centre
Technician (casual)	Aaron Jones	People & Finance	paranaple arts centre
Design Officer	Mahesh Buchade	City Growth – Infrastructure & Works   Engineering	paranaple centre
Civil Engineer	Sachet Devkota	City Growth – Infrastructure & Works   Engineering	paranaple centre

**Staff Departures March and April 2021**

<b>Position</b>	<b>Name</b>	<b>Department</b>	<b>Work Location</b>	<b>Date Effective</b>
Building Maintenance Serviceperson	Phillip Cowmeadow	City Growth – Infrastructure & Works	Works depot	9/4/2021

**Workers Compensation**

<b>Policy year ending 30 June</b>	<b>Number of Workers Compensation Claims lodged with Council's Insurer</b>	<b>Current Open claims</b>	<b>Nett value incurred by the Insurer (including estimates)</b>
30/6/2021	5 claims	0	\$24,553.74
30/6/2020	6 claims	0	\$ 29,481.08
30/6/2019	12 claims	0	\$347,651.52
30/6/2018	6 claims	0	\$ 32,029.49
30/6/2017	7 claims	0	\$ 27,839.69
30/6/2016	20 claims	0	\$128,445.62

**New Workers Compensation claims for the period**

No new claims lodged in March and April 2021.

All workers compensation claims have been finalised.

**2.1.2. Work Experience**

Due to the current COVID-19 restrictions, Council is not accepting any work placement students until further notice.

**2.1.3. Health & Wellbeing**

The following activities and initiatives were promoted for March and April 2021:

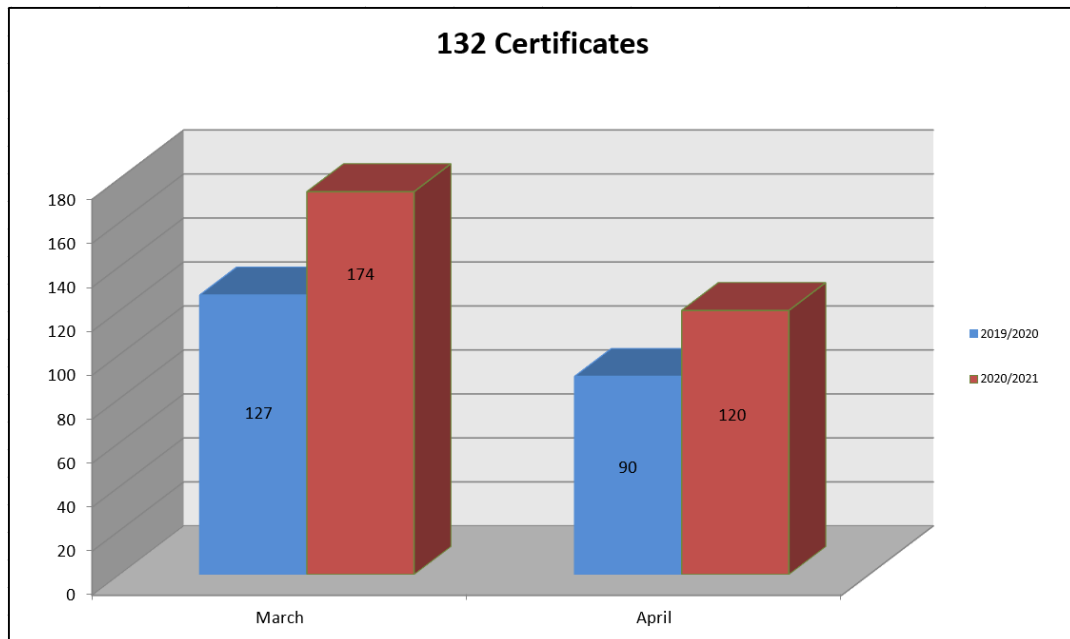
- Employee Assistance Provider - CLS
- Hearing Awareness Week – information on sound reduction and checking if your PPE is compliant
- Run Devonport
- Easter Colouring in Competition – colouring in competition for employees family members
- COVID safe Behaviours
- Flu shots
- Bowel Scan Kits are offered to employees and spouses who are 40 years of age and over.

- Breast Screen Tasmania, Don't miss the Bus! – in Devonport 22 February to 28 May 2021, Devonport Recreation Centre Carpark.

