



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that a **Governance, Finance & Community Service Committee** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, paranaple centre, 137 Rooke Street, Devonport, on Monday 20 May 2019, commencing at 5:30pm.

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

## QUALIFIED PERSONS

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

Paul West  
GENERAL MANAGER

**15 May 2019**

**AGENDA FOR A MEETING OF THE GOVERNANCE, FINANCE & COMMUNITY SERVICE  
COMMITTEE OF DEVONPORT CITY COUNCIL HELD ON MONDAY 20 MAY 2019 TO BE HELD IN  
THE ABERDEEN ROOM, LEVEL 2, PARANAPLE CENTRE, 137 ROOKE STREET, DEVONPORT AT  
5:30PM**

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Agenda of a meeting of the Devonport City Council's **Governance, Finance & Community Service Committee** to be held in the Aberdeen Room, paranaple centre, 137 Rooke Street, Devonport on Monday 20 May 2019 commencing at 5:30pm.

**PRESENT**

		<b>Present</b>	<b>Apology</b>
Chair	Cr A Jarman		
	Cr J Alexiou		
	Cr G Ennis		
	Cr L Laycock		
	Cr S Milbourne		
	Cr A Rockliff		

**IN ATTENDANCE**

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

**1.0 APOLOGIES**

**2.0 DECLARATIONS OF INTEREST**

### 3.0 PROCEDURAL

#### 3.1 PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 159/17 refers):

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

**3.2 QUESTIONS ON NOTICE FROM COUNCILLORS**

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

## 4.0 GOVERNANCE REPORTS

### 4.1 ELECTED MEMBERS' EXPENDITURE REPORT MARCH AND APRIL 2019

File: 22947 D578910

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

Council's Strategic Plan 2009-2030:

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

#### SUMMARY

To detail expenditure of the Mayor and Councillors.

#### BACKGROUND

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

#### STATUTORY REQUIREMENTS

Under the *Local Government Act 1993*, Council is required to publish details of the total allowances and expenses paid to the Mayor, Deputy Mayor and Councillors in its Annual Report, however there is no obligation to do so at any other time.

#### DISCUSSION

Expenditure processed for the months of March and April 2019, is detailed below:

##### Mayor, Cr Annette Rockliff

\$ 200.00 – LGAT Elected Members Workshop – 1 day

\$ 84.09 – Mobile

##### Deputy Mayor, Cr Jarman

\$ 430.00 – LGAT Elected Members Workshop – 2 days

##### Cr Alexiou

\$ 430.00 – LGAT Elected Members Workshop – 2 days

##### Cr Enniss

\$ 430.00 – LGAT Elected Members Workshop – 2 days

##### Cr Laycock

\$1,339.00 – LGAT Elected Members Workshop – 2 days and Australian Local Government Women's Association 2019 National Conference

The attached table sets out the cumulative expenditure for the 2018/19 financial year. Expenditure will be reported as and when the account is paid. Items in this report may relate to transactions that occurred in previous months.

#### COMMUNITY ENGAGEMENT

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

**FINANCIAL IMPLICATIONS**

Mayoral and Councillor expenses are costed to the general ledger account for Councillor Support.

**RISK IMPLICATIONS**

There are no identified risks in relation to this report.

**CONCLUSION**

Expenses are reported in accordance with Council's direction.

**ATTACHMENTS**

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

**RECOMMENDATION**

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

Author:	Jacqui Surtees	Endorsed By:	Paul West
Position:	Executive Officer	General Manager	

## Councillor Expenses

Cumulative figures year to date -March/April 2019

Councillor Expenses	Mayoral Allowance	Deputy Mayoral Allowance	Councillor's Allowance	Mileage R'ments	IPads	Conference/ Professional Development Attendance	Travel, Accom & Meal expenses	Meeting expenses	Mobile Phone	Total
Mayor Rockliff	46,648		18,658	8,750	349	200	478		186	\$ 75,267
Deputy Mayor Cr Jarman (from 12/11/18)		7,938	18,658		349	430	380			\$ 27,754
Cr Alexiou			10,157		109	430				\$ 10,696
Cr Ennis			10,157		109	630	136			\$ 11,032
Cr Hollister			10,157		109					\$ 10,266
Cr Laycock			18,658		349	1,339				\$ 20,346
Cr Milbourne			10,157		109	200				\$ 10,466
Cr Murphy			10,157		109					\$ 10,266
Cr Perry (Acting Deputy Mayor 1/7/18-2/11/18)		6,215	18,658		349		585			\$ 25,806
<b>1 July - 31 October 2018</b>										
Ald Emmerton			7,951		240					\$ 8,191
Ald Goodwin			7,951		240		307			\$ 8,498
Ald Matthews			7,951		240					\$ 8,191
Ald Milne			7,951		240		344			\$ 8,535
Other Non Attributable										\$ -
<b>TOTAL - YEAR TO DATE</b>	<b>\$ 46,648</b>	<b>\$ 14,152</b>	<b>\$ 157,217</b>	<b>\$ 8,750</b>	<b>\$ 2,901</b>	<b>\$ 3,229</b>	<b>\$ 2,229</b>	<b>\$ -</b>	<b>\$ 186</b>	<b>\$ 235,312</b>
Budget	55,292	17,510	201,365	10,500	3,300	15,000	11,450	1,000	700	316,117
<b>BALANCE UNSPENT</b>	<b>\$ 8,645</b>	<b>\$ 3,358</b>	<b>\$ 44,148</b>	<b>\$ 1,750</b>	<b>\$ 399</b>	<b>\$ 11,771</b>	<b>\$ 9,221</b>	<b>\$ 1,000</b>	<b>\$ 514</b>	<b>\$ 80,805</b>
% Spent Year to Date	84%	81%	78%	83%	88%	22%	19%	0%	27%	74%

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

## 4.2 ANNUAL PLAN PROGRESS REPORT TO 30 APRIL 2019

File: 26469 D579088

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.3.5 Maintain and monitor a fully integrated strategic and business planning process that meets legislative requirements and provides an increased performance management reporting capacity across the whole organisation and with external stakeholders

### SUMMARY

To provide an update on the progress of the 2018/19 Annual Plan as at 30 April 2019.

### BACKGROUND

Council adopted its 2018/19 Annual Plan on 25 June 2018. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

### STATUTORY REQUIREMENTS

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

### DISCUSSION

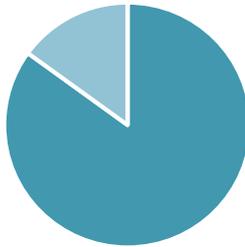
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the attached Progress Report include:

- Council have worked in conjunction with Cradle Coast Waste Management Group and Dulverton Waste Management on the 'Sort your Load' campaign, which includes information specific to the Spreyton Waste Transfer Station.
- Work is continuing to prepare the requirements of the Local Planning Schedules.
- The creative space and corridor areas at the Devonport Regional Gallery are being used to display art by local groups and children.
- Council partnered with Youth Family and Community Connections to deliver 'Embrace the Place', during Youth Week.
- Updated Strategic Plan adopted by Council.
- Initial Safety Management Systems Audit completed and a schedule approved for future audits.
- Revised Risk Management Framework & Emergency Management Plan endorsed by Council.
- Delivered Council's first Harmony Day event in Market Square, with approximately 1,000 attendees.
- The old Visitor Information Centre is being listed for sale and commercial leasing opportunities for the Devonport Regional Gallery are being explored.

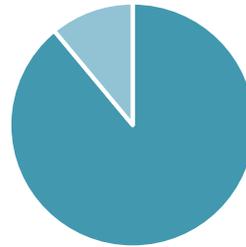
Progress comments are provided for each action in the Progress Report. Below are graphical snapshots of Council's performance against each Strategic Goal and against actions overall across the organisation.

### 2018/19 AP Actions - Organisation



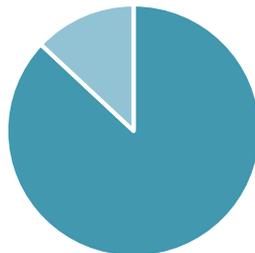
■ On Track - 85% ■ Off Track - 15%

### Goal 1 - Living Lightly on our Environment



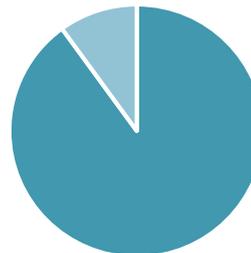
■ On Track - 89% ■ Off Track - 11%

### Goal 2 - Building a Unique City



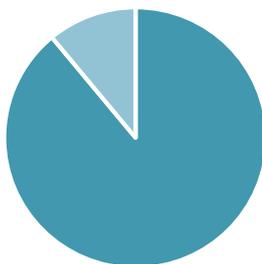
■ On Track - 87% ■ Off Track - 13%

### Goal 3 - Growing a Vibrant Economy



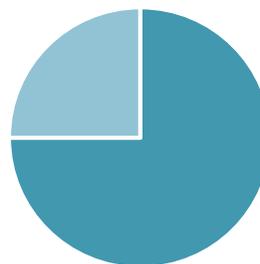
■ On Track - 90% ■ Off Track - 10%

### Goal 4 - Building Quality of Life



■ On Track - 89% ■ Off Track - 11%

### Goal 5 - Practicing Excellence in Governance



■ On Track - 75% ■ Off Track - 25%

#### COMMUNITY ENGAGEMENT

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

#### FINANCIAL IMPLICATIONS

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

**RISK IMPLICATIONS**

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

**CONCLUSION**

The 2018/19 Annual Plan Progress Report as at 30 April 2019 is provided for the information of the Councillors and the community.

**ATTACHMENTS**

[1.](#) Strategic Plan Progress Report - April 2019

**RECOMMENDATION**

That it be recommended to Council that the 2018/19 Annual Plan Progress Report for the period ended 30 April 2019 be received and noted.

Author:	Jacqui Surtees	Endorsed By:	Paul West
Position:	Executive Officer	Position:	General Manager



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

Period: 18/19



## Strategic Plan Progress Report

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

**Outcome:** 1.1 Devonport is an energy efficient City

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community					
1.1.1.1 Continue to install energy efficient lighting in Council facilities and public open space lighting (parks, gardens, sports fields etc)	In Progress	95%	Energy efficient lighting options being considered as part of the design of projects. Buildings have been assessed, New projects have been specified with LED lighting options Solar lighting is in use and on trial	Technical Support Supervisor	30/06/2019

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.1.2 Investigate innovative ways of accessing alternative power sources					
1.1.2.1 Explore alternative energy generation for Council assets for future submission in the forward Capital Works Plan	Completed	100%	Have investigated hybrid and battery options for Council's light vehicle fleet and are likely to begin a transition in 2019.	Technical Support Supervisor	31/03/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation					
1.2.1.1 Deliver a Bioblitz event that focuses on finding as many species as possible in a specific area over a short period of time	Deferred	30%	Deferred - will now be delivered in November 2019	NRM Officer	31/12/2018
1.2.1.1 Develop a Master Plan for the Kelcey Tier Greenbelt	In Progress	90%	Consultation report presented to Council at its February meeting - Workshop held with Council in May to consider the implications of the Master Plan	Community Services Manager	30/06/2019

## Strategic Plan Progress Report

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

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 1.2.2 Develop and implement local and regional policies and initiatives to mitigate climate change impacts in partnership with all spheres of Government</b>					
1.2.2.1 Support coastal vulnerability study initiated by Cradle Coast Authority of Council assets across the region or state-wide (as listed in the Climate Change Adaptation Plan)	Not Started	0%	NRM Officer to monitor progress once action commences	Community Services Manager	30/06/2019

**Outcome:** 1.3 Devonport is aware and active on how to live lightly

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"</b>					
1.3.1.1 Implement community based educational initiatives as outlined in the Environmental Strategy	In Progress	83%	Continuing to work with Friends of Don with environmental initiatives including revegetation and invasive species management Engaging with local schools, East Devonport Child and Family Health, Rotary Clubs	Community Services Manager	30/06/2019

**Outcome:** 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses</b>					
1.4.1.1 Review location of waste bins at Pioneer Park to reduce litter across the Park	Completed	100%	Consultation process undertaken involving internal staff associated with ongoing maintenance of the park. Five 240lt bins are located in the park that are contained within std enclosures that are used throughout the Devonport Municipality. Each of the bin locations are at strategic points to best capture the main use of the park and where the majority of litter would be	Works Supervisor	28/02/2019

## Strategic Plan Progress Report

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

**Outcome:** 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 1.4.1 Promote recycling, re-use and minimisation of waste materials within Council, to the community and businesses</b>					
			produced. Conclusion is that there are sufficient bins within the park to cater for its current use and any future additional bins be considered if there are changes to the parks future use.		
1.4.1.1 Work with event organisers to improve waste management at public events	In Progress	67%	Recycling toppers available from Cradle Coast Waste Management Group for future events - will look to incorporate into event	Marketing & Events Coordinator	30/06/2019
1.4.1.2 Provide an opt-in co-mingled recycling collection for food business	Completed	100%	Completed	Infrastructure & Works Manager	31/07/2018
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities</b>					
1.4.2.1 Identify opportunities to increase resource recovery and recycling through Council facilities and operations	Completed	100%	Council, in conjunction with Dulverton Waste Management have implemented the collection of batteries, globes and flouro tubes for recycling. A market has re-emerged for scrap metal and for e-waste which are both collected at the Spreyton WTS.  Council have commenced other resource recovery activities including: -collection of co-mingled recycling from the paranple centre -recovery of scrap steel and timber at the works depot -reuse of road pavement materials using stablisation techniques -salvage of pavers and other reusable items from capital works projects	Infrastructure & Works Manager	30/06/2019



## Strategic Plan Progress Report

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

**Outcome:** 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities</b>					
1.4.2.2 Look to improve segregation of green waste from general landfill materials	Completed	100%	<p>A 2018 landfill audit identified that around 36% of waste is vegetation, untreated wood, food or other organics, all of which is potentially able to be diverted from landfill. At Dulverton, this equates to around 5500T annually.</p> <p>At the Spreyton WTS, customers are encouraged to segregate their load. Council has worked in conjunction with Cradle Coast Waste Management Group and Dulverton Waste Management on the 'Sort Your Load' campaign, which includes information specific to the Spreyton WTS.</p> <p>The green waste and timber piles are closely monitored to minimize contamination and ensure green waste and timber can be processed into high quality compost and mulch for resale.</p> <p>Council is continuing to work in conjunction with Cradle Coast Waste Management Group and Dulverton Waste Management to make progress toward a regional FOGO collection service, which is the best option to make a meaningful reduction in the volume of green waste going to landfill.</p>	Infrastructure & Works Manager	30/06/2019
<b>Strategy: 1.4.3 Lead and actively promote emissions minimisation</b>					
1.4.3.1 Investigate the costs and benefits of installing electric vehicle charging	In Progress	70%	A report will be prepared for a future Council meeting.	Project Manager	30/06/2019

## Strategic Plan Progress Report

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

**Outcome:** 1.4 Our energy is reduced

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.3 Lead and actively promote emissions minimisation					
infrastructure					

**Outcome:** 1.5 Water is actively conserved

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.5.1 Lead and promote water conservation and re-use initiatives within Council and the community					
1.5.1.1 Investigate opportunities to reduce water consumption at Council facilities	In Progress	83%	Sites are still being assessed, some maintenance taps in the community have been modified to stop them being left on.	Technical Support Supervisor	30/06/2019



## Strategic Plan Progress Report

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

**Outcome:** 2.1 *Council's Planning Scheme provides rational and practical clustering of common property uses, and facilitates appropriate development*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.1 <i>Apply and review the Devonport Interim Planning Scheme as required, to ensure it delivers local community character and appropriate land use</i>					
2.1.1.1 Actively develop a draft Local Planning Schedule to comply with the requirements of the Land Use Planning and Approvals Act 1993	In Progress	85%	Work is progressing to prepare the requirements of the Local Planning Schedules. Progress is on target for the Schedules to be drafted and submitted to the Tasmanian Planning Commission in June 2019.	Development Services Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.2 <i>Provide high quality, consistent and responsive development assessment and compliance processes</i>					
2.1.2.1 Annual review of policies and procedures to ensure compliance with the requirements of the Planning Scheme	Completed	100%	Annual review of policies and procedures has been completed.	Planning Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.3 <i>Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues</i>					
2.1.3.1 Maintain membership of Cradle Coast Regional Planning Group and contribute to regional forums on the development of consistent Local Planning Schedules	In Progress	83%	Membership maintained and Council officers contributing to regional forums as required.	Planning Coordinator	30/06/2019

**Outcome:** 2.2 *The Devonport brand supports our marketing and development efforts*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.2.1 <i>Maintain a local brand that supports our competitive advantages</i>					
2.2.1.1 Investigate the development of an interactive website for visitors and the opportunity for enhanced retail promotion	In Progress	83%	Investigating suitable platform to deliver website in line with Council's organisational website	Marketing & Events Coordinator	30/06/2019

## Strategic Plan Progress Report

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

**Outcome:** 2.2 *The Devonport brand supports our marketing and development efforts*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.2.1 <i>Maintain a local brand that supports our competitive advantages</i>					
activities					

**Outcome:** 2.3 *The infrastructure priorities to support the development of our unique city are planned and appropriately funded and maintained*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.1 <i>Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards</i>					
2.3.1.1 Develop a hierarchy for bike paths	Completed	100%	Hierarchy developed and reported to IWC in February. Adopted by Council in February.	City Engineer	31/01/2019
2.3.1.1 Investigate opportunities to improve the Concession Voucher Booklet Scheme which currently operate	Completed	100%	New parking permit introduced.	Customer Services Coordinator	31/12/2018
2.3.1.2 Undertake a safety assessment of bike paths	Deferred	10%	Deferred to 2019/20	City Engineer	01/04/2019
2.3.1.2 Develop and market improved information about parking	In Progress	78%	Working to market and promote changes and other matters relating to parking. The review of Council's website is a good opportunity to update information provided via the website.	Customer Services Coordinator	30/06/2019
2.3.1.3 Undertake vacancy and parking utilisation surveys in Council carparks	In Progress	83%	Ongoing, each month surveys are undertaken to determine occupancy.	Customer Services Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.2 <i>Provide and maintain stormwater infrastructure to appropriate standards</i>					
2.3.2.1 Continue to develop hydraulic modelling for the stormwater network	In Progress	83%	Survey of Spreyton catchments is complete, Modelling of CBD catchments is complete. Modelling of north east and north west	City Engineer	30/06/2019

**Strategic Plan Progress Report**

**Goal: 2 Building a unique city**

**Outcome: 2.3 The infrastructure priorities to support the development of our unique city are planned and appropriately funded and maintained**

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards</b>					
			catchments underway. Data collection and processing is underway for Spreyton catchments.		
2.3.2.2 Continue to review and update Council's Stormwater Strategy	In Progress	40%	Council's storm water strategy review planning is under way.	City Engineer	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.3 Provide and maintain Council buildings, facilities and amenities to appropriate standards</b>					
2.3.3.1 Develop a plan for the grounds surrounding the Don Hall	In Progress	25%	A review of existing documentation and plans is underway.	Infrastructure & Works Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards</b>					
2.3.4.1 Develop a plan for the access to the Bass Strait Maritime Centre from Victoria Parade	Completed	100%	Recommendations received as part of the Mersey Bluff traffic parking and pedestrian study. Budget proposed for the 2019-20 capital works program for a new pedestrian link between Coastal Pathway and Gloucester Avenue and associated signage. Improvements to pedestrian links to the west via North Fenton St and Bluff Road are proposed for future years.	Infrastructure & Works Manager	30/06/2019
2.3.4.2 Investigate methods to improve pedestrian safety and restrict vehicular access at Pioneer Park	In Progress	25%	Investigation underway.	Infrastructure & Works Manager	28/02/2019

ITEM 4.2

Strategic Plan Progress Report - April 2019

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ATTACHMENT [1]



## Strategic Plan Progress Report

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

**Outcome:** 2.3 *The infrastructure priorities to support the development of our unique city are planned and appropriately funded and maintained*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.5 <i>Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program</i>					
2.3.5.1 Continue to review and update Council's Asset Management Plans	In Progress	83%	Transport Asset Management Plan has been adopted by Council. Public Open Space & Storm Water Asset Management Plan are in development.	Asset Management and System Support Coordinator	30/06/2019
2.3.5.2 Develop and implement a program to review internal procedures relating to asset management	Completed	100%	Council's asset management system implementation project is scheduled to commence in June 2019. This project includes major changes to key asset management processes including management of maintenance work, management of customer requests and management of asset condition data. These changes will occur over an 18 month period as defined in the project plan.	Technical Support Supervisor	30/06/2019

**Outcome:** 2.4 *Promote the development of the CBD in a manner which achieves the LIVING CITY Principles Plan*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.4.1 <i>Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes</i>					
2.4.1.1 Commence operations in the paranple centre, including relocation of Council business and implementation of co-location arrangements with other tenants	Completed	100%	Relocation complete, with the paranple centre opening for business on September 3	Deputy General Manager	31/10/2018
<b>Strategy:</b> 2.4.2 <i>Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans</i>					
2.4.2.1 Identify grant opportunities for government funding for the LIVING CITY waterfront precinct	Completed	100%	Following a number of grant applications, \$10M in funding for the LIVING CITY Waterfront Precinct was announced in July 2018	Deputy General Manager	30/06/2019

## Strategic Plan Progress Report

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

**Outcome:** 2.4 *Promote the development of the CBD in a manner which achieves the LIVING CITY Principles Plan*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.4.3 <i>Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans</i>					
2.4.3.1 Negotiate with Council's preferred proponent for the LIVING CITY waterfront hotel to finalise contractual arrangements which allow construction to proceed	Completed	100%	A land sale contract has been finalised with the Developer. Demolition of former Harris Scarfe building complete ready for the commencement of construction.	Deputy General Manager	30/06/2019



## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.1 Market and promote the City and its potential as a regional business hub</b>					
3.1.1.1 Undertake actions as outlined in Council's Retail Strategy	In Progress	70%	A regular business and retail e-news has commenced, containing Council information, upcoming events and opportunities and an avenue for further engagement with retailers. Planning is underway for a seasonal marketing program.	Marketing & Events Coordinator	30/06/2019
3.1.1.1 Provide assistance where possible for new businesses	In Progress	83%	Advice being provided when required to assist new business developments.	Deputy General Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.2 Manage strategic urban development initiatives that supports the importance of the CBD and reduces fragmentation</b>					
3.1.2.1 Continue to pursue the implementation of the LIVING CITY Master Plan	In Progress	85%	Current focus is on finalising the design of the LIVING CITY Waterfront Precinct	Deputy General Manager	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.1 Support tourism through the provision of infrastructure and facilities</b>					
3.2.1.1 Maintain membership with Business Events Tasmania. Secure events at the paranaple centre's convention facility	Completed	100%	Membership with Business Events Tasmania renewed	Convention and Arts Centre Director	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>					
3.2.2.1 Undertake actions to support the Cradle Coast Authority's tourism	In Progress	83%	Devonport Council is reviewing the annual actions of the Cradle Country Marketing	Visitor Services Coordinator	30/06/2019

