



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, parnaple centre, 137 Rooke Street Devonport, on Monday 23 November 2020, commencing at **4:30pm**.

**The meeting will be open to registered members of the public and live streamed from 4:30pm.**

## QUALIFIED PERSONS

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

Matthew Atkins  
GENERAL MANAGER

**18/11/2020**

### December 2020

Meeting	Date	Commencement Time
Ordinary Meeting	21 December	5:30pm

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL,  
HELD ON MONDAY 23 NOVEMBER 2020, IN THE ABERDEEN ROOM, LEVEL 2, paranapple  
centre, 137 ROOKE STREET DEVONPORT, COMMENCING AT 4:30PM**

Item	Page No.
<b>1 APOLOGIES .....</b>	<b>3</b>
<b>2 DECLARATIONS OF INTEREST .....</b>	<b>3</b>
<b>3 PROCEDURAL .....</b>	<b>4</b>
<b>3.1 CONFIRMATION OF MINUTES .....</b>	<b>4</b>
3.1.1 Confirmation of Minutes - Council Meeting - 26 October 2020 .....	4
<b>3.2 PUBLIC QUESTION TIME .....</b>	<b>5</b>
3.2.1 Responses to Questions Raised at Prior Meetings .....	6
3.2.2 Questions on Notice from the Public .....	7
3.2.4 Questions Without Notice from the Public .....	10
<b>3.3 QUESTIONS ON NOTICE FROM COUNCILLORS .....</b>	<b>11</b>
<b>3.4 NOTICES OF MOTION .....</b>	<b>12</b>
3.4.1 Home Hill - Notice of Motion - Cr Lynn Laycock .....	12
<b>4 PLANNING AUTHORITY MATTERS .....</b>	<b>13</b>
<b>5 REPORTS .....</b>	<b>14</b>
<b>5.1 TENDER REPORT CONTRACT CT0278 DEVONPORT ROAD RENEWAL .....</b>	<b>14</b>
<b>5.2 TENDER REPORT CONTRACT CT0280 WRIGHT STREET RENEWAL .....</b>	<b>17</b>
<b>5.3 TENDER REPORT CF0029 SUPPLY &amp; DELIVERY OF WHEEL LOADER .....</b>	<b>20</b>
<b>5.4 DEVONPORT CITY SOCCER DEVELOPMENT PLAN .....</b>	<b>25</b>
<b>5.5 AMENDMENTS TO 2020/21 CAPITAL WORKS PROGRAM .....</b>	<b>28</b>
<b>5.6 REQUEST FOR PLACEMENT OF COMMEMORATIVE PLAQUE - SHARED PATHWAY COLES BEACH ROAD .....</b>	<b>33</b>
<b>5.7 DISPOSAL OF PUBLIC LAND AT 116-122 STONY RISE ROAD DEVONPORT .....</b>	<b>36</b>
<b>5.8 UNCONFIRMED MINUTES - ANNUAL GENERAL MEETING - 9 NOVEMBER 2020 .....</b>	<b>39</b>
<b>6 INFORMATION .....</b>	<b>41</b>
<b>6.1 ANNUAL PLAN PROGRESS REPORT TO 31 OCTOBER 2020 .....</b>	<b>41</b>
<b>6.2 ELECTED MEMBERS EXPENSE REPORT TO 31 OCTOBER 2020 .....</b>	<b>44</b>
<b>6.3 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING .....</b>	<b>46</b>
<b>6.4 MAYOR'S MONTHLY REPORT .....</b>	<b>47</b>
<b>6.5 GENERAL MANAGER'S REPORT - NOVEMBER 2020 .....</b>	<b>49</b>
<b>6.6 COMMUNITY SERVICES REPORT - SEPTEMBER AND OCTOBER 2020 .....</b>	<b>52</b>
<b>6.7 GENERAL MANAGEMENT, PEOPLE &amp; FINANCE AND CORPORATE SERVICES REPORT - SEPTEMBER AND OCTOBER 2020 .....</b>	<b>64</b>
<b>6.8 CONVENTION AND ARTS REPORT - SEPTEMBER AND OCTOBER 2020 .....</b>	<b>76</b>
<b>6.9 MINUTES OF COUNCIL'S SPECIAL INTEREST GROUPS AND ADVISORY BOARDS .....</b>	<b>85</b>
<b>7 SECTION 23 COMMITTEES .....</b>	<b>87</b>
<b>7.1 PLANNING AUTHORITY COMMITTEE MEETING - 16 NOVEMBER 2020 .....</b>	<b>87</b>
<b>8 CLOSED SESSION .....</b>	<b>88</b>
<b>9 CLOSURE .....</b>	<b>89</b>

**ATTENDEES**

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

**ACKNOWLEDGEMENT OF COUNTRY**

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

**IN ATTENDANCE**

All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Digital Recording Policy. The digital recording of this meeting will be made available to the public on Council's website for a minimum period of six months. The meeting will be live streamed via YouTube.

**1 APOLOGIES**

The following apology has been received for the meeting.

Councillor Perry	Leave of Absence
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**2 DECLARATIONS OF INTEREST**

### **3 PROCEDURAL**

#### **3.1 CONFIRMATION OF MINUTES**

##### **3.1.1 CONFIRMATION OF MINUTES - COUNCIL MEETING - 26 OCTOBER 2020**

#### **RECOMMENDATION**

That the minutes of the Council meeting held on Monday 26 October 2020, as previously circulated be confirmed.

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## 3.2 PUBLIC QUESTION TIME

### PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 20/90 refers):

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

### **3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS**

Author: **Matthew Atkins, General Manager**

#### **RECOMMENDATION**

That the responses to questions from Mr Christopher Mills at the October Council meeting be noted.

Responses to questions raised at prior meetings are attached.

#### **ATTACHMENTS**

1. Response to Question Without Notice - Mr C Mills [**3.2.1.1** - 1 page]

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### 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

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

#### RECOMMENDATION

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

#### **Malcolm Gardam – 4 Beaumont Drive, Miandetta**

A question on notice received from Mr Malcolm Gardam received 15 November is **reproduced as attachment 1.**

**Q1** While noting that Hobart Annual Reports include extensive detail as to its property asset values, and therefore, notwithstanding that the Providore Place initiative has been publicly represented as a commercial activity by Council, will Council please explain just how was Providore Place valued in the current Annual Report and if as a community asset then will Council disclose the asset class and the detailed workings of the valuation assessment?