## 2.2. Finance

### 2.2.1. Certificates

During the months of March and April 2021, the Finance Team issued 294 Section 132 certificates under the *Local Government Act 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



### 2.2.2. Rate Statistics

#### Percentage of Rates Paid\*

	2018/2019	2019/2020	2020/2021
<b>March</b>	83.80%	84.20%	84.58%
<b>April</b>	92.48%	91.36%	95.28%

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

As at the end of April, Council had received twelve enquiries or applications for financial hardship assistance from commercial ratepayers and four enquiries or applications for financial hardship assistance from residential ratepayers under the Financial Hardship Assistance Policy.

The applications resulted in four commercial ratepayers and three residential ratepayers receiving assistance by deferral of rate payments and waiver of applicable late payment penalties.

Of the ratepayers that have previously applied for financial assistance under the policy, only one commercial ratepayer and two residential ratepayers have outstanding balances.

### 2.2.3 Finance Report

The attached report provides an overview of Council's financial position and year to date operating result as of 30 April 2021.

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, including commentary on material movements between budget and actual revenue and expenditure for the period. Impacts of COVID-19 on the financial result are noted in this report.

**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.

**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.

## 3. CORPORATE SERVICES

### 3.1. Parking

#### 3.1.1. Parking Statistics

March	19/20	20/21	Commentary
Income – Car Parks (Total)	\$74,454	\$74,105	Consistent with prior year.
Income from Meters	\$59,074	\$72,158	
Infringements Issued	900	1504	
Income – Multi-level Car Park	\$14,492	\$18,092	
<b>Total Parking Income</b> (includes revenue from MPES and parking permits)	<b>\$195,729</b>	<b>\$231,828</b>	Covid started to impact figures the very last part of March 2020.

April	19/20	20/21	Commentary
Income – Car Parks (Total)	\$14,195	\$76,772	Due to Covid lock down, parking was free for most of April 2020.

<b>April</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
Income from Meters	\$8,679	\$51,548	
Infringements Issued	81	1,115	
Income – Multi-level Car Park	\$0	\$15,229	
<b>Total Parking Income</b> (includes revenue from MPES and parking permits)	<b>\$40,996</b>	<b>\$235,802</b>	Due to Covid lock down, parking was free for most of April 2020 impacting income severely.
<b>Totally Parking Income YTD</b>	<b>\$1,881,065</b>	<b>\$2,036,158</b>	

### 3.2. Information Technology

#### 3.2.1. Digital Security

Council officers continue to progress actions that came out of a 2019 Digital Security review. Many of the actions are ongoing and will not conclude requiring ongoing attention. New employees receive Digital Security training as part of the onboarding process. Digital Security also features as a standing item on Council's Senior Management Team agenda.

While Council's review has been thorough and the actions continue resulting in reduced risk, Council officers know that they must remain vigilant to ensure a digital security event does not interrupt operations.

#### 3.2.2. CCA Shared Services Initiative

Council worked closely with the Cradle Coast Authority over the past 6 months on an initiative designed to realise technology savings, increased value and commonality across key technology platforms.

The project focused on combining the purchasing power for Telecommunications (Mobile) and Microsoft 365 across the 9 member Councils. Eight of the Councils have taken part and generated savings on their telecom spend and Microsoft 365 licensing and substantially increased the value derived from those services.

Continued efforts will be made going forward to target additional shared services where expenditure can be reduced and value can be increased.

### 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 report.

### **RISK IMPLICATIONS**

Any specific risk implications have been outlined in the commentary above. Any specific risk that becomes an issue for Council would result in a separate report to Council.

### **CONCLUSION**

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

### **ATTACHMENTS**

1. 20210430 Consolidated Financial Report for Council Meeting [**6.5.1** - 8 pages]



## 6.6 CONVENTION AND ARTS REPORT - MARCH AND APRIL 2021

Author: **Geoff Dobson, Convention and Arts Centre Director**  
Endorser: **Kym Peebles, Executive Manager People & Finance**

### RECOMMENDATION

That Council receive and note the Convention and Arts report.

### 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 Convention and Arts Department for the period March and April 2021.

### BACKGROUND

This report is provided to update the Councillors and the community on matters of interest relating to the Convention and Arts Department.