**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>					
initiatives, including actions from the Devonport Region Destination Action Plan			Group, and the outcome of 2018/19 initiatives. Council continues to participate in the Cradle Coast Authority's regional tourism forum, however it is known that the RTO (regional tourism organisation) is to leave CCA. In addition Council is represented on the Authority's regional events strategy committee.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities</b>					
3.2.3.1 Provide regional tourism operators the opportunity to engage in sector development exercises by including them in famils, professional development exercises and information sharing	In Progress	83%	A sector famil is being planned for June 2019. In addition, Council attends and participates in the local tourism association (Devonport & Cradle Country Tourism Inc.) and is part of joint four council (Devonport, Latrobe, Kentish & Central Coast) initiative, the Cradle Country Marketing Group. The Council participates in the TVIN (Tasmanian Visitor Information Network) and promotes new operators in the region.	Visitor Services Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities</b>					
3.2.4.1 Provide up to date information on appropriate websites, social media etc	In Progress	83%	Council continues to regularly provide information to various organisations such as Cradle Coast Authority, Tourism Tasmania, Business Events Tasmania and ATDW (Australian Tourism Data Warehouse). Council is developing a new tourism website through a broader overhaul of Council's web assets	Visitor Services Coordinator	30/06/2019



## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy</b>					
3.2.5.1 Promote an Events Assistance Program	Completed	100%	Deferred	Marketing & Events Coordinator	30/06/2019
<b>Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities</b>					
3.2.6.1 Look to provide a website which engages visitors and provides an online booking platform for accommodation and attractions	In Progress	83%	Websites are currently in development for the paranapple arts centre, paranapple convention centre and visit Devonport, which will include an online booking platform. Roll-out will be in the next financial year.	Convention and Arts Centre Director	30/06/2019
3.2.6.2 Relocate visitor services to the new paranapple arts centre	Completed	100%	Visitor Services were relocated to the paranapple arts centre on Friday 2 November.	Convention and Arts Centre Director	31/10/2018

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.1 Improve the City's physical access and connectivity</b>					
3.3.1.1 Investigate and develop improved traffic management for locations within the road network with known access and connectivity issues	In Progress	75%	Investigation into Stony Rise Road completed and reported to Council in December 2018 - Min IWC 42/18 refers  Preliminary design is completed and further conversations with stakeholders and Don College (Watkinson St). Traffic calming	City Engineer	31/01/2019

## Strategic Plan Progress Report

**Goal:** 3 Growing a vibrant economy

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.1 Improve the City's physical access and connectivity</b>					
			measure proposed to coincide with changes to bus routes, now scheduled for September 2019.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character</b>					
3.3.2.1 Consider improvement options that will enhance the entrances to the City	In Progress	75%	Work underway to determine preferred locations by collecting and assessing traffic data and to determine functional requirements. Planning, design and consultation will be included in the State Vehicle Entry Point Project which has attracted Federal Government funding.	Infrastructure & Works Manager	28/02/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development</b>					
3.4.1.1 Progress the development of and access to ICT systems and processes which are modern and applicable to the work environment	In Progress	85%	Ongoing activities to streamline and automate business processes. Driving increased usage of business systems to enable efficient processes.	Executive Manager Corporate Services	30/06/2019



## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

**Outcome:** 4.1 Sport and recreation facilities and programs are well planned with strong participation

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.1 Provide sport, recreation and leisure facilities and programs to meet the needs of the community</b>					
4.1.1.1 Tasmanian Masters Games	Completed	100%	Council determined at its September Council meeting not to proceed with the Tasmanian Masters Games.	Sport & Recreation Development Coordinator	30/06/2019
4.1.1.2 Review current programs and develop new programs as required	In Progress	83%	Delivered Council's first Harmony Day event in Market Square, with approximately 1000 attendees.	Community Development & Recreation Officer	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.2 Enhance and increase the utilisation of sport and recreation facilities</b>					
4.1.2.1 Investigate funding options for further progressing sporting precinct concept plans development	In Progress	90%	An Expression of Interest to develop a master plan of the Valley Road Soccer Precinct has been drafted and will be distributed in May.	Sport & Recreation Development Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces</b>					
4.1.3.1 Make information available on opportunities in the Devonport area	In Progress	83%	Continue to promote passive recreation on an ongoing basis through the website, social media etc.	Media & Communications Officer	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.4 Manage sport and recreation facilities to ensure appeal, safety and accessibility</b>					
4.1.4.1 Review sporting facilities to assess compliance with modern accessibility requirements	Not Started	0%	Scheduled to commence in May 2019	Technical Support Supervisor	30/06/2019

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

**Outcome:** 4.1 Sport and recreation facilities and programs are well planned with strong participation

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.1.5 Encourage multi use of open space and facilities to ensure the terms and conditions of any licences or user agreements achieve a positive outcome for the community					
4.1.5.1 Promote the use of facilities available in the area	In Progress	83%	Council encourages wide usage of open space and facilities by as many groups and people as possible. Work has continued to promote the use of facilities which are available within the city to promote recreation, both passive and active.	Media & Communications Officer	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.1.6 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities					
4.1.6.1 Work with sporting organisations/groups to increase participation in sport and recreation activities	In Progress	85%	Ongoing - TasTafe partnership has been renewed for the 2019 school year. Students undertaking Certificate 3 in Sport & Recreation make use of the facilities at the Devonport Recreation Centre.	Sport & Recreation Development Coordinator	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
4.2.1.1 Maintain a visual arts program that exhibits local emerging, early career and children's exhibitions	In Progress	83%	Emerging and early career artist to be included in the Little Gallery program have been selected, and offers have been accepted for the end of 2019 exhibition period. The Creative Space as well as corridor areas are now being used as additional exhibition spaces where local groups and children's art is on display.	Visual Arts Coordinator	30/06/2019
4.2.1.2 Develop an annual program of exhibitions and events that celebrates Devonport's maritime heritage	In Progress	83%	The local history exhibition, provisionally titled Torquay Stories, is undergoing development and will focus on the history of the Torquay	Bass Strait Maritime Centre Coordinator	30/06/2019

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage					
			side of Devonport. Events held in March and April include The Bluff Blitz: Citizen Science Day, Tasmania's Forgotten Emu and a Bluff to Bluff Geology Tour.		
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations					
4.2.2.1 Maintain an exhibition program that aligns with the Devonport Regional Gallery Strategic Plan	Completed	100%	The Gallery's exhibition program is complete for the 2018/2019 year. To June 2019, the Gallery will present: 4 National and State touring exhibitions; 3 Collection exhibitions; 3 Community exhibitions; 2 Emerging Artist exhibitions; 1 children's exhibition and Tidal, the City of Devonport Art Award.	Convention and Arts Centre Director	30/06/2019
4.2.2.2 Develop a Subscription Season of Performing Arts events, and build subscriber numbers through targeted engagement programs and incentives	Completed	100%	The paranaple arts centre's 2019 Theatre Season was launched on 24th January. The season consists of diverse program of performances including physical theatre, live music, dance, and theatre.	DECC Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.2.3 Develop and implement an integrated approach to public art					
4.2.3.1 Develop a public art program for the paranaple art centre and precinct highlighting the cultural heritage of the region	Not Started	0%	This action has not started and will be developed in relation to Living City Stage 2.	Convention and Arts Centre Director	30/06/2019
4.2.3.1 Investigate options for the former Devonport Regional Gallery and Visitor Information Centre	In Progress	86%	VIC building being listed for sale and commercial opportunities for DRG building being explored.	Deputy General Manager	30/06/2019

**Strategic Plan Progress Report**

**Goal: 4 Building quality of life**

**Outcome: 4.3 Heritage management is planned**

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.3.1 Develop and implement initiatives to preserve and maintain heritage buildings, items and places of interest within the City of Devonport</b>					
4.3.1.1 Undertake risk assessments of recommended fire breaks for the Don Reserve and Kelcey Tier Greenbelt to determine extent of works required	In Progress	90%	Draft report received from the consultant who prepared the bushfire management plans. Report to be finalised in May.	Infrastructure & Works Manager	31/03/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.1 Support the community in emergency management response and recovery</b>					
4.4.1.1 Support the community in emergency management response and recovery and provide the necessary resources to respond when required	Completed	100%	Emergency Management Plan reviewed and changes made to reflect changes to the Emergency Management Act 2006. Plan endorsed by Council.	Risk Management & Compliance Coordinator	30/06/2019

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.2 Provide and promote effective management of animals within the community</b>					
4.4.2.1 Implement an education program on responsible dog ownership	In Progress	67%	Discussions to be held with schools to gain support for an Education Program. Action to be continued next financial year.	Risk Management & Compliance Coordinator	30/06/2019

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.3 Support activities that encourage safe and responsible community behaviour</b>					
4.4.3.1 Actively engage with other service organisations to promote a safe community	In Progress	83%	Opportunities being identified	Community Services Manager	30/06/2019
4.4.3.2 Monitor CCTV installations and report matters to Tasmania Police	In Progress	83%	Monitoring on an ongoing basis	Community Services Manager	30/06/2019



## Strategic Plan Progress Report

**Goal:** 4 *Building quality of life*

**Outcome:** 4.5 *Education and learning is accessible and responsive to our needs*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.5.1 <i>Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community</i>					
4.5.1.1 Provide funding to assist in the delivery of actions from the Live and Learn Strategy	In Progress	83%	Funding allocated in the 2018/19 budget. Festival of Learning successfully delivered in September 2018 with over 1,500 participants of various events throughout the month. 26Ten funding submission successful for funds to engage project officer. Funds received from UTas to host public lecture series	Community Services Manager	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.6.1 <i>Facilitate and advocate for child and family support services</i>					
4.6.1.1 Work in partnership with service providers to deliver services and programs	In Progress	83%	Working with Space Program to deliver the Square Peg program at the Devonport Recreation Centre Partnered with Youth and Family Community Connections to deliver School Holiday Program in January 2019 Partnered with Youth and Family Community Connections to deliver "Embrace the Place" Youth Week event	Community Services Manager	30/06/2019
<b>Strategy:</b> 4.6.2 <i>Provide quality public and environmental health services</i>					
4.6.2.1 Introduce mobile computing services for the conducting of inspections and recording of data	In Progress	60%	Software licence has been purchased and hardware has been obtained. Inspection requirements being reviewed to suit the new Tasmanian Food Business Risk Classification System from the State Government.	Development Services Manager	30/06/2019

## Strategic Plan Progress Report

**Goal:** 4 *Building quality of life*

**Outcome:** 4.7 *An active, connected, empowered community promotes and values diversity and equity*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.2 <i>Encourage and provide information and opportunities for active participation in community life</i>					
4.7.2.1 Organise programs for seniors and disengaged young people through the Devonport and East Devonport Recreation Centres	In Progress	83%	Programs for disengaged young people and seniors recommenced in February after a break for the summer school holidays. A new program is being developed in conjunction with Allied Health Services. The program is called Seated Tai Chi targeting people with a disability.	Sport & Recreation Development Coordinator	30/06/2019
<b>Strategy:</b> 4.7.3 <i>Attract and promote equitable distribution and sharing of financial and other resources throughout the community</i>					
4.7.3.1 Undertake two rounds of Financial Assistance Grants Program during the financial year	Completed	100%	First Round completed in September 2018 Second round closed 28 February 2019 to be considered at March Council meeting.	Community Services Manager	31/03/2019
<b>Strategy:</b> 4.7.4 <i>Advocate for and provide access to quality services, facilities, information and activities that assist the frail, aged, people with disabilities and their carers to engage in all aspects of community life</i>					
4.7.4.1 Develop and adopt an Equal Access and Disability Plan	In Progress	75%	Workshop undertaken with stakeholders and feedback received on draft Actions - Strategy being written	Community Services Manager	30/06/2019
<b>Strategy:</b> 4.7.5 <i>Support initiatives that foster community harmony and which values and celebrates diversity</i>					
4.7.5.1 Deliver initiatives that engage with diverse sectors of our community through the provision of a diverse public and creative learning program	In Progress	83%	The Gallery's workshop programs have been re branded and are now provided free of charge, which has led to an increase in participation numbers, in particular for classes aimed at the 6 -11 age bracket. A number of curator/artist talks open to the public will be delivered during May and June. Life drawing classes have been fully booked and local	Visual Arts Coordinator	30/06/2019

## Strategic Plan Progress Report

**Goal:** 4 Building quality of life

**Outcome:** 4.7 An active, connected, empowered community promotes and values diversity and equity

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity					
			colleges were offered bursaries for students to attend free of charge.		

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership					
4.8.1.1 Deliver a youth devised arts program that results in the delivery of public art or a creative public event	Completed	100%	Young community members were engaged as curators/artists for an exhibition titled, Facing our Past, a part of the Robinson Project which is a series of collaborative community curatorial projects based on the Robinson collection. The Gallery is inviting the local school community to participate in gallery based workshops, where the resulting works may put on the display in the Creative Space.	Visual Arts Coordinator	30/06/2019
<b>Strategy:</b> 4.8.2 Provide, promote and advocate for appropriate and accessible services, information, facilities, activities and spaces for youth					
4.8.2.1 Implement initiatives from the adopted Youth Strategy	In Progress	83%	Initial discussions held with representatives of Youth Family and Community Connections (YFCC) for projects which can be initiated under the Youth Strategy. Partnership Agreement executed with YFCC Partnered with Youth and Family Community Connections to deliver School Holiday Program in January 2019 and to deliver "Embrace the Place" Youth Week event	Community Services Manager	30/06/2019

**Strategic Plan Progress Report**

**Goal:** 4 *Building quality of life*

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.8.3 Assist in the development, promotion and celebration of youth</b>					
4.8.3.1 Promote National Youth Week through the delivery of a creative program or event	Completed	100%	Embrace the Place, a Youth Week Tasmania event took place on 12 April at Providore Place. The 2019 instalment was the first at the new venue with a new name. In addition to live music, interactive stalls and the popular free pizza drops, the Gallery hosted a drop-in Sketchbook Project session during the event, with paper-making, marbling and sketchbook making available for attendees.	Visual Arts Coordinator	30/06/2019



## Strategic Plan Progress Report

**Goal:** 5 *Practicing excellence in governance*

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.1.1 <i>Promote open communication and cooperation with local and state governments in regional initiatives</i>					
5.1.1.1 Actively participate in the Cradle Coast Authority	In Progress	83%	Council continues to participate in the activities of the CCA. Mayor Rockliff is a member of the Board and the Deputy Mayor and General Manager are Council's appointed representatives.	General Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.1.2 <i>Pursue opportunities for cooperative initiatives including resource sharing with other councils, organisations and community groups</i>					
5.1.2.1 Consider options for expanded resource sharing	In Progress	60%	The implementation of the Cradle Coast Futures Plan seen as the next area for progression. GM's have agreed to allocate resources to assist with implementation of futures plan.	General Manager	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.1.3 <i>Represent and promote Council at Regional, State and National forums</i>					
5.1.3.1 Be an active member of the Local Government Association of Tasmania and the Cradle Coast Authority	In Progress	83%	Council continues to participate in activities of the Local Government Association of Tasmania	General Manager	30/06/2019

**Outcome:** 5.2 *Active and purposeful community engagement and participation is integral to our work*

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.2.2 <i>Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community</i>					
5.2.2.1 Continue implementing the actions of the Volunteer Strategy	In Progress	83%	Continuing to support and encourage new volunteers across the organisation and satellite sites	Community Services Manager	30/06/2019

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

**Outcome:** 5.2 Active and purposeful community engagement and participation is integral to our work

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.2.3 Encourage community action and participation that results in increased well-being and engagement</b>					
5.2.3.1 Undertake community consultation where appropriate to ascertain views and input to Council decision making	In Progress	83%	Consultation undertaken for major capital works, Strategic Plan, Kelcey Tier Master Plan and Budget. A telephone survey was undertaken in February 2019.	Executive Manager - Organisations Performance	30/06/2019

**Outcome:** 5.3 Council employs best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances</b>					
5.3.1.1 Develop an action list based on the findings of the Integrity Commission's 'Fostering Integrity' Report to support the ethical health of the organisation	In Progress	75%	Awareness campaign developed and will be rolled out in May.	Executive Manager - Organisations Performance	30/06/2019
5.3.1.2 Develop and implement legislative Compliance Register	In Progress	50%	Compliance Register drafted and review underway.	Executive Manager - Organisations Performance	30/06/2019
5.3.1.3 Review internal management of policies	In Progress	83%	A register of Management Policies has been established and circulated to Managers. Work commenced on updating DCC Intranet to reflect changes.	Executive Manager - Organisations Performance	30/06/2019
<b>Strategy: 5.3.3 Encourage increased community participation in Council elections</b>					
5.3.3.1 Promote the 2018 Local Government elections	Completed	100%	2018 Elections have been held.	Executive Manager - Organisations Performance	30/11/2018

## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

**Outcome:** 5.3 Council employs best practice governance

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.3.5 Maintain and monitor a fully integrated strategic and business planning process that meets legislative requirements and provides an increased performance management reporting capacity across the organisation and with external stakeholders					
5.3.5.1 Conduct review of Council's Strategic Plan	Completed	100%	Updated Strategic Plan adopted by Council at 29 April 2019 meeting	General Manager	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs					
5.4.1.1 Ensure website information is regularly reviewed and updated	In Progress	90%	New website being organised, all content will be reviewed and updated. New site to be commissioned on 1 July 2019.	Customer Services Coordinator	30/06/2019
5.4.1.2 Review and refine Customer electronic "self-service" options	Completed	100%	Council's core business system, Technology One, has a module called eServices. Council will leverage the new eServices, which will be released through Property and Rating over the next 12 to 18 months.	Customer Services Coordinator	30/06/2019
<b>Strategy:</b> 5.4.2 Monitor and evaluate Council's service standards					
5.4.2.1 Review and investigate alternative Customer Service options including integration with Service Tasmania as a result of the relocation to the paranapple centre	In Progress	86%	Stage 2 has commenced with Service Tas now taking all payments for Council. More stages and duties to be identified in the near future.	Customer Services Coordinator	30/06/2019

## Strategic Plan Progress Report

**Goal:** 5 *Practicing excellence in governance*

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.5.2 <i>Ensure comprehensive financial planning to meet sustainability requirements</i>					
5.5.2.1 Review Council's Long Term Financial Management Strategy	In Progress	83%	Draft Long Term Financial Plan prepared for budget deliberations in May.	Executive Manager - Organisations Performance	30/06/2019
<b>Strategy:</b> 5.5.3 <i>Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered</i>					
5.5.3.1 Develop and adopt budget	In Progress	90%	Budget process has commenced for FY 2019 - 20 and progressing according to plan.	Executive Manager Corporate Services	30/06/2019
<b>Strategy:</b> 5.5.4 <i>Ensure operations meet or exceed financial targets as set in Strategic and Business Plans</i>					
5.5.4.1 Review the targets achieved against other local governments	Completed	100%	Report of the Auditor-General No. 5 presented to Parliament in November 2018. Report contains data on all 29 Councils in relation to achievement of Key Performance Indicators. Summary of results for DCC contained in January 2019 Governance & Finance Report.	Executive Manager - Organisations Performance	31/12/2018

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 5.6.1 <i>Ensure safe work practices through adherence to Work Health and Safety standards</i>					
5.6.1.1 Ensure safe work practices through adherence to Work Health and Safety Standards and review work practices regularly	In Progress	91%	Customer Service & Parking Departments Safety Management Systems Audit completed. Findings presented to the Management Team for endorsement. Audit Schedule approved to continue auditing process.	Risk Management & Compliance Coordinator	30/06/2019

**Strategic Plan Progress Report**

**Goal: 5 Practicing excellence in governance**

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.2 Develop, implement, maintain and comply with Council's Risk Management Framework</b>					
5.6.2.1 Undertake review of Risk Management Framework	Completed	100%	Revised Risk Management Framework has been endorsed by Council.	Risk Management & Compliance Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.3 Integrate risk management principles into all business practices</b>					
5.6.3.1 Assess, and implement where appropriate, recommendations from the Annual Risk Service	In Progress	83%	Action Plan developed. Consultation with responsible officers to continue.	Risk Management & Compliance Coordinator	30/06/2019
Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting</b>					
5.6.4.1 Develop & implement an internal safety auditing process in accordance with the Safety Management Plan	In Progress	91%	Customer Service & Parking Departments Safety Management Systems Audit completed. Findings presented to the Management Team for endorsement. Audit Schedule approved to continue auditing process.	Risk Management & Compliance Coordinator	30/06/2019
5.6.4.1 Support the activities of Council's Audit Panel	In Progress	83%	Provided support to meeting held in August, December and March. New Audit Panel in place following elections.	Executive Manager - Organisations Performance	30/06/2019

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.7.3 Ensure Human Resource policies, procedures and management systems support effective Council service delivery</b>					
5.7.3.1 Implement single touch payroll across the organisation	Completed	100%	The Single Touch Payroll implementation was completed and is operational.	Executive Manager Corporate Services	31/12/2018



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations</b>					
5.8.1.1 Develop a standard communication plan for capital works projects	In Progress	20%	Underway - draft documentation being developed	Infrastructure & Works Manager	31/12/2018
5.8.1.1 Develop and execute a whole of Council Digital Security Plan	In Progress	60%	Digital Security review has commenced. Council will confirm the organisations Inherent Risk and Maturity, identify the gaps and set actions to address.	Executive Manager Corporate Services	30/06/2019
5.8.1.2 Develop and execute an IT Disaster Recovery Plan	In Progress	70%	Disaster Recovery planning has commenced. Departmental stakeholders have determined Council's Recovery Time and Recovery Point objectives. Actions will be set to achieve desired outcome and a plan will be developed.	Executive Manager Corporate Services	30/06/2019
5.8.1.3 Develop the Information Asset Register (IAR)	In Progress	67%	IAR set up in SharePoint under the Records Management Site. Meetings with information experts scheduled to ensure all assets are included.	Records Officer	30/06/2019
5.8.1.4 Review the management of Contractor record keeping	In Progress	50%	The working group reconvened in April.	Records Officer	30/06/2019
5.8.1.5 Implement Asset Management Software linked to Council's Long Term Financial Management Strategy	In Progress	30%	The Technology One Asset Management System Implementation Business Case was reviewed and endorsed by Council at the Governance, Finance and Community Services Committee Meeting on 21 January, 2019. Project initiating and set to commence in June 2019.	Executive Manager Corporate Services	31/12/2018

ITEM 4.2

Strategic Plan Progress Report - April 2019

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ATTACHMENT [1]



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements</b>					
5.8.2.1 Implement new employee Intranet and content management portal utilising existing solution 'SharePoint'	Completed	100%	An Intranet has been implemented that replaces Cafe. The new intranet was developed on SharePoint delivering better functionality and savings.	Executive Manager Corporate Services	31/08/2018
5.8.2.2 Drive greater utilisation of Office365 to support easier access to shared data and improved collaboration across Council	In Progress	95%	A majority of data and employees have transitioned to Office365 resulting in improved collaboration, increased mobility and greater document security.	Executive Manager Corporate Services	30/06/2019



## **5.0 FINANCE REPORTS**

### **5.1 FINANCE REPORT TO 30 APRIL 2019**

**File: 26544 D579615**

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

Council's Strategic Plan 2009-2030:

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

#### **SUMMARY**

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

#### **BACKGROUND**

Monthly financial reports are provided to Council for information.

