



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, paranple centre, 137 Rooke Street, Devonport on Monday 23 May 2022, commencing at 5:30 PM.

The meeting will be open to limited members of the public and live streamed from 5:30 PM on Council's [YouTube channel](#).

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

18 05 2022

June 2022

| Meeting | Date | Commencement Time |
|--------------------------------------|--------------|--------------------------|
| Planning Authority Committee Meeting | 6 June 2022 | 5:15pm |
| Ordinary Council Meeting | 27 June 2022 | 5:30pm |

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL
HELD ON MONDAY 23 MAY 2022, IN THE ABERDEEN ROOM, LEVEL 2, paranaple centre,
137 ROOKE STREET, DEVONPORT AT 5:30 PM**

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ATTENDEES

| | | Apology |
|-------|----------------------------|----------------|
| 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. The meeting will also be live streamed on Council's YouTube channel.

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 PROCEDURAL

3.1 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Council meeting held on 26 April 2022 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.

3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS

Author: **Matthew Atkins, General Manager**

RECOMMENDATION

That the responses to questions from Mr Janney, Mr Gardam, Mr Smith and Mr Russell at the April 2022 Council meeting be noted.

ATTACHMENTS

1. Response to Questions Without Notice - 26 April 2022 - D Janney [**3.2.1.1** - 1 page]
2. Response to Questions Without Notice - 26 April 2022 - M Gardam [**3.2.1.2** - 1 page]
3. Response to Questions Without Notice - 26 April 2022 - T Smith [**3.2.1.3** - 2 pages]
4. Response to Question Without Notice - 26 April 2022 - R Russell [**3.2.1.4** - 1 page]

3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

There were no Questions on Notice from the Public received for the May 2022 meeting.

3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

3.3 QUESTIONS ON NOTICE FROM COUNCILLORS

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

3.4 NOTICES OF MOTION

Nil

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 REOPEN SPECIAL INTEREST GROUP NOMINATIONS PUBLIC ART COMMITTEE

Author: **Geoff Dobson, Convention and Art Centre Director**

Endorser: **Kym Peebles, Executive Manager People & Finance**

RECOMMENDATION

That Council amend the Terms of Reference for the Public Art Committee to include an ex-officio member from RANT Arts, and to increase community membership to eight and reopen nominations to fill additional community positions.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This report provides Council with details to amend the Terms of Reference for the Public Art Committee and increase the community membership positions to eight.

BACKGROUND

At its meeting held on 24 September 2021, Council determined:

That Council:

- a) adopt the Terms of Reference for the Devonport Regional Gallery Advisory Committee, Public Art Committee and Access and Inclusion Working Group; and*
- b) call for expressions of interest in accordance with the Terms of Reference for each Committee.*

Post the September meeting, expressions of interest were sought and at its meeting held on 22 November 2021, Council determined:

That Council appoint:

Vivienne Breheney, Jennifer Frost, Tracey Carter, Kate Von Rock, Marilyn Raw, and Cr Leigh Murphy and Cr Alison Jarman to the Public Art Committee.

The membership requirements detailed in the existing Terms of Reference for the Public Art Committee, state:

The Public Art Committee will be representative of stakeholders and include up to:

Two (2) Councillors

Convention and Arts Centre Director (or Nominee)

Six (6) members as recognised of the arts/design sector by peers, and/or community members able to demonstrate a strong interest in public art/design and/or community development

and:

Members will be appointed by the Council following a formal expression of interest process for a two-year period...

...Should a vacancy occur, the Council will consider appointing a new member.

Only five arts sector/community nominations were received and appointed in November 2021. Regardless, the Public Art Committee was formed and proceeded with formal meetings. To date, the main actions of the Committee have included: 1) updating the existing Public Art Policy and Guidelines; and 2) develop a new Public Art Strategy for the City of Devonport.

Through undertaking community consultation regarding the Public Art Policy, several community members have expressed interest in joining the Committee, noting that there is one vacancy for an arts sector/community member. The level of interest in joining the Committee would indicate that a membership of eight arts sector/community would likely be filled.

In addition, the development of the Public Art Strategy has identified several benefits within the existing strategic partnership Council has with RANT Arts and amending the Terms of the Reference to include eight arts sector/community members, and an ex-officio representative from RANT Arts, would likely increase successful public art outcomes for the city of Devonport.

STATUTORY REQUIREMENTS

Section 23 and 24 of the *Local Government Act 1993* outlines the statutory requirements relating to the appointment and functions of Committees as follows:

24. Special Committees

(1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.

(2) A special committee consists of such persons appointed by the council as the council thinks appropriate.

(3) The council is to determine the procedures relating to meetings of a special committee.

DISCUSSION

Endorsed in September 2021, the Terms of Reference for the Public Art Committee prescribe a membership of 'six (6) members as recognised of the arts/design sector by peers, and/or community members...' At the time of nominations, Council received and appointed five members. Since that time, the Committee has attracted interest from the community and several individuals with public art experience have strongly expressed an interest to join the Committee.

Due to the existing vacancy and likelihood of attracting two-or-more additional members, this report provides a recommendation to amend the Terms of Reference to eight arts sector/community members, which would require nominations to be reopened and an expression of interest process followed, as was the case in September 2021. Suitable candidates would be recommended to Council for appointment.

Due to Council's existing relationship with RANT Arts, it is also suggested that the Terms of Reference be amended to include an ex-officio member from RANT Arts. As the Public Art Committee work to develop a Public Art Strategy for the City of Devonport, the existing strategic partnership between Council and RANT Arts can be utilised to increase Public Art outcomes of the City.

The length of term for any additional members appointed at this time, would align with the existing members. Therefore, all positions on the Committee would become vacant in November 2024.

All other terms and conditions as defined in the Terms of Reference would remain the same.

COMMUNITY ENGAGEMENT

An open and transparent expression of interest process would be required to fill vacancies of the Public Art Committee. Vacancies will be required to be advertised on Council's website, associated social media channels, and community newsletter.

FINANCIAL IMPLICATIONS

There is no financial impact because of this report. Administrative costs in relation to the coordination and facilitation of the proposed expression of interest process will be absorbed within Council's operational budget.

RISK IMPLICATIONS

Workplace Health and Safety:

To minimise any potential workplace health and safety risks, all endorsed members will complete Council's volunteer induction to ensure they understand their obligations under the *Workplace Health and Safety Act 2012*.

Consultation and/or Communication:

Special Interest and Working Groups assist in providing a mechanism by which Council can communicate effectively on special interest matters.

CONCLUSION

There is sufficient community interest in the Public Art Committee that would allow for the existing single vacancy to be filled, However, the strength of public interest in the Committee indicates arts sector/community positions would be filled if extended to eight.

In addition to amending the arts sector/community membership of the Terms of Reference, including an ex-officio member from RANT Arts would likely lead to improved public art outcomes for the city of Devonport.

ATTACHMENTS

1. Public Art Advisory Committee Terms of Reference Ammended May 2022 [5.1.1 - 3 pages]

5.2 DISPOSAL OF PORTION OF PUBLIC LAND - MERSEY BLUFF

Author: **Claire Jordan, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council, by absolute majority:

1. determine its intention to transfer 800m² of public land contained in CT248784/1 to the Crown;
2. condition the transfer on all associated costs being borne by the transferee (or their parties);
3. authorise the General Manager to commence the public land disposal process with a view to transferring the public land to the Crown in accordance with s178 of the *Local Government Act 1993*; and
4. relinquish its head lease with the Crown for the area of 2970m² that holds the other part of the Tiagarra building, which Council currently sub leases to Tiagarra.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage

SUMMARY

This report is provided for Council to consider the disposal of a portion of public land it currently owns at 1 Bluff Access Road, Devonport.

BACKGROUND

Land contained in CT248784/1 was transferred to Council from the Commonwealth of Australia in 1952. The land is classified as public land and is currently utilised as public open space.

Council recently received correspondence from the Office of Aboriginal Affairs/Communities Tasmania, seeking Council's support for the transfer of approximately 800m² of Council's public land contained in CT248784/1 (PID 2919248) to enable an expansion by Six Rivers Aboriginal Corporation (SRAC) of their museum facility. The proposal would also require the relinquishing by Council of its head lease with the Crown of an area of 2970m², on which the balance of Tiagarra sits. Tiagarra is located across two separate titles which are owned by two landowners, namely the Council and the Crown.



SRAC has a lease with Council for the part of Tiagarra located on Council owned land (expiring in 2036), and a sub-lease with Council for the portion of Tiagarra that is located on Crown Land (for which Council currently leases from the Crown, also expiring in 2036).

Land tenure issues are identified as an impediment to SRAC's ability to facilitate expansion of the site. SRAC currently have funds for capital expenditure (both from the Australian Government and funds held in trust by the State Government) but are not able to commit to a capital upgrade for Tiagarra without resolving the land issues identified. The capital upgrade of the site will support the Aboriginal community and enable SRAC to apply for further funds for tourism, education and cultural ventures.

Currently SRAC accommodate a large number of school groups through the museum but would like to extend their capacity in this area. Further, the sharing of cultural knowledge with all students but particularly Aboriginal students, is an important target in the National Agreement for 'Closing the Gap', and the action has a high national priority and is an important program for Tasmania.

Council gifted the Tiagarra building to SRAC in 2016.

STATUTORY REQUIREMENTS

Section 178 of the *Local Government Act 1993* (the Act), outlines the requirements Council must follow to dispose of public land.

"178. Sale, exchange and disposal of public land

- (1) A council may sell, lease, donate, exchange or otherwise dispose of public land owned by it in accordance with this section.*
- (2) Public land that is leased for any period by a council remains public land during that period.*
- (3) A resolution of the council to sell, lease, donate, exchange or otherwise dispose of public land is to be passed by an absolute majority.*
- (4) If a council intends to sell, lease, donate, exchange or otherwise dispose of public land, the general manager is to—*

- (a) publish that intention on at least 2 separate occasions in a daily newspaper circulating in the municipal area; and
 - (ab) display a copy of the notice on any boundary of the public land that abuts a highway; and
 - (b) notify the public that objection to the proposed sale, lease, donation, exchange or disposal may be made to the general manager within 21 days of the date of the first publication.
- (5) If the general manager does not receive any objection under subsection (4) and an appeal is not made under section 178A, the council may sell, lease, donate, exchange or otherwise dispose of public land in accordance with its intention as published under subsection (4) .
- (6) The council must –
- (a) consider any objection lodged; and
 - (b) by notice in writing within 7 days after making a decision to take or not to take any action under this section, advise any person who lodged an objection of –
 - (i) that decision; and
 - (ii) the right to appeal against that decision under section 178A .
- (7) The council must not decide to take any action under this section if –
- (a) any objection lodged under this section is being considered; or
 - (b) an appeal made under section 178A has not yet been determined; or
 - (c) the Appeal Tribunal has made a determination under section 178B(b) or (c) .”

“s178A Appeal

- (1) Any person who lodged an objection under section 178 may appeal to the Appeal Tribunal against the decision of a council under section 178(6) within 14 days after receipt of notice of that decision under section 178(6)(b).
- (2) An appeal must be made in accordance with the Tasmanian Civil and Administrative Tribunal Act 2020.
- (3) An appeal may only be made on the ground that the decision of the council is not in the public interest in that –
 - (a) the community may suffer undue hardship due to the loss of access to, and the use of, the public land; or
 - (b) there is no similar facility available to the users of that facility.
- (4) The Appeal Tribunal is to hear and determine an appeal in accordance with the Tasmanian Civil and Administrative Tribunal Act 2020.
- (5) The decision of the Appeal Tribunal on hearing an appeal is final and section 136 of the Tasmanian Civil and Administrative Tribunal Act 2020 does not apply”.

Further to the statutory requirements relating to the disposal of public land, a Memorandum of Transfer of the land from the Commonwealth of Australia to the Council in 1952 contains a condition that the land “shall not be used for any other purpose than as a Public Recreation Reserve”.

It is Council's expectation that the Office of Aboriginal Affairs or the Crown, if the land is to be transferred to them, seek legal advice to determine if the proposed expansion and activities proposed by SRAC, meet the requirements and interpretation of this condition, or that the proposed expansion does not restrict or impede the land continuing to be used as such.

DISCUSSION

The Crown Lands Unit, Department of Natural Resources have suggested the following approach to assist in the remedying of the land tenure/title issues encountered by SRAC, to support the future development of the site and to capitalise on tourism, education and cultural awareness activities and opportunities.

The proposed approach is for Council to transfer the identified portion of public land to the Crown and relinquish its head lease with the Crown for the balance of the area.

This in turn would enable Tiagarra to be contained within the one land parcel, owned by the Crown, who could then in turn transfer the land parcel to SRAC pursuant to s13 of the *Crown Lands Act 1976*.



In discussions with the Office of Aboriginal Affairs, SRAC have indicated that they wish to progress their operational capacity, particularly as it relates to taking school groups through the facility. SRAC have identified as part of a 3 Year Tourism Business Plan, a number of ventures that will assist them capitalise on tourism markets, and in order to achieve this, the extension of the museum is identified as critical to realising this potential.