Council provides a range of cultural, recreational and entertainment experiences to assist people to connect and engage with each other in developing a strong sense of belonging, community spirit and quality of life.

The paranple convention centre is an important economic driver for Devonport, encouraging business opportunities in Devonport and supporting local contractors.

### 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:

- Convention and Arts Department
- paranple arts centre
- Devonport Regional Gallery
- Bass Strait Maritime Museum
- Town Hall Theatre
- paranple convention centre
- Visitor Information Centre and Tourism

### DISCUSSION

#### 1. ARTS AND CULTURAL DEVELOPMENT

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

- Attended Round Table Events Framework meeting, convened by State Growth and Public Health to discuss Level 2 Events, specifically the requirements to increase audience numbers safely;
- Met with community organisations Devonport Eisteddfod Society and Devonport Choral Society, regarding their 2021 productions and likely restrictions;
- Numerous meetings with RANT Arts regarding Reclaim 2021;
- Participated in Regional Arts Australia major funding assessment;

- Meetings held with several valuers regarding the respective collection valuations of the Devonport Regional Gallery and Bass Strait Maritime Centre;
- Participated in a Destination Management Plan tourism sector workshop, convened by West x North West and facilitated by TRC, a leading tourism, recreation and conservation planning consultant.

## **1.2. Devonport Regional Gallery**

### **1.2.1. Gallery Exhibitions**

#### **Home is Where the 'Art Is**

Little Gallery: 30 January – 13 March

No opening event

Home is Where the 'Art Is - an exhibition of works created through the Gallery's 2020 on-line and home-based art programs; an initiative born out of the pandemic lockdown when the gallery's Creative Learning Space closed its doors.

#### **Terra Incognita: A duck-billed what?**

Milan Milojevic 2020 Solo Commission

Main Gallery: 6 February - 27 March

Opening: 28

Floor Talk: 17

2020's Solo Commissioned artist, Milan Milojevic, created his own museum populated with imagined plants and animals based on Jorge Luis Borges The Book of Imaginary Beings, a book which has been a catalyst for his work over the past three decades.

The exhibition of prints and 3-dimensional objects was also a reflection of Milan's family history as a first generation Australian of German/Serbian parents, and the complexities that naturally arise from dealing with multiple cultural belonging.

Presented in partnership with Ten Days on the Island.

#### **Recollections**

Upper Gallery: 6 February – 1 May

No opening event

The Devonport Regional Gallery's collection has its beginnings in the works collected by Jean Thomas for The Little Gallery, starting in 1966 with an exhibition of works by Tasmanian artist Christopher Pyett. This exhibition looks back on the artists represented in the original Little Gallery, featuring works from the Permanent Collection that was built from Jean Thomas' original vision.

Artists: Paul Boam, Vivienne Breheney, Dale Burke, Carol Dell, Vita Endelmanis, John Gilbert, Victor Greenaway, Edith Holmes, Bob Iddon, Nerida de Jong, Owen Lade, Bea Maddock, Geoff Parr, Christopher Pyett, Dale Richards, Fran van Riemsdyk, Carol (Caz) Rodwell, Jeff Stillman, David Voigt and Tony Woods.

Curator: Ellina Evans

#### **Claiming Space**

Foyer Space: 3 – 30 March

No Opening Event

In conjunction with International Women's Day, the Gallery presented a selection of objects from the permanent collection that highlight the creativity and diversity of local women artists. Celebrating their contribution to our cultural life here on the North-West Coast and strive to increase their representation and visibility in our, and other Tasmanian cultural organisations.

**Fathom: Sam Beckman – Little Gallery Emerging Artist Program**

Little Gallery: 20 March – 8 May

Meet and Greet the Artist: 15

The photographs in Fathom investigate the emotive side of our interactions and relationships with the natural world. Using long handheld exposures, Sam has set aside crisp detail in favour of more abstract images, drawing out a deeper atmosphere from the landscapes we live in and travel through. On the one hand, contemplating the inevitability and drama of fire in the Australian bush, and on the other, recognising the restorative energy that time in nature provides, this exhibition is an invitation to reflect on personal and subjective connections to the landscapes around us.