#### **STATUTORY REQUIREMENTS**

The Local Government Act 1993 at Section 82 provides:

- (4) A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.

#### **DISCUSSION**

The attached report provides an overview of Council's financial position and year to date operating result as of 30 April 2019.

Included in the report are the following:

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

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

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

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

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

#### **COMMUNITY ENGAGEMENT**

No community engagement was required for this report.

**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**CONCLUSION**

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

**ATTACHMENTS**

- [1.](#) Finance Report - April 2019
- [2.](#) Capital Expenditure Report - April 2019

**RECOMMENDATION**

That it be recommended to Council that the Finance Report for April 2019 be received and noted.

Author:	Joshua Jackson	Endorsed By:	Jeffrey Griffith
Position:	Finance Manager	Position:	Executive Manager Corporate Services



## Devonport City Council FINANCE REPORT

### YTD for the month ended April 2019

The operating result for the year to April is higher than the budget surplus by \$1.45M, which represents a 38% gain on budget. The result is explained by higher than expected revenue and favourable expense variances. At this stage the forecast operating result for the financial year ending June 2019 is a surplus of \$922K.

#### **Rates & Service Charges - \$88K Favourable**

General rates are ahead of budget due to additional supplementary rates received. A forecast adjustment of \$35K has been made.

#### **Fees and User Charges - \$204K Unfavourable**

The unfavourable variance relates to rental income and sale of goods. A forecast adjustment of \$170K has been made.

#### **Grants - Operating - \$109K Favourable**

The majority of the favourable variance relates to higher than estimated quarterly Financial Assistance Grants, in addition to receiving an unbudgeted \$25K grant for the Mersey Ferry Service. This grant was remitted to Mersey Link in November. A forecast adjustment of \$110K has been made.

#### **Contributions - Operating - \$13K Unfavourable**

A previous contribution towards public open space has been refunded to a Developer as more land was contributed towards public open space than was initially planned.

#### **Dividend Income - \$2K Favourable**

Minor variance.

#### **Interest Income - \$90 Favourable**

Interest earned on investments is ahead of budget due to higher than anticipated cash balances throughout the 2018/19 year. A forecast adjustment of \$90K has been made.

#### **Other Revenue - \$46K Favourable**

The variance includes an unbudgeted State Government contribution towards the Living City Building Operations Support Officer position.

#### **Employee Benefits - \$302K Favourable**

The majority of the variances relate to timing differences. The variance also includes lower than estimated overtime expenses. The variances are in the areas of direct employee costs \$126K, leave entitlements \$27K, superannuation \$51K and employee related costs \$97K (training, uniforms and w/comp & payroll tax). A forecast adjustment of \$300K has been made.

#### **Materials and Services - \$769K Favourable**

The favourable variance includes under expenditure in the areas of general materials and services \$529K, memberships \$63K, computer services \$31K, advertising and stationary \$147K, utilities \$43K and consultants \$128K. This is offset by unfavourable variances in telephone & postage \$26K, professional services \$25K, contractors \$61K, plant expenses \$40K and insurance \$19K. A forecast adjustment of \$312K has been made.

#### **Depreciation - \$63K Favourable**

The majority of the variance relates to LIVING CITY projects which will be depreciated as titles are issued. A forecast adjustment of \$58K has been made.

**Financial Costs - \$95K Favourable**

The favourable variance is the result of lower than expected loan balances and timing variances in relation to the construction of LIVING CITY projects.

**Levies & Taxes - \$45K Favourable**

The favourable variance includes timing variances for land tax relating to LIVING CITY projects.

**Other Expenses - \$146K Favourable**

The favourable variance is primarily the result of timing differences relating to grants payments. A forecast adjustment of \$20K has been made.

**Internal Charges and Recoveries - \$88K Unfavourable**

Net recoveries are behind budget by \$88K. Recoveries from the Operations and City Infrastructure Departments are behind by \$44K and \$50K respectively, while plant recoveries are ahead by \$5K. This is reflective of the total number of hours capitalised at the end of April. According to the works system, to the end of April 2019 a total of 9,194 labour hours have been capitalised compared to a budget of 10,823 hours.

**Balance Sheet**

The balance of Capital Work in Progress at the end of April is \$66.01M, the majority relates to prior year projects not yet capitalised, including \$58.22M in relation to the LIVING CITY project.

## FINANCIAL SUMMARY

YTD to April 2019

## Operating Summary

	Budget	YTD Actual	Annual Budget	Current Forecast
Revenue	37,023,246	37,144,473	40,577,911	40,817,911
Expenditure	33,283,046	31,951,744	40,429,544	39,895,545
<b>Operating Position</b>	<b>3,740,200</b>	<b>5,192,729</b>	<b>148,367</b>	<b>922,366</b>

## Capital Expenditure Summary

	Annual Budget	Actual	Annual Forecast
<b>Capital Expenditure</b>	<b>27,382,294</b>	<b>15,628,195</b>	<b>22,174,399</b>

## Cash Information

	April 2019	June 2018
Operating Account (Reconciled balance)	2,135,303	2,646,162
Interest-Earning Deposits	15,389,333	13,651,057
	<b>17,524,637</b>	<b>16,297,219</b>

## Debtor Information

	April 2019	June 2018	Rates Debtors Ageing	April 2019	% of Annual Rates
Rates Debtors	2,028,077	(32,390)	2018/2019 - Current	1,853,635	6.6%
Infringement Debtors	157,098	83,741	2017/2018 - 1 Year	73,281	
Sundry Debtors	309,269	213,503	2016/2017 - 2 Years	29,284	
Planning & Health Debtors	14,617	7,659	2015/2016 - 3 Years	18,398	
			2014/2015 - Older	53,479	
	<b>2,509,061</b>	<b>272,513</b>		<b>2,028,077</b>	

## Cash Investment Information

	Actual Rate	April 2019
ANZ Cash Deposits - At Call	2.00%	1,305,173
ANZ Loan Repay. A/c - (existing loans) - At Call	1.50%	81,906
CBA Cash Deposits - At Call	2.00%	2,002,254
Bankwest Term Deposit	2.73% 6 months maturing 22/05/2019	4,000,000
Bankwest Term Deposit	2.70% 6 months maturing 3/06/2019	4,000,000
AMP Term Deposit	2.75% 6 months maturing 2/10/2019	2,000,000
MyState Term Deposit	2.70% 6 months maturing 5/10/2019	2,000,000
		<b>15,389,333</b>

All cash investments are invested in compliance with Council's Investment Policy.

Benchmarks: BBSW90 Day Index 1.56%  
RBA Cash Rate 1.50%

## Commentary

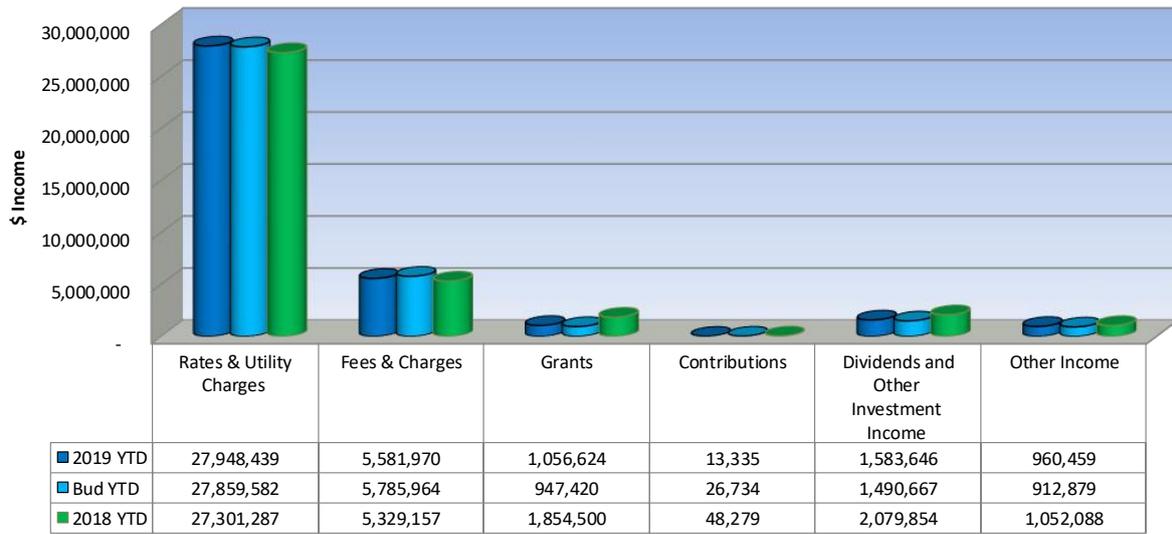
This report provides a high level summary of operational income and expenditure, capital expenditure and the cash and receivables position as at the date of the report.

## SUMMARISED OPERATING REPORT

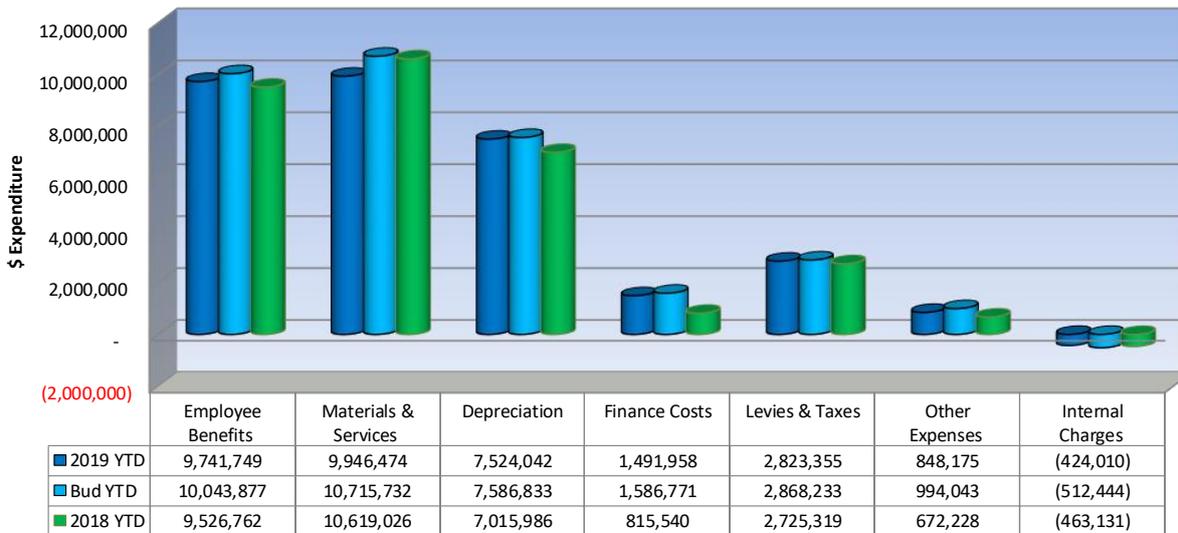
YTD to April 2019

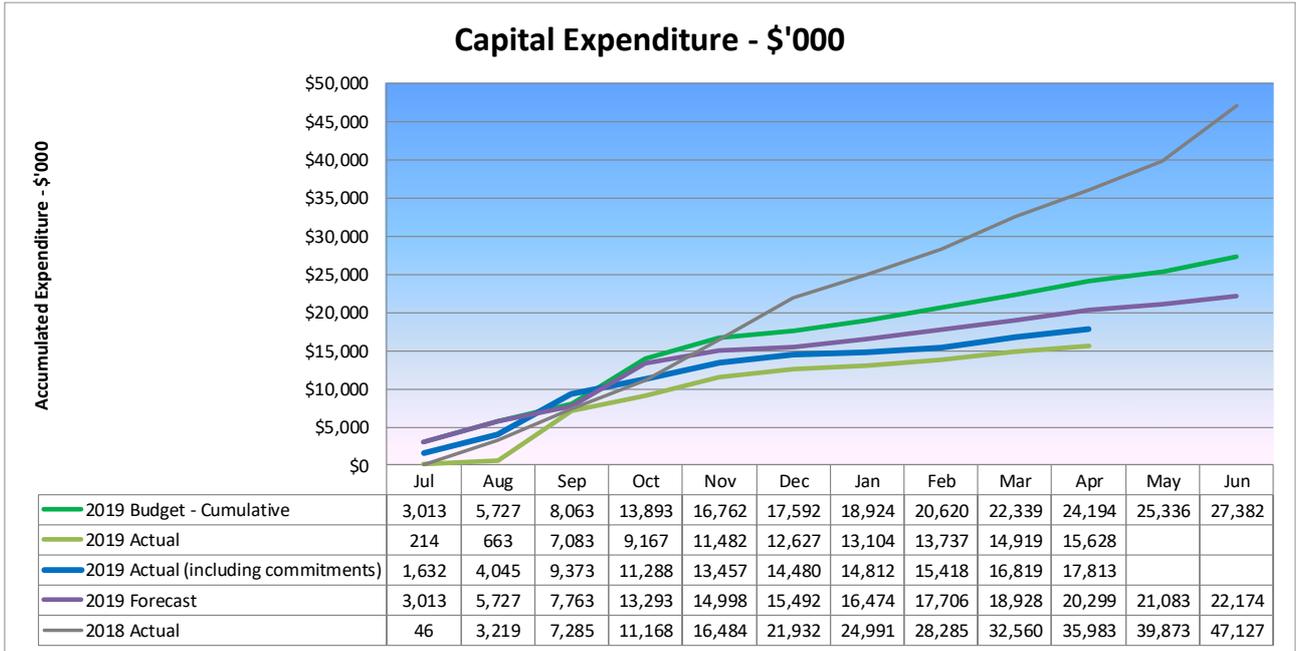
	YTD		YTD Variance		Full Budget 2018	Forecast 2018
	Budget	Actual	\$	%		
<b>INCOME</b>						
Rates and Service Charges	27,859,582	27,948,439	88,857	0.3%	27,912,052	27,947,052
Fees and User Charges	5,785,964	5,581,970	(203,994)	-3.5%	7,027,675	6,857,675
Grants - Operating	947,420	1,056,624	109,204	11.5%	2,298,816	2,408,816
Contributions - Operating	26,734	13,335	(13,399)	-50.1%	34,800	29,800
Dividend Income	1,194,000	1,196,052	2,052	0.2%	1,818,000	1,976,000
Profit Sharing	5,000	5,442	442	8.8%	20,000	20,000
Interest Income	291,667	382,153	90,486	31.0%	350,000	462,000
Other Revenue	912,879	960,459	47,580	5.2%	1,116,568	1,116,568
<b>TOTAL INCOME</b>	<b>37,023,246</b>	<b>37,144,473</b>	<b>121,227</b>	<b>0.3%</b>	<b>40,577,911</b>	<b>40,817,911</b>
<b>EXPENSES</b>						
Employee Benefits	10,043,877	9,741,749	302,127	3.0%	12,001,939	11,701,939
Materials and Services	10,715,732	9,946,474	769,258	7.2%	13,291,676	12,979,676
Depreciation	7,586,833	7,524,042	62,792	0.8%	9,140,300	9,198,300
Financial Costs	1,586,771	1,491,958	94,813	6.0%	1,904,126	1,904,126
Levies & Taxes	2,868,233	2,823,355	44,877	1.6%	3,565,689	3,565,689
Other Expenses	994,043	848,175	145,868	14.7%	1,137,167	1,157,167
Internal Charges and Recoveries	(512,444)	(424,010)	(88,434)	17.3%	(611,352)	(611,352)
<b>TOTAL EXPENSES</b>	<b>33,283,046</b>	<b>31,951,744</b>	<b>1,331,302</b>	<b>4.0%</b>	<b>40,429,544</b>	<b>39,895,545</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>3,740,200</b>	<b>5,192,729</b>	<b>1,452,529</b>	<b>38.8%</b>	<b>148,367</b>	<b>922,366</b>
<b>CAPITAL ITEMS</b>						
Grants - Capital	2,295,537	1,456,734	(838,803)	-36.5%	2,554,645	
Contributions - Capital	-	504,700	504,700	#DIV/0!	-	
Gain / Loss on Disposal of Assets	(50,000)	(3,928,141)	(3,878,141)	7756.3%	(397,000)	
Change in Value of Investment in DRWMA	-	-	-	0.0%	400,000	
<b>TOTAL CAPITAL ITEMS</b>	<b>2,245,537</b>	<b>(1,966,707)</b>	<b>(4,212,244)</b>	<b>-187.6%</b>	<b>2,557,645</b>	
<b>NET SURPLUS / (DEFICIT)</b>	<b>5,985,737</b>	<b>3,226,022</b>	<b>(2,759,715)</b>	<b>-46.1%</b>	<b>2,706,012</b>	
<b>Own Source Revenue:</b>	<b>97.4%</b>	<b>97.1%</b>			<b>94.2%</b>	

### Income Analysis



### Expenditure Analysis





**BALANCE SHEET REPORT**

As at April 2019

	30 Apr 2019	30 Jun 2018
<b>Current Assets</b>		
Cash at Bank and On Hand	2,135,303	2,646,162
Trust Deposits	135,160	144,873
Cash Investments	15,389,333	13,651,057
Receivables - Rates and Utility Charges	2,028,077	(32,390)
Receivables - Infringements	157,098	83,741
Receivables - Sundry	309,269	213,503
Receivables - Planning & Health	14,617	7,659
Loans Receivable - Current	3,700	3,700
Accrued Revenue	102,801	364,715
Prepayments	163,654	163,654
Net GST Receivable	118,872	485,832
	<b>20,557,884</b>	<b>17,732,506</b>
<b>Non Current Assets</b>		
Loans Receivable - Non-Current	23,900	27,600
Dulverton Regional Waste Management Authority TasWater	6,009,055	6,009,055
	87,345,456	87,345,456
Property, Plant & Equipment	722,016,319	727,020,258
Accumulated Depreciation - PP&E	(286,570,722)	(282,612,771)
Capital Work in Progress	66,012,710	53,414,888
	<b>594,836,719</b>	<b>591,204,485</b>
<b>Total Assets</b>	<b>615,394,603</b>	<b>608,936,991</b>
<b>Current Liabilities</b>		
Trade Creditors	965,886	766,149
Accrued Expenses	928,860	4,780,203
Trust Liability	140,592	139,179
Income In Advance - Current	13,170,832	13,178,607
Loans - Current	1,804,000	45,158,672
Annual Leave	890,598	981,614
Long Service Leave - Current	1,151,397	1,121,640
	<b>19,052,165</b>	<b>66,126,063</b>
<b>Non Current Liabilities</b>		
Income In Advance - Non Current	-	-
Derivative Financial Instruments	604,383	604,383
Loans - Non-Current	50,317,334	-
Long Service Leave - Non-Current	436,393	436,393
	<b>51,358,110</b>	<b>1,040,776</b>
<b>Total Liabilities</b>	<b>70,410,275</b>	<b>67,166,838</b>
<b>Net Assets</b>	<b>544,984,328</b>	<b>541,770,153</b>
<b>Equity</b>		
Asset Revaluation Reserve	314,933,632	314,945,479
Asset Revaluation Reserve - Associates	1,568,030	1,568,030
Other Reserves	10,948,552	10,948,552
Accumulated Surplus	214,308,092	204,096,311
Operating Surplus / (Deficit)	5,192,729	2,628,959
Capital Surplus / (Deficit)	(1,966,707)	7,582,822
	<b>544,984,328</b>	<b>541,770,153</b>
<b>Total Equity</b>	<b>544,984,328</b>	<b>541,770,153</b>
<b>Current Ratio:</b>	<b>3.40</b>	<b>0.33</b>

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

Capital Works Income & Expenditure Report April 2019														
	Funding 2018/19					Expenditure 2018/19			Balance	Performance Measures				
	Annual Budget	Additional Funds Carried forward & adjustments	Total Budget Available	External Funding Included in Total	Funding Adjustments	Actual	Commitments	Total Expenditure		Remaining Funds	Works Start	Works Completion	% Budget	Comments
	\$	\$	\$	\$	\$	\$	\$	\$		\$	Month	Month	Spent	
<b>Summary</b>														
Open Space & Recreation	1,950,200	537,319	2,487,519	62,500	-	663,164	942,888	1,606,052	881,467			65%		
Buildings & Facilities	80,000	1,050,695	1,130,695	-	-	961,212	75,088	1,036,300	94,395			92%		
Transport	4,340,000	1,020,688	5,360,688	612,146	-	2,614,368	584,255	3,198,623	2,162,065			60%		
Stormwater	1,180,000	100,235	1,280,235	-	-	554,085	11,825	565,910	714,325			44%		
Living City	3,000,000	12,112,036	15,112,036	1,000,000	-	10,021,762	115,397	10,137,159	4,974,877			67%		
Plant & Fleet	827,000	544,929	1,371,929	-	-	541,486	423,463	964,949	406,980			70%		
Other Equipment	479,000	160,192	639,192	-	-	272,118	31,961	304,079	335,113			48%		
<b>Total Capital Works</b>	<b>11,856,200</b>	<b>15,526,094</b>	<b>27,382,294</b>	<b>1,674,646</b>	<b>-</b>	<b>15,628,195</b>	<b>2,184,877</b>	<b>17,813,072</b>	<b>9,569,222</b>					
<b>Open Space &amp; Recreation</b>														
CP0128 Signage Strategy Actions		23,744	23,744			4,977	-	4,977	18,767	Apr-19	Jun-19	21.0%		
CP0129 Don River Rail Trail - Don to Tugrah gravel track		112,443	112,443			372	-	372	112,071	TBA	TBA	0.3%	Property acquisition progressing. Construction work pending future grant opportunities	
CP0136 Aquatic Ctr. O/door Filter vessels associated pipework and roof over		134,867	134,867			111,005	-	111,005	23,862	Complete	Complete	82.3%		
CP0137 Vietnam Veteran's Memorial - BBQ shelter renewal		79,137	79,137		(38,105)	21,956	-	21,956	19,076	Complete	Complete	27.7%	The allowance to replace the roof was not required and was re-allocated to CP0163. Project funded from available contingency on project CP0137	
CP0163 Victoria Parade George St sea wall repair					38,105	38,105		38,105	(0)	Complete	Complete		Project funded from available contingency on project CP0137	
CP0140 Fitness Equipment East Devonport		87,128	87,128			67,924	-	67,924	19,204	Complete	Complete	78.0%		
CP0143 Mersey Vale cemetery - Children's Area		100,000	100,000			15,038	-	15,038	84,962	TBA	TBA	15.0%	Tenders being assessed	
CP0145 Victoria Parade Lighting Stage 2	85,000		85,000			64,134	-	64,134	20,866	Complete	Complete	75.5%		
CP0146 Mersey Vale Cemetery - Lighting Renewal	56,000		56,000			584	-	584	55,416	Jun-19	Aug-19	1.0%	Design progressing	
CP0147 Playground Equipment Renewal - East Devonport Foreshore	80,000		80,000			39,688	33,600	73,288	6,712	Mar-19	May-19	91.6%	Construction underway	
CP0148 Maidstone Park - Netball Goalposts Replacement	8,000		8,000			298	5,657	5,954	2,046	Jun-19	Jun-19	74.4%	Additional grant funding secured. Order has been placed.	
CP0149 Path Renewal - Victoria Parade	133,000		133,000			83,081	-	83,081	49,919	Complete	Complete	62.5%		
CP0150 Maidstone Park - Replace Ground Lighting	125,000	-	125,000	62,500		5,706	8,200	13,906	111,094	TBA	TBA	11.1%	Design progressing, Geotechnical issues encountered	
CP0151 Maidstone Park - Gymnastics Club Car Park	150,000		150,000			649	-	649	149,351	TBA	TBA	0.4%	Program dependant on construction of new Gymnastics facility	
CP0152 Bluff Plaza - Replace Electrical Cabinet	15,000		15,000			12,956	-	12,956	2,044	Oct-18	May-19	86.4%	Minor work pending	
CP0153 Mersey Vale Cemetery - Future Ash Internment Columns - Memorial Garden	30,000		30,000			23,614	-	23,614	6,386	Complete	Complete	78.7%	Waiting on invoices to finalise expenditure	
CP0154 Dog Exercise Park - Dog Agility Equipment & Drink Fountain	15,000		15,000			4,062	3,053	7,116	7,884	Apr-19	May-19	47.4%	Construction underway	
CP0155 Aquatic Centre Carpark - Tree Planter Surrounds	7,200		7,200			8,486	-	8,486	(1,286)	Complete	Complete	117.9%	Over-expenditure will be offset by savings in other projects.	
CP0156 Pioneer Park - Installation of Park Furniture	20,000		20,000			7,322	4,759	12,081	7,919	May-19	May-19	60.4%	Construction underway	
CP0157 Highfield Park - Installation of Park Furniture	20,000		20,000			13,635	-	13,635	6,365	Complete	Complete	68.2%		
CP0158 Mersey Vale Cemetery - Modern Burial Stage 2	1,050,000		1,050,000			11,390	880,620	892,010	157,990	Nov-19	Feb-20	85.0%	Contract awarded	
CP0159 Don Reserve - Bank Stabilisation	18,000		18,000			20,943	-	20,943	(2,943)	Complete	Complete	116.4%	The project was constructed by the contractor that provided the lowest quote.	
CP0160 Horsehead Creek - Bank Stabilisation between Horsehead Creek & Waterfront Complex	38,000		38,000			1,962	-	1,962	36,038	TBA	TBA	5.2%	Quotations being assessed	
CP0161 New Playground Equipment - Miandefa Park	100,000		100,000			91,684	-	91,684	8,316	Complete	Complete	91.7%		
CP0162 East Devonport Beach - All Abilities Acc						13,591	7,000	20,591	(20,591)				Expenditure to be invoiced to service club who have obtained grant funding for the project	
<b>Total Open Space &amp; Recreation</b>	<b>1,950,200</b>	<b>537,319</b>	<b>2,487,519</b>	<b>62,500</b>	<b>-</b>	<b>663,164</b>	<b>942,888</b>	<b>1,606,052</b>	<b>881,467</b>			<b>64.6%</b>		