The Office of Aboriginal Affairs have indicated that community capacity building and development of SRAC relies on the land tenure issue being resolved. SRAC have secured funding targeted for capital expenditure but are restricted in committing the funding to a capital upgrade of Tiagarra until such time as the land tenure issue is resolved. The capital upgrade of the facility will not only support their community but enable SRAC to apply for further funding for tourism-based ventures. Further, the Tasmanian Government has additional funds available through 'Closing the Gap' opportunities, but SRAC will not be in a position to make application until the land issue is resolved.

The public land earmarked for transfer forms part of a 5.663ha Title. The land is grassed and does not contain any Council infrastructure or assets.

If Council agrees to commence the land disposal process, and submissions are received as part of the consultation requirements under s178 of the *Act*, a subsequent report to Council considering submissions received will be required, before a final determination may be made.

COMMUNITY ENGAGEMENT

As the land is public land, Council is required to undertake a public consultation process as outlined in s178 of the *Local Government Act 1993*. This includes publicly advertising the intention to dispose of the land and to consider any objections that may be raised, prior to taking any further action.

FINANCIAL IMPLICATIONS

It would be Council's expectation that all associated advertising, land transfer, title adjustments, legal or other costs be borne by the Office of Aboriginal Affairs, or SRAC, and that Council's involvement, as it relates to the transfer, be administrative only.

If an objector lodges an appeal with the Tasmanian Civil and Administrative Tribunal (TASCAT) against the transfer of land in accordance with s178A 3(a) or (b), there may be associated costs with the Appeals process.

The current asset value after adjustments from the Valuer-General's Office for the property is:

| | | | |
|------------------------------|----------|---------------------|--|
| Total land area (sqm) | 56630.00 | <u>\$747,500.00</u> | Approx value per sqm |
| | | \$13.20 | |
| Sale land area (sqm) | 800.00 | \$10,559.77 | Approx value for proposed sale land |

Draft data received from the Valuer-General's Office on 5 May 2022, shows that the land asset value will be \$800,000 from 30 June 2022, which equates to \$14.13 approximate value per square meter, equating to approximately \$11,301.43 for the 800m² requested for transfer.

The portion of land donated will require removal from Council's Asset Register and for the loss on disposal to be recognised and would impact on the financial year in which the transfer occurs.

There would be a requirement for SRAC to maintain the land gifted to them. The reduction in the size of land in Council's ownership, subject to the transfer, would reduce the size of land for the purposes of maintenance, which would have a very minor cost saving for Council.

RISK IMPLICATIONS

There is a risk, if Council determines to proceed with the transfer, that objections will be lodged under s178A of the *Act*. Any objection lodged under s178A must be on the grounds that:

- (a) the community may suffer undue hardship due to the loss of access to, and the use of, the public land; or
- (b) there is no similar facility available to the users of that facility.

CONCLUSION

Council has been approached by the Office of Aboriginal Affairs, seeking the possibility of Council transferring 800m² of public land located at 1 Bluff Access Road, Devonport to the

Crown, to facilitate the process of transferring a larger section of Crown land, in combination with this section of Council's public land, to Six Rivers Aboriginal Corporation to resolve land tenure issues for Tiagarra, and to support SRAC's future ability to further develop the site and secure funding for tourism, educational and cultural activities.

ATTACHMENTS

1. Revised Land Titles Map - 18 Jan 2021 [**5.2.1** - 1 page]
2. Registry Of Deed- A 65587 - Bluff - lighthouse area [**5.2.2** - 4 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 |
|-------------|---|--|
| 9 May 2022 | Road Network Strategy Update & William St Pedestrian Crossing | Strategy overview and update and discussion on options available regarding pedestrian crossing |
| | 2022/23 Budget | Update on revaluation process |
| | Digital Transformation Update | Update on latest digital transformation initiatives |
| | Devonport E-Scooter Trial | Update |
| | General update | Update on minor matters of interest |

6.2 MAYOR'S MONTHLY REPORT

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 20 April and 17 May 2022:

- Council meetings and workshops
- Council committee and working group meetings
- 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: Leon Compton (ABC Mornings) (x2), Martin Agatyn (7AD News), Lee Dixon (7AD), Tasmania Talks (7AD), Libby Bingham (The Advocate) (x2), Darren Kerwin (7AD), Chris Eddy (LG News Roundup), Tahlia Jordan (Win News), Garth Burley (7 News)
- With the General Manager, met with the General Manager and the Deputy Mayor of Geelong to discuss opportunities with the move of the Spirits' Victorian port to Geelong
- Attended 2 community consultation sessions re Open Space Strategy update
- Attended Devonport Strikers official opening of Phase 1 of planned upgrades
- Took part in the 11am ANZAC Day service
- Attended DCCI events (x2) where Federal candidates were invited to speak
- Attended openings of two exhibitions at the Gallery
- Attended Surf Club end of season function
- Attended LGAT General Management Committee meetings (x2)
- Attended the investiture of Australia Day Awards at Government House for Devonport residents Vicki Purnell OAM and John Phillips OAM
- Attended Devonport Community House celebration of Neighbourhood House Week
- With the Deputy General Manager, met with Vicki Russell and Rodney Croome to discuss progressing their project, NW Steps in History
- Attended Cradle Coast Authority Board meeting

ATTACHMENTS

Nil

6.3 GENERAL MANAGER'S REPORT

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 20 April and 17 May 2022. 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, Section 23 Committee and Council Meetings as required.
- 1.3. Virtual meeting with the Mayor to meet Geelong City Council Deputy Mayor, Cr Trent Sullivan and CEO Martin Cutter to discuss the future berthing of the Spirits of Tasmania at the Port of Geelong.
- 1.4. Meeting with Michael Swards, CEO of Kinetic. Kinetic are the largest bus company in Australia and recently acquired ownership of MerseyLink who provide local bus services in the Devonport region.
- 1.5. Met with representatives from the Devonport Golf Club in relation to concerns with the increase in their property rates.
- 1.6. Preparation for the 2022/23 budget has been underway over recent months, with draft budget estimates presented to Councillors in a series of Teams videos commencing from Monday 16 May. The Devonport City Council area has just undergone a full revaluation. Draft figures from the Valuer-General were received at the end of April with final valuations expected by the end of May. The new valuations will see large variances over the previous year in the rates

applied to individual properties, with swings both up and down regardless of the quantum of any increase in total rate revenue.

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 2.1. Attended the launch of the Devonport Regional Gallery's exhibition - A Place in Flux: Queering the North Coast. The exhibition displayed the works of emerging artist, George Kennedy, which has been displayed in the Little Gallery during the month of May.
- 2.2. Attended the third meeting of the Hillcrest Affected Area Recovery Committee (HAARC).
- 2.3. Attended a leaders networking and guest speaker breakfast at Devonport Christian School.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. Met with new Tasmanian staff from the office of Regional Development Australia (RDA).
- 3.2. As Tasmanian Director, attended a virtual Board meeting of Local Government Professional National.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. Nil

5. OTHER

- 5.1. At its meeting in April, Council resolved to rename the Don Hall Reserve to the John Luck Reserve. Upon registering this name with Placenames Tasmania, it was advised that such an area should be recorded as a Park, rather than a Reserve. The official name registered with Placenames Tasmania is now John Luck Park, which is currently being advertised, prior to referral to the Place Names Advisory Panel for endorsement.

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. Current and Previous Minutes Resolutions - May 2022 [**6.3.1** - 1 page]

6.4 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT MARCH AND APRIL 2022

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Kym Peebles, Executive Manager People & Finance, & Jeffrey 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 2022 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 March and April 2022.

| | | |
|---------|--|------------|
| REG/751 | Certification of Draft Amendment - AM2021.02 - 86A Gunn Street Devonport | 2/03/2022 |
| REG/752 | Certification of Draft Amendment - AM2021.02 - 86A Gunn Street Devonport | 2/03/2022 |
| REG/753 | Licence of Crown Land at Bass Highway Don - Devonport City Council & Department of Natural Resources & Environment Tas | 7/03/2022 |
| REG/754 | Plan of Survey - PA 2020.0213 - 2 lot subdivison 39 Don Road, Devonport | 7/03/2022 |
| REG/755 | Licence Agreement - DCC & Cole - Highway Reservation adjacent to 143 William Street, Devonport | 9/03/2022 |
| REG/756 | License Agreement Don - Leith - DCC & DSG | 9/03/2022 |
| REG/757 | Planning Adhesion - ADH2022.002 - 11 Victoria Parade, Devonport - (3079) - Titles 209414/1, 30519/1 & 30519/2 | 16/03/2022 |
| REG/758 | Transfer of Title - 20325/7 - DCC to Best Street Investments Pty Ltd | 22/03/2022 |
| REG/759 | Amendment to seal plan NO 182335 14A Cameray Sreet, East Devonport - SPA2022.0001 | 29/03/2022 |
| REG/760 | Grant Deed - Devonport City Council & Communities Tasmania - Improving the Playing Field - Byard Park Lighting | 29/03/2022 |
| REG/761 | Plan of survey & Schedule of easements - 134 Don heads road, Don - CT37911/1 - DCC Purchase from O'Neil | 5/04/2022 |
| REG/762 | Plan of Survey - Subdivison PA2019.0046 - 146 Durkins Road Quoiba | 5/04/2022 |
| REG/763 | Lease Agreement - Devonport City Council & Devonport Basketball Council - Units 30-46 Forbes Street | 8/04/2022 |
| REG/764 | Exchange of letters - Devonport City Council - Devonport Commuter Cycling Initiative Funding Agreement 1 January 2020 - 31 December 2021 - (FA-00002680) | 26/04/2022 |

Councillor Attendance

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

| No. of Meetings Attendance | Council 10 | Planning Authority 4 | | Workshops 9 | Leave of Absence Approved during the March/April 22 |
|-------------------------------|---------------|-------------------------|------------|----------------|--|
| | | Member | Non Member | | |
| Mayor Cr A Rockliff | 10 | 3 | 0 | 8 | |
| Cr J Alexiou | 10 | 4 | 0 | 9 | |
| Cr G Enniss | 8 | 0 | 1 | 9 | |
| Cr P Hollister | 10 | 4 | 0 | 9 | |
| Cr A Jarman | 9 | 0 | 2 | 8 | |
| Cr L Laycock | 10 | 0 | 3 | 8 | |
| Cr S Milbourne | 10 | 3 | 0 | 9 | |
| Cr L Murphy | 10 | 4 | 0 | 9 | |
| Cr L Perry | 10 | 3 | 0 | 8 | |

The leave request previously approved for Cr Milbourne for the period 14/4/2022 -1/05/2022 was withdrawn at Cr Milbourne's request.

1.2. Property Management Update

Council Officers worked on a number of property matters during March and April 2022 including the following:

- Crown Land applications:

- Deed of Variation of Licence – Spreyton Cycleway – finalised
- Application to vary lease – West Eugene Street/Percy Street
- Lease renewal with Devonport Basketball Council – Units – Forbes Street
- Land sale settlement – 116-122 Stony Rise Road
- Licence Agreement finalised – 143 William Street
- Liaison with community/non-commercial tenants.

1.3. Corporate Communication

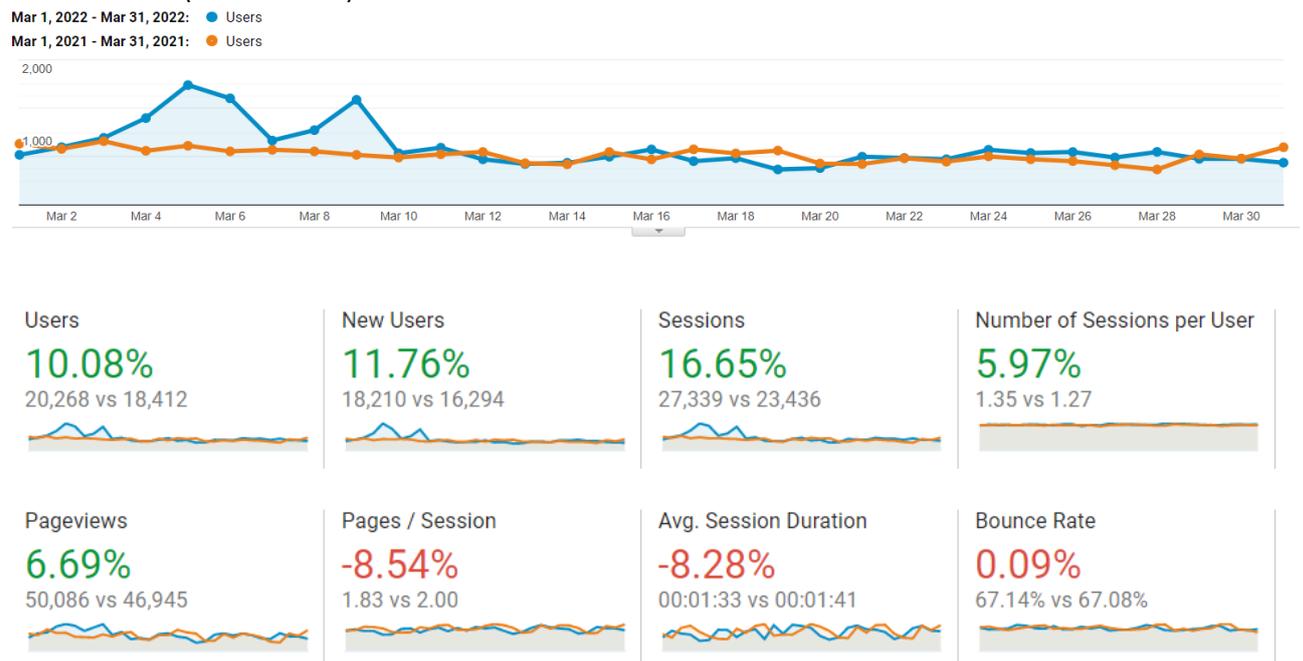
1.3.1. Devonport City Council Website

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.