**Constrained – Reclaimed**

Exhibition by Vicki West & David mangenner Gough

Main Gallery: 10 April – 29 May 2021

Opening and Floor talk: 53

Notable Tasmanian Aboriginal Curators and artists Vicki West and Dave mangenner Gough were invited to co-curate and exhibit in the Main Gallery. This collaborative work will guide and interact with visitors in the gallery space immersing in culture country and feelings of past and present.

Constrained – Reclaimed was supported by cultural collaborators: Denise Jones, Tayla Dilston-Jones, Mitchem Everett, Aziah Everett and Braydon Williams. Photography and videography by Kelly Slater.



Curators and artists, David mangenner Gough and Vicki West, talking about their collaborative exhibition *Constrained-Reclaimed*.

### 1.2.2. DRG Committee Update

#### Friends of the Gallery

The Friends are assisting with openings at the Gallery. Meetings have been in recess.

#### The Droogs

The Droogs, the Gallery's youth committee, are in recess. However, talks are being held with RANT regarding Reclaim the Lane 2021.

### 1.2.3. Education and Public Programs



Cassandra Stott visiting the gallery to see her art works in the exhibition Home is Where the 'Art Is.

The Creative Learning and Public Programs Officer has made the workshop program Home Is Where the 'Art Is available on-line in lieu of the regular Youth Art, Create and Make, Pop-Up toddler and School Holiday programs. Most of the projects are inspired by works from the Devonport City's Permanent Collection.

#### Home Is Where the Art Is

Material Packages are available to be picked up from pac or Devonport Library. Weekly online activities open to the public, running for one week as dated but available on-going through the website.

Story Vessels - clay pinch pot workshop for International Women's Day	04/03/21
Float Your Boat & Sail-Off event, in collaboration with BSMC	11/3/21
Beaded Beasts inspired by Milan Milojevic	18/3/21
Myriorama: the art of the never-ending story	25/3/21
Camera Obscura & Abstract Photography	1/4/21
Exquisite Tidal Beasts – The Gallery has received contributions from local participants and state-wide schools.	Paste up to commence Tuesday 27 April

### 1.3. Bass Strait Maritime Centre

#### 1.3.1. Bass Strait Maritime Centre Update

In March and April, opening hours continued to be 10am – 3pm, seven days and pleasingly, attendance increased over this period. Staff are working on a

collection audit in readiness for a valuation, social media projects, and reworking public programming to be COVID-safe.

### **1.3.2. Collection Management and Auditing**

The EOI for the valuation of the collection has been resolved, and a chief valuer has been appointed. The internal audit of the collection in the Annexe has been 80% completed and will finish in early May. The audit on the PastPerfect database for potential cloud-based migration continued. The Richmond Collection and Postcard Collection audit, rehouse, and digitisation for social media is ongoing. The Historical Archives digitisation project now has approximately 8,000 pages completed.

### **1.3.3. Current and Upcoming Exhibitions**

Availability for temporary exhibitions has changed recently and a new calendar has been devised.

#### **Cats and Dogs, All at Sea (Travelling exhibition from Australian National Maritime Museum)**

13 February 2020 – 23 May 2021

Travelling photographic exhibition, Australian National Maritime Museum.

#### **Instrumental**

31 May – 25 July 2021

Presenting the BSMC's collection of maritime instrumentation and their stories.

#### **Remarkable: Stories of Australians and their Boats**

2 August – 26 September 2021

A travelling exhibition from the Australian National Maritime Museum.

#### **Strata: Metals, Minerals, and Mining along the Strait**

October – June 2022

A focus on the history of mining and geology of resources in the Bass Strait and along Tasmania's coast, including Devonport's Limestone and Coal operations.

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

July 2022

Annual exhibition of works created by the Devonport Branch of the Embroiderer's Guild. The 2021 display has been postponed.

### **1.3.4. Education and Public Programming**

In March, the new COVID-safe school visit program was taken up by John Calvin School from Launceston with 33 participants.

The Australian Wooden Boat Festival hosted a Maritime Heritage Trail weekend, Saturday 10, and Sunday 11 April. The BSMC participated with a free Open Day. Several activities were offered, including a Float your Boat competition run in conjunction with the DRG Gallery program Home is Where the 'Art Is; a rope making machine; and live music. There were 77 attendees on Saturday 10 April. Unfortunately, a weather event cancelled the live music segment.