#### **Response**

The approach to valuing Providore Place is disclosed in Note 45 to the Financial Statements under the heading 'Buildings' on page 66.

**Q2** If valued as a community asset, with three private enterprises and a state-funded cooking school as tenants, will Council please confirm as to what proportion is considered community use and what proportion is considered commercial use?

#### **Response**

See response to question 1.

**Q3** Council responded to a question I asked in the AGM Agenda with "Providore Place does not trigger the accounting requirements to be classed as a "Significant Business Activity" and details related to this property are reported in a manner consistent with Council's other commercial properties." and further advised by the General Manager at the AGM "...there has been a lot of talk about asset values and saying that is somehow a loss. That book asset value, Council is required to carry the building at that amount under the Australian Accounting Standards, whether we agree with it or not, we had to follow those standards,..."; accordingly, my question is will Council quote or make reference to where specifically in the relevant accounting standard that it stipulates that when it came to the Providore Place property that "Council is required to carry the building at that amount under the Australian Accounting Standards, whether we agree with it or not"?

#### **Response**

Council's auditor has provided an unqualified audit opinion on the 2019/20 financial statements and Council have no intent to further explain or justify the requirements of the applicable Standards by which the statements were produced.

**Q4** On Page 2 of the written response to Mr Vellacott dated 4/11/20, the General Manager advised in relation to where in the Annual Report the information pertaining specifically to the loss (Pre-COVID) of revenue/income and other unrecoverable amounts pertaining to Providore Place Devonport Pty Ltd and, if any, other tenancies with "Bad debts are not reported in the Annual Report and are not generally made public. However, given the interest in Providore Place Council fully disclosed the written off amounts (arguably only from external pressure) relating to this facility in a number of media releases/statements over the last year most recently in May 2020"; accordingly, my question is why does Council not disclose bad debts in the Annual Reports similar to Hobart Council where in its Annual Reports it includes a figure for impairment of receivables (bad debts)?

**Response**

Council complies with the relevant Accounting Standards in relation to impairment of assets. The amount of bad and doubtful debts is included in Note 15 'Other Expenses' on page 22 of the Financial Statements.

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

A question on notice received from Mr Bob Vellacott received 16 November is **reproduced as attachment 2**.

**Providore Place**

- Q1**
- a) Which tenant or tenants does not have a written lease or rental agreement?
  - b) Are any of the tenants still receiving COVID-19 rental relief and or any other concession?
  - c) Do all lease holders pay rates and other outgoings as per the usual standard requirements for commercial properties?

**Response**

As has been previously explained the specifics of individual lease or tenant arrangements are commercial-in-confidence.

However, the lease template that Council is utilising for Providore Place has been approved in open session of Council and is accessible on the Council website as part of a previous meeting agenda.

Each of the tenants (or users) have suitable agreements in place which establish the current terms and condition for occupancy.

All users have agreements which appropriately consider any applicable outgoings. Where the leasing arrangements are on a 'gross lease value' basis they include consideration of outgoings attributable across all tenancies and common areas.

Outgoings for utilities and other costs associated with exclusive leasehold premises within the facility are either directly charged to tenants or recovered in full.

Council has provided rental relief as required under legislation and the quantity of this relief for the 20/21 year will be disclosed in the annual report.



**Christopher Mills – 52 Caroline Street, East Devonport**

A question on notice received from Mr Christopher Mills received 16 November is reproduced as attachment 3.

**Q1** As the information given to Councillors by Mr Atkins on 5 November 2019 is totally contrary to Council's Consultant Arborist ENSPEC's view about dead tree stumps, what is the authoritative source of Mr Atkins' explanation to the elected members that leaving dead tree stumps will avoid issues?

**Response**

Council has previously answered many questions in response to the removal of trees at 54 Caroline Street and can add nothing further to what has previously been advised.

**Q2** By leaving the dead tree stumps just about ground level, what are the issues that he refers to, to be avoided?

**Response**

Council has previously answered many questions in response to the removal of trees at 54 Caroline Street and can add nothing further to what has previously been advised.

**ATTACHMENTS**

1. Questions on Notice - 23 November 2020 - Malcolm Gardam [**3.2.2.1** - 2 pages]
2. Questions on Notice - 23 November 2020 - Bob Vellacott [**3.2.2.2** - 1 page]
3. Questions on Notice - 23 November 2020 - Christopher Mills [**3.2.2.3** - 1 page]

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

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

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

### **3.4 NOTICES OF MOTION**

#### **3.4.1 HOME HILL - NOTICE OF MOTION - CR LYNN LAYCOCK**

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

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

#### **MOTION**

That Council engage with the Federal Government to explore opportunities to enhance and develop Home Hill as a place of historic national political significance.

#### **SUPPORT**

Home Hill and the Lyons family have played a significant role in the political history of Australia and this should be recognised at a national level. For Home Hill to reach its full potential, government support is required and Council should lobby relevant politicians to raise the profile of Home Hill and see what support can be achieved.

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

Council own the Home Hill property with the internal fittings and furnishings owned by the National Trust. Council have a partnership with the National Trust and provide funding each year for a part-time staff member and also undertake external ground and building maintenance.

#### **ATTACHMENTS**

Nil

## **4 PLANNING AUTHORITY MATTERS**

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

## 5 REPORTS

### 5.1 TENDER REPORT CONTRACT CT0278 DEVONPORT ROAD RENEWAL

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

#### RECOMMENDATION

That Council in relation to Contract CT0278 Devonport Road Renewal:

- a) award the contract to Hardings Hotmix for the tendered sum of \$487,025 (ex GST);
- b) note project design, management and administration costs for the project are estimated at \$41,000 (ex GST);
- c) note utility and other costs for the project are \$4000 (ex GST); and
- d) note Additional pavement works are \$150,000 (ex GST); and
- e) note a construction contingency of \$73,054 (ex GST) is included.