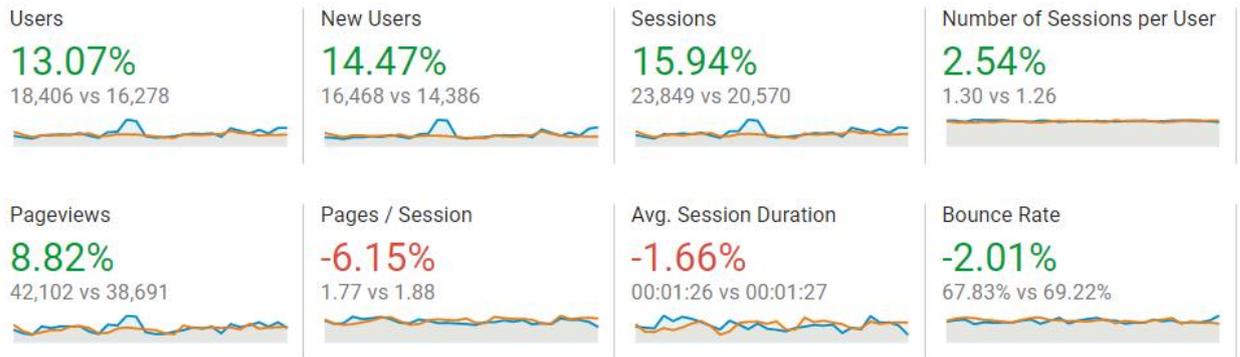
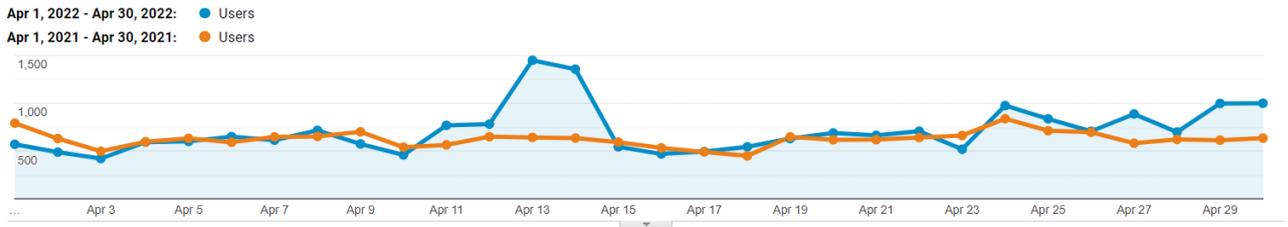
| Top 10 Website Pages | March 2022 | April 2022 |
|---|---|---|
| | <ol style="list-style-type: none"> 1. Devonport Regatta 2022 2. News and Media 3. Contact Us 4. Employment Opportunities 5. Advertised Planning Permit Applications 6. Employment Opportunities - Administration Officer 7. Council Forms and Payments 8. Employment Opportunities - Parks and Reserves Serviceperson 9. Cemetery Search 10. Waste Transfer Station | <ol style="list-style-type: none"> 1. News and Media 2. Advertised Planning Permit Applications 3. Contact Us 4. Council Forms and Payments 5. Waste Transfer Station 6. RSL Dawn Service – ANZAC DAY 7. Cemetery Search 8. Anzac Day services back on for 2022 – Media Release 9. What's On Devonport 10. Devonport's Public Open Space Survey |
| <p>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.</p> | | |

Website statistics taken from Google Analytics

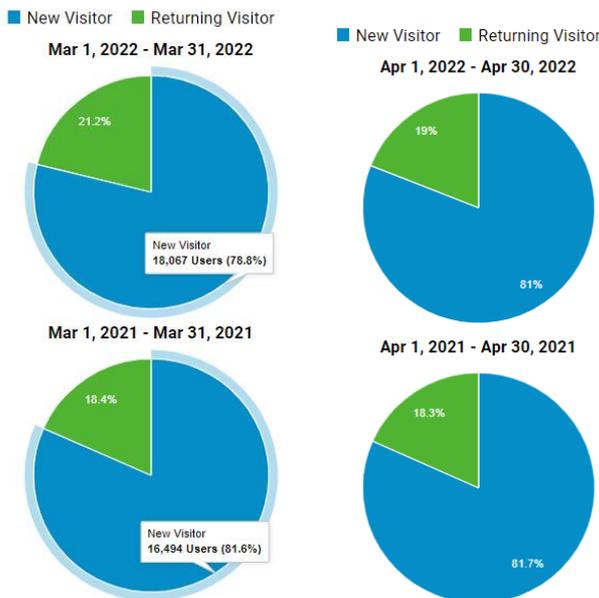
March 2022 (Verse 2021), Website Statistics



April 2022 (Verse 2021), Website Statistics



New Visitors versus Returning Visitors



1.3.2. Community Consultations

Council's online engagement platform www.speakupdevonport.com.au is utilised for all of Council's community consultations. In April, Council undertook an extensive consultation process to seek the community's views on the City's parks and open spaces. People were able to provide feedback via the online survey available at Speak Up Devonport and QR codes located at all parks and reserves, pop-up consultation sessions at Mersey Bluff and Miandetta Park, or via email. Feedback received through this process will help to develop the Draft Parks and Open Space Strategy.

1.3.3. Social Media

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

Followers at the end of February:

| | |
|----------|-------------------|
| Facebook | 10.5K – up by 100 |
| LinkedIn | 835 – up by 71 |
| Twitter | 691 – up by 7 |

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.

| DCC Corporate Facebook Page Statistics | March 2022 | April 2022 |
|---|------------------------|------------------------|
| Facebook Average Monthly Reach: Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month). | 43,312TY (33,206LY) | 26,693TY (35,843LY) |

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

| March 2022 | April 2022 |
|---|--|
| 1. Media Release - 2022 Diamonds of Devonport, 8/03/2022, 29.4K | 1. Public Open Space Strategy Survey promotion, 19/04/2022, 12.4K |
| 2. Hillcrest Tribute AFL Match – Game Day Information, 2/03/2022, 7.7K | 2. Public Open Space Strategy Survey promotion, 21/04/2022, 9.1K |
| 3. Clean Up Australia Day, 3/03/2022, 6.7K | 3. Amenities Block Closed - Fire Damage, 12/04/2022, 9.1K |
| 4. Coles Beach, Devonport - Image 6/03/2022, 5.3K | 4. Steele Street Road Works, 11/04/2022, 6.9K |
| 5. Temporary Closure of Public Streets – Run Devonport, 17/03/2022, 5.2K | 5. Public Toilets Closed – Formby Road, 28/04/2022, 5.9K |
| 6. Coastal Pathway Video – Bike Week, 24/03/2022, 4.5K | 6. Toilet Block Closed – Coles Beach, 16/04/2022, 5.7K |
| 7. Employment Opportunity – Administration Officer, 2/03/2022, 4.3K | 7. Temporary Closure of Public Streets – Targa Tasmania 2022, 21/04/2022, 5.5K |
| 8. Employment Opportunity – Parking and Information Officer, 10/03/2022, 3.8K | 8. North Fenton Street Road Works, 27/04/2022, 5.3K |
| 9. Smoke Alert Fuel Reduction Burn, 31/03/2022, 3.7K | 9. Temporary Closure of Public Streets – ANZAC Day, 21/04/2022, 4.1K |
| 10. Temporary Closure of Public Street – Devonport Regatta, 2/03/2022, 3.7K | 10. Temporary Closure of Public Streets – Victoria Parade, 20/04/2022, 4.1K |

1.3.4. Publications & Media

Council issued the following official media releases, alerts, comments and statements during March and April 2022:

| Date | Media Type | Title/Topic |
|-------------|--------------------------------|--|
| 2/3/2022 | Media comment – The Advocate | Sound and Light Show |
| 7/3/2022 | Media comment – The Advocate | Devonport Court |
| 7/3/2022 | Media release | ABC Heywire local winner |
| 8/3/2022 | Media release | Diamonds of Devonport announced |
| 15/3/2022 | Media comment – The Advocate | New State cat legislation |
| 17/3/2022 | Media release | Sound and Light Show |
| 18/3/2022 | Media release | Harmony Day |
| 21/3/2022 | Media release | Harmony Day – Ukraine support |
| 25/3/2022 | Media comment – The Advocate | Headstone Project |
| 28/3/2022 | Media release | 2022 ANZAC Day services |
| 28/3/2022 | Media comment – The Advocate | Budget community consultation |
| 4/4/2022 | Media release | Bass Strait Maritime Centre open day |
| 4/4/2022 | Media release | Skate, scooter and BMX competition |
| 6/4/2022 | Media comment – The Advocate | East Devonport Marine Precinct |
| 16/4/2022 | Media comment – The Advocate | Formby Road public toilet fire |
| 21/4/2022 | Media comment – The Advocate | Public open space pop-up consultation sessions |
| 22/4/2022 | Media comment – The Advocate | Twilight Markets |
| 26/4/2022 | Media release | Local government review submission |
| 27/4/2022 | Media comment – Seven News | Local government review submission |
| 27/4/2022 | Media comment – ABC Mornings | Local government review submission |
| 28/4/2022 | Media comment – WIN | Local government review submission |
| 28/4/2022 | Media comment – 7AD | Local government review submission |
| 28/4/2022 | Media comment – The Advocate | Local government review submission |
| 28/4/2022 | Media comment – Tasmania Talks | Local government review submission |
| 29/4/2022 | Media comment – ABC | Local government review submission |

2. PEOPLE AND FINANCE

2.1 Human Resources

2.1.1. Recruitment

Staff positions advertised March and April 2022

| Position | Department | Work Location |
|--|------------------------|-----------------------------|
| Plumbing Surveyor | Development Services | Permit Authority |
| Administration Officer | Development Services | Across Development Services |
| Parks & Reserves Serviceperson | Infrastructure & Works | Works - Parks |
| Parking & Information Officer (casual) | Corporate Services | Parking |
| Community Projects Officer | Corporate Services | Community Services |

Staff Appointments March and April 2022

| Position | Name | Department | Work Location |
|--------------------------------|----------------------|----------------------|----------------------|
| Civil Works Serviceperson | Slade Williams | Civil | Works Depot |
| Administration Officer | Joshua Cole | Development Services | paranaple centre |
| Parks & Reserves Serviceperson | Matthew Charlesworth | Parks | Works Depot |
| Parks & Reserves Serviceperson | Mackenzie Lovell | Parks | Works Depot |
| Nurse Immuniser (casual) | Robyn Anderson | Development Services | paranaple centre |
| Nurse Immuniser (casual) | Cathy Harris | Development Services | paranaple centre |
| Nurse Immuniser (casual) | Dannielle Robins | Development Services | paranaple centre |

Staff Departures March and April 2022

| Position | Name | Department | Work Location | Date Effective |
|--|-------------------|--------------------|----------------------|-----------------------|
| Parks & Reserves Serviceperson | Murray Wells | Parks | Works Depot | 18/03/2022 |
| Administration Officer | Vanessa Astell | Works Admin | Works Depot | 14/04/2022 |
| Temp fixed-term Events Administration Officer – Maternity relief | Eleanor McCormack | Community Services | paranaple centre | 14/04/2022 |

Workers Compensation

| Policy year ending 30 June | Number of Workers Compensation Claims lodged with Council's Insurer | Current Open claims | Nett value incurred by the Insurer (including estimates) |
|-----------------------------------|--|----------------------------|---|
| 30/6/2022 | 7 claims | 1 | \$81,483.28 |
| 30/6/2021 | 7 claims | 0 | \$26,494.39 |
| 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 |

New Workers Compensation claims for the period

1 new claim lodged in March 2022.

0 new claims lodged in April 2022.