Date	Program	Attendance
15 March	John Calvin School Launceston COVID Safe Tour	32
10 April	Maritime Heritage Trail Open Day	77
<b>Total</b>		<b>109</b>



*Rope making machine with volunteer Gareth Gunn. Image: Michelle Morley*



*Float your Boat competition was very well attended by families. Image: Michelle Morley*

## 1.4. Town Hall Theatre

### 1.4.1. Theatre Performances and Events

In March and April, the Town Hall Theatre did not hold any events.

#### State Government Events Framework

In February, the Town Hall Theatre applied to the Department of State Growth for approval as a Level 2 Events Space, requesting an audience capacity of up to 75% total audience. The application was approved and has since been amended to a seating capacity of 100% without the need for face masks.

The increased capacity will improve the viability for smaller community performances to be staged and will ensure the profitability of larger touring productions. The paranple arts centre now looks forward to a busy season of theatre with at least ten performances in May and 8 performances during June.

## 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.

Facility	Visitors March 2021	Visitors April 2021
paranple arts centre, including DRG	2,777	3,183*
Town Hall - Audience	0	0
Bass Strait Maritime Centre	482	586
<b>Total</b>	<b>3,259</b>	<b>3,769</b>

\*Approximately 7,237 people visited the paranple arts centre's Creative Space to vote early in the May 1 State Election. Signage directed visitors to the entrance off Rooke Street, and therefore not accurately captured in the paranple arts centre Main Entrance for April.

## 1.6. paranple convention centre

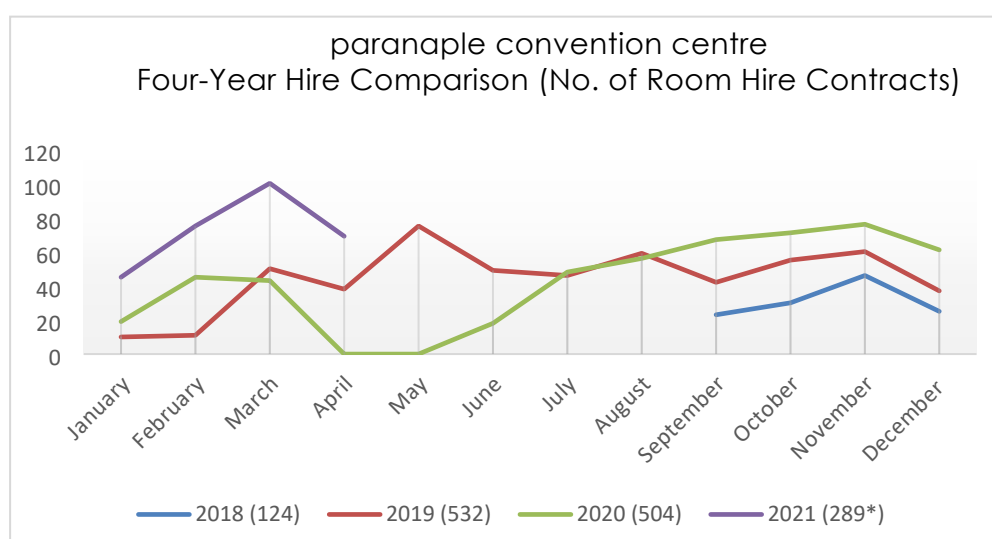
### 1.6.1. Meetings at paranple convention centre and Providore Place

For March and April, the DCC meeting rooms held 152 events, 16 events in the convention centre, eight events in Providore Place and an Early Voting Centre in the Creative Space (paranple arts centre). Total attendance of over 7,000 to meeting rooms and events, and a further 7,237 patrons visited the arts centre to vote early in the May 1 Election.