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

Council's Strategic Plan 2009-2030:

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

#### SUMMARY

This report seeks Council's approval to award CT0278 Devonport Road Renewal to Hardings Hotmix Pty Ltd.

#### BACKGROUND

This report considers tenders received for "Devonport Road Renewal" listed within the 2020/21 capital expenditure budget.

A design has been prepared that meets the identified objectives for the project. The scope of work includes:

- pavement and seal renewal
- line marking renewal
- kerb and channel renewal

between McLeod Avenue and Saleyard Road. Two pavement design options were included within the tender scope to give contractors the opportunity to consider a variety of program and project delivery methodology options.

#### STATUTORY REQUIREMENTS

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

## DISCUSSION

A Tender Planning and Evaluation Committee was formed to evaluate all tenders received. The Tender Planning and Evaluation Committee minutes are available for viewing by Councillors upon request.

Tenders were received from six companies. All tenders are summarised in table 1 below:

**TABLE 1**

No.	Tender	Pavement Option	Total Price (ex GST)
1	Hardings Hotmix Pty Ltd	Asphalt	\$487,025
2	Hardings Hotmix Pty Ltd	Full Depth	\$533,467
3	ATM Civil Contracting	Asphalt	\$551,891
4	ATM Civil Contracting	Full Depth	\$576,158
5	Civilscape Contracting Tasmania	Asphalt	\$574,444
6	Civilscape Contracting Tasmania	Full Depth	\$517,329
7	Treloar Transport	Asphalt	\$635,173
7	Treloar Transport	Full Depth	\$510,901
8	Walters Contracting Pty Ltd	Full Depth	\$765,467
9	Stabilised Pavements Pty Ltd	Stabilised Pavement	\$557,004

As highlighted in table 1, Hardings Hotmix Pty Ltd (\$487,025) is the lowest priced tender. The Tender Planning and Evaluation Committee has considered each of the selection criteria and Hardings Hotmix Pty Ltd has ranked highest overall and therefore offers Council the best value for money.

## COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in the Advocate Newspaper on 24<sup>th</sup> October 2020 and tenders were also advertised on Council's web site.

## FINANCIAL IMPLICATIONS

The 2020/21 capital expenditure budget includes an allocation for the "Devonport Road Renewal" project of \$1,100,000. The quote received from Hardings Hotmix Pty Ltd is \$487,025. This is significantly less than the budget allocation, which was developed using 'average' construction rates. This demonstrates that the tendered rates are very competitive and that the design is efficient. The large projected saving has allowed the scope of work to be extended by around 120m (to Doric Court) at an estimated cost of \$150,000. This will allow the project to address all the poor condition assets in the immediate area, well within the available budget.

The breakdown of the forecast expenditure for this project is summarised below in table 2.

**TABLE 2**

No.	Tender	Budget (ex GST)
1	Contract CT0278	\$487,025
2	Project design, management, administration	\$41,000
3	Utilities and third-party purchases	\$4,000
4	Extension of scope of work	\$150,000
5	Construction contingency 15%	\$73,054
	<b>TOTAL</b>	<b>\$755,078</b>

The forecast expenditure for this project is within the available budget allocation. The forecast saving on this project is \$344,922.

**RISK IMPLICATIONS**

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

A contingency of 15% of the contract value is required for this project. The risk of unforeseen variations is low. However, the complexity of managing traffic through the site whilst undertaking productive work, means that contract variations may be more costly than on other projects.

**CONCLUSION**

Taking into account the selection criteria assessment and the tendered rates, the Tender Planning and Evaluation Committee has determined that Hardings Hotmix Pty Ltd has achieved the highest total score and is therefore most likely to offer "best value" in relation to CT0278 Devonport Road Renewal.

**ATTACHMENTS**

Nil



## 5.2 TENDER REPORT CONTRACT CT0280 WRIGHT STREET RENEWAL

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

### RECOMMENDATION

That Council in relation to Contract CT0280 Wright Street Renewal:

- a) award the contract to Hardings Hotmix Pty Ltd for the tendered sum of \$294,464 (ex GST);
- b) note project design, management and administration costs for the project are estimated at \$29,000 (ex GST);
- c) note DSG estimated costs for the project are \$7,000 (ex GST);
- d) note a construction contingency of \$44,469 (ex GST) is included.
- e) note additional proposed pavement works of \$130,000 (ex GST); and
- f) approve a budget adjustment of \$104,633 from the Devonport Road renewal project to the Wright Street renewal project.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report seeks Council's approval to award Contract CT0280 Wright Street Renewal to Hardings Hotmix Pty Ltd.

### BACKGROUND

This report considers tenders received for "Wright Street Renewal" listed within the 2020/21 capital expenditure budget.

A design has been prepared that meets the identified objectives for the project. The scope of work includes:

- pavement and seal renewal
- line marking and traffic island renewal
- minor stormwater works

The project work commences from the intersection of Tarleton Street and Wright Street and extends to the North. Three pavement design options were included within the tender scope to give contractors the opportunity to consider a variety of program and project delivery methodology options.

### STATUTORY REQUIREMENTS

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

## DISCUSSION

A Tender Planning and Evaluation Committee was formed to evaluate all tenders received. The Tender Planning and Evaluation Committee minutes are available for viewing by Councillors upon request.

Tenders were received from five companies. All tenders are summarised in table 1 below:

**TABLE 1**

No.	Tender	Pavement Option	Total Price (ex GST)
1	Hardings Hotmix Pty Ltd	Asphalt	\$294,464
2	Hardings Hotmix Pty Ltd	Full Depth	\$300,143
3	Stabilised Pavements Pty Ltd	Stabilised Pavement	\$297,314
4	Civilscape Contracting Tasmania	Full Depth	\$309,787
5	Civilscape Contracting Tasmania	Asphalt	\$357,035
6	Treloar Transport Pty Ltd	Full Depth	\$328,675
7	Treloar Transport Pty Ltd	Asphalt	\$371,828
8	Walters Contracting Pty Ltd	Full Depth	\$538,454
9	Walters Contracting Pty Ltd	Asphalt	\$431,837

As highlighted in table 1, Hardings Hotmix Pty Ltd (\$294,464) is the lowest priced tender. The Tender Planning and Evaluation Committee has considered each of the selection criteria and Hardings Hotmix Pty Ltd has ranked highest overall and therefore offers Council the best value for money.