2.1.2. Work Experience

| Dates of Placement | Location | School | Student |
|---------------------------------|--|-------------------|----------------|
| 21 February 2022 to 16 May 2022 | Corporate Services – Community Services Sport and Recreation. Uni Practicum – Bachelor of Business (Sport Management) | Deakin University | W. Jago |

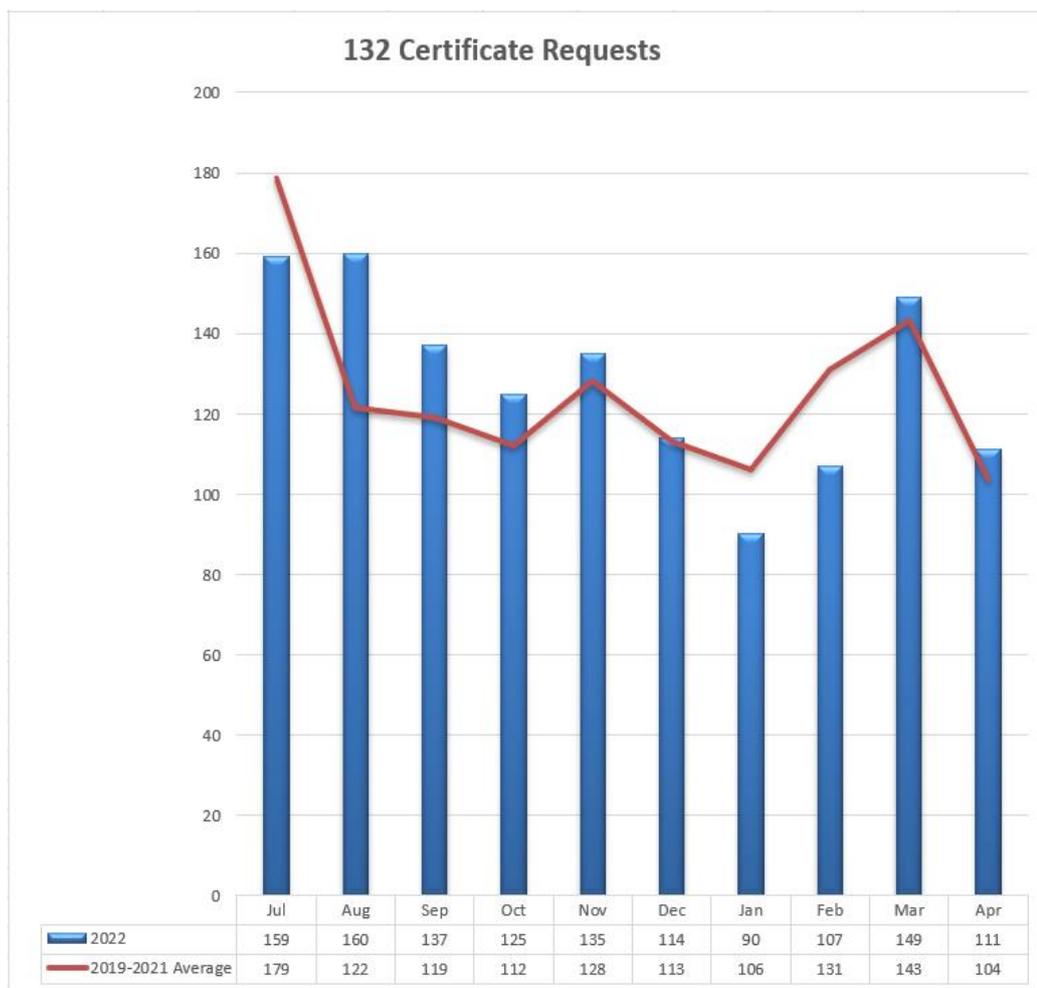
2.1.3. Health & Wellbeing

The following activities and initiatives were promoted for March and April 2022:

- World Hearing Day – 3 March
- Run Devonport – 20 March
- Bowel Scan Kits – promote availability of Bowel Scan Kits for employees and spouses 40 and over
- CLS

2.2. Finance**2.2.1. Certificates**

The following graph details the 132 Certificate requests that have been processed this financial year compared to previous financial years.



2.2.2. Rate Statistics

Percentage of Rates Paid*

| | 2019/2020 | 2020/2021 | 2021/2022 |
|--------------|-----------|-----------|-----------|
| March | 84.20% | 84.58% | 85.07% |
| April | 91.36% | 95.28% | 94.28% |

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

Rates in advance as at 30 April 2022 totalled \$414,235.59.

2.2.3 Finance Report

The attached report provides an overview of Council's financial position and year to date operating result as at 30 April 2022.

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.

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.

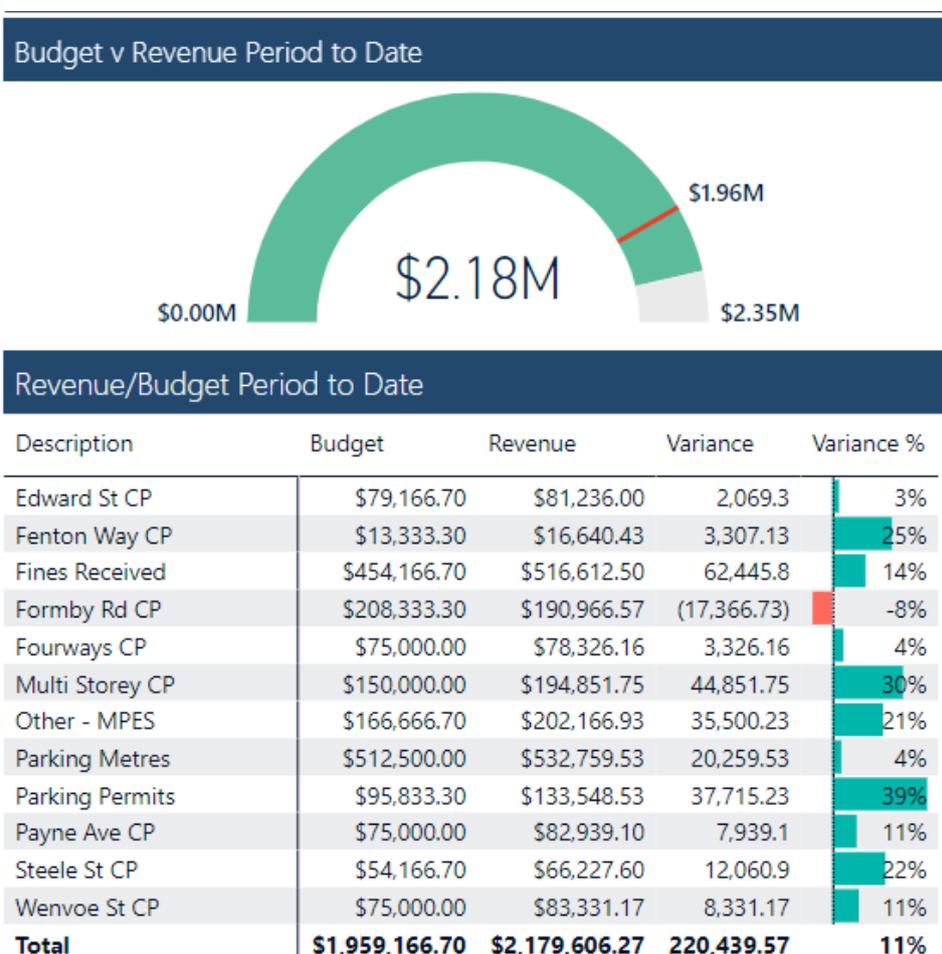
Balance Sheet Report – This report provides a snapshot of Council's financial position at the end of the reporting period.

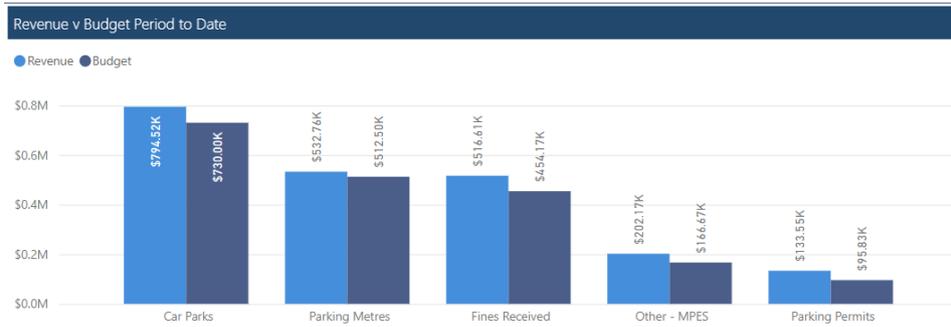
Capital Expenditure Report – This report provides a list of all approved capital expenditure projects with their allocated budget, year to date expenditure and forecast expenditure including commentary in relation to budget variances, as well as whole of project budget and cost for those projects which span more than one financial year.

3. CORPORATE SERVICES

3.1. Parking

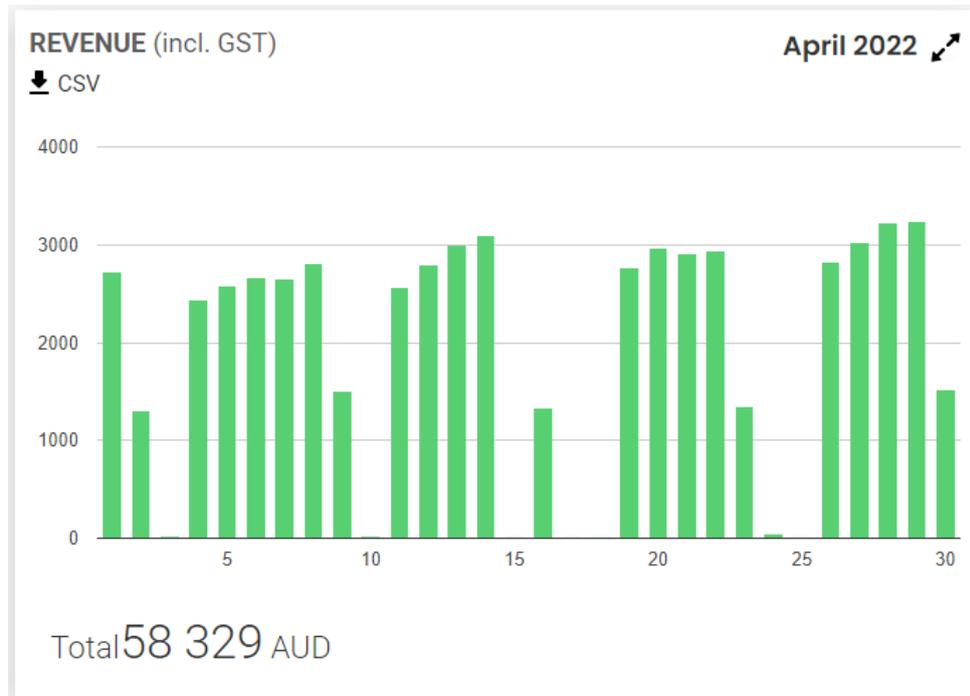
3.1.1. Parking Statistics





EasyPark





Note: EasyPark revenue is about 55% of total parking revenue.

3.2. Information Technology

3.2.1. Project Accounts Payable Automation

Council commenced a project in late 2021 to support the full automation of more than 7,000 supplier invoices that are received annually which were manually entered into Council's business system, TechnologyOne. It was a labour-intensive process for the Accounts Payable team and many Council officers that are involved in procurement.

Full automation has now been enabled eliminating the overhead of manual data entry into TechnologyOne and streamlining the supply of goods from purchase order through to goods receipt. In addition to this, Council was one of the first local government entities in Australia to implement the new ATO eInvoicing standard known as PEPPOL. This standard allows for the transmission of data from the suppliers' system through to Council's TechnologyOne. BOC gas are the first supplier to be onboarded for eInvoicing with Devonport City Council.

This is one more among many digital transformation initiatives that Council has undertaken that will deliver improved operational efficiency.

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. 20220430 Consolidated Financial Report - Incl. DWM Forecast [**6.4.1** - 9 pages]

6.5 COMMUNITY SERVICES REPORT MARCH AND APRIL 2022

Author: **Carol Bryant, 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 operational highlights of Council's Community Services Department for March and April 2022.

BACKGROUND

Council's Community Services Department includes:

- Community Development
- Environmental Sustainability
- Sport and Recreation Development
- Events and Marketing

STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

DISCUSSION

1. COMMUNITY DEVELOPMENT

1.1. Harmony Week Citizenship Ceremony

On 24 March, the Harmony Week Citizenship Ceremony welcomed seven new Australian citizens, including a two-year-old, with new citizens coming from India, Malaysia, and Taiwan.



Citizenship Ceremony – 24 March 2022

1.2. International Women's Day – Diamonds of Devonport

The Ambassador for this year's Diamonds of Devonport, Carla Pizzirani-Rand, promoted International Women's Day, Diamonds of Devonport and Share the Dignity in the lead up to the 8 March event. On the evening of Diamonds of Devonport, she spoke about being a businesswoman in Devonport and how important it is to have the support of the community, but particularly the support of other women. She places great value on ongoing education opportunities and having a social conscience.