Events held in the paranple convention centre & Providore Place:

Event	Presented by	Audience Attendance
Gut Health in the riding horse	Forth Valley Veterinary Clinic	80
2021 Tasmanian Farm Manager 2IC	Dairy Tasmania	2 x training 51 per session
International Women's Day Event – Choose to Challenge	Devonport City Council	55

2021 Tasmanian Farm Manager 2IC Awards Presentation	Dairy Tasmania	75
Diamonds of Devonport	Devonport City Council	144
General Meeting	Local Government Association	43
Kellion Medal Presentation	Diabetes Tasmania	40
2021 Dairy Tasmania Conference and Awards Dinner	Dairy Tasmania	171
Devonport Motor Expo	Devonport Motor Show	2,500
Community Voices Project Dinner	WISE Employment	80
Teacher Assistant PL	Tasmanian Catholic Learning	44
A White, White Day	North West Film Society	100
LGBTIQA+ Forum	Connect4life & Devonport City Council	45
Esther Campion Book Launch	Libraries Tasmania	150
The Translators	North West Film Society	90
Funeral Service – the late Graeme 'Gypsy' Lee	Pinegrove Funerals	325
<b>Event – Providore Place</b>	<b>Presented by</b>	<b>Audience Attendance</b>
High School Cooking Challenge	Devonport Food and Wine	80
Gastronomy Long Table with Karen Doyle	Devonport Food and Wine with Elevated Catering and Pardon my French	100
Private Luncheon	Pinctada Kitchen	50
30 <sup>th</sup> Anniversary Presentation	Tasmania Legal Aid	100
Private Function	Southern Wild Distillery	100
Private Function	Pinctada Kitchen	50
Friday Night Market	Devonport City Council	N/A
Devonport Job's Fair	Department of Education, Skills and Employment	800







*Diamonds of Devonport 2021*



*Tasmanian Dairy Awards Dinner*



*Devonport Motor Expo 2021*



*Devonport Jobs Fair – Providore Place*

## **1.7. Tourism**

### **1.7.1. Tourism Development Strategy**

Staff Investigated and continued auditing tourism signage in the region to assist with promoting the Visitor Information Centre.

TVIN (Tasmanian Visitor Information Network) are offering staff the opportunity to attend upcoming Customer Service training workshops focusing on delivering professional service and understanding your customer.

### **1.7.2. Regional Tourism Organisation (RTO)**

The RTO continue to provide regular updates to the staff at the paranple arts centre. These updates include options for staff to attend online and face to face workshops, allowing them to continue to grow and develop stronger ties with tourism providers in the region.

## **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

## 6.7 ANNUAL PLAN PROGRESS REPORT TO 30 APRIL 2021

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council receive and note the 2020/21 Annual Plan Progress Report for the period ended 30 April 2021.

### 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 2020/21 Annual Plan as of 30 April 2021.

### BACKGROUND

Council adopted its 2020/21 Annual Plan on 22 June 2020. 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 local government area each financial year.

### DISCUSSION

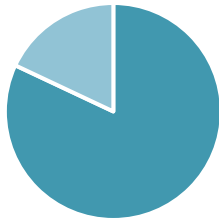
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

- Request for quotation process for the construction of new toilet block at Horsehead Creek is in progress with quotations due to close 20 May 2021;
- A new travelling exhibition for the Australian National Maritime Museum has been secured for August-September 2021;
- Review of Public Art Policy has commenced and is nearly at final draft. Expected to be presented to Council in June 2021;
- Sharps Management Guidelines drafted and internally reviewed;
- Construction of Devonport section of the River Road to Latrobe pathway completed;
- Trial of call recording software in March by customer services staff.

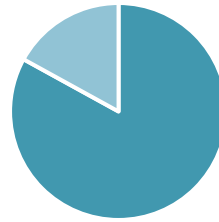
Progress comments are provided for each action in the Progress Report. Following are graphical snapshots of Council's performance against each Strategic Goal and Actions overall across the organisation as at the 30 April 2021.