	Funding 2018/19				Expenditure 2018/19				Balance	Performance Measures				
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Funding Adjustments \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments	
<b>Buildings &amp; Facilities</b>														
CB0091	East Devonport Toilet Block Renewal	218,000	218,000			71,988	46,377	118,365	99,635	Mar	May-19	54.3%	Construction underway	
CB0092	Installation of Public Toilet - Don Hall	80,000	80,000			19,832	28,711	48,543	31,457	Aug-18	May-19	60.7%	Construction underway	
CB0080	Art Gallery Integration Project		832,695			869,393	-	869,393	(36,698)	Complete	Complete	104.4%	Over-expenditure will be offset by savings in other projects.	
<b>Total Facilities</b>		<b>80,000</b>	<b>1,050,695</b>	<b>1,130,695</b>	<b>-</b>	<b>-</b>	<b>961,212</b>	<b>75,088</b>	<b>1,036,300</b>			<b>91.7%</b>		
<b>Transport</b>														
CT0169	Formby Road & Best Street intersection safety improvements		261,896	261,896			34,588	5,773	40,360	221,536	Mar-19	Jun-19	15.4%	Construction underway
CT0198	Mersey Bluff Pedestrian Link	125,000	74,850	199,850			18,055	17,700	35,755	164,095	May-19	Jul-19	17.9%	Construction pending
CT0200	Forth Road, Don - pedestrian link		6,323	6,323			5,881	-	5,881	442	Complete	Complete	93.0%	
CT0208	Bishops Road renewal		515,253	515,253			241,551	13,647	255,198	260,055	Complete	Complete	49.5%	Waiting on invoices to finalise expenditure
CT0218	Street Light Provision	60,000		60,000			42,839	16,927	59,766	234	Aug-18	Jun-19	99.6%	Poles being replaced progressively
CT0219	Reseal Program 2018-2019	700,000		700,000			482,889	9,021	491,910	208,090	Oct-18	Feb-19	70.3%	Asphalt program underway
CT0220	Southern Rooke Street Renewal	1,000,000		1,000,000			648,163	312,047	960,210	39,790	Jan-19	May-19	96.0%	Construction underway
CT0221	Triton Road Safety Improvements	75,000		75,000			5,106	-	5,106	69,894	Apr-19	May-19	6.8%	Quotations requested
CT0222	Coles Beach/Back Beach Pedestrian Links	80,000		80,000			46,250	-	46,250	33,750	Complete	Complete	57.8%	Additional works pending near Back Beach. Program TBA.
CT0223	Intersection Improvements - Valley Road & Elm Avenue	80,000	40,000	120,000	40,000		14,419	90,232	104,651	15,349	Apr-19	Jun-19	87.2%	Construction underway
CT0224	Footpath Connection - Thomas Street	15,000		15,000			15,803	-	15,803	(803)	Complete	Complete	105.4%	
CT0225	New Street Light - Wright Street and Tarleton Street	15,000		15,000			950	-	950	14,050	May-19	TBA	6.3%	Design progressing
CT0226	Intersection Safety Improvements - Parker Street and Ronald Street	270,000		270,000	270,000		30,782	30,251	61,033	208,967	May-19	Jul-19	22.6%	Tender awarded. Construction pending
CT0227	Don Road Safety Barrier Renewal - West of Hillcrest Road	50,000		50,000			982	14,330	15,312	34,688	May-19	May-19	30.6%	Construction pending
CT0228	Road Traffic Device Renewal	25,000		25,000			50	14,300	14,350	10,650	Jan-19	Jun-19	57.4%	Devonport Road guardrail repairs pending
CT0230	Transport Minor Works	45,000		45,000			13,982	-	13,982	31,018	May-19	Jun-19	31.1%	Eastside Village bin replacements complete
CT0231	Works Depot Carpark - Retaining Wall Renewal	30,000		30,000			4,559	-	4,559	25,441	May-19	Jun-19	15.2%	Design progressing
CT0232	Parking Infrastructure Renewal 2018-19	25,000	42,366	67,366			33,800	-	33,800	33,566	TBA	TBA	50.2%	
CT0233	Adelaide Street Kerb Renewal	210,000		210,000			15,853	1,330	17,183	192,817	TBA	TBA	8.2%	Construction pending. Now likely to occur in spring 2019
CT0234	Wenvoe Street Renewal - Steele Street to Carpark	420,000		420,000			406,287	17,846	424,134	(4,134)	Complete	Complete	101.0%	Waiting on invoices to finalise expenditure
CT0235	Clayton Drive Renewal - East of Hillwood Rise	130,000		130,000			75,035	-	75,035	54,965	Complete	Complete	57.7%	
CT0236	Winspears Road Renewal - Stage 1	250,000		250,000			19,367	2,190	21,556	228,444	Apr-19	Jun-19	8.6%	Construction underway
CT0237	Intersection Renewal - Melrose Road and Buster Road (Aberdeen)	120,000		120,000			73,702	-	73,702	46,298	Complete	Complete	61.4%	
CT0238	Montague Street Renewal - Arthur Street to Lower Madden Street	130,000		130,000			51,596	15,706	67,302	62,698	Apr-19	May-19	51.8%	Construction underway
CT0239	Steele Street Footpath Renewal - Rooke Street to Wenvoe Street - South Side	60,000		60,000			2,747	-	2,747	57,253	Complete	Complete	4.6%	Expenditure included in CT0234
CT0240	North Street renewal - William Street threshold	130,000		130,000			125,054	-	125,054	4,946	Complete	Complete	96.2%	
CT0241	Tugrah Road - Seal Part of Gravel Section	105,000		105,000			65,435	22,955	88,390	16,610	Complete	Complete	84.2%	Waiting on invoices to finalise expenditure
CT0242	Victoria Parade Car Park (Cenotaph) Carpark Improvements	140,000		140,000			130,755	-	130,755	9,245	Complete	Complete	93.4%	
	Northern Rooke St Renewal - Design Only	50,000		50,000			-	-	-	50,000			0.0%	Expenditure included in CB0068 - Living City
CT0244	Steele St Pedestrian Facilities		80,000	80,000	80,000		5,491	-	5,491	74,509	May-19	Jun-19	6.9%	External funding secured. Design progressing
CT0245	New bus stop infrastructure						2,397	-	2,397	(2,397)	Jul-19	Sep-19		External funding secured
<b>Total Transport</b>		<b>4,340,000</b>	<b>1,020,688</b>	<b>5,360,688</b>	<b>612,146</b>	<b>-</b>	<b>2,614,368</b>	<b>584,255</b>	<b>3,198,623</b>	<b>2,162,065</b>			<b>59.7%</b>	

	Funding 2018/19				Expenditure 2018/19			Balance	Performance Measures				
	Annual Budget \$	Additional Funds Carried forward & adjustments \$	Total Budget Available \$	External Funding Included in Total \$	Funding Adjustments \$	Actual \$	Commitments \$	Total Expenditure \$	Remaining Funds \$	Works Start Month	Works Completion Month	% Budget Spent	Comments
<b>Stormwater</b>													
CS0055		83,831	83,831			7,775	4,180	11,955	71,876	TBA	TBA	14.3%	On hold - threatened species
CS0063		12,000	12,000			1,416	3,350	4,766	7,234	Nov-18	TBA	39.7%	Pending minor work by Tasrail
CS0069			4,404			4,404	-	4,404		Complete	Complete	100.0%	
CS0072	50,000		50,000			45,996	2,383	48,380	1,620	Complete	Complete	96.8%	
CS0073	30,000		30,000			1,386	-	1,386	28,614	May-19	Jun-19	4.6%	Design progressing
CS0074	600,000		600,000			356,200	1,912	358,112	241,888	Complete	Complete	59.7%	Waiting on invoices to finalise expenditure
CS0075	30,000		30,000			4,541	-	4,541	25,459	May-19	Jun-19	15.1%	Minor work pending
CS0076	200,000		200,000		(200,000)	400	-	400	(400)	N/A	N/A	0.2%	Funding reallocated to CS0081. Ref IWC 09/19
CS0077	20,000		20,000			31,784	-	31,784	(11,784)	Complete	Complete	158.9%	Additional pit required to facilitate future pipe upgrades. Over expenditure to be offset by forecast savings on CS0074
CS0078	75,000		75,000			36,901	-	36,901	38,099	Complete	Complete	49.2%	
CS0079	50,000		50,000			43,645	-	43,645	6,355	Complete	Complete	87.3%	
CS0080	25,000		25,000			19,637	-	19,637	5,363	Complete	Complete	78.5%	
	100,000		100,000			-	-	-	100,000			0.0%	included in CT0220
CS0081					200,000	-	-	-	200,000	TBA	TBA		Funding reallocated from CS0076. Ref IWC 09/19
<b>Total Stormwater</b>	<b>1,180,000</b>	<b>100,235</b>	<b>1,280,235</b>	<b>-</b>	<b>-</b>	<b>554,085</b>	<b>11,825</b>	<b>565,910</b>	<b>714,325</b>			<b>44.2%</b>	
<b>Plant &amp; Fleet</b>													
CF0023	585,000	350,309	935,309			392,752	364,172	756,924	178,385	Sep-18	Jun-19	80.9%	Rear loader garbage truck delivered. Purchases scheduled throughout the year
CF0024	44,000	66,981	110,981			45,525	-	45,525	65,456	Sep-18	Aug-19	41.0%	Purchases scheduled throughout the year
CF0022	198,000	127,639	325,639			103,209	59,291	162,500	163,139	Oct-18	Jun-19	49.9%	Purchases scheduled throughout the year
<b>Total Plant &amp; Fleet</b>	<b>827,000</b>	<b>544,929</b>	<b>1,371,929</b>	<b>-</b>	<b>-</b>	<b>541,486</b>	<b>423,463</b>	<b>964,949</b>	<b>406,980</b>			<b>70.3%</b>	
<b>Other Equipment</b>													
CE0009	203,000	41,138	244,138			88,473	31,587	120,060	124,078	Jun-19	Jun-19	49.2%	
CC0012	276,000	119,054	395,054			183,645	374	184,019	211,035	Jun-19	Jun-19	46.6%	
<b>Total Other Equipment</b>	<b>479,000</b>	<b>160,192</b>	<b>639,192</b>	<b>-</b>	<b>-</b>	<b>272,118</b>	<b>31,961</b>	<b>304,079</b>	<b>335,113</b>			<b>47.6%</b>	
<b>TOTAL CAPITAL EXPENDITURE - EXCLUDING LIVING CITY</b>	<b>8,856,200</b>	<b>3,414,058</b>	<b>12,270,258</b>	<b>674,646</b>	<b>-</b>	<b>5,606,433</b>	<b>2,069,480</b>	<b>7,675,913</b>	<b>4,594,345</b>			<b>62.6%</b>	
<b>Living City</b>													
CB0068	3,000,000	12,112,036	15,112,036	1,000,000		10,021,762	115,397	10,137,159	4,974,877	Sep-18	Jun-19	67.1%	
<b>Total Living City</b>	<b>3,000,000</b>	<b>12,112,036</b>	<b>15,112,036</b>	<b>1,000,000</b>	<b>-</b>	<b>10,021,762</b>	<b>115,397</b>	<b>10,137,159</b>	<b>4,974,877</b>			<b>67.1%</b>	
<b>TOTAL CAPITAL EXPENDITURE - INCLUDING LIVING CITY</b>	<b>11,856,200</b>	<b>15,526,094</b>	<b>27,382,294</b>	<b>1,674,646</b>	<b>-</b>	<b>15,628,195</b>	<b>2,184,877</b>	<b>17,813,072</b>	<b>9,569,222</b>			<b>65.1%</b>	

## 6.0 COMMUNITY SERVICES REPORTS

### 6.1 REVIEW OF SPECIAL INTEREST AND WORKING GROUPS

File: 22992 D575415

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

Council's Strategic Plan 2009-2030:

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

#### SUMMARY

To review the structure and membership of Council's Special Interest Groups and Working Groups.

#### BACKGROUND

In June/July 2017, Council reviewed its Special Interest Groups and Working Groups. This included a review of membership and Terms of Reference. It was determined that Groups and their membership be reviewed every 2 years.

In March 2019, the former Public Art Advisory Special Interest Group and the Devonport Regional Gallery Advisory Board were amalgamated to form the paranple arts centre Special Advisory Committee and new terms of reference were adopted. It was determined at that time, that new committee members would be sought in July 2019, in accordance with the biennially reviewed membership clause of the current Advisory Board members.

#### STATUTORY REQUIREMENTS

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

#### DISCUSSION

Council currently has the following Special Interest/Working Groups:

- East Devonport Special Interest Group
- Liveable Communities Special Interest Group
- Active City Special Interest Group
- Devonport Food and Wine Working Group
- Devonport Jazz Working Group
- paranple arts centre Special Advisory Group

It is proposed that there be no changes to the Terms of Reference for the East Devonport and paranple arts centre Special Interest Groups, Devonport Food and Wine and Devonport Jazz Working Groups.

However, it is recommended that the Active City Special Interest Group and the Liveable Communities Special Interest Group be changed to be more strategic and be called together on an as needs basis when there are specific projects requiring input and direction rather than regular meetings. This will require a change to the Group's Terms of Reference relating to 'Meeting Frequency and Meeting Place' which currently requires bi-monthly meetings.

In line with Terms of Reference of all groups, it is proposed that a formal expression of interest process be undertaken seeking community members to submit their interest identifying their

skills in line with selection criteria from the relevant terms of reference. Applications would then be assessed against the relevant selection criteria prior to formal consideration of appointments by Council.

The expression of interest process would run throughout June with membership likely being approved at the July Council meeting. Updated Terms of Reference for the Active City and Liveable Communities Special Interest Groups will also be provided at that time.

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

There is no financial impact as a result of this report. Administrative costs in relation to the coordination and facilitation of meetings are absorbed into 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

In line with the current Terms of Reference for Council's Special Interest/Working Groups, it is proposed that a formal Expression of Interest process be held seeking new community members.

### ATTACHMENTS

Nil

### RECOMMENDATION

That it be recommended to Council that an Expression of Interest process be undertaken for community member appointments to the following Council Special Interest/Working Groups:

- East Devonport Special Interest Group
- Liveable Communities Special Interest Group
- Active City Special Interest Group
- Devonport Food and Wine Working Group
- Devonport Jazz Working Group
- paranaple arts centre Special Advisory Group

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager

## 6.2 CHANGE OF WEEKEND HOURS BASS STRAIT MARITIME CENTRE

File: 34312 D572846

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations

### SUMMARY

This report examines weekend admissions to the Bass Strait Maritime Centre and provides recommendations to meet the requirements of visitation with appropriate resourcing.

### BACKGROUND

The Bass Strait Maritime Centre opened in April 2013. The Centre has an extensive maritime and local history collection featuring fine detailed models, naval displays, photographs and local pioneer family history records. Contemporary and interactive displays complement the more traditional museum artefacts and tell the stories of Bass Strait and local maritime history.

More recently, the Centre has developed a temporary exhibition program, changing biannually. This program allows for the display of objects that have otherwise remained in storage. The Julie Burgess is also considered a collection item of the Centre, and the Centre is Council's administration base for the management of the Julie Burgess and its public sailings that mostly occur on Sundays during the season.

The Centre's opening hours are 10:00am – 5:00pm daily, closed on Christmas Day and Good Friday. Recently, a café operator has started at the Centre, opening early at 7:00am, and closing at 5:30pm daily.

### STATUTORY REQUIREMENTS

There are no statutory requirements attached to this report.

### DISCUSSION

This report examines admission data of the 2017/18 Financial Year. The data sample is a total of 6,627 admissions over the 12-month period.

Understandably, paid admissions to the Centre are affected by seasonal tourism, particularly the tour industry. Tour group admissions are predominantly as a result of the Cruise Ship industry. The Centre is included on a Devonport Cultural Heritage coach tour that departs from the Burnie Wharf during the Cruise Ship season. The tour takes in Home Hill, Don River Railway and the Bass Strait Maritime Centre.

This data sample only includes admissions between 10:00am and 5:00pm. The total of 6,627 is exclusive of Cruise Ship and other group and school tours, which are collated separately. Workshop and public program attendees are also recorded separately. Therefore, the sample is purely visitors who seek out the Centre as an attraction.

The data sample includes approximately six months of operation with a café and six months without. The previous Bass Strait Diner was operated by Devonfield Industries up to January 2018. The new café, Pearl Oyster Bar and Café, began operating at the Centre in May 2019.

**Table 1****10:00am – 5:00pm Admission Data July 2017 – June 2018  
(excludes Cruise Ship and Tour Group admissions)**

Entry Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Totals	Overall Hourly Rank (%)
10:00 AM	243	249	195	167	187	177	173	<b>1391</b>	<b>1<sup>st</sup> (21%)</b>
11:00 AM	163	182	309	86	229	168	158	<b>1295</b>	<b>2<sup>nd</sup> (20%)</b>
12:00 PM	183	72	154	61	129	149	125	<b>873</b>	<b>5<sup>th</sup> (13%)</b>
1:00 PM	156	139	173	126	233	130	182	<b>1139</b>	<b>3<sup>rd</sup> (17%)</b>
2:00 PM	131	145	182	87	191	160	119	<b>1015</b>	<b>4<sup>th</sup> (15%)</b>
3:00 PM	113	90	107	70	105	120	98	<b>703</b>	<b>6<sup>th</sup> (10%)</b>
4:00 PM	35	42	32	6	37	32	27	<b>211</b>	<b>7<sup>th</sup> (3%)</b>
<b>Totals</b>	<b>1024</b>	<b>919</b>	<b>1152</b>	<b>603</b>	<b>1111</b>	<b>936</b>	<b>882</b>	<b>6627</b>	
<b>Overall Day Rank (%)</b>	<b>3<sup>rd</sup> (15.5%)</b>	<b>5<sup>th</sup> (14%)</b>	<b>1<sup>st</sup> (17%)</b>	<b>7<sup>th</sup> (9%)</b>	<b>2<sup>nd</sup> (16.5%)</b>	<b>4<sup>th</sup> (14%)</b>	<b>6<sup>th</sup> (13%)</b>		

The data indicates that late afternoon visitation (non-tour group) is minimal. A total of 211 admissions between 4:00pm and 5:00pm for the 2017/2018 financial year. Representing 3.0% of the total annual visitation. Furthermore, a total of 59 admissions between 4:00pm and 5:00pm on weekends for the same period.

Currently, two casual staff are rostered per day to fill the requirement of the 10:00am to 5:00pm weekend opening hours. One employee will open the Centre, with a shift of 9:30am to 1:30pm, allowing time at the start of the shift to setup the exhibits and prepare financials. The second shift is 1:15pm to 5:15pm. This roster allows for a short cross-over of staff to discuss issues that may have arisen during the morning and time at the end of the day to complete financials in-line with the appropriate cash handling procedures.

A single staff member cannot fulfil an entire weekend day shift, 9:30am to 5:15pm. They would not receive an appropriate rest break. Under the Devonport City Council Enterprise Agreement, indoor employees are entitled to a 30-minute unpaid break after 5 hours work.

#### 4.4 Rest Breaks:

*Part-time and casual employees would be entitled to a 30 minute unpaid break after 5 hours work.*

It is evident from the historical data, 10:00am to 3:00pm experiences the highest visitation, with a notable decline after 4:00pm.

Based on the 2017/18 data, if the Centre was to close at 4:00pm on weekends only, a total of 59 visitors would have been impacted. Assuming the admissions were full adult paying, the negative financial result would have been to \$590.

The new café operator is willing to enter in to a reciprocal arrangement with Council to cover a 30-minute rest break for Council staff on weekends by taking admission payments. In return for Council's continued support to their café operations, which is demonstrated through Council staff assisting to take counter orders on an adhoc basis.

The table below sets out four (4) options for staffing weekend opening hours at the Centre. Two (2) options for closing at 4:00pm, and two (2) for retaining the closing time of 5:00pm. Option one (1) represents the current roster.