175 community members attended the Diamonds of Devonport event where 42 Diamonds were celebrated. Nominations were received for the following categories;

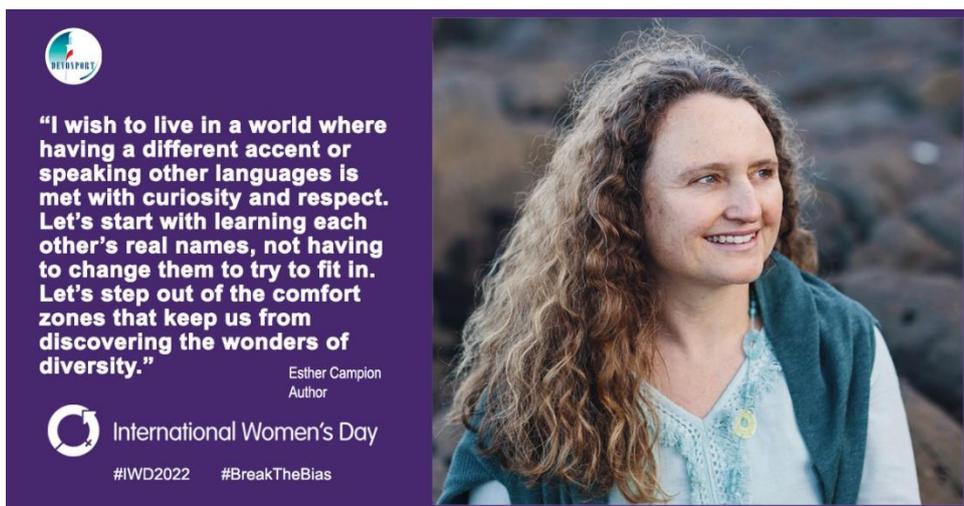
- Young Achiever - 8
- Business Achievement - 7
- Personal Achievement - 9
- Community Achievement – 18



Diamonds of Devonport 2022 recipients

During International Women's Week, women in our community contributed their words of wisdom in a social media campaign #BreakTheBias. Council invited women who are advocates and leaders in our community to contribute their thoughts on celebrating women and raising awareness against bias in society.

A positive response was received for the images (like below) that were shared via social media and on the Market Square big screen.



Local female leaders shared their thoughts on #breakthebias

1.3. Youth Advisory Council

The Devonport Youth Advisory Group (DEVYAG) have gained traction with three meetings being held in March and April. DEVYAG includes participants from the following schools:

- St Brendan Shaw College – 5
- Don College – 2
- Reece High School – 5
- Devonport High School - 4

Members have been discussing their ideas for improving the City for young people.

1.4. Skate, Scooter & BMX Competition

The annual Skate, Scooter & BMX Competition was held on Saturday, 9 April at the Mersey Bluff Skate Park in collaboration with Youth Family and Community Connections and the Devonport Drop In Skate School. Over 38 competitors and 300 attendees were present throughout the event.



2022 Skate, Scooter and BMX Competition

1.5. Public Open Space Strategy Community Engagement

Council officers assisted with four community engagement sessions held to seek community ideas for the Public Open Space Strategy. Adults were asked to complete a questionnaire and children were encouraged to draw the park of their dreams. Officers received positive feedback from families happy to contribute to the feedback in a “fun” way.

1.6. Community Services Newsletter

The 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.

Editions published between June 2020 and April 2022 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 proven, with Council receiving feedback that it has been shared

throughout the North-West. The Department published one March edition. The most popular links accessed via the newsletter were:

- The Wider Earth – Town Hall event
- Jewellery, Gem and Mineral Fair
- Paint your pet – Devonport Regional Gallery event
- Human Nature – Town Hall event

1.7. Families Week

Expressions of Interest were sought from organisations running Families Week events in an effort to create a calendar of Devonport events. Families Week is held 15 to 21 May and aims to celebrate the vital role that families play in Australian society.

1.8. Working Groups

Members of the East Devonport Working Group convened with the focus on group purpose and review of East Devonport Community Plan actions.

The Live and Learn Steering Group met to pursue research project aimed at understanding barriers to women's participation in the labour force.

1.9. Financial Assistance Scheme

Financial Assistance Working Group assessed applications from Round Two submissions of the 2021/2022 Financial Assistance Scheme. Letters were sent to all applicants on 29 March 2022.

1.10 Partnership Agreements

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 | \$ 3,500 P/A |
| City of Devonport Eisteddfod | 3-year Agreement – 2019 – 2022 (extended to 2022 due to Eisteddfod being cancelled in 2020 due to COVID) | \$10,000 P/A |
| Devonport Brass Band | 3-year Agreement 30 June 2022 | \$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 | 5 year Agreement November 2026 | Rental agreement/Arts & cultural services – in kind funding 45-47 Stewart Street Devonport |
| Tasmanian Arboretum | 2-year Agreement 1 July 2022 | \$22,000 P/A |

| Details | End date and length of agreement | Amount – If Applicable |
|--|----------------------------------|---|
| Youth and Family & Community Connections | 5-year Agreement 29 Jan 2024 | Rental agreement/Youth services - in kind funding |

2. ENVIRONMENTAL SUSTAINABILITY

2.1. Friends of Don Reserve

The Friends of Don Reserve removed weeds from the Reserve adjacent to Don Oval during March and April. In April, time was also devoted to cleaning out rubbish, and repairing damage to saplings planted near Don College.

| Group | Date | Number of People | Number of Hours |
|------------------------|-------|------------------|-----------------|
| Friends of Don Reserve | March | 6 | 24 |
| Friends of Don Reserve | April | 9 | 18 |

2.2. Veolia Site Tour

A Veolia recycling tour was attended by 8 people, to investigate the processes of the processing facility at Spreyton. The tour held Tuesday, 22 March 2022 was a follow-on trip from the Dulverton landfill tour last year.



Veolia Site Tour 22 March 2022

2.3. Spanish Heath Blitz

In April, Devonport City Council joined 4 other north-west coast councils to combat the increased threat posed by Spanish heath (*Erica lusitanica*). From 2022 to 2025 a collaboration of land managers from councils, State departments, utilities, and local landowners will be given the opportunity to eradicate Spanish heath that is endangering productive land.

A free spray kit will be eligible for property owners within the dedicated eradication zones to aid their efforts in removing this pest from their properties. The project is supported through funding from the Tasmanian Weeds Action Fund, a Tasmanian Government initiative.

3. SPORT AND RECREATION DEVELOPMENT

3.1 Healing for Hillcrest Tribute AFL Match Richmond Verse Hawthorn

The Community Services team provided coordination in a cross-Council effort to prepare for the Healing for Hillcrest AFL Tribute Match. In an extremely limited timeframe of 3 weeks, members of the events and sports & recreation teams worked with external stakeholders and local sporting clubs to create a successful and

meaningful community event. External stakeholders included Launceston City Council, AFL Tasmania, AFL, Hawthorn Football Club, Richmond Football Club, Devonport Football Club, Devonport Cricket Club, Tasmania Police and Ambulance Tasmania. Some of the tasks performed by the Community Services team include:

- Food vendor scouting & coordination
- Site layout
- Signage production
- Volunteer coordination
- Stakeholder liaison
- Accessibility assessment
- Event planning and administration

3.2 Major Sporting Events Held

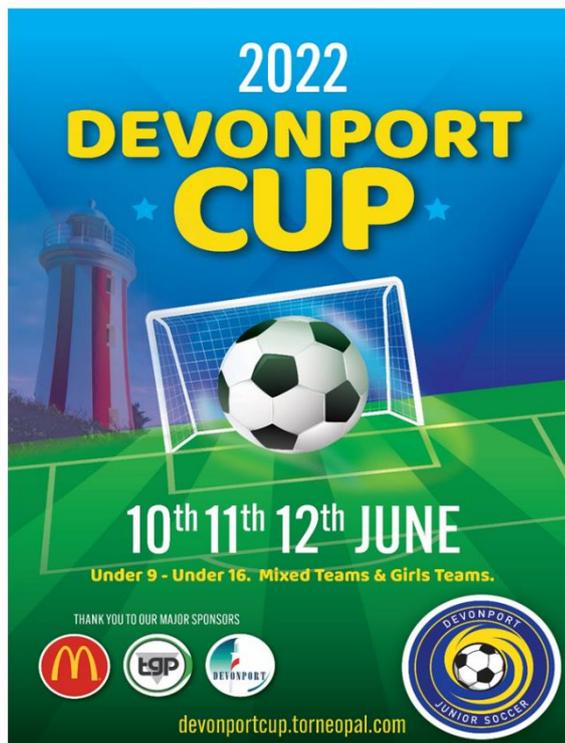
| Sporting Event | Dates 2022 | Venue |
|--|-------------------|--------------------------------|
| Healing for Hillcrest Tribute Match – Hawthorn V Richmond | 5 March | Devonport Oval |
| Football Tasmania Skills Acquisition Phase Festival of Junior Soccer | 5-6 March | Valley Road Soccer Centre |
| Run Devonport | 20 March | Victoria Parade - Mersey Bluff |

3.3 Upcoming Major Sporting Events

| Sporting Event | Dates 2022 | Venue |
|---------------------------------------|-------------------|---------------------------------|
| Devonport Junior Soccer Cup | 10-12 June | Meercroft Park and Valley Road |
| Tasmanian Master Games | 20-23 October | Various venues |
| Tour of Tasmania Cycling Event | 22-23 October | Spreyton Cider & Devonport Oval |
| Cold Climate Classic (Touch football) | 28-30 October | Meercroft Park |

Devonport Cup – Junior Soccer

The annual Devonport Cup will again be held over the long weekend in June. In 2021, the event attracted 85 teams from around the State, the largest participation ever. Organiser, the Devonport Junior Soccer Association, is expecting similar numbers this year, with approximately 4,000 visitors to Devonport.



Devonport Cup – Junior Soccer

3.4 Recreation Centre Participation

| Facility | Customers through the Door | |
|---|---|---|
| | March 2022 | April 2022 |
| 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 | 7,100 | 7,283 |
| TOTAL | 7,100 | 7,283 |

Special events held at the Devonport Recreation and East Devonport Recreation and Function Centre are listed in the following table.

| Special Events | Date 2022 | Venue |
|---|-------------|---|
| NDS Cooking Program | 3 March | Devonport Recreation Centre |
| BTAS Referees Clinic | 12 March | Devonport Recreation Centre |
| Taekwondo Grading | 19 March | Devonport Recreation Centre |
| Masters Squash Championships | 19-20 March | Devonport Recreation Centre |
| PFD Expo | 19-22 March | Devonport Recreation Centre |
| Van Diemen Rollers State League Competition | 26 March | East Devonport Recreation and Function Centre |
| DTA State Tournament | 8-9 April | Devonport Recreation Centre |
| Van Diemen Rollers State League Competition | 23 April | East Devonport Recreation and Function Centre |
| BTAS Holiday Clinic | 27-28 April | Devonport Recreation Centre |
| NDS Cooking Program | 27 April | Devonport Recreation Centre |

Group bookings for the Recreation Centres are detailed in the following table.

| Recreation Usage | | | |
|-----------------------------------|--------------|--------------------------|--------------------------|
| Facility | Room/Ground | Number of Bookings March | Number of Bookings April |
| Devonport Recreation Centre (DRC) | Judo Room | 0 | 0 |
| | Meeting Room | 2 | 3 |
| | Sauna | 40 | 30 |
| | Squash | 34 | 32 |
| | Stadium | 135 | 125 |
| | Table Tennis | 56 | 46 |

| Recreation Usage | | | |
|---|--------------------|---------------------------------|---------------------------------|
| Facility | Room/Ground | Number of Bookings March | Number of Bookings April |
| | Building | | |
| | Youth Centre | 116 | 104 |
| Total DRC | | 383 | 340 |
| East Devonport Recreation and Function Centre (EDRFC) | Community Room | 0 | 0 |
| | Stadium | 43 | 33 |
| Total EDRFC | | 43 | 33 |

4 EVENTS AND MARKETING

4.1 Harmony Day

Events staff assisted with the Harmony Week Citizenship ceremony and invited the community to contribute to a Harmony Day Recipe Book. Recipes were submitted by local community members who have made Devonport their home. Recipes from Germany, Mexico, Morocco, Mauritius, West Bengal, Nepal, Serbia and New Zealand were submitted. The Recipe Book was available in digital and printed formats.

4.2 ANZAC Day

ANZAC Day commemorations returned to the Victoria Parade Cenotaph this year with extensive planning between Council and the Devonport RSL Sub-branch. COVID protocols, as per State Health requirements, were observed at the morning service. The event was welcomed by members of the public after COVID restrictions had disrupted the last two commemorations. The number of participants both at the Dawn Service and in the morning were strong.

Council assisted with road closures, infrastructure, and the coordination of readers, sound, and music elements of the ceremony.



ANZAC Day: City of Devonport Brass Band leading the parade

4.3 Devonport Jazz

Planning is underway for Council's annual Jazz Festival to be held 28-31 July 2022. 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 as part of Jazz in the Pavilion. With a drop in external venue options, the Town Hall Theatre and Market Square Pavilion will be heavily utilised over the festival.