## COMMUNITY ENGAGEMENT

A public advertisement calling for tenders was placed in the Advocate Newspaper on 10 October 2020 and tenders were also advertised on Council's web site.

## FINANCIAL IMPLICATIONS

The 2020/21 capital expenditure budget includes an allocation for the "Wright Street Renewal" project of \$400,000. The quote received from Hardings Hotmix Pty Ltd is \$294,464.

The tendered scope of work was prepared to match the available budget based on 'average' construction rates. However, ideally the scope of the project would extend an additional 80 meters to reach the Torquay Road intersection and renew an area of pavement in poor condition immediately to the south of the intersection. Based on tendered rates, it is estimated that this extension of the scope of work will cost \$130,000.

The breakdown of the forecast expenditure for this project is summarised below in table 2.

**TABLE 2**

No.	Tender	Budget (ex GST)
1	Contract CT0280	\$294,464
2	Project design, management, administration	\$29,000
3	DSG Traffic loops (Estimated)	\$7,000
4	Additional pavement renewal - extension of scope of work	\$130,000
5	Construction contingency 15%	\$44,169
	<b>TOTAL</b>	<b>\$504,633</b>

The forecast expenditure for this project is \$104,633 over the available budget allocation. However, savings forecast on other projects can offset this over expenditure. Notably, a

large saving on the Devonport Road renewal project allows for a budget adjustment to be made between the two projects.

### **RISK IMPLICATIONS**

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

A contingency of 15% of the contract value is required for this project. This risk of unforeseen variation is low. However, the complexity of managing traffic through the site whilst undertaking productive work, means that contract variations may be more costly than on other projects.

The construction program for this contract includes an immediate start to work following execution of the contract. If a tender were not awarded, the project would be delayed until the contractor became available.

### **CONCLUSION**

Taking into account the selection criteria assessment and the tendered rates, the Tender Planning and Evaluation Committee has determined that Hardings Hotmix Pty Ltd has achieved the highest total score and is therefore most likely to offer "best value" in relation to Contract CT0280 Wright Street Renewal.

The proposed extension of the scope of works results in a forecast over expenditure of \$104,633. However, this can be managed by a budget reallocation from the Devonport Road renewal project.

### **ATTACHMENTS**

Nil

## 5.3 TENDER REPORT CF0029 SUPPLY & DELIVERY OF WHEEL LOADER

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

### RECOMMENDATION

That Council award the tender for Contract *CF0029 Supply & Delivery of Wheel Loader* to CJD Equipment Pty Ltd for the tendered sum of \$288,206 (ex GST) and the proposed trade-in price for the existing loader of \$40,909.09 (ex GST).

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.5.2 Ensure comprehensive financial planning and reporting to guarantee sustainability and meet or exceed financial targets

### SUMMARY

To seek Council approval for the purchase of a new loader for use at the Spreyton Waste Transfer Station as part of the 2020/2021 Capital Works Program.

### BACKGROUND

This report considers tenders received for "CF0029 Wheel Loader Replacement" listed within the 2020/21 Capital Works Program.

The existing loader is at the end of its cost-effective service life, and due to be replaced. The loader is utilised for site operations at the Spreyton Waste Transfer Station (SWTS). The loader is primarily used to compact deposited waste in the waste pit and then load it into bins for transporting to the Dulverton Landfill Site. Other uses for the loader at the SWTS include:

- Moving the green waste into rows in preparation for mulching and then loading the mulched product into bins ready for transportation to the composting facility at Dulverton;
- Moving the concrete waste into piles in preparation for crushing and then loading trucks and trailers as the crushed product is sold;
- Compacting the steel waste and loading it into the collection bins;
- Compacting the cardboard waste into the collection bins; and
- Loading customer vehicles with retail waste products such as crushed concrete, screened dirt, and wood chips.

### STATUTORY REQUIREMENTS

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

### DISCUSSION

The new loader will be used at the SWTS for site operations in the same manner as the existing equipment in use at the facility. The specifications for the quotation process were

developed in consultation with the primary operators of the site and Council's workshop staff.

Quotations were invited through the 'Local Buy' purchasing initiative. This is a collaborative purchasing arrangement that provides competitive tendering on a large scale across multiple local government jurisdictions. This tendering process conforms with the requirements of the *Local Government Act 1993*.

A Tender Planning and Evaluation Committee was formed to assess the quotations against the evaluation criteria. The Tender and Evaluation Committee minutes and assessment information are available for Councillors to review on request.

At the close of tenders, seven submissions were received. The Tender and Evaluation Committee eliminated two of the submissions due to non-compliance with the mandatory evaluation criteria, and one tender submission exceeded the available budget allocation.

No.	Tenderer	Status	Purchase Price (ex GST)	Trade in Price (ex GST)	Changeover Price (ex GST)
1	Porter Equip Hyundai	Conforming	\$267,000.00	\$85,000.00	\$182,000.00
2	Hitachi Aust	Conforming	\$255,775.11	\$60,000.00	\$195,775.11
3	JF Machinery Case	Conforming	\$267,500.00	\$55,000.00	\$212,500.00
4	CJD Volvo	Conforming	\$288,206.00	\$40,909.09	\$247,296.91
5	William Adams Caterpillar	Conforming	\$376,600.00	\$30,000.00	\$346,600.00
6	JF Machinery Doosan	Non-conforming	\$245,800.00	\$55,000.00	\$190,800.00
7	Komatsu Aust	Non-conforming	\$274,950.00	\$40,000.00	\$234,950.00

The evaluation criteria were based on recommendations detailed in the IPWEA *Plant Management Manual*. The evaluation criteria applied were:

- Quoted Price – assessed the quoted price including the trade-in price offered.
- Operational Requirements – including the OH&S considerations from the operator's perspective, operational effectiveness, and manoeuvrability.
- Product is fit for purpose for the transfer station operations.
- Mechanical Assessment – assessed the power, performance, and serviceability.
- Delivery and operational support– assessed the warranty details, parts supply, service and call out support.
- Environmental – environmental standards compliance and efficiency.