**Table 2****Suggested Roster Options**

Option	Shift 1	Shift 2	Total Hours Per Day	Approx. Annual hours	Variance from Current hours
1	9.30am 1.30pm	- 1.15pm – 5.15pm	8	832	-
2	9.30am 1.15pm	- 1.00pm – 4.15pm	7	728	104
3	9.45am 5.15pm	- N/A	7 (inc. 30min break)	728	104
4	9.45am 4.15pm	- N/A	6 (inc. 30min Break)	624	208

Working on an approximate cost of \$40 per-hour for weekend Casual Staff (including on-costs), closing the Centre at 4:00pm on weekends and entering into an agreement with the café operator to cover a 30-minute rest break for staff, could result in a favourable annual variance on current budget of approximately 208 hours or \$8,300.

The negative impact, according to the data available is approximately 59 admissions annually, at a value of \$590.

Alternatively, Council can continue to operate the Centre until 5:00pm, with an agreement with the café operator to cover a rest break for staff. This would enable Council to roster a single employee to cover the total day shift, with a favourable annual variance on current budget of approximately 104-hours or \$4,100.

With the café opening at 7:00am and with the support of café staff, Council staff should be able to complete opening procedures more efficiently, and thereby reduce the time required prior to opening to the public.

**COMMUNITY ENGAGEMENT**

Community engagement has not been undertaken as a result of this report. However, the data collected is reflective of the community and visitor engagement of the Centre as a visitor attraction over a 12-month period, both with and without a café operation on-site.

**FINANCIAL IMPLICATIONS**

Modelling suggests a favourable budget variance on the current financial year of approximately 208 hours, or \$8,300, due to the amendment of weekend opening times and reduction in contact hours of casual staff. The effect on admissions would be minimal, based on the 59 admissions during the 2017/18 year.

**RISK IMPLICATIONS**

There is a possible risk of low customer satisfaction for patrons intending to visit the Centre after 4:00pm. The actual building will be open because of the café operation, but the visitors will not be able to access the museum exhibits. Currently the Centre is one of the few visitor attractions open until 5:00pm on weekends to cater for outward-bound Spirit of Tasmania travellers. Anecdotally, the Devonport Visitor Centre informs visitors of three facilities they can visit prior to boarding the Spirit, being the Don River Railway (closes at 4:00pm on weekend), the Tasmanian Arboretum (closes at 5:00pm) and the Bass Strait Maritime Centre (currently closes at 5:00pm).

**CONCLUSION**

Post 4:00pm visitation to the Bass Strait Maritime Centre on weekends is minimal, as evidenced by the data. However, the Centre is one of the few attractions open past 4:00pm for outward-bound Spirit of Tasmania passengers.

Due to Council's employment conditions, two staff members have been required to staff the Centre on weekend days, however due to the relationship with the operators of Pearl Oyster Bar and Café, the Council can now offer a single staff a 30-minute rest break, negating the need for two staff members and a cross-over period.

If Council decide to close the Centre at 4:00pm, it would result in a favourable budget outcome, at minimal impact to patrons.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That it be recommended to Council that the weekend opening hours of the Bass Strait Maritime Centre be amended with closure being 4:00pm.

Author:	Geoff Dobson	Endorsed By:	Paul West
Position:	Convention & Arts Centre Director	Position:	General Manager

## 6.3 CRADLE COUNTRY MARKETING GROUP ANNUAL REVIEW

File: 28802 D574569

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

To note the activities of the Cradle Country Marketing Group and to endorse the operation of the Group for the 2019/20 financial year with the option to reassess after six months.

### BACKGROUND

The Cradle Country Marketing Group consists of four connected Local Government associations in a defined Cradle Country region. The Group devise and maintain various tourism marketing activities, developed to increase economic growth in the region.

The Group was originally formed as a tourism initiative in 2002 between Devonport City Council and Latrobe Council. Kentish Council joined the initiative in 2005 and Central Coast Council joined in 2008, resulting in the collective name of Cradle Country Marketing Group.

The Group works collaboratively with local tourism associations and tourism operators to identify priorities and opportunities that are understood to be mutually beneficial to all stakeholders. In addition, the Group seeks to package and promote each stakeholder's tourism assets that is reflective of the region. This approach distinctly identifies the region's competitive tourism advantage with the express aim of increasing visitor numbers.

Each of the Council stakeholder's Strategic Plans' have reference to tourism:

#### **Central Coast Council**

Central Coast Council Strategic Plan 2014-24:

Strategic Direction 5 - Strengthen local-regional connections.

Review participation in the Devonport and Cradle Country Cooperative Marketing Group (2015-2016)

#### **Devonport City Council:**

Devonport City Council Strategic Plan 2009-30:

Strategy 3.2.2 - Support regional tourism development through productive relationships with regional partners and State and Federal Governments.

#### **Latrobe Council:**

Latrobe Municipality Strategic Plan 2012-17:

Strategy 2.2 - Promote, develop and support tourism.

#### **Kentish Council:**

Kentish Council Strategic Plan, 2014-24:

Strategy 2.2.6 - Actively promote Kentish as a visitor destination.

Kentish Economic Development Strategy 2014-19 Document 5: Tourism Development Strategy, Action 2:

Engage with marketing activities of sub-regional groups such as Devonport-Cradle Country Marketing Group and the Cradle to Coast Tasting Trail

In 2018/19, \$17,500 was budgeted by each of the four Council stakeholders, resulting in a collective budget of \$70,000.

A review is undertaken at the expiration of each twelve-month period to ensure that the Group's objectives are being achieved.

### **STATUTORY REQUIREMENTS**

There are no statutory requirements associated with this report.

### **DISCUSSION**

A visitor to the North West Coast is not expected to know or be concerned by municipal boundaries. Therefore, it is accepted that tourism marketing across four municipalities (the Cradle Country region) is more effective than attempting to resource tourism initiatives within a single municipality. The assumption is collective marketing is more cost effective and has a greater reach.

It is appropriate to assess the objectives and outcomes of the Cradle Country Marketing Group as part of the annual review of the Group. Recent concerns have been raised by stakeholders that the Group's initiatives have been ineffective, and that the Group's consultation has been perceived as limited.

It is important to note that the tourism sector is multi-layered. Within each layer are stakeholders that are perceived as high-performing, especially when compared against stakeholders who may have varying objectives, who as a result are perceived as weaker or lesser.

The first layer of the tourism sector consists of tourism providers/operators. This layer includes accommodation providers, attraction operators, agritourism operators, transport operators and tour operators. Certain operators have strong objectives and successful marketing campaigns, however, understandably some tourism operators have lower resources and look towards other stakeholders within the regional tourism sector to assist.

Local tourism associations are considered to be the next layer and include the Devonport & Cradle Country Tourism Inc, Coast to Canyon Tourism Association and collaborations such as the Cradle to Coast Tasting Trail. Membership to the local tourism associations is made up of the tourism providers/operators.

The office of the Regional Tourism Organisation (RTO) sits above the local tourism association level. Sitting above the RTO is Tourism Tasmania, as a department of the State Government.

The RTO is currently an office within the Cradle Coast Authority, servicing the nine regional Councils of the Authority. Importantly, the Cradle Coast Authority is releasing the RTO at 30 June 2019. Tourism Stakeholders lobbied for a standalone Regional Tourism Organisation, similar to the remaining three RTO's in the State. Tourism Tasmania and the Tourism Industry Council of Tasmania are currently assisting with the transition of the RTO to an independently operated organisation.

The Cradle Country Marketing Groups sits alongside the regional tourism associations as a conduit between the Devonport & Cradle Country Tourism Inc and Coast to Canyon Tourism Association. Membership includes representation from both regional tourism associations and the four member Councils.

It is expected that at each layer of the regional tourism sector, each separate association and group may have competing and quite different objectives. Therefore, it is conceivable

that the perception within the sector is that some associations and groups are stronger or doing 'better' than others, which may not be the case as their focus may simply be different.

The objectives of the Cradle Country Marketing Group have been to capture the visitor at the point-of-entry, provide cohesive marketing and wayfinding collateral for the region (Cradle Country Visitor Map) and implement social-media campaigns to encourage interstate visitors to include the Cradle Country in their holiday planning.

The Cradle Country Marketing Group has a presence at all four major airports, including Hobart, Launceston, Devonport and Burnie, as well as the on the Spirit of Tasmania and in the Spirit of Tasmania Terminal.

The point-of-entry approach was taken as a direct result of the recorded growth of visitors who do not pre-book accommodation in advance. The aim of the Group is to persuade visitors to visit and/or spend extra time in the Cradle Country region. A focus is to link the Cradle Country region with a visit to Cradle Mountain, which remains one of the most visited attractions in Tasmania and therefore an asset worth exploiting.

It is known from Tourism Tasmania's annual Tourism Visitor Survey (TVS) that many visitors research and amend their holiday plans while in Tasmania.

To complement the 'on-the-ground' initiatives at point-of-entry and within the Visitor Information Centre network with the Cradle Country Visitor Map, the Group commissioned a new website and social media platforms to achieve the objective of capturing the interstate market in the planning process:

[www.thisscradlecountry.com](http://www.thisscradlecountry.com)

<https://www.facebook.com/This-is-Cradle-Country>

<https://www.instagram.com/explore/tags/thisscradlecountry>

The website features emotive imagery, regional events, attractions, a road map and Visitor Information Centre details.

Google Analytics assists in examining the effectiveness of social media advertising, especially against expenditure. Currently the Group's social media campaign is reaching approximately 30,000 people for every \$100 expenditure. The digital campaigns through social media provide a platform for visitors to inform others and capture their experiences in the Cradle Country region.

Comparatively the Cradle Coast Marketing Group map, This is Cradle Country Visitor Map, had a print run of 30,000 in January 2018 at a cost of \$10,000. The print run has been exhausted and the Group has prepared a second, updated run. In addition to this expense is the distribution and brochure racking cost.

The collaborative marketing initiatives from the Cradle Country Marketing Group would not be achievable for the individual member Councils, unless their existing individual tourism marketing budgets were considerably increased.

The marketing initiatives of the Group provides an overall vision of the region, gradually focussing down to individual operators. Tourism Australia focusses on the country as a whole. Understandably, the approach of Tourism Tasmania is to promote the State, Cradle Coast Authority the north west Tasmania, and the local tourism associations to promote the operations of their membership.

The Cradle Country Marketing Group's role is important, in that it is to promote the region as a destination. Undoubtedly, the growth of tourism in the Cradle Country region will be largely driven by digital marketing. The Group intends to continue to establish its Facebook

and Instagram platforms, improve upon the printed collateral and expand the website to enhance the appeal of Cradle Country region.

Understanding recent feedback from Stakeholders, regarding the Groups initiatives, it will be important in the future to report on performance indicators, which are to include:

- Google Analytics, reporting on cost and reach of social media and website marketing campaigns
- Brochure Distribution and the effectiveness of the Cradle Country Visitor Map

The group will report to stakeholders quarterly on distribution and analytics, from the start of the financial year, 2019/20, and reassess after the first six months of the financial year with the option to either refocus the initiatives of the Group or to withdraw and suggest the Group go into recess.

The impact caused by transitioning the RTO out of the Cradle Coast Authority is unknown at this stage.

### **COMMUNITY ENGAGEMENT**

No community consultation was undertaken as a result of this report.

### **FINANCIAL IMPLICATIONS**

Devonport City Council to commit \$17,500 from the 2019/20 Operational Budget to support the initiatives of the Cradle Country Marketing Group. Council will reassess the effectiveness of the Group's initiatives after six months, with the option to refocus the Group's initiatives or to withdraw and suggest the Group go into recess.

If any of the member councils withdraw, it will require the remaining member councils to reassess their proposed annual initiatives.

### **RISK IMPLICATIONS**

There are no risks identified with this report.

### **CONCLUSION**

The Cradle Country Marketing Group's initiatives aim to capture the visitor at the point-of-entry and to provide cohesive marketing and wayfinding collateral for the region. More broadly the Group has initiated social-media campaigns to encourage interstate visitors to include the Cradle Country in their holiday planning.

Collaborative marketing provides both value of investment and greater reach. However, it is clear the tourism sector on the North-West Coast of Tasmania is multi-layered with competing interests from regional, and subregional organisations and associations. In addition, there is uncertainty surrounding the future of the RTO in the region.

Because of the intent to improve upon the reporting and measurement of the Cradle Country Marketing Group's initiatives, it is recommended to continue Council's support and involvement of the Cradle Country Marketing Group, with the option to reassess the effectiveness of the Group's initiatives after the first six months of the 2019/20 financial year.

### **ATTACHMENTS**

Nil

## RECOMMENDATION

That it be recommended to Council that it note the activities and initiatives of the Cradle Country Marketing Group and endorse Council's contribution of \$17,500 to the Group's initiatives in 2019/20, with the intent to reassess the effectiveness of the Group's initiatives during the year prior to committing to ongoing support.

Author:	Geoff Dobson	Endorsed By:	Paul West
Position:	Convention & Arts Centre Director	Position:	General Manager

## 7.0 INFORMATION REPORTS

### 7.1 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS

File: 34511 D573663

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

Council's Strategic Plan 2009-2030:

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

#### SUMMARY

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

#### BACKGROUND

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

#### STATUTORY REQUIREMENTS

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

#### DISCUSSION

The minutes of the following meetings are attached:

- Devonport Regional Gallery Advisory Board
  - Received and discussed the Gallery and the Friends of the Gallery Reports
  - Reviewed the Terms of Reference for the parnaple arts centre Special Advisory Committee
  - Reviewed the Gallery's current acquisition Policy and discussed aligning the Tidal – City of Devonport National Art Award with the updated Acquisition Policy.
- East Devonport Special Interest Group
  - Continued reviewing the East Devonport Community Plan
  - Received updates on current East Devonport Council infrastructure projects
  - Discussed upcoming East Devonport events

#### COMMUNITY ENGAGEMENT

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

#### FINANCIAL IMPLICATIONS

There are no financial implications which relate to this report.

#### RISK IMPLICATIONS

There are no risk implications which relate to this report.

**CONCLUSION**

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

**ATTACHMENTS**

- 1. Unconfirmed Minutes of the Devonport Regional Gallery Advisory Board - 10 April 2019
- 2. Unconfirmed Minutes of the East Devonport Special Interest Group Meeting - 16 April 2019

**RECOMMENDATION**

That it be recommended to Council that the minutes of the Devonport Regional Gallery Advisory Board and East Devonport Special Interest Group be received and noted.

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager

**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
DEVONPORT REGIONAL GALLERY ADVISORY BOARD  
MEETING HELD WEDNESDAY, 10 APRIL 2019 3.30PM**

**Distribution:** Committee Members  
Josephine Kelly (Chair)  
Cr Alexiou  
Cr Hollister  
Cr Jarman  
Vivienne Breheney  
Lee Dixon  
Linda Johnston  
Alister McCrae  
Alexandra Morse  
Marilyn Raw  
Carol Whish-Wilson  
Karen Matthew (Friends)  
Ashleigh Butler (Droogs)

Council Officers  
Geoff Dobson  
Erin Wilson  
Megan Burton

**PRESENT**

Josephine Kelly (Chair), Cr Peter Hollister, Cr John Alexiou, Lee Dixon, Alister McCrae, Alexandra Morse, Marilyn Raw, Carol Whish-Wilson, Karen Mathew, Geoff Dobson, Erin Wilson, Megan Burton

**1.0 APOLOGIES**

Cr Jarman, Vivienne Breheney, Linda Johnston, Ashleigh Butler

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Group noted and confirmed the previous minutes of the meeting held 13 February 2019.

*Moved: C Whish-Wilson/Cr Alexiou*

**CARRIED**

**4.0 ACTION LIST**

Board reviewed, please see attached Action List for updates.

**5.0 REPORTS**

Gallery Report: attached

The Group received and noted the Gallery Report

*Moved: C Whish-Wilson/Cr Alexiou*

**CARRIED**

Friends of the Gallery Report: attached

The Group received and noted the Friends of the Gallery Report

*Moved: M Raw/C Whish-Wilson*

**CARRIED**

**6.0 GENERAL BUSINESS****6.1 Terms of Reference for paranapple arts centre Special Advisory Committee**

Council review of special interest groups saw the adoption of new advisory group format accepted at the March 2019 meeting. Devonport Regional Art Gallery Advisory Board will become paranapple arts centre Special Advisory Committee, amalgamating with the former Public Art Special Interest Group and with a broadening function to include performing arts programming in context to the paranapple arts centre.

The current committee member tenure ends in June 2019 and nominations for membership of the new committee will be sought in July 2019, in accordance with the biennially reviewed membership clause of the current Advisory Board members.

Some concerns raised regarding the standalone identity of the Gallery being absorbed by the paranple arts centre and the changed dynamics of the committee, but also recognised that one committee allows promotion of the links between the visual arts and the performing arts.

The new terms will be applicable to the new committee formed in the new financial year. A copy of the new Terms of Reference and Operating Guidelines for the paranple arts centre Special Advisory Committee is attached.

**Action:**

Geoff to distribute copies of new terms and nomination form.

**6.2 Acquisition Policy**

A review of the Acquisition Policy is due in July by the new Special Advisory Committee. The Devonport Regional Gallery currently promotes its permanent collection point of difference to other collections as being focused on contemporary Tasmanian works that no other gallery can claim. This is currently at odds with the conditions of Tidal which is an acquisitive award that accepts entries from all over Australia. Currently fifty percent of the acquisitive budget goes to Tidal, which could result in going towards non-Tasmanian works.

Tidal was not originally an acquisitive award and was set up to raise the profile of the Gallery. The question now needs to be asked as to what Tidal actually does to promote the key focus of the Gallery. Tidal entry and judging criteria should be tightened to align with acquisition policy.

**Action:**

- o Geoff to draft various terms for both the acquisition policy and *Tidal* terms and conditions, to be voted upon by the Board
- o Geoff to investigate external sponsorship opportunities to increase *Tidal* prize money

**6.3 Gerald Makin Acquisitions**

The Gallery was invited to view and select a number of works by Gerald Makin. Five pieces have been acquired, with the intent to place larger pieces around the paranple arts centre building.

**Action:**

Erin to provide photographs and documentation of pieces acquired

**7.0 AGENDA ITEMS FOR NEXT MEETING**

- Acquisition Policy wording & criteria
- Tidal terms & conditions wording & criteria
- 2020 Exhibition Policy

**8.0 NEXT MEETING WEDNESDAY, 12 JUNE 2019, COMMENCING 5.30PM**

**9.0 FUTURE MEETING DATES**

- Wednesday, 14 August 2019
- Wednesday, 9 October 2019
- Wednesday, 11 December 2019

**MEETING CLOSED 7.27PM**

**DEVONPORT REGIONAL GALLERY ADVISORY BOARD ACTION LIST  
MEETING HELD 10 APRIL 2019**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
10 APRIL 2019	Acquisition Policy terms and Tidal criteria	GD	In Progress	Draft versions of revised terms and criteria to be presented to Board for voting	12 June
	<i>Tidal</i> Sponsorship	GD/ALL	On-going	Sponsorship partnerships to be investigated and Geoff to door-knock for sponsorship to increase <i>Tidal</i> prize money	June 2020
	Distribution of Committee Documents	GD	In progress	Distribute copies of new committee terms of reference and nomination forms	ASAP / 12 June
13 FEB	2020 Exhibition Program	GD	In progress	Preview of upcoming 2020 Program for board to view	12 June
17 OCTOBER 2018	Youth attendance & engagement	All	On-going	Look for grants/sponsorships to assist school children to visit the gallery  Host special events to raise sponsorship money towards programs, schools & groups (eg. Patrons-only event, liaise with friends committee  Artists residencies; visit schools, artist talks	
8 AUG 2018	Marketing	GD	On-going	Investigate ways the Gallery activities can promote the branding of the paranapple art centre	
15 NOV 2018	Devonport Regional Gallery strategic plan	All	On-going	<ul style="list-style-type: none"> <li>• Audience engagement</li> <li>• Partnerships, investment &amp; performance</li> <li>• Collection</li> </ul>	

**MINUTES AND ACTION NOTES FOR A MEETING OF THE  
EAST DEVONPORT SPECIAL INTEREST GROUP  
MEETING HELD TUESDAY, 16 APRIL 2019 3.30PM**

**Distribution:** Committee Members  
Cr Alexiou  
Cr Jarman  
Cr Leigh Murphy  
Tracey Carter – Community Member  
Maureen Clarke – Community Member  
Jenny Mountney – Community Member  
Neil Newman – Community Member  
Scott Newman – Community Member  
Frances Wilson – Community Member

Council Officers  
Karen Hampton  
Charmane Hardy  
Danielle O'Brien

**PRESENT**

Cr Rockliff, Cr Jarman (Chair), Cr Alexiou, Maureen Clarke, Scott Newman, Karen Hampton, Charmane Hardy and Danielle O'Brien.

**1.0 APOLOGIES**

Cr Enniss, Cr Murphy, Jenny Mountney, Neil Newman, Frances Wilson

**NOT PRESENT**

Tracey Carter

**2.0 DECLARATION OF INTEREST**

NIL

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Group noted and confirmed the previous minutes of the meeting held 12 February 2019.

*Moved: C Hardy/Cr Alexiou*

**CARRIED**

**4.0 ACTION LIST**

Reviewed, please see attached Action List for updates.

**5.0 AGENDA ITEMS****5.1 East Devonport Retail Strategy Workshop**

Invitations were sent out to an April Workshop. Due to the small response received, the workshop was postponed. Cr Jarman and Cr Alexiou to personally invite retailers to a future meeting.

**5.2 East Devonport Community Plan**

The Group continued to review the Community Plan, reviewed to date Objectives; 1, 2, 4, 5 and 6

**6.0 INFORMATION SHARING AND GENERAL BUSINESS**Cr Alexiou

Would like further information on the infrastructure relating to traffic leaving Spirit of Tasmania turning left.

**Action:**

Invite Michael Williams, Infrastructure and Works Manager, to the next East Devonport Special Interest Group Meeting.

DCC

- Trolls on the big screen in Market Place Sunday, 19 May 2019
- Men's Health Week, further information to come

- Working with Department of Education to bring Bullying education for teens and parents 3 June 2019. Further information to come.

MC

The East Devonport Village People have arranged notice boards with Cr Alexiou's East Devonport Business, and two noticeboards are already full, to possibly consider a third.

Cr Jarman

- DFW would be great to advertise East Devonport components
- Devonport Jazz coming up
- St Michaels/NDIS Day centre – in the old Brethren School

**Action:**

- Group to be sent information on Mens Week and Anti-Bullying Parent Forum.
- SN to send images regarding 2 issues (sign down and raised man hole in Wright Street) – Action Requests.