4.4 External Community Events

March and April are traditionally busy months for external events. As well as the annual events that are normally staged at this time, such as the Devonport Regatta, Tassie Coast to Coast, Run Devonport, the Family Fun Fair, PFD Expo, the Jewellery, Gem and Mineral Fair, Youth Weeks events, Easter events, the Great Train Race and

ANZAC Day commemorations, Community Services staff were also very heavily involved in the AFL Hillcrest fundraising match.

COMMUNITY ENGAGEMENT

The information provided above details relevant community engagement.

FINANCIAL IMPLICATIONS

No impact on Council's operating budget is expected because of this report.

RISK IMPLICATIONS

There are no risk implications which relate to this report.

CONCLUSION

This report presents operational highlights of Council's Community Services Department for March and April 2022.

ATTACHMENTS

Nil

6.6 CONVENTION AND ARTS REPORT - MARCH AND APRIL 2022

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

SUMMARY

This report provides a summary of the activities undertaken in the Convention and Arts Department for the period March and April 2022.

BACKGROUND

This report is provided to update 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 provisions of the *Local Government Act 1993* and other legislation. The functional areas of Council covered in this report include:

Convention and Arts Department

- Devonport Regional Gallery
- Bass Strait Maritime Museum
- Town Hall Theatre
- paranple convention centre

DISCUSSION

ARTS AND CULTURAL DEVELOPMENT

1. Devonport Regional Gallery

1.1 Gallery Exhibitions

***Moon in a Dew Drop* Lindy Lee**

Main, Upper & Little Galleries: 12 February – 19 April

Opening Attendance: 50

Lindy Lee: Moon in a Dew Drop, introduced audiences to key works from across Lindy Lee's extensive career, from early photocopy artworks to recent installations and sculptures. The exhibition is toured by the Museum of Contemporary Art Australia.



Main Gallery Moon in a Dew Drop by Lindy Lee

In Her Hands: Witnessing a Vulnerable World

Foyer Space: 7 March – 30 April

No Opening Event

For International Women's Day 2022, the United Nations is calling attention to the increasing vulnerabilities women face as a result of the global climate crisis. *In Her Hands: Witnessing a Vulnerable World* is an exhibition of works from the Devonport Regional Gallery's Permanent Collection by women artists, focusing on their diverse engagements with the changing environment.

Artists: Lisa Garland, Ilona Schneider, Susan Pickering, Michele Lesley, Rust Elizabeth Frost, Rosalind Burgess and Carol Rodwell.



Installation view: *In Her Hands: Witnessing a Vulnerable World*

This is Us 2022: Emotion

Upper Gallery: 30 April – 28 May

Opening/Meet & Greet the Artist: 25

The second instalment of *This Is Us* exhibits work created by students from Devonport High School, Reece High School and Don College. The works investigate moods, feelings, and relationships, public, and environmental circumstances. Through

multidisciplinary approaches the students reveal the depth, and sentiment held by youth in these ever-changing times.



Opening event: Gabby O'Toole – Don College, with her work *A Promise to Me*

***A Place in Flux: Queering the North Coast* by George Kennedy**

Little Gallery: 30 April – 28 May

Opening/ Meet & Greet the Artist: 21

Hobart based artist, George Kennedy has for the last few years spent much time travelling Tasmania to explore and get a feeling for places and their unique landscapes. His current practice focuses on sites of curated beauty, at the expense of other places, contextualising them within a queer framework. For his exhibition, *A Place in Flux: Queering the North Coast*, George's explorations focused on the landscape surrounding Devonport. This exhibition is presented under the Little Gallery Emerging Artist Program.



Meet and Greet the Artist: George Kennedy

1.2 Education and Public Programs

The Creative Learning and Public Programs Officer ran the after-school hours program, *Create and Make* for the first time since the pandemic closure of 2020, and took part in organising and presenting two Public Open Space strategy workshops during the school holiday period.

The Gallery co-presented an arts and wellbeing workshop, titled *The Pet Project*, in collaboration with the University of Tasmania.

The online arts program *Home Is Where the Art Is* can still be accessed through the Centre's website.



Create and Make workshop in the Creative Space

| Event | Participation | Date |
|---|---------------|--------|
| Books + Art | 6 | 21-Mar |
| Home School Group Term 1, Session 1 | 10 | 23-Mar |
| Create and Make Term 1, Session 1 | 22 | 24-Mar |
| Create and Make Term 1, Session 1 | 14 | 25-Mar |
| Pet Project - UTAS research art workshop | 17 | 26-Mar |
| Home School Group Term 1, Session 2 | 10 | 30-Mar |
| Create and Make Term 1, Session 2 | 22 | 30-Mar |
| Create and Make Term 1, Session 2 | 16 | 31-Mar |
| Home School Group Term 1, Session 3 | 13 | 6-Apr |
| Create and Make Term 1, Session 3 | 20 | 6-Apr |
| Create and Make Term 1, Session 3 | 20 | 7-Apr |
| Museum of Contemporary Art online Lindy Lee Workshop for teachers | 8 | 5-Apr |
| Books + Art | 4 | 11-Apr |
| Home School Group Term 1, Session 4 | 13 | 13-Apr |
| Create and Make Term 1, Session 4 | 23 | 13-Apr |
| Create and Make Term 1, Session 4 | 13 | 14-Apr |

| Event | Participation | Date |
|--|---------------|--------|
| POS Strategy Engagement Mersey Bluff | 15 | 21-Apr |
| POS Strategy Engagement Miandetta Park | 20 | 22-Apr |
| Meet & Greet the Artist: George Kennedy | 21 | 29-Apr |
| Opening: This is Us 2022, Youth Exhibition | 25 | 30-Apr |
| TOTAL | 312 | |

2. Bass Strait Maritime Centre

2.1. Bass Strait Maritime Centre Update

In March and April, the Bass Strait Maritime Centre Collection Valuation Audit was completed; an Open Day was held in association with the state-wide Maritime and Heritage Trail weekend; and the second Maritime and History Talk of the year was presented.

2.2. Collection Management and Auditing

In March, the Collection Valuation Auditors arrived from New South Wales and inspected the collection across three storage locations. The audit was made possible with grant funding. The report has been received and collection management priorities generated. The next collection process required will be an updated Significance Assessment, likely to be completed with the assistance of the Roving Curators from Arts Tasmania.

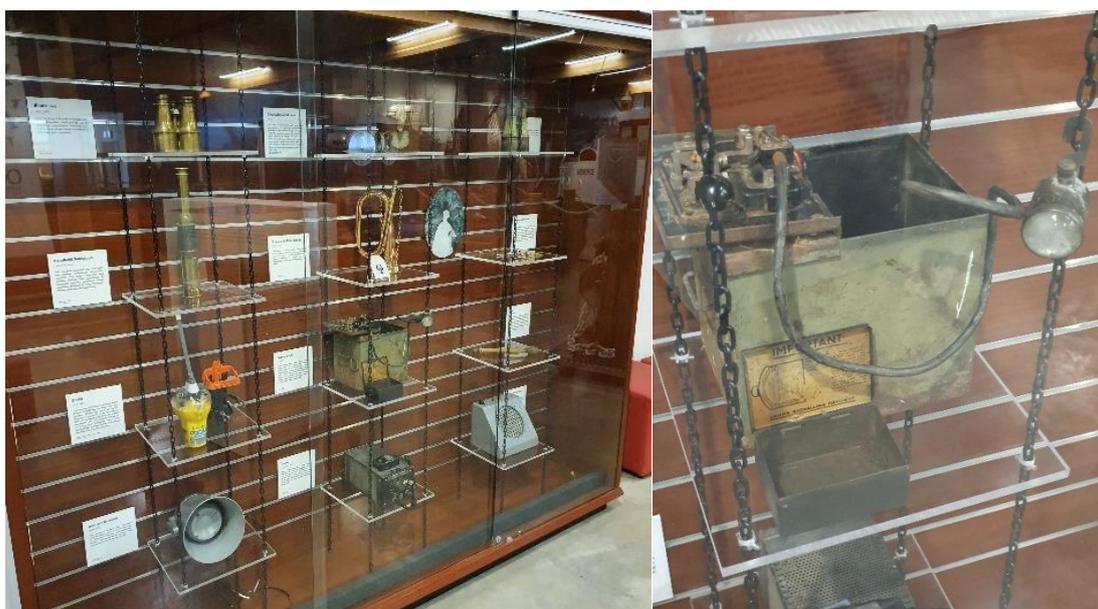
Collection records and the digital PastPerfect database records continue to be assessed and corrected. The Historical Archives digitisation project now has approximately 9,000 pages completed with volunteers working on further research and updating files.

2.3. Current Exhibition

Instrumental: Navigating and Communicating on the High Seas

24 December 2021 – 17 July 2022

An exploration of BSMC Collection maritime instrumentation and their stories.



(Left) Small communication objects are displayed in this cabinet.

(Right) WWI era signal lamp. The morse code machine was used to create light flashes through the attached bulb to communicate during wartime.

2.4. Upcoming Exhibitions

| Title | Source | Date |
|---|---------------|-----------|
| Maritime Links: Nairana and Maheno | BSMC / Artist | July 2022 |
| Remarkable: Stories of Australians and their Boats | ANMM | Nov 2022 |
| Strata: Metals, Minerals, and Mining along the Strait | QVMAG | Feb 2023 |

2.5. Education and Public Programming

In April, the museum participated in the spirit of the Australian Wooden Boat Festival Maritime and Heritage Trail by holding an Open Day with activities. A live band, *Play our Way* performed on the deck, raising funds for Soldier On. The Centre presented rope-making and 'how to use a sextant' workshops. The build your boat to float activity table proved to be very popular.

The second Maritime and History Talk for 2022 was delivered by Garry Ivory. Garry spoke about his uncle Ordinary Seaman Teddy Sheean's heroism during WWII and the long road to award the Victoria Cross. The talk was livestreamed on Facebook with approximately 500 views at the time of preparing this report. Garry has kindly donated a replica set of Teddy Sheean medals to the museum which will go on display in May.



Volunteer Gareth Gunn demonstrates his old-fashioned rope-making machine.

| Event | Participation | Date |
|--|---------------|----------|
| McDermott's Travel Club | 16 | 02-April |
| Maritime and Heritage Trail Open Day | 74 | 10-April |
| Maritime and History Talk: Garry Ivory | 25 | 26-April |
| TOTAL | 115 | |

3. Town Hall Theatre

3.1 Theatre Performances

The Town Hall Theatre was hired for a total of 6 productions during March and April.

Unfortunately, due to ongoing pandemic issues there were several last-minute postponements/cancellations for productions which were scheduled to appear during March. Most postponed performances have been rescheduled for the same period in 2023.

Performances March and April:

The Sweet Caroline Tour – A Tribute to Neil Diamond

Presented by Showtime Australia

Friday 4 March

A Tribute to Neil Diamond brought all those well-loved classics back on stage and into the spotlight. This performance included a world-class international band.

Human Nature – People Get Ready

Presented by The Harbour Agency

Thursday 21 April

Like so many Australian artists, Human Nature had to alter their touring plans due to the pandemic. Fortunately, the tour was rescheduled with Tasmanian the first of the national tour.

The Wider Earth – Dead Puppet Society

Presented as part of the paranapple art centre's 2022 Theatre Season

Friday 8 March, 11am & 7pm

This award-winning production featured an ensemble cast, remarkable puppetry, cinematic projections, and an original score. The story of The Wider Earth took audiences from the dizzying heights of the Andes to the depths of the Amazon rainforest, through the storms of Tierra del Fuego, to the endless wonders of the Galapagos Islands.

The PAC presented two shows with the first show targeting drama students from Devonport and Burnie. In addition to the school performance, the cast and crew participated in a lively Q&A session post show.



The Wider Earth – Dead Puppet Society

Toni Childs – Retrospective

Presented by Big Mother Touring Company

Thursday 28 April

Emmy Winner and three-time Grammy nominated recording artist, Toni Childs performed hits and fan favorites during her three-hour performance, reflecting on her musical work over the last three decades.

We're Going to Graceland

Presented by DAPS Entertainment

Friday 29 April

Grace Knight and Wendy Matthews took audiences on an unforgettable journey across the hits and crowd favorites from both Simon and Garfunkel, and Paul Simon's musical career.

| Attendance | Attendance |
|-----------------------------|-------------------|
| The Sweet Caroline Tour | 273 |
| The Wider Earth | 194 |
| Human Nature | 410 |
| Toni Childs - Retrospective | 337 |
| We're Going to Graceland | 178 |
| Total | 1,392 |

3.2 Upcoming Performances

| Performance Event | Date |
|--|-------------|
| Ring of Fire | 13 -28 May |
| The Little Mermaid, Performance & Workshop | 3 June |
| The Two of Us | 30 June |
| Xavier Rudd | 1 July |
| Festival of Voices | 6 July |
| Teeny Tiny Stevies | 16 July |
| Ross Noble | 23 July |

4. Participation Across Arts and Cultural Development

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.