The Volvo loader scored equal highest, or outright highest, in eight of the nine evaluation criteria.

### Functional and Operation Assessment

The operational requirements at the SWTS are quite specialised when compared to traditional loader operations, and these specific operation requirements formed the basis of the selection criteria and operational assessment of tender submissions. The loader is

operated seven days per week for a minimum of six hours per day. The specific applications and requirements that the loader is used for at SWTS include:

- Driving over uneven surfaces and material to move waste.
- Placement of waste in bins, and compacting in place, for relocation.
- Confined operating area required tight turns and high manoeuvrability.
- The site operations involve working the loader within the general access areas of the SWTS which requires the operator to have clear vision in all directions to avoid collisions.
- Minimising lost time due to equipment breakdowns is critical to the operations at the SWTS facility.

Following an assessment of all tenders against the required specification and operational considerations, the Volvo loader was determined to be the most fit-for-purpose option based on the following key consideration:

- Due to the body weight arrangement of the Volvo the machine stability was superior which is important when operating the loader to compact waste.
- The Volvo loader has excellent visibility for the operator compared to the other loaders assessed. This is considered important for reducing the risk of collisions when operating the loader as part of site operations within the public access areas of the site. The Hyundai loader scored poorly for visibility as it had limited vision behind the machine with a larger air cleaner and exhaust obstructing operator sightline.
- Access to cab was easier on the Volvo loader. The ability of the operator to safely enter and exit the cab of the loader is a major OHS risk and the Volvo loader has angled steps and a platform at the top that helps eliminate the risk of falling.
- The Volvo loader has variable hydraulic steering. This makes steering easier and is considered important for the small turning circles that are required at the SWTS.
- Operator comfort was of a higher standard in the Volvo loader. Operator comfort takes into consideration cabin noise, steering, brakes, location of controls and switches.
- Shielding and under machine protection was of a high standard on the Volvo loader. This is important to protect the machine, from damage to fuel tanks etc., when driving on and over waste material. The cost of repairs to such items as fuel tanks and the downtime for repairing damage to the underside of the loader would be costly to Council.

The mechanical assessment also showed that the Volvo loader was the superior option primarily due to:

- The design strength of the main pivot point.
- The locations of hydraulic drive arms. The Volvo loader has been proven to work effectively and has the correct configuration for the hydraulic arm system that will allow it to reach and compact waste within designated waste bins used at the waste transfer pit, without causing damage to the machine.
- The location of baffle protection plates and the strength of plates which are custom made for added protection compared to standard protection plates.
- The number of wheel studs and strength of studs which are essential to support the extra weight of the solid fill tyres. All the other loaders assessed had less studs than the Volvo loader;
- Easy access for servicing and mechanical checks. The additional time to access the service points on the other loaders would add additional servicing costs.
- The Volvo loader comes with an extended 4-year warranty with no additional warranty conditions.

The existing loader at the SWTS is a Volvo loader. The existing loader has performed well over the past seven years and has been well supported by the dealer when required.

### **Other In-service Cost Considerations**

The loader at the SWTS utilises specialised solid filled tyres to assist with the operational requirements of the facility (compacting waste). The solid filled tyres on the existing loader have a considerable amount of service life remaining. These tyres will be retained when the existing loader is traded, as the original (standard) tyres will be refitted.

All tender submissions were required to include solid tyres fitted as standard and include pricing details of additional tyre and rim combinations to be purchased as spare parts.

The tendered Volvo L70F Loader would, unlike some of the other models under consideration, be able to utilise the existing tyres. The value of new solid tyre and rim combination across tenders range from \$43,484 to \$45,000, and these prices have been taken into consideration as an overall cost to purchase any of the tendered loaders.

Alternatively, the existing Volvo specification tyres could be sold however, it is unlikely the full value would be recovered, as there is only a minimal market for this tyre in Tasmania and additional spares would be required to be purchased to maintain operational capacity due to long lead-times for supply of replacements.

The Tender Evaluation Panel also noted the necessity to upgrade the protective steel plating included as standard to the under-carriage of most of the loader options under consideration. This additional protective work is estimated to cost on the order of \$8,000 to complete. The Volvo loader tender includes the value of this additional protective plating in the base tender price, representation an additional cost advantage over other submissions.

Of the five loaders assessed the Volvo loader did not represent the lowest initial changeover price however, after reviewing all quotations received and taking into consideration the additional in-service costs, the Tender Planning and Evaluation Committee has determined that the tender from CJD Equipment Pty Ltd for the supply of a Volvo L70F Loader represents the best overall value for Council.

### **COMMUNITY ENGAGEMENT**

Tender applications were requested through the purchasing system 'Local Buy' allowing potential suppliers the opportunity to tender.

### **FINANCIAL IMPLICATIONS**

The replacement of the existing Waste Loader is included in the 2020/2021 Capital Works Program, with a budget allocation of \$280,000.

The tendered purchase price of \$288,206 (ex GST) for the Volvo L70F Loader offered by CJD Equipment Pty Ltd, less the trade-in price for the existing loader of \$40,909.09 (ex GST) equates to a cost to Council of \$247,296.61 which is within the budget allocation.

Retaining the Volvo-specific spare tyre set Council already owns defers the requirement for an operational budget allocation for a spare set by around two years, eliminating one tyre set purchase over the life of the loader.

### **RISK IMPLICATIONS**

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

**CONCLUSION**

Taking into account the selection criteria, the Tender Planning and Evaluation Committee has determined that that tender submission by CJD Equipment Pty Ltd meets the operational requirements of the SWTS, and represents overall best value when considering both initial purchase and ongoing operational cost to Council.

**ATTACHMENTS**

Nil



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## 5.4 DEVONPORT CITY SOCCER DEVELOPMENT PLAN

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

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

### RECOMMENDATION

That Council receive and note the report relating to the Devonport City Soccer Centre Development Plan and endorse the Plan as attached.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.1.1 Provide and manage accessible sport, recreation and leisure facilities and programs

### SUMMARY

To seek Council's endorsement of the '*Devonport City Soccer Centre Development Plan*' prepared on behalf of Council by Inspiring Place.