**7.0 AGENDA ITEMS FOR NEXT MEETING**

- Invite Michael Williams – Infrastructure and Works Manager to next meeting to discuss;
  - Bike path,
  - Cemetery in Pioneer Park,
  - Traffic leaving the Spirit of Tasmania, and
  - East Devonport Village People requests.
- Continue Community Plan Review
- Kiah Place Playground

**8.0 NEXT MEETING TO BE ADVISED**

**MEETING CLOSED 5PM**

**EAST DEVONPORT SPECIAL INTEREST GROUP ACTION LIST  
MEETING HELD 16 APRIL 2019**

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
16 APRIL 2019	Retailers = Tourism Ambassadors	DO'B	Completed	BE Newsletter. Provide group with the link to sign up for the BE Newsletter	
	Sporting Clubs, accessibility for Low Income families			Investigate and share low cost arrangements with sporting clubs to increase participation of low-income families.	
	Eastern Shore Community House (ESCH) representative			Investigate either changing the meeting date/ time or meeting location to suit EDCH representative	
	Welcome to Devonport Signage	Visitor Services	In progress	Investigate who owns the Signage on building "15 Tables". "Welcome to Devonport and Relax" – request a refreshed sign.	
12 FEBRUARY 2019	East Devonport's representation Council Website	DO'B	In progress	Update the East Devonport Special Interest Group page to include information regarding East Devonport Village rebranding as part of Council's redevelopment of website.	
	Undertake conservation of the historic Cemetery located in Pioneer Park	Mayor R	In progress	Mayor Rockliff and KL have discussed, in efforts to preserve in accordance with Heritage Listings. 1. Find out legally what changes need to be made/what can be done. 2. Work with Church 3. Invite a Service club to assist.	
	Cycle paths/Lanes	Cr A	In progress	Cr Alexiou to follow up with Cycle Tas regarding cycle lane beside truck route.  Cycle way to bridge could have cleared markings.	
	Kiah Place Playground		In progress	Playground equipment to be replaced or removed – to meet current compliance standards.  Group provided feedback.	

DATE	ACTION	RESP. PERSON	STATUS Not started In progress On-going Completed	COMMENT	DUE
9 OCTOBER 2018	Advocating for the East Devonport Community	KH	In progress	Mayor Rockliff and KH to discuss possible ways to advocate for the East Devonport Community regarding potential positions in new Bio Mar Australia	
	All abilities beach access		In progress	All abilities access ramp to the beach has begun, to be completed mid-May.  Group have requested a Media Launch when opened.	
26 JUNE 2018	Foreshore Pathway lighting		In progress	Lighting has been installed and will be operational when ablution block is complete.  No further foreshore lighting scheduled for East Devonport at this stage.	
	Garden of Reflection – Pioneer Park		In progress	Future Works  July 2018 Council Recommendation: consider the development of a conceptual plan in the future, dependent on priorities emanating from the Pioneer Park Master Plan.  Email received 11 May 2016, on behalf of Mersey Apex, Ald Goodwin granted permission to relocate the memorial plaque.	
17 APRIL 2018	East Devonport Outdoor Fitness Equipment Update	KH	In progress	Equipment installed and actively being used by the community  Ablution block replacement began in March 2019. Ablution block will include hot shower facilities to be locked overnight.	
	East Devonport Retailers	KH/Cr Jarman/ NN/JR	In progress	April 2019 Invitation sent out to Workshop. Due to the small response received, meeting postponed. Cr Jarman and Cr Alexiou to personally invite to a future meeting.  9 October 2018 - East Devonport Retail Strategy Workshop Report distributed to the group.	
	East Devonport Community Plan	All	In progress	Group to update actions completed/identify future actions. Share document sent 2 July 2018.	

DATE	ACTION	RESP. PERSON	STATUS Not Started In Progress On-Going Completed	COMMENT	DUE
7 OCTOBER 2017	East Devonport Shopping Sign		In progress	<p>16 April – Cr Jarman to seek retailers support.</p> <p>12 Feb 2019 – Cr Jarman to source information and funding.</p> <p>Location: -41.183090, 146.412264 Latrobe municipality.</p> <p>Cr Jarman has spoken to the owner of the property. The sign has been there for about 30 years.</p> <p>KH/ DO'B advised by Latrobe Council (April-August 2018) that the requirements are the same as DCC planning requirements.</p> <p>DO'B has signage requirements provided by Dept of State Growth and DCC Planning. Signage Codes dictate that signage would need to be for visitor information and destination direction.</p>	

## 7.2 COMMUNITY SERVICES REPORT - MARCH/APRIL 2019

File: 29530 D572576

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report provides a summary of the activities undertaken in the Community Services Department during the period from 1 March 2019 to 30 April 2019.

### BACKGROUND

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

### STATUTORY REQUIREMENTS

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

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

### DISCUSSION

#### 1. COMMUNITY SERVICES

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

- Attended several meetings with representatives of the Devonport Gymnastics Club and Spreyton Bowls Club in readiness for the handover of the site
- Provided recommendations to the Relationships Australia Working Group assessing 'Doing Better Together' Grants under the Suicide Prevention Trial
- Attended International Women's Day events including Council's Speakers Forum and Diamonds of Devonport announcement as well as the Soroptomist's event
- Attended a meeting of the Devonport Chamber of Commerce and Industry to present on Council's Live and Learn Strategy/Steering Group
- Successfully completed the Local Government Association of Tasmania's Community Engagement Program
- Prepared the itinerary for Her Excellency, Governor Kate Warner's Civic Tour of Devonport

##### 1.2 Events/Programs/Activities

###### 1.2.1 Harmony Day

Council held its first Harmony Day Street Eats and Citizenship Ceremony event on Thursday 21 March 2019.

The Harmony Day event included a citizenship ceremony where Devonport welcomed six citizens from New Zealand, Sri Lanka, Mauritius, Vietnam, United Kingdom and Italy.



The event also included 10 multicultural food vendors and entertainment from Hum Yoga, Cr Alexiou and Dr Verma, who all entertained throughout the event. Approximately 1,000 people attended the event which was also the first time Council has used Market Square as an event space.



### **1.2.2 Bullying, Resilience and Cyber Safety Forum**

Council has partnered with Devonport High, Reece High, Latrobe High Schools and Latrobe Council to deliver a community forum on bullying, resilience and cyber safety. The forum will be held on Monday 3 June commencing at 6:00pm in the paranple convention centre. International speaker Jonny Shannon will share his experiences growing up being bullied and will provide insight into how to provide positive support for someone being bullied and how to recognise the signs.

### **1.2.3 'Square Peg' Project**

The Square Peg program continues to be delivered at the Devonport Recreation Centre and recommenced in February 2019. Council runs the program in partnership with the Education Department ('Space Program') with up to six young students who attend the Space Program on a part time basis. The program runs for two hours every Tuesday and combines recreational activities along with respectful relationships, cooking, preparation of afternoon tea for the Seniors Ageing Stronger Active Longer program and general life skills.

### **1.2.4 International Women's Week**

Together with a number of partnering organisations, Council facilitated a week-long calendar of events during 3-8 March 2019 to celebrate International Women's Day. External partners included Zonta Club of Devonport, Soroptimist Club of Devonport, Devonport Community House, East Devonport Child and Family Centre, Don College, National Trust Tasmania (Home Hill), Splash Aquatic

and Leisure Centre, Devonport Online Access Centre and Youth Family Community Connections.

Council, in partnership with Youth Family and Community Connections, held a 'Girls Aloud' afternoon with girls ranging from 12-18 years of age. Dr Jane Cooper attended the afternoon as the guest speaker who informed the girls on how important it is to look after your mental health.

Council's two events were a speaker's forum 'Balance for Better' and the annual Diamonds of Devonport function. Over 90 women gathered for the Balance for Better event held at the paranapple convention centre. The panel of speakers included MC Minka Woolley (Department of Education), Diamonds of Devonport 2019 Ambassador Dr Jane Cooper, Lyn Johnson (President of Soroptimist Devonport), Commander Debbie Williams (Tasmania Police) and Asheley Pitchford (Ash's Denture Clinic).

The Diamonds of Devonport event was also held at the paranapple convention centre on Thursday 7 March with 87 attendees celebrating the announcement of this year's 20 award recipients.



*2019 Diamonds of Devonport recipients with Mayor Rockliff and Ambassador Dr Jane Cooper*

#### **1.2.5 School Holiday Program**

Council, in partnership with Fishcare, delivered two fishing workshops in the April school holidays. Both sessions continue to be very popular and were fully booked.

Discussions are underway with Youth, Family and Community Connections to deliver a school holiday program in July aimed at young people aged between 12-25 years.

#### **1.2.6 Embrace the Place**

'Embrace the Place' (previously known as 'Reclaim the Lane') moved into Providore Place this year and was held from 3:00pm-5:00pm on 12 April 2019. The event was run in partnership with Youth Family and Community Connections (YFCC) and Devonport Regional Gallery. The event included a welcome to country, entertainment from Lasca Dry, After Cliché and Claire Bindoff. The event provided interactive stalls and information services for young people aged between 12 and 25. Stalls included CGVT Australia, Mission Australia, Save the Children, Well Ways, White Lion and Red Cross.

**1.2.7 Men's Health Week**

Planning is currently underway in partnership with Tasmanian Health Services, to deliver 'Pit Stop Programs' to the Devonport community within Men's Health Week in June 2019.

**1.2.8 Volunteers Week – May 2019**

Planning is currently underway for a celebration breakfast at paranaple convention centre for Council's volunteers. Organisations have also been afforded the opportunity to submit their volunteers' names to receive a certificate of recognition signed by the Mayor.

**1.2.9 Seasonal Program and Publication**

The Autumn Seasonal program available on the Council Website highlights a wide range of free and low-cost activities which will be delivered by Council and supporting partners. The Winter seasonal program is currently being delivered.

**1.2.10 Devonport Sister Cities Association**

**Harmony Day**

The Devonport Sister Cities Association held a craft activity at the Harmony Day event on Thursday, 21 March 2019.



*Devonport Sister Cities Association at the 2019 Harmony Day event*

**Koinobori – Children's Day**

Devonport received 100+ Koinobori carp kites from school children in Minamata to celebrate Japanese – Children's Day 5 May 2019. The *Hina dolls* were gifted to Devonport City in 2006 by Norihiro and Shoko Einga of Minamata, Japan.



*Japanese Koinobori on display in the paranaple arts centre*

**1.2.11 Devonport Food and Wine**

A large number of Expressions of Interest from food and wine vendors to host events during Devonport Food and Wine in October have been submitted. The Working Group meet on a monthly basis to work on the draft program.

**1.2.12 Jazz Festival 2019**

A new Devonport Jazz website was released on International Jazz Day with the announcement that James Morrison will return as the 2019 headline act. Council have already received positive feedback from members of the public advising that they will be staying in Devonport for the Festival, travelling from Melbourne and Launceston.

Sponsorship has once again been secured with Qantas as well as a new sponsorship with Spirit of Tasmania for the Jazz Festival to be held 25-28 July 2019. The full program can be viewed at the new website:

[www.devonportjazz.com.au](http://www.devonportjazz.com.au)

**1.2.13 Environmental Sustainability**

**Murnong Garden visit**

Council coordinated a visit for local residents to Murnong Garden at Wynyard for a tour of Rees Campbell and Col Myer's 150 species of native plants. As part of Council's Living Lightly series, residents were treated to produce from the garden for morning tea and the tour included information on how to plant edible native Tasmanian species of plants instead of exotics.



*Murnong Garden Visit – Living Lightly*

**Introduction to Wildlife Caring**

30 people attended the 'Introduction to Wildlife Carer' presentation by Lynn Jordan in the Aberdeen Room of the paranaple centre. With a shortage of Wildlife Carers in the region, the workshop sought to encourage people to learn more about assisting injured and orphaned native wildlife.



*Introduction to Wildlife Carer*

**Where? Where? Wedgie! Workshop**

Clare Hawkins from Nature Trackers and Bookend Trust and Nick Mooney a wildlife expert, presented an information session on the Wedge Tailed Eagle survey.



*Where? Where? Wedgie! Workshop*

**Friends of Don Reserve**

At the March meeting, the group weeded and removed protective guards from plants from last year's revegetation on the Don River. For the April session, the group removed weeds including elderberry and Arum Lilly near Surrey Street.

<b>Program</b>	<b>Attendance</b>
Murnong Garden visit 12 March	10
Friends of Don 26 March	4
Wildlife Carer presentation 26 March	30
Where? Where! Wedgie? Workshop	21
Friends of Don 30 April	7

**1.3 Community Partnerships****1.3.1 Council and Community Partnerships**

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

Existing partnership arrangements are included in the table below.

<b>Details</b>	<b>End date and length of agreement</b>	<b>Amount – If Applicable</b>
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Lions Club	2 year Agreement 29 November 2019	\$ 5,000 P/A
Devonport Brass Band	2 year Agreement 30 June 2019	\$12,000 Year 1 \$10,000 Year 2 \$ 8,000 Year 3
Devonport Community House	2 year Agreement 30 June 2019	\$18,000 P/A
Devonport - Cradle Country Marketing Group	3 year Agreement June 2018 Committee agreed to extend current partnership till June 2019	\$15,000 P/A

Details	End date and length of agreement	Amount – If Applicable
Devonport Men's Shed	2 year agreement June 2019	\$ 7,000 P/A
Devonport Motor Show	5 year Agreement 29 January 2024	\$ 2,500 P/A
Tasmanian Arboretum	2 year Agreement 1 July 2020	\$22,000 P/A
Taste the Harvest	2 year Agreement January 2020	Underwrite 2019 and 2020 events
National Trust of Australia – Home Hill operations	3 year Agreement October 2018	\$28,000 P/A
City of Devonport Eisteddfod	3 year Agreement	\$ 10,000 P/A
Youth and Family & Community Connections	5 year Agreement 29 Jan 2024	Rental agreement/ Youth services - in kind funding

## 1.4 Recreation, Health and Wellbeing

### 1.4.1 Spreyton Bowls Club relocate to the new Country Club

Members of the Club have worked tirelessly in the past few months to remove and relocate equipment, furniture and other items from the existing bowls greens at Maidstone Park to the new Country Club Facility which is expected to be completed by November/December 2019 in readiness for the 2019/2020 bowls season.

The Club has also removed boundary fencing to allow contractors to commence demolition of the bowling greens. The removal of the greens commenced on 13 May and is expected to be completed by 27 May.

### 1.4.2 New Program and event bookings for East Devonport Recreation and Function Centre

Several new long-term bookings for major events and programs at the centre were secured which include:

- A three-year agreement with Darts Tasmania for an annual, three-day tournament in 2019/20/21;
- A three-year agreement with Darts Tasmania for six, two-day tournaments annually in 2019/20/21;
- A 48-week local Darts competition, every Tuesday night commencing in May 2019. This agreement will be reviewed annually; and
- Youth, Family and Community Connections (YFCC) – Community Voices Program. The program will be held weekly commencing in May 2019 and terminating in June 2020. The program provides at risk youth aged 12 through 25 with an opportunity to develop their skills and talent in music.

### 1.4.3 Community Voices

Youth Family and Community Connections recently secured funding to begin 'Project: Community Voices'. They aim to provide a social engagement opportunity, through involvement in a choir, to unemployed youth across the Devonport region at East Devonport Recreation and Function Centre.

Two youth workers and a team of volunteer mentors will attend the weekly sessions and offer further support to build rapport with the participants and assist them with mental health, employment, education and training.

#### 1.4.4 Major Sporting events held in March and April 2019

Event	Location	Date
Devonport Triathlon	Mersey Bluff/Coles Beach Road, Bluff Road	1-3 March
Run Devonport	Victoria Parade and Bluff Road	March

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

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

The following table shows activities delivered across Council recreation and sport facilities over March and April.

Facility	Customers through the Door	Customers through the Door
	March 2019	April 2019
Devonport Recreation Centre	10,719	16,649
East Devonport Recreation Centre	5,500	4,000
<b>YTD TOTAL 2019</b>	<b>16,219</b>	<b>20,649</b>

#### 1.4.6 Recreation Facilities Usage

Usage for facilities for March and April are listed in the table below:

Recreation Usage			
Facility	Room/Ground	Number of Bookings March	Number of Bookings April
Devonport Recreation Centre	Judo Room	11	9
	Meeting Room	7	6
	Sauna	31	31
	Squash	38	36
	Stadium	91	86
	Table Tennis Building	71	69
	Youth Centre	100	81
East Devonport Recreation and Function Centre	Community Room	35	31
	Stadium	56	39
Ground/Reserve	Reserves – Vietnam Vets Memorial		
	Reserves – Bluff	3	2
	Reserves – Roundhouse Park	2	
	Coles Beach		
	Reserves - Don		
	Reserves - Lighthouse		
	Reserves – Kelcey Tier	1	1
	Reserves – Cenotaph		1
	Skate Park		
	Reserves – Pioneer Park	1	
	Byard Park	3	2
	Devonport Oval	3	1

## Report to Governance, Finance &amp; Community Service Committee meeting on 20 May 2019

	Don Rec Ground	1	1
	Girdlestone Park	5	1
	Maidstone Park	3	2
	Meercroft Park & Eugene	4	1
	Valley Road Soccer Centre	1	1
<b>Total</b>		<b>467</b>	<b>401</b>

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

Special Recreation Events		
Facility	Event	Date
Devonport Recreation Centre	Table Tennis NW Open Titles	1-2 March 2019
	NWBU Junior intertown basketball	3 and 24 March
	Judo – State Training/Trials	10 and 24 March
	Devonport High Grade 7 activities day	19 March
	NWBU Seniors Roster	19 March
	BTAS pre-season tournament	23 March
	Futsal Tas Schools Tournament	1-2 April
	Judo – State Comp	6-7 April
	All Stars Charity Game	7 April
	NWBU Seniors Roster	9 April
	NWBU Seniors Roster	16 April
East Devonport Recreation and Function Centre	International Women's Day Expo – Housing Choices	7 March
	BTAS pre-season tournament	23 March
	Pro Darts Australia 3-day tournament	5-7 April

#### 1.4.7 Splash Aquatic and Leisure Centre

Attendances including YTD comparison:

March 2019

Year to date comparison											
Attendees	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Mar-18	YTD
Casual Entry	5,010	3,388	4,589	5,283	4,097	6,389	10,526	4,820	5,271	5,924	49,373
Fitness Members	11,974	10,229	12,204	8,626	8,514	9,807	8,601	9,645	11,482	10,655	91,082
Learn to Swim	5,010	3,960	5,040	4,248	4,368	5,090	3,984	4,688	4,744	5,060	41,132
Lane Hire	1,140	912	863	338	622	3,201	950	1,002	1,220	1,036	10,248
Bookings	640	990	377	497	1,003	1,264	300	734	2,360	3,021	8,165
<b>Total</b>	<b>23,774</b>	<b>19,479</b>	<b>23,073</b>	<b>18,992</b>	<b>18,604</b>	<b>25,751</b>	<b>24,361</b>	<b>20,889</b>	<b>25,077</b>	<b>25,696</b>	<b>200,000</b>

#### 1.4.8 Upcoming Sporting Events 2019

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

Upcoming Sporting Events		
Facility	Event	Date
Basketball Tasmania College Invitational	Devonport Recreation Centre	May

<b>Upcoming Sporting Events</b>		
<b>Facility</b>	<b>Event</b>	<b>Date</b>
North West Basketball Union (NWBU) Finals Series	Devonport Recreation Centre	1-3 May/June
Devonport Junior Soccer – Devonport Cup	Meercroft Park	8-9 June
Basketball Tasmania – Tri Series	Devonport Recreation Centre	June
Tasmanian Squash Open	Devonport Recreation Centre – Squash Building	July

#### 1.4.9 Health and Well Being Programs

##### **East Devonport Boot Camp**

The Boot Camp program resumed in February 2019 at the East Devonport Recreation Centre and continues to be very popular with young participants. This program is conducted by Council staff with support from the East Devonport Child and Family Centre. Weekly sessions are held with up to 40 participants.

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

Programs resumed in February 2019. A new program 'Tai Chi for Beginners' will commence in late May 2019.

##### **Partnership with TAFE**

The partnership with TAFE resumed in February 2019 at the Devonport Recreation Centre.

Under supervision from a teacher, students undertaking Certificate 3 in Fitness use the facilities in the gym and assist Council staff with the Seniors Program.

##### **Kangaroo Kids – East Devonport Child and Family Centre**

The Kangaroo Kids program resumed in February 2019 at the East Devonport Recreation Centre and is proving to be another very popular program with young families. This program is designed to help young children with their motor skills, with parental guidance. The program is delivered by the East Devonport Child and Family Centre.

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

The Ageing Strong, Active Longer program is held every Tuesday and Thursday at the Devonport Recreation Centre and Wednesday at East Devonport Recreation & Function Centre. Feedback from participants has been very positive, with many requesting an additional session on a Monday or Friday. Council will investigate options to add sessions.



*Ageing Stronger Active Longer program*

**COMMUNITY ENGAGEMENT**

The information provided above details all community engagement.

**FINANCIAL IMPLICATIONS**

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

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

**RISK IMPLICATIONS**

There are no risk implications which relate to this report.

**CONCLUSION**

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

**ATTACHMENTS**

Nil

**RECOMMENDATION**

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

Author:	Karen Hampton	Endorsed By:	Paul West
Position:	Community Services Manager	Position:	General Manager

## 7.3 ARTS AND CULTURE REPORT - MARCH/APRIL 2019

File: 29530 D573004

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report provides a summary of the activities undertaken in the Arts and Culture Departments during the period from 1 March 2019 to 30 April 2019.

### BACKGROUND

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

### STATUTORY REQUIREMENTS

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

Arts and Cultural Development

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

### DISCUSSION

#### 1. ARTS AND CULTURAL DEVELOPMENT

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

- Attended the opening of Ten Days on the Island Festival, Burnie;
- Attended the opening of Here She Is, as part of the Ten Days on the Island Festival opening events in Devonport;
- Officiated the opening of No 34 Aboriginal Health Services community exhibition at the paranaple arts centre;
- Officiated the opening of; *Del Kathryn Barton, the Nightingale and Rose; Kelly Austin, Placing Things; and Littoral*, at the Devonport Regional Gallery;
- Met with Emma Porteous, Salamanca Arts Centre, regarding provision of State-wide touring exhibition content;
- Delivered a presentation on the paranaple arts centre at the National Churchill Fellowship Conference in Hobart;
- Attended the Regional Events Working Group meeting at Cradle Coast Authority.

##### 1.2 Devonport Regional Gallery

###### 1.2.1 Gallery Exhibitions

###### **North West Art Circle Annual Community Art Exhibition and Awards**

Main Gallery: 2 February – 3 March 2019

Opening Attendance: 82

The NWAC is a group made up of about 60 people members from the North West Coast of Tasmania. They all share their passion for making art and their goal to promote and further develop their arts practice. A series of workshops are presented alongside the exhibition as well as the popular event Artists in Action, where members demonstrate their processes and answer your questions about their practice.

***Facing Our Past, the Robinson Youth Takeover***

Little Gallery: 9 February – 11 March 2019

Opening Attendance: 55

This project provided a counterpoint to the oral history exhibition, In Your Words, and invited five young people aged eighteen through twenty-five to explore the Robinson Collection and create their own exhibition in response. The group titled the exhibition Facing Our Past and included a series of Robinson photographs along with twelve works they created in response to the collection from their perspective.