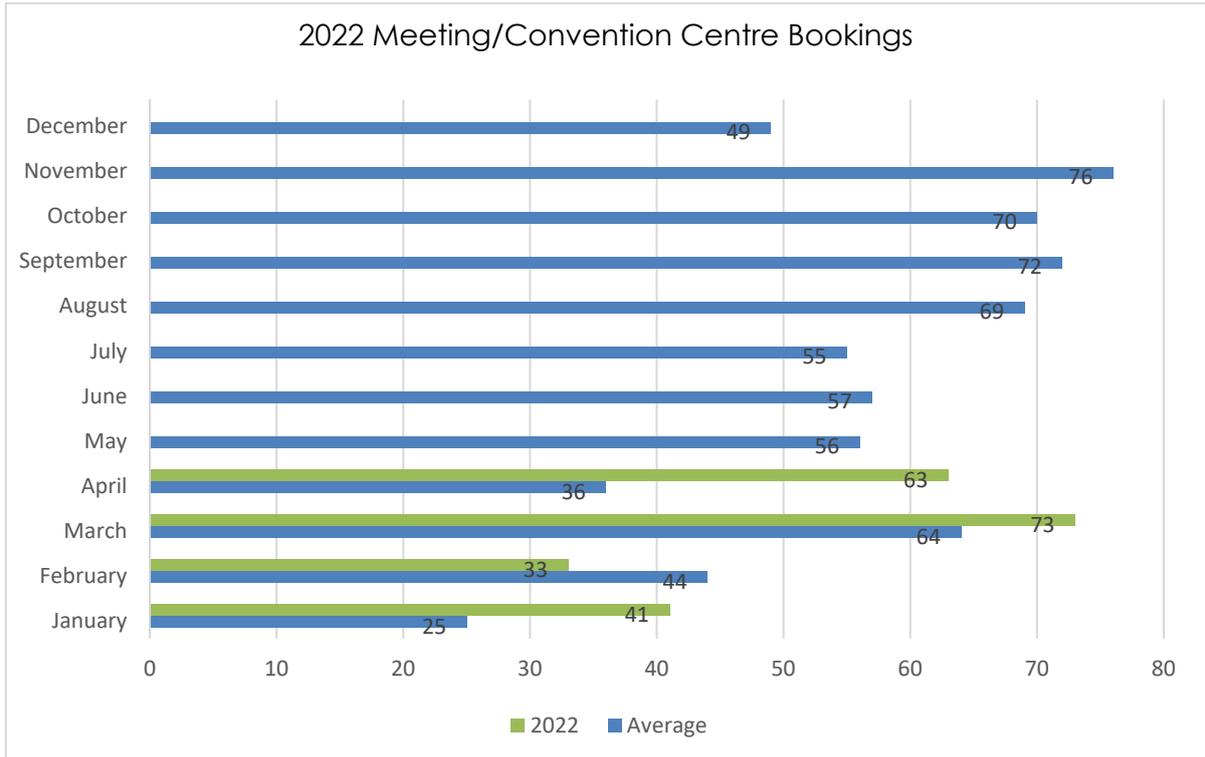
| Facility | Visitors March | Visitors April |
|-----------------------------|-----------------------|-----------------------|
| paranaple arts centre | 2,588 | 3,206 |
| Bass Strait Maritime Centre | 533 | 797 |
| Total | 3,121 | 4,003 |

5. paranaple convention centre**5.1 Meetings at paranaple convention centre and Providore Place**

For March and April 2022, the DCC meeting rooms held 124 events, 9 events in the convention centre. Total attendance of 3,627 patrons.

Events held in the paranaple convention centre:

| Event | Presented by | Attendance |
|----------------------------------|-----------------------------|-------------|
| MBT North-West Regional Forum | Master Builders Association | 35 |
| Players Luncheon | Hawthorn Football Club | 80 |
| Diamonds of Devonport | Devonport City Council | 130 |
| Film Screening | Northwest Film Society | 75 |
| Children Covid-19 Vaccine Clinic | Tasmania Health Service | 600 |
| NECA Industry Awards 2022 | Nat. Electrical & Comms Ass | 86 |
| Devonport Job's Fair | Dept. of State Growth | 500 approx. |
| Booster Covid-19 Vaccine Clinic | Moreton Group | 100 |
| Booster Covid-19 Vaccine Clinic | Tasmania Health Service | 150 |
| Film Screening | Northwest Film Society | 70 |



2022 Diamonds of Devonport



2022 Devonport Jobs Fair

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 UNCONFIRMED MINUTES DEVONPORT CITY COUNCIL AUDIT PANEL

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council receive and note the unconfirmed minutes of the Audit Panel meeting held on 28 March 2022.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

SUMMARY

This is a report of the unconfirmed minutes of the Audit Panel meeting held on 28 March 2022.

BACKGROUND

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

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

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

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

STATUTORY REQUIREMENTS

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

DISCUSSION

The unconfirmed minutes of the Devonport City Council Audit Panel meeting held on 28 March 2022 are included as a confidential attachment. Matters discussed at the meeting included:

- The 2021/22 Audit Strategy
- An overview of the Internal Audit Program and a review of the first audit undertaken - Building and Plumbing compliance
- Annual Budget program and process overview
- 2022 Annual Work Plan
- An overview of compliance processes across the organisation

COMMUNITY ENGAGEMENT

Community engagement was not required for the preparation of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report

RISK IMPLICATIONS

- Political/Governance

The Audit Panel plays a key oversight role in Council's risk management activities providing elected members with an extra level of comfort that the systems in place are adequate. Within its charter, the primary objectives of the Audit Panel are to consider whether:

- the annual financial statements of the Council accurately represent the financial position of the Council;
- the Strategic Plan, Annual Plan, Long Term Financial Management Plan and the Long-Term Strategic Asset Management Plans of the Council are integrated and the processes by which, and assumptions under which, those plans were prepared are sound and justified;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position are appropriate;
- the Council is complying with the provisions of the Act and any other relevant legislation;
- all strategic and business risks affecting the Council are identified and assessed, and the effectiveness of mitigation controls evaluated; and
- the Council has taken any action in relation to previous recommendations provided by the Audit Panel to the Council.

CONCLUSION

The information contained in the report and the unconfirmed minutes of the Audit Panel meeting held on 28 March 2022 (confidential attachment) are presented to Council.

ATTACHMENTS

Audit Panel Unconfirmed Minutes – 28 March 2022 (confidential attachment)

6.8 ELECTED MEMBERS EXPENSE REPORT TO 30 APRIL 2022

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 2022 is detailed below:

| | |
|-----------------------------------|--|
| Mayor, Cr Annette Rockliff | \$ 164 – Mobile (Jan, Feb & March 2022) |
| Cr L Murphy | \$ 774 – LGAT Conference (August 2021*) |
| All councillors | \$1,268 – Digital expenses (Jan, Feb & March 2022) |

*previously costed to incorrect general ledger account.

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 2021-22 [**6.8.1** - 1 page]

6.9 ANNUAL PLAN PROGRESS REPORT TO 30 APRIL 2022

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That Council receive and note the 2021/22 Annual Plan Progress Report for the period ended 30 April 2022.

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 2021/22 Annual Plan as of 30 April 2022.

BACKGROUND

Council adopted its 2021/22 Annual Plan on 28 June 2021. 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.

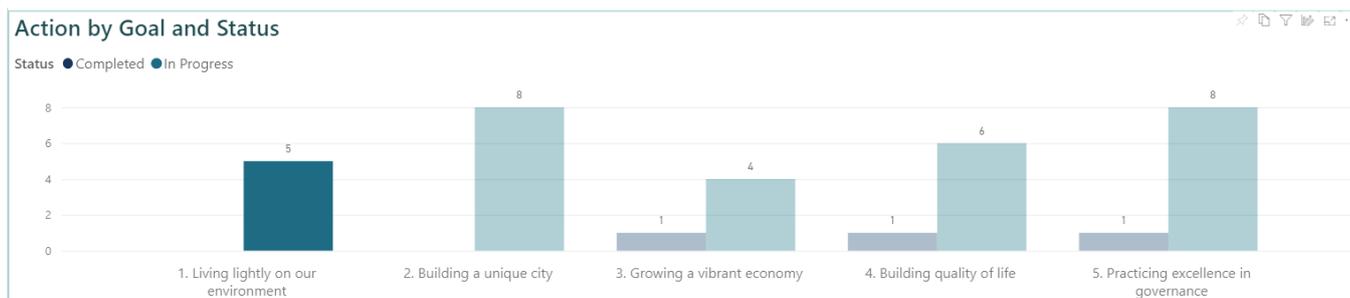
Key activities noted for the period include:

- Installation of Solar PV System at the paranapple arts centre complete.
- Project objectives and concept design for changes at Spreyton Waste Transfer Station, in preparation for introduction of State Waste Levy, presented at Council Workshop.
- Draft Greater Devonport Residential Growth Strategy endorsed at April Council meeting and released for community consultation.
- Data analysis and document preparation of Public Open Space Strategy underway following public consultation.
- Installation of foreshore playground equipment at Waterfront Park commenced, with BBQ shelter and amenities building to follow.
- Key stakeholder consultation commenced following consultant site inspection of primary retail precincts.
- WxNW (Regional Tourism Organisation) has completed a Tourism Strategy for Council.
- Business case report drafted in relation to feasibility of Black Box Theatre at paranapple arts centre.
- First draft of data valuation from the Office of the Valuer General received.

- Accounts Payable automation went live on 5 May 2022 – more than 7000 invoices will now be processed automatically.
- Automation of 337 Certificate process nearing completion.

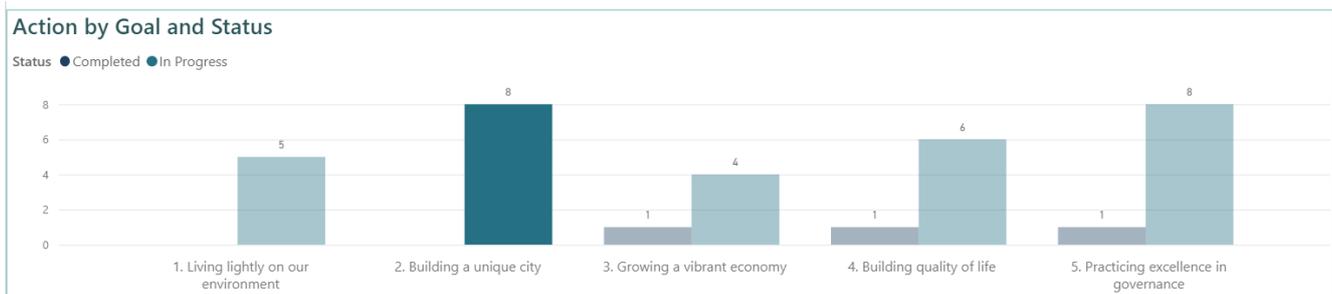
Comments are provided for each action in the Progress Report. Following are graphical snapshots of Council's performance against each Strategic Goal and Actions overall across the organisation as at the 30 April 2022.

Goal 1 – Living Lightly on our environment



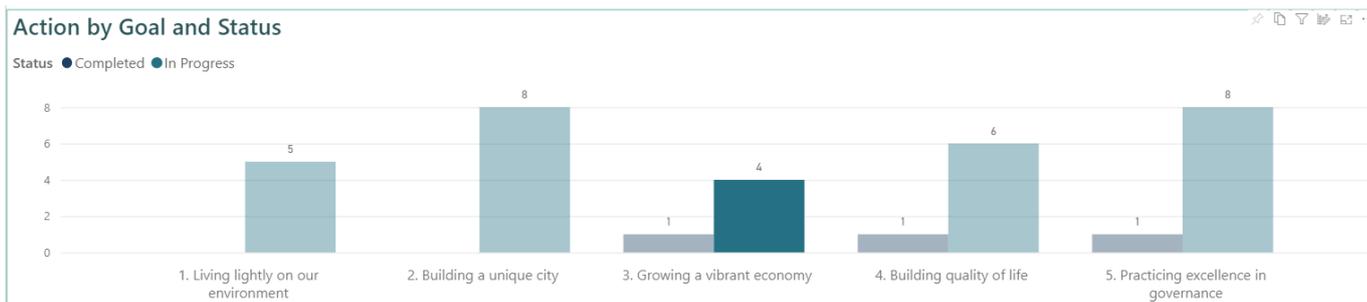
| Action No | Status | Progress % | Action | Responsible Officer | Progress Comments |
|-----------|-------------|------------|---|--------------------------------|---|
| 1.1.1.1 | In Progress | 80 | Implement Devonport's obligations under the Cities Power Partnership, including the installation of solar panels on selected buildings and completion of greenhouse emissions audit | Community Services Manager | Installation works for the new Solar PV system located at the paranapple arts centre complete. |
| 1.2.1.1 | In Progress | 48 | Participate in the North-West Regional Cat Management Group to finalise and implement a regional cat management strategy | Risk & Compliance Coordinator | A new Cat Management Coordinator has been appointed for the Cradle Coast Region. The Coordinator has met with key stakeholders individually and will recommence face to face meetings in June. |
| 1.2.1.1 | In Progress | 80 | Review and update the 2015-2020 Don Reserve Environmental Management Plan | Community Services Manager | First stage community consultation closed January 2022. Draft plan under development. |
| 1.4.2.1 | In Progress | 20 | Prepare Council and the community for the introduction of a State Waste Levy | Infrastructure & Works Manager | Planning for improvements to infrastructure and facilities required to increase recovery rate at Spreyton Waste Transfer Station is underway. Project objectives and concept design presented to Council workshop. |
| 1.4.2.2 | In Progress | 15 | Develop business and operational planning for implementation of a kerbside organics (FOGO) collection service within the local government area | Infrastructure & Works Manager | Dulverton Regional Waste Management Authority have closed tenders for FOGO collection and other services. Council to consider options for service delivery. Commissioning of Dulverton processing facility now scheduled for late 2023. |