### BACKGROUND

Inspiring Place were engaged by Council in May 2019 following a presentation to Council by the Devonport City Soccer Club. It was agreed that there needed to be a consultation process which would investigate options and formulate a Development Plan for the Devonport City Soccer Centre, in response to current and future growth in the sport. The intention of the Plan is to detail the potential for the future development (including possible expansion) of sporting infrastructure and facilities that take into consideration the social, economic and environmental issues associated with the site and immediate area.

The attached Development Plan has been prepared in consultation with the Devonport City Soccer Club as well as engagement with nearby residents and stakeholders and is expected to be a key component of Council's Sporting Infrastructure Master Plan, currently being developed.

### STATUTORY REQUIREMENTS

There are no legislative requirements which relate to this report. Should the proposed concept plans be funded in the future, Environment Australia's statutory requirements will need to be met.

### DISCUSSION

The Devonport City Soccer Centre, located at 34-44 Lovett Street, occupies part of the Council owned 11.77 hectare property on the south western outskirts of the City. The area is zoned Recreational and is on one land title.

The Development Plan, prepared by Inspiring Place, includes architect drawings as well as the annexation of a Natural Values Determination which was requested as a result of the threatened flora and fauna/fauna habitat which exists on the remnant bushland. The report was prepared by North Barker Ecosystem Services. Due to the Plan recommending that some of the remnant bushland to the south of the main soccer ground (north of Lawrence

Drive) be considered for expansion of the soccer centre, it was deemed necessary to seek ecological advice to highlight any environmental issues.

The Development Plan recommends as follows:

- The retention of the existing artificial turf and grass pitches, clubrooms and adjacent change facilities;
- The location of the new pitch and proposed facilities including clubrooms, gameday facilities, central spectator facilities (for 1000 people) and changerooms;
- 3 x futsal pitches;
- New hard stand areas to the perimeter of the existing ground and new facilities;
- Upgrading of the existing undercover seating including additional storage under;
- Reduced on-site parking around the perimeter of the ground; and
- Retention of Council parkland along Lovett Street.

In support of the Development Plan, building concepts (shown as Attachment 1 in the Plan) were developed to illustrate how the needed facilities can be provided over two levels, whilst meeting Australian Standards for all-abilities access, to provide:

- Spectator seating facing north to the existing grassed pitch with standing room that can view in either direction for a total capacity in the order of 1000 spectators in total;
- Gameday changerooms, umpire rooms and a doctor's room and public activities (toilets and café) at ground level; and
- Community uses including bar and function areas, VIP/Sponsors rooms and a board room on an upper level.

The siting of the new ground and facilities in the proposed location will result in the removal of approximately 4200 square metres (0.42 hectares) of threatened vegetation. The Legislative implications of impact to the vegetation community are scale dependent and such a small impact may not trigger the *Environmental Protection Biodiversity Conservation Act 1999*. A larger impact to the community would be expected to require referral as there is potential to have a significant impact, and therefore trigger the *Act*.

Further consideration of the impacts would be required once plans were finalised and ready to proceed.

## **COMMUNITY ENGAGEMENT**

The consultants engaged with nearby residents and members of the Devonport City Soccer Club.

## **FINANCIAL IMPLICATIONS**

There are no financial implications which relate to this report. Any future modifications and upgrades to the facility will be subject to any Federal, State or Local Government funding commitments. Council has no funds committed to any upgrades to the facility in its capital works budget.

## **RISK IMPLICATIONS**

There is a financial risk that funding will not be sourced to proceed with the concept outlined in the report.

There is an environmental risk that the off-set requirements which may be required by Environment Australia may be too onerous for the concept plans to be realised.

There is a risk that this site will not support future growth beyond the current proposal and consideration should be given to the wider Master Plan currently being developed.

**CONCLUSION**

The Development Plan provides a concept for growth at the facility which has been supported by the Devonport City Soccer Club. The Plan provides a clear direction forward for the Club and will assist them as they seek to secure funding to progress development.

**ATTACHMENTS**

1. Devonport FC Development Plan- V 1 [**5.4.1** - 56 pages]

## 5.5 AMENDMENTS TO 2020/21 CAPITAL WORKS PROGRAM

Author: **Michael Williams, Infrastructure & Works Manager**

Endorser: **Matt Skirving, Executive Manager City Growth**

### RECOMMENDATION

That Council, subject to the execution of a grant deed:

1. adopt the updated carry forward projects totalling \$12,288,670 from the 2019/20 Capital Works Program, and amend the 2020/21 program accordingly;
2. adjust the 2020/21 capital works budget to include the four nominated capital projects with a combined value of \$1,000,000;
3. Authorise the General Manager to identify one additional project to allocate the remaining \$30,000 of available grant funding from the LRCI Program, for inclusion in the 2020-21 Capital Works Program; and
4. note additional income and expenditure of \$11,632 for the one nominated operational project.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- |                |   |
|----------------|---|
| Strategy 2.3.2 | Provide and maintain roads, bridges, paths and car parks to appropriate standards               |
| Strategy 2.3.3 | Provide and maintain stormwater infrastructure to appropriate standards                         |
| Strategy 2.3.4 | Provide and maintain Council buildings, facilities and amenities to appropriate standards       |
| Strategy 4.1.3 | Promote passive recreational usage including walking, bike paths, trails, parks and play spaces |

### SUMMARY

This report proposes amendments to Council's capital works program. The amendments include a correction to the allocation of costs from the projects proposed to be carried-forward from Council's 2019/20 Capital program, and the introduction of new projects to the program to utilise the \$1,011,632 available to Council through the Australian Government's Local Roads and Community Infrastructure (LRCI) Program Extension.

### BACKGROUND

Projects proposed to be carried forward from the 2019/20 Capital Works Program were reported to Council at its meeting of 26<sup>th</sup> October 2020 (Min 20/124 refers). This report contains a correction to the attribution of costs against the proposed carry-forward projects. The list of projects identified for continuation into the 2020/21 Capital Works program has not been amended, nor has the total actual expenditure as reported.

In addition to these amendments to the 2020/21 Capital Works Program, this report proposes to include several new projects based on additional grant funding provided to Council. The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines can also be accessed at [www.investment.infrastructure.gov.au/lrci](http://www.investment.infrastructure.gov.au/lrci).