***No 34 Aboriginal Health Services Exhibition***

paranaple arts centre Foyer Space: 7 March – 14 April 2019

Opening attendance: 42

No 34 Aboriginal Health Service run a Social and Emotional Wellbeing program, where Men and Women meet in separate groups to fulfil the needs of social and emotional wellbeing. The No 34 groups identify as Aboriginal or Torres Strait Islanders, many from across the country, adding their diverse cultural experiences to the group. The work for this exhibition were created by the SEWB groups and individuals attending the sessions in a strong sense of connection. SEWB activities are funded by Primary Health Tasmania.



*No 34 Aboriginal Health Services exhibition in the pac Foyer Space. Image Credit: Kelly Slater*

***Here She Is***

Stewart Street Gallery: 8 – 11 March 2019

Ten Days on the Island pays respect to the amazing women of the North West of Tasmania! Ten Days has commissioned local artists Jessie Pangas and Anne Morrison to realise their grand vision of a celebratory multidimensional artwork

created by, and about, several generations of inspirational North West women, from our youngest girls to our senior stateswomen – heroines past and future.

Here She Is was unveiled to the public on International Women's Day 2019 for one weekend only.

The exhibition was moved from the Main Gallery at pac to the former gallery at Stewart Street due to the installation requirements for this exhibition and DEL KATHRYN BARTON: THE NIGHTINGALE AND THE ROSE.



*Here She Is exhibition in the old Stewart Street Gallery. Image Credit: Lauren McKinnon*

***Littoral***

Upper Gallery: 2 March – 2 June 2019

Opening Attendance: 46

With this current exhibition, *Placing Things*, Kelly Austin continues to question the connections between perception and expectation. The grouping of familiar and ambiguous ceramic objects shifts the generalised contemplation invited by still life works into a more forensic exploration of looking and as this work also asks, what are the ways in which broader concerns might be signalled through the composition of objects, space and light?

***Del Kathryn Barton: The Nightingale and The Rose - An ACMI touring exhibition***

Main Gallery: 16 March - 26 May 2019

Opening Attendance: 46

Showcasing the hauntingly beautiful collaboration between Del Kathryn Barton and Brendan Fletcher, this milestone exhibition traces the interpretation of Oscar Wilde's 19<sup>th</sup> Century classic through an artistic lens. Featuring a screening of their award-winning film alongside material from the production archives, *Del Kathryn Barton: The Nightingale and the Rose* reveals the workings behind this captivating animated picture.

This project has been assisted by the Australian Government's Visions of Australia program.

***Placing Things - Kelly Austin***

Little Gallery: 16 March – 19 May 2019

Opening Attendance: 46

With this current exhibition, *Placing Things*, Kelly Austin continues to question the connections between perception and expectation. The grouping of familiar and ambiguous ceramic objects shifts the generalised contemplation invited by still life works into a more forensic exploration of looking and as this work also

asks, what are the ways in which broader concerns might be signalled through the composition of objects, space and light?

**Koinobori Display**

pac Foyer Space: 17 April – 13 May 2019

A community-based art project celebrating Devonport's Sister City relationship with Minamata Japan and Japanese Children's Day. School children and members of the community decorated Koinobori in January 2019, they were exchanged with Koinobori made by Minamata school children.



*Japanese Koinobori on display in the paranapple arts centre*

**1.2.2 Committee Update**

**The Droogs**

Embrace the Place, a Youth Week Tasmania event took place on 12 April at Providore Place. The 2019 instalment was the first at the new venue with a new name. The Gallery and the Droogs hosted a drop-in Sketchbook Project session during the event, with paper-making, marbling and sketchbook making available for attendees.

**Friends of the Gallery**

A very successful and enjoyable Friends Fundraiser art workshop An Evening of Visual Abundance was held by Committee member Deborah Conroy on 16 April 2019. It was fully booked with fifteen attendees.

**1.3 Bass Strait Maritime Centre**

**1.3.1 Bass Strait Maritime Centre Update**

**Collection Management**

An audit of the collection housed at Lawrence Drive is ongoing. Cataloguing of objects continues at the museum.

**Café**

*Pearl Oyster Bar and Café* opened on 1 May. The Grand Opening event is scheduled for Mother's Day on 12 May. Further information, including menu options, can be found at [www.pearloysterbar.com.au](http://www.pearloysterbar.com.au) or through Facebook, Twitter, and Instagram.

**1.3.2 Bass Strait Maritime Centre Current & Upcoming Exhibitions Calendar**

**Flow: *Natural History of the Bass Strait***

15 December 2018 – 2 July 2019

Opened Friday 14 December

**'Torquay Stories' (Working Title)**

26 July 2019 – January 2020

The next temporary exhibition at the BSMC is in development and is provisionally titled 'Torquay Stories'. It will focus on East Devonport's local history. The Centre wishes to explore some of the stories of triumph and tragedy for the people who have made their homes on the eastern side of the Mersey.

**1.3.3 Bass Strait Maritime Centre Education & Public Programming**

The March and April Education and Public Programming schedule included 6 events over the two months with 267 attending.

**Bluff to Bluff Bus Tour**

The Bluff to Bluff Bus Tour was conducted by geologist Peter Manchester. The tour commenced at Devonport's Mersey Bluff and continued to Fossil Bluff in Wynyard exploring the geological features of the landscape. The feedback provided by those taking part in the tour was very positive.



*Bluff to Bluff Tour – Image Credit: Greg Close*

**Maritime and History Talk with David Maynard**

QVMAG Natural History Curator David Maynard was the guest speaker for March's Maritime and History Talk, speaking on the evidence around the extinction of the King Island Emu.

**Bluff Blitz**

A joint project with Sea Shepherd and author Rees Campbell. There was rock pooling and a rubbish pick up and recording into the national database at Mersey Bluff Beach.



*Sorting rubbish with Sea Shepherd at the Bluff Blitz project*

**Curious Creatures workshops**

A well-regarded program for schools and the Children's University. They incorporate learning and art and are tied into part of the Flow exhibition.



*Curious Creatures Workshops*

**1.3.4 Julie Burgess**

During March and April the weather was favourable for a majority of the sails of the Julie Burgess. The crew decided to not sail over the Easter-ANZAC week as many of them were going to be away for the holidays.

Minor maintenance has been completed and Wednesday sails are being trialled again in May-June. Future sailing details can be found on the website.

**1.4 Town Hall Theatre**

**1.4.1 Theatre Performances & Events**

The Town Hall Theatre was hired for three performances during March and April.

**Nashville Live**

3 March 2019

For the first time in Australia, Nashville Live, celebrated country music and the stories behind the genre's biggest hits.

**Stardust – The Songs of Willie Nelson**

29 March 2019

Linda Bull, one half of the luminous Bull Sisters, together with Sime Nugent & band present a collaborative show featuring the songs of the Red Headed Stranger -- Stardust: The Songs of Willie Nelson.

**Razzamatazz**

26 April 2019

The Rotary Club of Devonport assists in bringing Razzamatazz to those who may not be able to normally attend live performances. The show featured award winning and international performers blended with gorgeous dancers in spectacular costumes, acts of mayhem, comedy and magic created a variety show that is fun for the entire family.

Facility	Show	Presented by	Audience Attendance
Town Hall Theatre	Nashville Live	Mellen Events	296
	Stardust – The Songs of Willie Nelson	paranaple arts centre	166

Facility	Show	Presented by	Audience Attendance
	Razzamatazz	Int. Entertainment & The Rotary Club of Devonport	200

The following table shows the Theatre hire for the March and April period.

Performance	Number of Days Hired	Number of Perform/Events	Audience Attendances
Commercial Hire	1	1	296
Community Hire	1	1	200
Subscriber Season	1	1	166
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>662</b>

#### 1.4.2 paranable arts centre Ticketing

A summary is provided for all performances and events sold through the paranable arts centre Box Office for the March and April period.

Box Office/Agency Sales	Number of Tickets Sold
paranable arts centre performances	818
External Ticketed Events	206
Ticketmaster Events	259
Ticketek Events	248
<b>Totals</b>	<b>1531</b>

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

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

The following table shows the customers across Council Cultural facilities over the March and April period.

Facility	Customers through the Door March 2019	Customers through the Door April 2019
paranable art centre	4,547	3538
Devonport Regional Gallery (Main Gallery Entrance)	1,066*	893*
Town Hall - Audience	462*	200*
Bass Strait Maritime Centre	925	648
Julie Burgess	54	21
<b>YTD TOTAL 2019</b>	<b>5,526</b>	<b>4,207</b>

\*Included in paranable arts centre total

#### 1.5.1 Education & Public Programs

##### Education Programs & Public Programs – March and April

Devonport Regional Gallery Program	Attendance	Date
Guided tour and Sketchbook workshop Youth Week Tasmania (YWT) Joblink	15	4-Mar
Youth Art	2	4-Mar
Create & Make	11	5-Mar
Create & Make	32	6-Mar
Guided tour and workshop East Devonport Family & Child Centre	20	6-Mar
Exhibition Opening: No34 Aboriginal Health Services	42	7 Mar

## Report to Governance, Finance &amp; Community Service Committee meeting on 20 May 2019

<b>Devonport Regional Gallery Program</b>	<b>Attendance</b>	<b>Date</b>
Create & Make	14	12-Mar
Create & Make	18	13-Mar
Droogs workshop prep for Youth Week Tasmania (YWT) Sketchbook project	1	13-Mar
Exhibition Opening; Littoral, Placing Things, Del Kathryn Barton	46	15-Mar
Floor talk: Kelly Austin on Placing Things	6	16-Mar
Work shop: Installation of pigment painting for Holi	9	17-Mar
Outreach YWT: SPACE workshop Sketchbook and making Gif	6	18-Mar
Youth Art	2	18-Mar
Books + Art	7	18-Mar
Create & Make	19	19-Mar
Life Drawing with June Wilson	10	19-Mar
Create & Make	18	20-Mar
Harmony Day workshop	67	21-Mar
Youth Art	3	25-Mar
Out Reach St Pauls Kitchen (YWT) Sketchbook project	4	26-Mar
Workshop (YWT) Sketchbook project	10	26-Mar
Life Drawing with June Wilson	11	26-Mar
Toddler Pop Up	2	28 Mar
Don College: Viewing the exhibition Del Kathryn Barton	10	28-Mar
Devonport High: Viewing the exhibition Del Kathryn Barton	20	28-Mar
Outreach: SPACE YWT workshop Sketchbook and making Gif	7	1-Apr
Workshop (YWT) Sketchbook project	11	2-Apr
Outreach (YWT): Don College Silkscreen printing	20	2-Apr
Life Drawing with June Wilson	9	2-Apr
Outreach (YWT): Andrews Creek (YWT) Sketchbook project	25	3-Apr
Outreach: Devonport Community House: Girls Group: Wind spinners	7	3-Apr
Outreach (YWT): Don College Silkscreen printing	15	4-Apr
Outreach (YWT): SPACE YWT workshop Sketchbook and making Gif	6	8-Apr
Workshop (YWT) Sketchbook project	11	9-Apr
Outreach (YWT): Andrews Creek Sketchbook project	13	9-Apr
Outreach (YWT): Don College Silkscreen printing	7	9-Apr
Life Drawing with June Wilson	10	9-Apr
Spreyton Primary (Gr3-4): Gallery Visit & Workshop	50	10-Apr
Outreach: Devonport Community House: Workshop: Wind spinners	7	11-Apr
Youth Week Tasmania Embrace the Place Creative Space In Market Square	70	12-Apr
Children's University Tasmania (CUT) 4 groups Gallery tour and workshop	70	15-Apr
School holiday program: Paper Making Basic	41	16-Apr
School holiday program: Paper Making- Stencils and pulp painting	26	17-Apr
School holiday program: Weaving baskets with natural materials	41	18-Apr
School holiday program: Weave & Wrap - Animal sculptures	50	24-Apr
Untutored Life drawing	8	30-April
<b>Bass Strait Maritime Program</b>	<b>Attendance</b>	<b>Date</b>
Bluff to Bluff Bus Tour	22	16 March

<b>Devonport Regional Gallery Program</b>	<b>Attendance</b>	<b>Date</b>
Maritime & History Talk with David Maynard – Forgotten Emus	18	26 March
Bluff Blitz Citizen Science Day	96	14 April
Curious Creatures Workshop - Children's University	77	15 April
Curious Creatures Workshop – Our Lady of the Lourdes Vacation Care	18	16 April
Curious Creatures Workshop – 1912 Childcare and Early Learning Centre	36	17 April
<b>Arts and Cultural Development Facilities Total</b>	<b>1,134</b>	

## 1.6 paranapple convention centre

### 1.6.1 Meetings at paranapple convention centre

During March and April, meeting rooms at the paranapple centre held 60 events, with an additional 15 events in the convention centre.

Events held in the paranapple convention centre were:

<b>Facility</b>	<b>Event</b>	<b>Presented by</b>	<b>Audience Attendance</b>
paranapple convention centre	Devonport Triathlon Briefing	Cradle Coast Sports and Events	250
	25 Year Club Luncheon	Fairbrother	44
	Balance for Better	DCC	94
	Diamonds of Devonport	DCC	95
	International Women's Day Luncheon	Devonport Library	64
	APA Tas Branch Symposium	Australian Physiotherapy Association	150
	Mem Fox	Devonport Library	120
	Devonport Motor Show	Rotary Club of Devonport North	2000+
	Evening with John White	RACT	35
	50-year Gold Medallion Luncheon	RACT	158
	General Meeting	Local Government Association	42
	ATO Forum	Australian Taxation Office	80
	Kindred - Kate Legge Book Talk	Devonport Library with the Kentish Council	250
	Churches Together Easter Thursday Service	Gateway Church	800+

## 1.7 Tourism

### 1.7.1 Tourism Development Strategy

The paranapple arts centre maintain their involvement with the TVIN (Tasmanian Visitor Information Network). At the last meeting, there was a focus on effective communication of delivering State Emergency Alerts to tourists (during fire and flood seasons).

**1.7.2 Cradle Country Marketing Group (CCMG)**

During recent months the Cradle Country Marketing Group have reviewed and updated the both print and website material. This is promoted and distributed throughout Visitor information Centres and at gateway marketing displays.

**1.7.3 Regional Tourism Organisation (RTO)**

Cradle Coast Authority will transition out of operating the Regional Tourism Organisation by the end of the financial year. It is intended a new organisation will be formed with the assistance of Tourism Tasmania to undertake the role of the RTO.

**COMMUNITY ENGAGEMENT**

The information provided above details all community engagement.

**FINANCIAL IMPLICATIONS**

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

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

**RISK IMPLICATIONS**

There are no risk implications which relate to this report.

**CONCLUSION**

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

**ATTACHMENTS**

Nil

**RECOMMENDATION**

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

Author:	Geoff Dobson	Endorsed By:	Paul West
Position:	Convention and Arts Centre Manager	Position:	General Manager

## 7.4 GOVERNANCE AND FINANCE REPORT

File: 33784 D577649

### 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 March and April 2019 in the following areas of Council:

- Organisational Performance; and
- Corporate Services

### BACKGROUND

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

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

### STATUTORY REQUIREMENTS

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

### DISCUSSION

#### 1. ORGANISATIONAL PERFORMANCE

##### 1.1. Common Seal Register

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

## Report to Governance, Finance &amp; Community Service Committee meeting on 20 May 2019

REG/474	Agreement - Part of 260 Steele Street Devonport	4/03/2019
REG/475	Grant Deed - Vulnerable Road User Program - Valley Road	4/03/2019
REG/476	Grant Deed - Grant Program: 2018-19 26 TEN Communities Grant	14/03/2019
REG/477	Deed of Settlement	19/03/2019
REG/478	Easement Deed - TX 2-18 Best Street Devonport	20/03/2019
REG/479	Agreement for Sale - Part of 2-18 Best Street, Devonport & Part of 20-26 Best Street, Devonport	21/03/2019
REG/480	Title Transfers - 92 North Fenton Street Devonport	21/03/2019
REG/481	Plan of Survey - PA2018.0134 - 23 Tatiana Close	25/03/2019
REG/482	Plan of Survey - 37 Stony Rise Road	28/03/2019
REG/483	Plan of Survey - 46A Woodrising Avenue, Spreyton	28/03/2019
REG/484	Land Transfer - 35 Loane Avenue East Devonport	29/03/2019
REG/485	Deed of Variation - 35 Loane Avenue East Devonport	29/03/2019
REG/486	Contract for Sale - 130 Tugrah Road, Devonport	29/03/2019
REG/487	Contract for Sale - 128 Tugrah Road, Devonport	29/03/2019
REG/488	Contract for Sale - 128 Tugrah Road, Devonport	29/03/2019
REG/489	Plan of Survey - 62 & 64 Tasman Street, Devonport	15/04/2019

### 1.2. Property Management Update

A number of Crown Land applications (Works and Development Applications) are in progress at varying stages of completion:

- three relating to minor building works at the Abel Tasman Caravan Park;
- DCC works at Coles Beach Road - road crossing safety improvements; and
- DCC works relating to coastal re-vegetation work at the East Devonport Foreshore.

Works approval has been received for:

- location of cabins at Mersey Bluff Caravan Park;
- demolition and replacement of toilet block at Melrose Street, East Devonport; and
- removal of trees near Mersey Rowing Club at River Road, East Devonport.

The Public Land Register has been updated to include 80-82 River Road Ambleside, following a resolution of Council to add this parcel of land to the Register.

Council is currently progressing the transfer of two pipeline assets from DCC to TasWater in accordance with section 28 of the *Water and Sewerage Corporation Act 2012*. These assets were not included as part of the original transfer process.

The Licence Agreement between DCC and Crown Land for the parcel of land at the corner of Oldaker Street and Formby Road is currently being finalised.

### 1.3. Fraud Awareness Training

Fraud awareness training was delivered on 19 and 20 March by a representative of Council's insurance broker. Four sessions were held over the two days, including tailored presentations to senior management, indoor staff, outdoor staff and Councillors. This training is part of a biennial program in accordance with the Fraud and Corruption Control Policy.

### 1.4. Councillor's Attendance

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

## Report to Governance, Finance &amp; Community Service Committee meeting on 20 May 2019

No. of Meetings Attendance	Council	Planning Authority		Governance, Finance & Community Services		Infrastructure, Works & Development		Workshops
	13	5		4		5		21
		Member	Non Member	Member	Non Member	Member	Non Member	
Mayor Cr A Rockliff	13	5	0	4	0	2	3	21
Cr J Alexiou **	9	3	0	2	0	0	3	14
Cr G Enniss **	8	0	3	2	0	3	0	12
Cr P Hollister **	9	3	0	0	2	2	0	12
Cr A Jarman	13	0	4	4	0	5	0	21
Cr L Laycock	12	0	5	3	0	5	0	20
Cr S Milbourne **	8	3	0	2	0	0	3	14
Cr L Murphy **	9	2	0	0	2	3	0	13
Cr L Perry	13	5	0	0	4	5	0	20
Ald C Emmerton *	4	2	0	2	0	0	2	6
Ald G Goodwin *	4	1	0	2	0	2	0	5
Ald J Matthews *	2		0	0	1	2	0	3
Ald T Milne *	4	2	0		0	0	2	5

\* No longer Alderman from 2 November 2018

\*\* Elected 2 November 2018

## 1.5. Human Resources

### 1.5.1. Recruitment

#### Staff positions advertised March and April 2019

Position	Department	Work Location
Asset Management Project Officer	Infrastructure Works and Development	paranaple centre
Finance Officer (internal applicants only)	Corporate Services	paranaple centre
Events Administration Officer (re-advertised previously advertised as Marketing & Events Officer)	Community Services	paranaple centre

#### Staff Appointments March and April 2019

Position	Name	Department	Work Location
Senior Customer Service Officer	Susan Ikin	Convention and Arts	paranaple arts centre
Casual Attendant   Front of House Supervisor	Kerrie Shurley and Zac Weeks	Convention and Arts	paranaple arts centre and paranaple convention centre
Casual Attendant	Linda Carney	Convention and Arts	paranaple arts centre and paranaple convention centre
Environmental Services Officer	Samuel Smith	Infrastructure Works and Development	paranaple centre

Position	Name	Department	Work Location
Design Officer	Jamie Fawcner	Infrastructure Works and Development	paranaple centre
Mechanic/Diesel Fitter (transitioned from completion of Apprenticeship)	Gareth McCarthy	Infrastructure Works and Development	Works Depot
After Hours Emergency Response Officer (Internal Works)	Gareth McCarthy and Matthew Menzie	Infrastructure Works and Development	Works Depot

**Staff Departures March and April 2019**

Position	Name	Department	Work Location	Date Effective
Customer Service Officer (Visitor Services)	Kaye McKenna	Convention and Arts	paranaple arts centre	14 March 2019
Finance Officer	Sandra Nugent	Corporate Services	paranaple centre	24 April 2019

**Workers Compensation**

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Gross value incurred by the Insurer (including estimates)
30/6/2019 *	7 claims	2	\$173,406.99
30/6/2018 *	6 claims	1	\$ 18,536.06
30/6/2017	7 claims	0	\$ 27,839.69
30/6/2016	20 claims	0	\$128,445.62
30/6/2015	12 claims	0	\$201,329.20
30/6/2014	8 claims	0	\$ 20,368.14

**Commentary:**

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

**New Workers Compensation claims for the period**

One new claim lodged in March 2019.

No new claims lodged in April 2019.