### 2020/21 AP Actions - Organisation



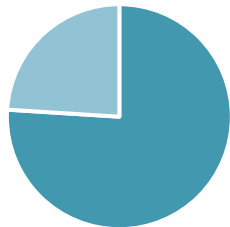
■ On Track - 82% ■ Off Track - 18%

### Goal 1 - Living Lightly on our Environment



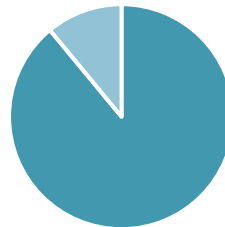
■ On Track - 83% ■ Off Track - 17%

### Goal 2 - Building a Unique City



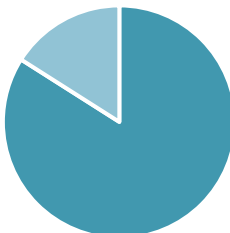
■ On Track - 76% ■ Off Track - 24%

### Goal 3 - Growing a Vibrant Economy



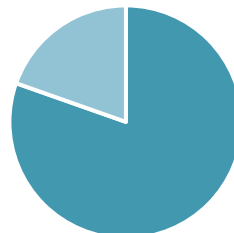
■ On Track - 89% ■ Off Track - 11%

### Goal 4 - Building Quality of Life



■ On Track - 84% ■ Off Track - 16%

### Goal 5 - Practicing Excellence in Governance



■ On Track - 80% ■ Off Track - 20%

#### 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 status of actions at this time.

## **CONCLUSION**

The 2020/21 Annual Plan Progress Report as of 30 April 2021 is provided for the information of the Councillors and the community.

## **ATTACHMENTS**

1. Annual Plan Progress Report - to 30 April 2021 .rtf [**6.7.1** - 26 pages]

## 6.8 ELECTED MEMBERS EXPENSE REPORT TO 30 APRIL 2021

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That the bi-monthly report advising of Councillor allowances and expenses be received and noted.

### 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 expenses 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 March and April 2021 is detailed below:

<b>Mayor, Cr Annette Rockliff</b>	\$327 - Telephone (Oct – March)
<b>Cr Gerard Enniss</b>	\$487 - Elected Members Professional Development weekend
<b>All Councillors</b>	\$2,182 – iPads (Oct – March)

Note: due to the timing of credit card statements and invoices, expenditure is 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 direction.

### **ATTACHMENTS**

1. Councillor Remuneration Schedule 2020-21 [**6.8.1** - 1 page]

## **6.9 UNCONFIRMED MINUTES - CRADLE COAST AUTHORITY REPRESENTATIVES MEETING - 25 MARCH 2021**

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council receive and note the unconfirmed minutes of the Cradle Coast Authority Representative's meeting, held on 25 March 2021.

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

Council's Strategic Plan 2009-2030:

Strategy 5.1.3    Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure that balances the needs of industry, business, community, government and the environment

### **SUMMARY**

To provide Council with the unconfirmed minutes of the Cradle Coast Authority Representative's meeting held on 25 March 2021.

### **BACKGROUND**

As a member of the Cradle Coast Authority, Council is provided with a copy of the minutes.

### **STATUTORY REQUIREMENTS**

There are no statutory requirements which relate to this report. Under the Authority's Rules, minutes of Representative's meetings can be considered by Council in open session.

### **DISCUSSION**

The unconfirmed minutes of the Cradle Coast Authority Representatives Representative's meeting which was held on 25 March 2021 are attached for consideration.

From the minutes it is noted:

- The CEO provided a quarterly update on topical issues;
- The quarterly financial report was presented;
- An update from the Regional Tourism Organisation was provided by Mayor Kons;
- The Hon. Sid Sidebottom was reappointed as Chairman and Director for a 2 year term commencing 1 November 2021, in accordance with Rule 24.
- The CEO provided an update on Projects of Regional Importance.

### **COMMUNITY ENGAGEMENT**

No community engagement was required for this report.

### **FINANCIAL IMPLICATIONS**

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



### **RISK IMPLICATIONS**

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

### **CONCLUSION**

The unconfirmed minutes of the Cradle Coast Authority Representative's meeting held on 25 March 2021, are presented.

### **ATTACHMENTS**

1. Unconfirmed Minutes CCA Representatives Meeting - 25 March 2021 [**6.9.1** - 9 pages]

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## **7 SECTION 23 COMMITTEES**

No Section 23 Committee meetings have been held since the last Council meeting.

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## 8 CLOSED SESSION

The General Manager advises that in his opinion, the agenda items listed below are prescribed items in accordance with Clause 15 of the *Local Government (Meeting Procedures) Regulations 2015* (ie confidential matters), and therefore Council may by absolute majority determine to close the meeting to the general public.

### RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
3.1	Confirmation of Closed Minutes – Council Meeting – 26 April 2021	15(2)(g)
3.2	Application for Leave of Absence	15(2)(h)
4.1	Confidential attachments	15(2)(g)
5.1	LGAT – Election of President & GMC Member 2021	15(2)(g)
5.2	Unconfirmed Minutes – Joint Authorities	15(2)(g)

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## **9 CLOSURE**