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility, and visual amenity.

Council's capital and operating budgets for 2020/21 have been impacted by significant reductions in projected revenue. Projects and activities that would have otherwise been funded in 2020-21 have been deferred for consideration in future years.

Council endorsed 12 new projects, funded from the \$506,733 allocation from the LCRI program (Min 20/34 refers). The 2020-21 Federal budget includes an extension of the LCRI program. Council's allocation from the program extension is \$1,011,632. A grant will be executed, with expenditure required to occur in the 2021 calendar year. Council can nominate projects to the work schedule once the grant is executed.

### STATUTORY REQUIREMENTS

Council will enter into a legally binding agreement with the Australian Government and will be obliged to meet the various requirements of that agreement which include reporting, signage.

### DISCUSSION

The proposed 2019/20 Capital Works Program carry forward summary, presented to the Council meeting held on 26<sup>th</sup> October 2020, requires correction. The reporting of the overall program budget, actual expenditure, and projects identified for continuation into the 2020/21 program were reported correctly. However, the reporting of the total proposed carry-forward amount and unspent funds did not correctly account for project commitments and requires correction.

The table below outlines the corrected reconciliation of the Capital Works Program:

	2019/20 Capital Funding			2019/20 Capital Expenditure		
	CF to 2019/20 Program	2019/20 Budget Allocation	2019/20 Total Budget	Actual	To be CF to 2020/21	Unspent / Program Savings
Public Open Space	1,978,701	1,322,000	3,300,701	2,188,317	872,615	239,769
Transport	1,372,197	6,297,000	7,669,197	5,378,750	2,008,847	281,600
Stormwater	283,994	1,292,000	1,575,994	377,076	1,194,096	4,822
Facilities	2,677,816	342,000	3,019,816	299,305	2,700,562	19,949
Plant & Fleet	756,673	874,600	1,631,273	1,279,904	183,147	168,222
Office and Equipment	398,095	666,500	1,064,595	670,384	394,211	-
Living City	3,590,200	6,000,000	9,590,200	4,655,008	4,935,192	-
<b>Total</b>	<b>11,057,676</b>	<b>16,794,100</b>	<b>27,851,776</b>	<b>\$14,848,744</b>	<b>\$12,288,670</b>	<b>\$714,362</b>

A schedule of the individual projects identified for carry forward to the 2020/21 Capital Works Program is included in the Financial Implications section of this report. No changes have been made to the projects identified for continuation.

A list of projects for new inclusion in the 2020/21 Capital Works Program is proposed below. These projects are to be fully grant-funded via the Federal Governments LRCI Program. The identified projects were selected using the following criteria:

- Projects that meet the funding criteria and objectives
- Projects that were deferred from the 2020/21 capital works program or operational budget due to the impacts of COVID-19.
- Projects listed in the 2021/22 capital works program or operational budget
- Strategic or Master Plan actions that require external funding

The list of projects proposed, and the required allocation is shown below. An amount of \$30,000 from the available funding pool is yet to be allocated to a specific project. This report seeks authorisation from Council for Officers to identify an additional project, based on the criteria identified above, to utilise these remaining funds.

Proposed grant funding allocation:

Budget/Asset Class	Project Name	Budget (\$)
<b>Capital</b>		
Transport	Coastal Pathway – River Road upgrade – Oakwood Drive to Ambleside Place	880,000
Parks and Open Space	Highfield Park nature play area	75,000
Buildings	BSMC automatic door	15,000
To be allocated	To be allocated	30,000
	<b>Capital sub-total</b>	<b>1,000,000</b>
<b>Operational</b>		
Transport	Street and park tree program	11,632
	<b>Operational sub-total</b>	<b>11,632</b>
	<b>Total</b>	<b>1,011,632</b>

## COMMUNITY ENGAGEMENT

No community engagement has been undertaken in preparation of this report. Once the grant deed has been executed to provide funding for the new projects included in the program, consultation will commence at an individual project level.

Any promotion of these projects must be undertaken in accordance with the conditions of the grant deed.

## FINANCIAL IMPLICATIONS

The carried forward amounts attributed to individual projects will be updated in the 2020/21 Capital Program in accordance with the following table:

Project Number	Project	Budget 2019/20	2020/21 Carry Forward
	<b>Public Open Space and Recreation</b>		
CP0129	Don River Rail Trail - land purchase	30,000	11,304
CP0150	Maidstone Park - Replace Ground Lighting	150,945	250,024
CP0175	Mersey Bluff - inclusive playground	96,000	47,440
CP0176	Mersey Bluff - bin compound	5,000	4,769

Project Number	Project	Budget 2019/20	2020/21 Carry Forward
CP0179	Reg Hope Park - slab and services for shopfront at Julie Burgess	11,000	10,393
CP0180	Bluff Beach - accessible ramp	100,000	91,554
CP0181	Mersey Bluff Caravan Park – accessible amenities	75,000	60,949
CP0182	Mersey Vale Memorial Park - signage upgrade	30,000	14,365
CP0184	Don River Rail Trail - construction	70,000	98,413
CP0186	Girdlestone Park - ground lighting	300,000	279,520
CP0187	Mussel Rock Fishing Area	15,000	3,884
	<b>Buildings and Facilities</b>		
CB0094	Council contribution to Sports Club Grants (Level the Playing Field)	50,000	50,000
CB0097	Meercroft Park - facilities upgrade	1,502,437	1,396,295
CB0098	Devonport Football Club - new change rooms	818,000	812,435
CB0099	East Devonport Football Club - new change rooms	423,129	422,060
CB0100	Waste Transfer Station - E-waste shelter	16,223	19,772
	<b>Transport</b>		
CT0169	Formby Road & Best Street intersection safety improvements	69,000	91,351
CT0230	Transport Minor Works	20,000	20,000
CT0245	New bus stop infrastructure	486,606	56,553
CT0247	Street light provision	25,000	22,268
CT0257	Road traffic device renewal	25,000	24,872
CT0259	Parking infrastructure renewal	58,566	57,473
CT0263	Oldaker Street footpath renewal - west of Rooke, south side	160,000	150,309
CT0270	Northern Rooke Street renewal	1,000,000	998,000
CT0271	Mersey Bluff Precinct – traffic, pedestrian, and parking improvements – stage 2	265,000	171,055
CT0272	Coastal Pathway contribution - part 1	600,000	371,840
CT0274	Electric Vehicle Charging Station	50,000	45,126
	<b>Stormwater</b>		
CS0081	John Stormwater Catchment Stage 1	200,000	196,096
CS0085	Oldaker (East) stormwater catchment upgrade – stage 1	1,000,000	998,000
	<b>Plant and Fleet</b>		
CF0025	Fleet replacement program 19/20	285,446	176,092
CF0027	Non-Hire Plant Replacement Plan 19/20 (including disposal proceeds)	94,429	7,055
	<b>Office and Equipment</b>	1,064,595	394,211
	<b>Living City</b>	9,590,200	4,935,192