**1.5.2. Work Experience**

Date	Work Experience Program	Student	Location of placement
N/A			

**1.5.3. Staff Training**

Issued Date	Training Description	No of employees	Department	Location
2/3/2019	TechnologyOne CIAnywhere	2	Organisational Performance	paranaple centre
2/3/2019	TechnologyOne SaaS Overview	2	Organisational Performance	paranaple centre
6/3/2019	White Card	1	Infrastructure Works and Development	paranaple centre

Issued Date	Training Description	No of employees	Department	Location
13/3/2019	Working at Heights	2	Convention and Arts	paranaple arts centre
16/3/2019	LG Risk and Governance Forum	1	Organisational Performance	paranaple centre
16/3/2019	LGAT Communications meeting	1	Organisational Performance	paranaple centre
18/3/2019	Fraud Awareness Training	50	Various	paranaple centre
19/3/2019	Fraud Awareness Training	33	Infrastructure Works and Development	Works Depot
30/3/2019	GM's meeting	1	General Management	paranaple centre
30/3/2019	The Invasive Species Get together	1	Infrastructure Works and Development	paranaple centre
9/4/2019	Provide Cardiopulmonary Resuscitation	3	Convention and Arts	paranaple arts centre
10/4/2019	Refresher Traffic Control Training	10	Infrastructure Works and Development	Works Depot and paranaple centre
11/4/2019	Completed Induction Kits	2	Infrastructure Works and Development	paranaple centre
29/4/2019	Induction training	3	Infrastructure Works and Development; and Convention and Arts	paranaple centre and paranaple arts centre

#### 1.5.4. Health & Wellbeing

The 2018/2019 Health and Wellbeing program was actively promoted to staff. The program refers to the activities and initiatives undertaken within the workplace that are designed to impact positively on the general health and wellbeing of employees and their families. This has included:

- Skin Check promotion
- Bowel Scan Kit promotion
- Promotion of Run Devonport
- Promotion of workplace counselling
- Revision of future Health and Wellbeing calendar

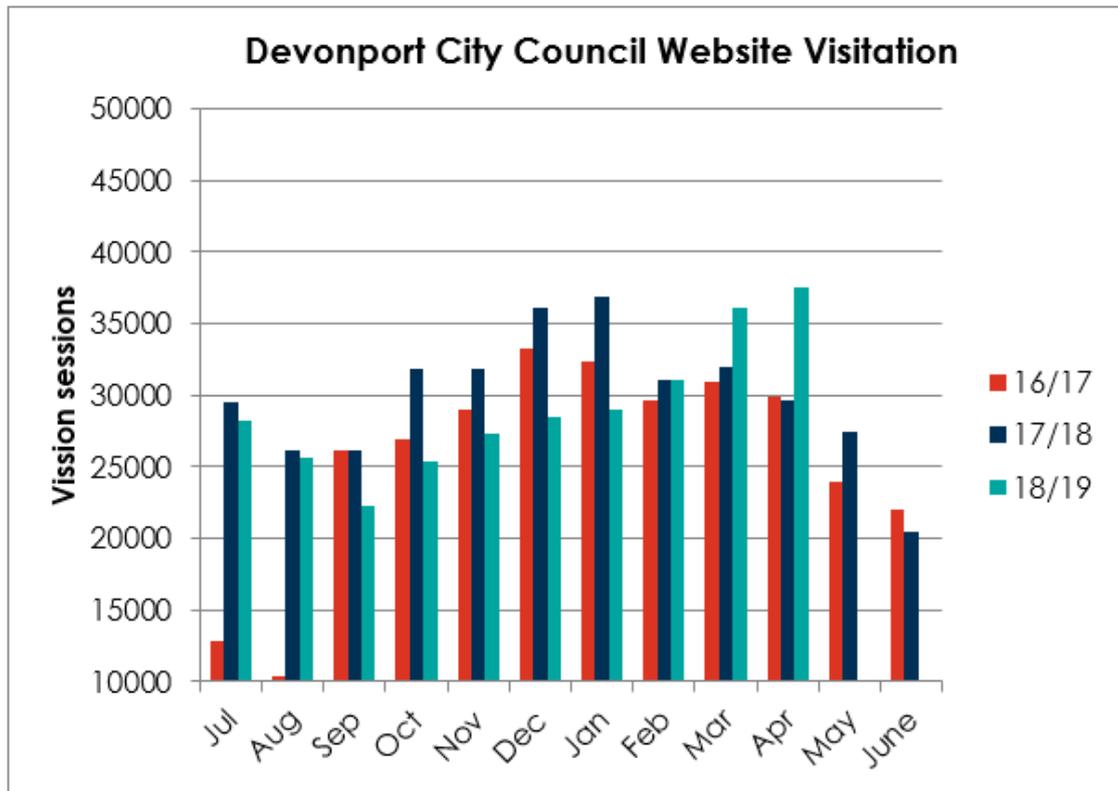
#### 1.6. CORPORATE COMMUNICATION – MARCH AND APRIL 2019

##### 1.6.1. Devonport City Council Website

Visitation to Council's website in March and April showed solid improvement with a 12.7 per cent increase in March and 26.3 per cent in April.

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

More than half accessed the site via mobile in April.



Content relating to how to contact Council, employment opportunities, events, some news events and Mersey Vale Cemetery continue to rank highly in terms of pages visited during the reporting period.

Devonport City Council Website Statistics	March 2019	April 2019
<b>Total Visitor sessions</b>	14,039	14,547
<b>Total page views</b>	36,063	37,503
<b>Average daily sessions</b>	452.8	484.9
<b>Average session duration (minutes)</b>	1:45	1:40
<b>Average page views per visit</b>	2.57	2.67
<b>Device Category</b>		
• Desktop	39.9%	38.7%
• Mobile Phone	49.4%	50.9%
• Tablet	10.6%	10.4%
<b>Top 10 Pages</b>	<ol style="list-style-type: none"> <li>Contact Us/How to Contact Us</li> <li>Council/Our City/Cemetery Search</li> <li>Council/Employment/ Employment Opportunities</li> </ol>	<ol style="list-style-type: none"> <li>Contact Us/How to Contact Us</li> <li>Council/Employment and Careers</li> <li>News Media/2019 Distinctly Devonport Vote here</li> </ol>

Devonport City Council Website Statistics	March 2019	April 2019
	4. Council Employment and Careers 5. Council/Meetings/ Council Agendas and Minutes 6. Play/Events/What's On 7. News/Media/Mersey Bluff Blitz 8. Events/Activities 9. Contact us 10. Planning-Development	4. Council Employment and Careers 5. News Media/2019 Distinctly Devonport Nightscape 6. Council/Our City/ Cemeteries/Devonport Cemetery search 7. News Media/2019 Distinctly Devonport/Category 8. Events/Activities 9. Live/Waste- Recycling/Weekly Rubbish Collection 10. Environment/Waste Recycling/Waste Transfer Station

#### 1.6.2. Community Consultations

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

- Public input sought on planned stormwater strategy

#### 1.6.3. Social Media

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

Council's corporate Twitter account (@devonportcity) was launched in December 2014 and had 572 followers at the end of the reporting period. It is actively used to 'break' news to the media.

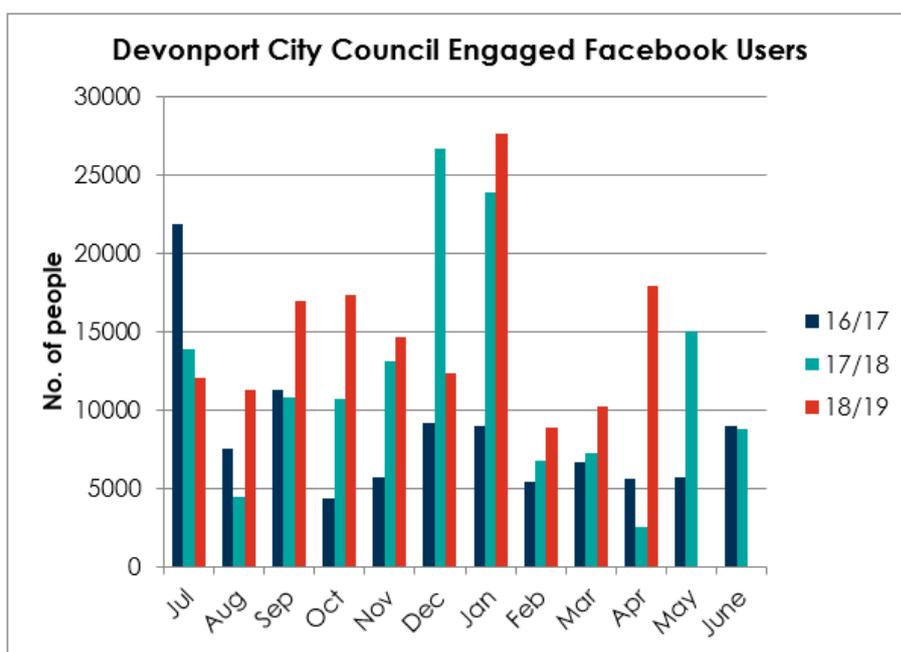
Council currently operates thirteen (13) Facebook pages:

- Devonport City Council;
- Devonport Food and Wine Festival;
- Devonport Food Connection;
- Devonport Jazz;
- Devonport Events;
- Bass Strait Maritime Centre;
- Devonport Entertainment and Convention Centre;
- Living+Learning Devonport;
- Devonport Regional Gallery;
- Tasmanian Masters' Games;
- Devonport Recreation;
- Diamonds of Devonport; and
- The Julie Burgess

Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

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

DCC Facebook Page Statistics	March 2019	April 2019
<b>Facebook Followers:</b> Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	7,666 TY (6,371 LY) +20.3%	7,765 TY (6,508 LY) +19.3%
<b>Facebook Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	86,613 TY (74,910 LY) +14.3%	143,361 TY (39,256 LY) +265.2%
<b>Facebook Engaged Users:</b> Unique number of people who actively engaged with the page by liking, commenting, sharing or clicking on posts on the page during the period.	10,231 TY (72,741 LY) +40.7%	17,913 TY (2,481 LY) +622%



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

March 2019	April 2019
1. Distinctly Devonport photo comp announced – 18/3/19 – 15.8 K	1. RSPCA Microchipping Day – 23/4/19 – 11.2 K
2. Mersey Bluff Blitz – 12/3/19 – 10.2 K	2. Position Vacant-Events Admin Officer – 10/4/19 – 10.8 K
3. Roadworks begin tomorrow – 12/3/19 – 9.7 K	3. Bin Collection Changes – 17/4/19 – 8.5 K
4. New parkland means more green space – 29/3/19 – 6.8 K	4. Voting Open for photographic competition – 18/4/19 – 7.9
5. New Miandetta playground a hit – 15/3/19 – 5.4 K	5. Think before you tip – 3/4/19 – 7.8 k

6. Debt free waterfront development – 30/3/19 – 5.2	6. Dog exercise park to be temporarily closed – 2/4/19 – 7.5
7. Formby Road-Best Street works planned – 18/3/19 – 4.8	7. Children's playspace to be a unique feature of waterfront park – 15/4/19 – 6.9 K
8. Market Square becomes smoke-free – 29/3/19 – 4.3	8. Fuel reduction burn planned for Kelcey Tier – 8/4/19 – 6.7 K
9. Devonport to celebrate Harmony Day – 14/3/19 – 3.9	9. Bus interchange to be relocated next week – 12/4/19 – 6.6 K
10. Walking track work – 14/3/19 – 3.6	10. Elevated walkway a key element – 22/4/19 – 5.8 K

#### 1.6.4. Publications & Media

March, Council issued 14 media releases, alerts, comment statements and invitations:

- Media Comment in relation to Senator Steve Martin's election signage
- 2019 Diamonds announced
- Media Comment in relation to High Court decision on rates
- Devonport celebrates Harmony Day in Market Square
- New Miandetta playground already a hit
- Media Comment in relation to parkland trees
- Media Comment in relation to Rooke Street Mall
- 2019 Distinctly Devonport photographic competition launched
- Council plans for bigger and better Harmony Day event
- Waterfront Hotel project moving forward
- Tenders and EOIs sought for waterfront parkland project
- Media Comment in relation to Living City Council report
- Media Comment in relation to Senator Martin's funding announcements
- Market Square to become smoke-free on Monday

A two-page feature about Stage Two of the Living City project was also published in The Advocate on Saturday 30 March

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

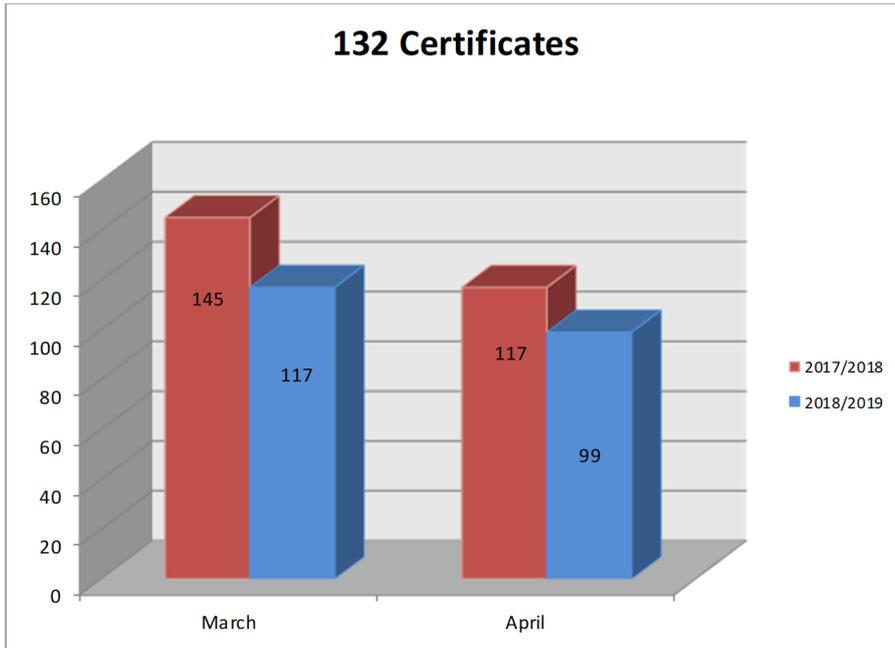
- Wetlands renamed in honour of Mary Binks
- Public input sought on planned stormwater strategy
- Devonport's young people to Embrace the Place on Friday
- Media Comment in relation to Drysdale's new training facilities
- Media Comment in relation to sale of Devonport Showground
- Devonport Jazz program to be released tomorrow
- Media Comment in relation to Cr Sally Milbourne's candidacy
- Media Comment in relation to proposed Burnie development

## 2. CORPORATE SERVICES

### 2.1. Finance

#### 2.1.1. S132 Certificates

During the months of March and April 2019, the Finance Team issued 216 Section 132 certificates under the *Local Government Act, 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



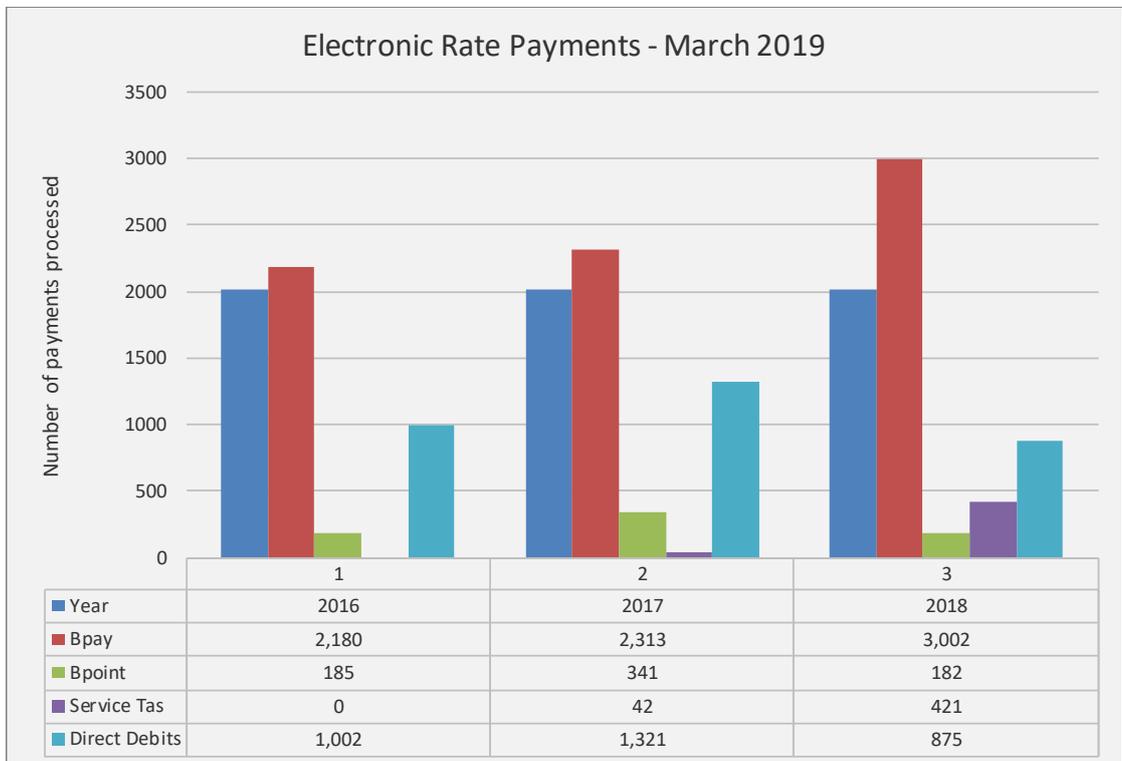
**2.1.2. Rate Statistics**

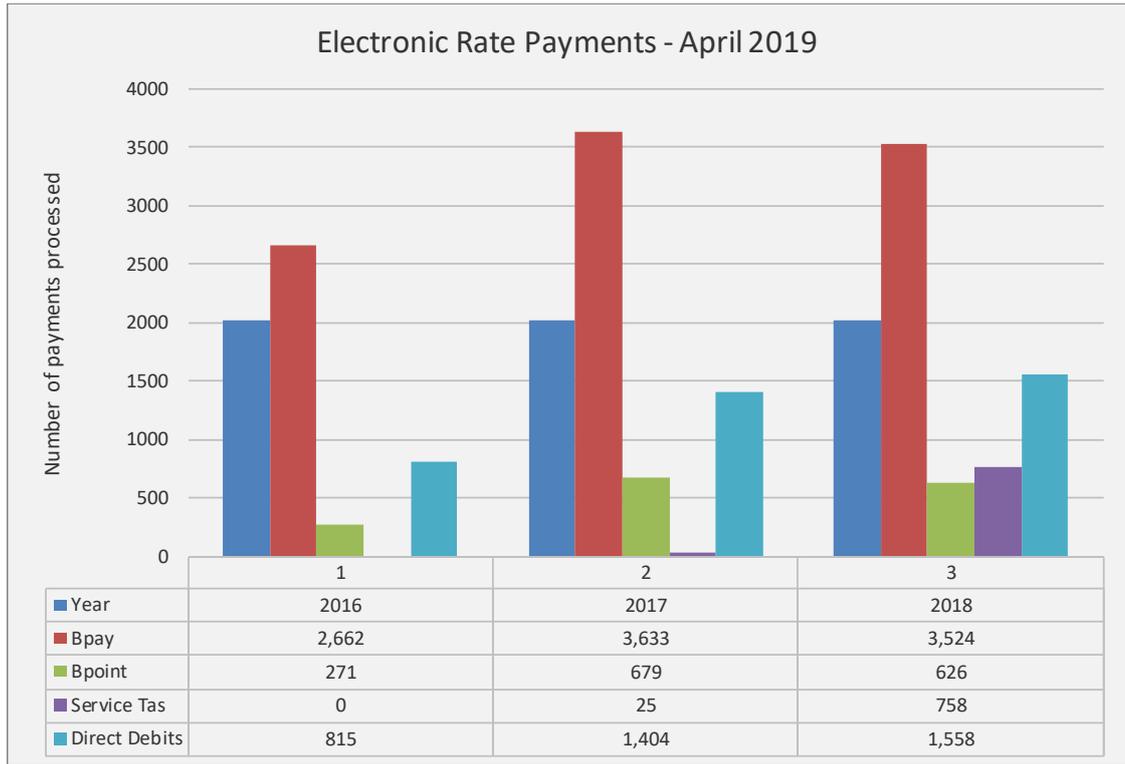
**Percentage of Rates Paid\***

	2016/2017	2017/2018	2018/2019
<b>March</b>	80.39%	82.26%	83.80%
<b>April</b>	88.59%	92.60%	92.48%

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

**Number of Electronic Rate Payments Processed**





## 2.2. Parking

### 2.2.1. Parking Statistics

#### March

Income – Car Parks (Total)	17/18	18/19	Commentary
March	\$74,979	\$84,238	Occupancy stats indicate an increase in cars parked.

Income from Meters	17/18	18/19	Commentary
March	\$40,879	\$47,699	Occupancy stats indicate an increase in cars parked.  EasyPark has had a positive influence on revenue as the community finds it easier to pay.

Infringements Issued	17/18	18/19	Commentary
March	1,511	1,413	Occupancy stats trend indicates less offenders/cars parked, EasyPark may have an influence on reducing the number of infringements.

Income – Multi-level Car Park	17/18	18/19	Commentary
March	\$5,389	\$21,183	Increased use.

Total Parking Income	17/18	18/19	Commentary
March	\$219,003	\$211,603	MPES income was higher last year.

**April**

Income – Car Parks (Total)	17/18	18/19	Commentary
April	\$90,213	\$90,989	

Income from Meters	17/18	18/19	Commentary
April	\$50,155	\$63,064	Increased volume of cars parking at meters.

Infringements Issued	17/18	18/19	Commentary
April	1561	1064	Decrease in infringements due to EasyPark and increased use of multilevel carparks.

Income – Multi-level Car Park	17/18	18/19	Commentary
April	\$9,476	\$14,129	Increased use

Total Parking Income	17/18	18/19	Commentary
April	\$229,727	\$197,594	MPES income was higher last year.

Total parking income YTD	17/18	18/19	Commentary
April	\$2,188,556	\$2,211,823	Overall increased volume of activity across all parking locations in the city.

**2.3. Information Technology and Customer Service****2.3.1. TechnologyOne Cloud**

Council transitioned its core business system, TechnologyOne, to the cloud and went live on 12 March. Enterprise Cash Receipting was also deployed and went live for Customer Service on the same day. This provides Council with the following benefits:

1. Reduced IT Admin to support and maintain TechnologyOne on local servers.
2. The latest version of TechnologyOne and associated functional benefits.
3. Improved Disaster Recovery with real time active replication of data across multiple data centres.
4. ISO 27001 level data security.

**2.3.2. Asset Management System Implementation**

TechnologyOne has committed consultants to the first phase of the Asset Management system implementation. A health check of Council's current Asset Management system utilisation will commence in mid-June. This project has a life span of 15 to 18 months and is expected to deliver more than \$400k per annum in operational benefits.

**2.3.3. DCC Website Project**

This project commenced in February. The main Council site, Living City and Devonport Jazz will be replaced by 30 June. The new Devonport Jazz site has

gone live as of 1 May and can be found at [devonportjazz.com.au](http://devonportjazz.com.au). Positive feedback is already being received by the community and those wanting to attend the various Jazz events. Council's web presence will be consolidated to a single platform that is less complex and built on WordPress, which many websites use today. The design will be modern and work well across mobile devices. Council will also realise substantial ongoing savings by working with a local Northwest Tasmanian web development firm.

**2.3.4. Records Management**

Council has employed a records management system called HP Records Manager for more than a decade. The solution has served Council well however with the advent of Cloud hosted Document Management systems such as Office 365 & SharePoint it has necessitated the need to review and consider alternative Cloud based Records Management solutions. Employees are fully leveraging the capability of Microsoft SharePoint with documents stored in the Cloud. After a review of several solutions, Council has selected AvePoint Cloud Records, which will work in conjunction with Microsoft SharePoint. The transition from HP Records Manager to AvePoint commenced in March 2019 and is targeted to complete in October 2019. The solution will allow employees to remove the admin overhead of moving documents to the HP Records Management solution and will deliver more comprehensive records management for Council's information assets. Lastly, Council will realise substantial ongoing savings as Cloud based solutions are often substantially less than comparable on premises hosted solutions.

**COMMUNITY ENGAGEMENT**

The information provided above provides details relating to community engagement.

**FINANCIAL IMPLICATIONS**

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

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

**RISK IMPLICATIONS**

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

**CONCLUSION**

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

**ATTACHMENTS**

Nil

**RECOMMENDATION**

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

Author:	Kym Peebles/Jeff Griffith	Endorsed By:	Paul West
Position:	Executive Manager Organisational Performance/Executive Manager Corporate Services	Position:	General Manager

## 8.0 CLOSURE

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

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