Goal 2 – Building a unique city



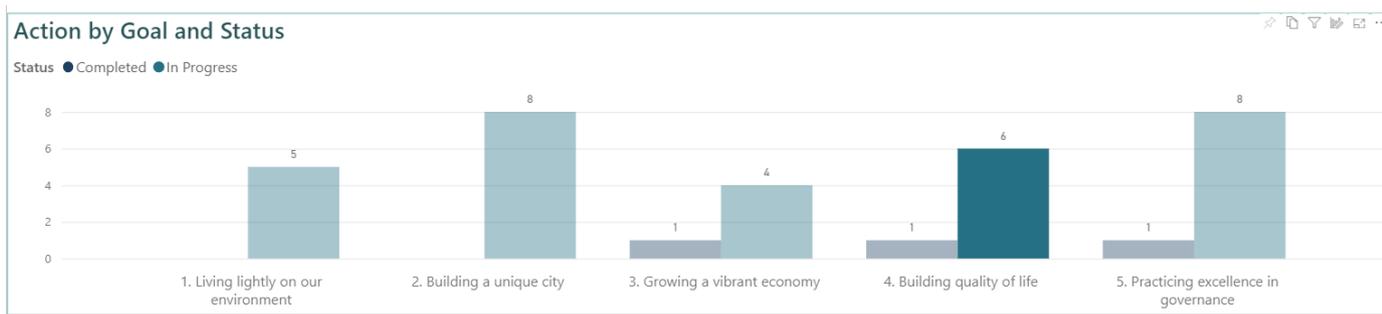
| Action No | Status | Progress % | Action | Responsible Officer | Progress Comments |
|-----------|-------------|------------|--|---------------------------------|--|
| 2.1.2.1 | In Progress | 95 | Develop and adopt a Residential Strategy for Devonport | Project Officer | Draft <i>Greater Devonport Residential Growth Strategy</i> endorsed at ordinary Council meeting of 26 April 2022 and released for community consultation period. |
| 2.3.1.1 | In Progress | 90 | Extend Council's forward Capital Works Program from 5 years to 10 years | Infrastructure & Works Manager | Draft 10 year works program being finalised for Council budget deliberation process. Asset condition assessments being used to generate 10 year renewal programs. |
| 2.3.2.1 | In Progress | 15 | Review and update Council's 2015-2020 Bike Riding Strategy and the 2016-2021 Pedestrian Strategy and incorporate into a single Active Transport Strategy | Infrastructure & Works Manager | Draft document in development. Targeted consultation underway. |
| 2.3.2.2 | In Progress | 20 | Review and update Council's 2017-2022 Signage Strategy | Infrastructure & Works Manager | Draft strategy document and action plan in development |
| 2.3.2.3 | In Progress | 85 | Review and update Council's Road Network Strategy 2016 | Infrastructure & Works Manager | Draft document being finalised by consultant following internal review. |
| 2.3.5.1 | In Progress | 50 | Develop a Public Open Space Strategy | Infrastructure & Works Manager | Public consultation phase complete. Data analysis and document preparation underway. |
| 2.4.1.1 | In Progress | 80 | Oversee the continuation and completion of the LIVING CITY Waterfront Park and secure external funding to incorporate a sound and light show into the Park | Executive Manager - City Growth | Construction activity on site is well progressed. Decking and balustrade installation is close to complete, including access stairs and lift installation works. The foreshore playground equipment installation has commenced, with the BBQ shelter and amenities building to follow this work. Some sections of the parkland areas are now complete and open to the public, with additional areas being readied for opening. |
| 2.4.3.1 | In Progress | 75 | Advance expressions of interest in the development of selected CBD sites to contract execution phase, allowing works to commence | Executive Manager - City Growth | Agreement documentation associated with the Fenton Way/Oldaker Street site has now been finalised, and provided to the shortlisted project proponent for review and completion. Engagement and negotiation regarding the remaining sites associated with the EOI process has been ongoing during the last reporting period. |

Goal 3 – Growing a vibrant economy



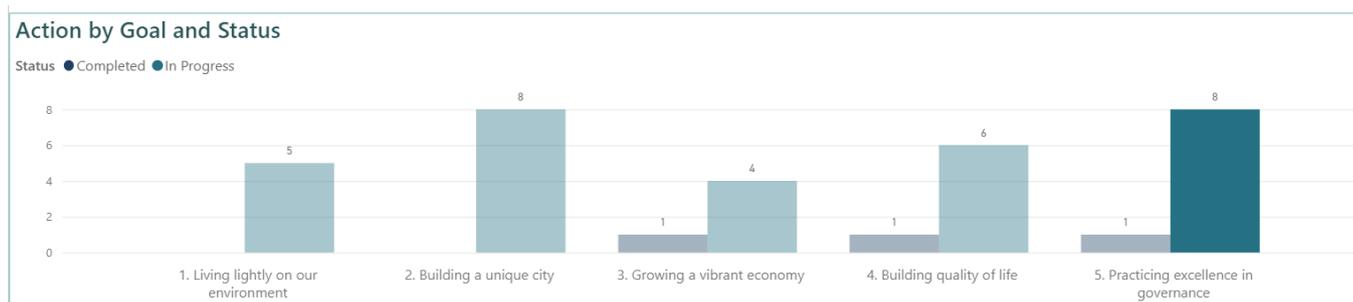
| Action No | Status | Progress % | Action | Responsible Officer | Progress Comments |
|-----------|-------------|------------|--|----------------------------------|---|
| 3.1.1.1 | In Progress | 75 | Develop a prioritised plan regarding retail precinct development within the CBD | Project Officer | Consultant has completed site inspection of primary retail precincts within Devonport, and has commenced key stakeholder consultation. |
| 3.1.1.1 | In Progress | 85 | Identify and deliver multiple smart city initiative pilot projects | Deputy General Manager | IoT (Internet of Things) devices have been ordered. Supply chain issues have impacted delivery timeframes for a small number of devices. Installation of all IoT devices set to commence by end of May. Report development over data captured will commence before end of June. |
| 3.1.1.1 | In Progress | 80 | Review existing Council tourism and marketing strategies and develop a consistent or new approach for promoting the City of Devonport | Convention & Art Centre Director | WxNW (Regional Tourism Organisation) has completed a Tourism Strategy for Devonport City Council. Awaiting report to be provided to Council. |
| 3.2.5.1 | In Progress | 85 | Develop and initiate the following events and activities in accordance with COVID-19 requirements - New Year's Eve - Harmony Day - Devonport Food and Wine Festival - Seniors Week - International Women's Day - Jazz Festival | Community Services Manager | Jazz Festival, Devonport Food and Wine Festival, New Year's Eve and Seniors Week events complete. International Women's Day annual event Diamonds of Devonport held 8 March. Harmony Day events held in March |
| 3.4.1.1 | In Progress | 60 | Develop a partnership agreement with the Devonport Chamber of Commerce and Industry which includes support for the implementation of their Retail Strategy | Community Services Manager | Discussions underway |

Goal 4 – Building quality of life



| Action No. | Status | Progress % | Action | Responsible Officer | Progress Comments |
|------------|-------------|------------|---|----------------------------------|--|
| 4.1.1.1 | Complete | 100 | Undertake precinct planning and feasibility studies for identified areas in the Sports Infrastructure Master Plan | Community Services Manager | Consultation undertaken for Sports Infrastructure Master Plan and presented to December 2021 Council Meeting |
| 4.2.2.1 | In Progress | 60 | Undertake a feasibility study into the likely usage and return of a Black Box Theatre at the paranapple arts centre | Convention & Art Centre Director | Business Case report is in draft. Building cost is currently being devised. Report likely June 2022 |
| 4.2.3.1 | In Progress | 90 | Develop a 5-Year Public Art Strategy | Convention & Art Centre Director | Report to be provided to Council in May. |
| 4.3.1.1 | In Progress | 60 | Develop a feasibility study and outline potential future operational models to preserve and enhance the historic Home Hill property | Convention & Art Centre Director | Discussions continue regarding the opportunities for Home Hill into the future. |
| 4.5.1.1 | In Progress | 85 | Facilitate and support actions from the Live and Learn Strategy including: - Festival of Learning to be held in September - Develop connections with UTAS and raise their profile to the Devonport Community - Source funding for a Project Officer to deliver the Live and Learn Strategy | Community Services Manager | Festival of Learning held September 2021. The Live and Learn Steering Group are presently collaborating with UTAS on a project that aims to address the barriers to women reengaging in the workforce and community. |
| 4.6.4.1 | In Progress | 85 | In collaboration with UTAS/CAPITOL, actively work towards developing and implementing age targeted health improvement activities | Community Services Manager | Health and Wellbeing Plan commenced with University of Tasmania assistance, following on from the CAPITOL project. |
| 4.7.4.1 | In Progress | 85 | Deliver the year one outcomes of the Disability Inclusion Plan, including: - Establish an Access and Inclusion Working Group - Identify and promote opportunities for people to be involved in public events - Update the Event Application Pack to include accessibility - Seek to attract major sporting and cultural events involving participants with a disability - Support community groups and organisations with disability awareness training | Community Services Manager | Access and Inclusion Working Group established and promoting inclusive events, providing advice to Council on a number of infrastructure projects and preparing feedback on a range of strategies. |

Goal 5 – Practicing excellence in governance



| Action No | Status | Progress % | Action | Responsible Officer | Progress Comments |
|-----------|-------------|------------|---|-------------------------------------|--|
| 5.2.1.1 | In Progress | 40 | Develop a consolidated Communications and Engagement Strategy | Executive Coordinator | Internal consultation has commenced |
| 5.3.6.1 | In Progress | 95 | Modernise and system enable an increased number of Council's business processes - i.e. equipment hire automation, correspondence automation, internal electronic forms automation | Deputy General Manager | 337 Certificate automation is nearing completion. This will save many hours of admin labour per week across a number of departments. More external and internal forms have been delivered. Several in development and anticipating completion of these by end of June. |
| 5.4.1.1 | In Progress | 90 | Increase service delivery on digital platforms | Deputy General Manager | The ESRI ArcGIS viewer is available for use by all employees. The final phase of this project is to make the viewer available on Council's website for use by the public before 30 June. |
| 5.4.3.1 | In Progress | 97 | Deliver an improved Customer Request Management system | Deputy General Manager | The Customer Request Management System is used extensively, daily by the community. Work continues to integrate requests through to the TechnologyOne Work Order system to eliminate the data entry requirements. |
| 5.5.1.1 | In Progress | 50 | Review Council's rates methodology and apply updated Valuer General property valuations- Saved | Executive Manager- People & Finance | First draft of valuation data received from the Office of the Valuer-General. |
| 5.8.1.1 | In Progress | 95 | Expand development of a real time Business Intelligence dashboard including community facing dashboards | Deputy General Manager | Community facing dashboards set to be released prior to 30 June. Additional reports will be regularly added going forward. |
| 5.8.1.2 | In Progress | 95 | Implement Accounts Payable Automation | Deputy General Manager | Accounts Payable automation went live on 5 May 2022. More than 7000 supplier invoices will be automatically processed reducing substantial admin time for Accounts Payable and other staff. |
| 5.8.2.1 | In Progress | 60 | Review scope and content of routine reporting to Council | Executive Coordinator | Assessing information provided as part of the review. Review of current content has commenced |

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 2021/22 Annual Plan Progress Report as of 30 April 2022 is provided for the information of the Councillors and the community.

ATTACHMENTS

Nil

7 SECTION 23 COMMITTEES

7.1 PLANNING AUTHORITY COMMITTEE MEETING 9 MAY 2022

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

RECOMMENDATION

That the minutes of the Planning Authority Committee meeting held on 9 May 2022 be received.

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

The purpose of this report is to receive the minutes from the Planning Authority Committee meeting held on 9 May 2022.

ATTACHMENTS

1. Minutes - Planning Authority Committee - 9 May 2022 [**7.1.1** - 3 pages]

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 2022 | 15(2)(g) |
| 3.2 | Application for Leave of Absence | 15(2)(h) |
| 4.1 | Confidential Attachments – May 2022 | 15(2)(g) |
| 5.1 | Unconfirmed Minutes – Joint Authorities | 15(2)(g) |
| 5.2 | Deed of Assignment of Sub Lease – Mrs Jones Restaurant | 15(2)(c) |

9 CLOSURE