The BSMC automatic door project has been bought forward from the 2021/22 capital works program. By utilising external funding for these projects, funds are available next financial year to allocate to other projects.

The majority of the LCRI program extension is proposed to be spent on construction of new assets. This will result in increased operational costs in future years. However, the non-financial benefit to the community from these assets is likely to be significant.

The total value of the five proposed projects is equal to the LRCI program extension grant funding available. Council will be responsible for cost overruns but can only claim actual costs if savings are made.

**RISK IMPLICATIONS**

- Asset & Property Infrastructure  
Constructing new assets will result in an increase in future operational costs. Rigorous design and planning work is required to minimise this impact.
- Legal  
Council will need to ensure that the projects are adequately resourced to ensure that the projects are delivered within the timeframes and other requirements of the grant.

**CONCLUSION**

The LRCI program extension will enable Council to deliver \$1,011,632 of projects that would have otherwise not been delivered in the 2021 calendar year. The five proposed projects meet the funding criteria and are a priority for Council.

**ATTACHMENTS**

Nil



## 5.6 REQUEST FOR PLACEMENT OF COMMEMORATIVE PLAQUE - SHARED PATHWAY COLES BEACH ROAD

Author: **Claire Jordan, Governance Officer**  
 Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council receive and note the application for the placement of a commemorative plaque on the bench seat located adjacent to the shared pathway, Coles Beach Road: and

#### Option 1

advise the applicant that subject to the particular conditions noted, including the potential removal/replacement of the existing seat, that the request be approved;

or

#### Option 2

accept the proposal to affix a commemorative plaque to the seat, but request revised wording for the commemorative plaque if proposed wording is not deemed reflective of Mr Ritchie's contribution to the community;

or

#### Option 3

not approve the application and notify the applicant accordingly.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 4.1.3	Promote passive recreational usage including walking, bike paths, trails, parks and playspaces
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### SUMMARY

In accordance with Council's Commemorative Seat Policy, requests for the placement of commemorative seats and commemorative plaques within the municipality are to be determined by Council.

### BACKGROUND

At its meeting of 22 July 2019, Council adopted a Commemorative Seat Policy (Min No 153/19). This Policy assists Council in considering requests for commemorative seats and plaques within the City and to ensure an equitable process for such requests.

Council received a request from Melinda Quinn, daughter of the late Jim Ritchie, who passed away in June this year, for the affixing of a commemorative plaque to an existing Council owned seat, located adjacent to the shared pathway along Coles Beach Road.

The application noted Mr Ritchie's contribution to the installation of a plaque at the Mersey Bluff Cemetery in recognition of his ancestor and other pioneers of Devonport buried at the Cemetery, hence why this seat was identified for the placement of the commemorative plaque.

Further, the applicant noted other significant contributions by her father, including the publishing of a book, '*Jim's Jottings*' telling many stories of his memories growing up in, and his love of, Devonport.

Mr Ritchie also made various other contributions of significance to the local community, including active involvement in a wide cross section of activities, including sports (player and supporter of the Devonport Football Club and member and administrator of Spreyton Bowls Club), the community (board member of Karingal Home for the Aged and Devonfield), arts and culture (performer in Devonport Repertory and Choral Society productions) and history (contributor to the Devonport Times and The Robinson Project exhibition of 'Your Words').

Mr Ritchie's achievements and contribution are further detailed in the application form that is provided as a confidential attachment.

### STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

### DISCUSSION

The placement of commemorative seats and commemorative plaques within the City, as endorsed by Council's policy, is a visible and tangible recognition of the significant contributions made to the community by individuals, organisations, businesses, or clubs, and add to the amenity and interest of public open spaces.

The site requested for the placement of the commemorative plaque is important to the applicant. The applicant, when considering a location that best reflected her father's interests, contribution and fondness for Devonport, found that an existing seat was located in the ideal area earmarked for the plaque's placement.

Pictures below show the seat that is proposed for the installation of the commemorative plaque, and the view from the seat across to the Mersey Bluff Cemetery, which was a significant location for the subject of the commemorative plaque.



The applicant was advised that the seat identified in the application is not planned for replacement within the next 2 years of scheduled capital works, however that given it's age, that it is possible it may be removed and replaced with a newer seat in the medium term, and that it is likely that a plaque, if affixed to the current seat, could be removed and re-affixed to a new seat should the seat be replaced, however that this could not be guaranteed. The applicant was understanding of this and offered to discuss with Council at such time, supporting the cost of seat replacement, and plaque removal/replacement.

The proposed wording for the plaque, in compliance with the maximum size dimensions (120mm x 80mm) is:

LOVING MEMORY  
JIM RITCHIE 1946 - 2020  
DEFENDER OF DEVONPORT'S PIONEERS  
"SIT AND REMEMBER THEM, REFLECT ON HOW LIFE USED TO BE"

Consideration must be made to the plaque's proposed wording, to ensure it reflects appropriately the contribution of Mr Ritchie.

**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

The cost of purchasing and affixing the commemorative plaque will be borne by the applicant. As the seat is part of Council's existing assets, there is no additional cost to Council in the plaque being placed.

**RISK IMPLICATIONS**

The application is somewhat outside the scope of the Commemorative Seat Policy, as it is requesting a commemorative plaque be placed on an existing, Council-owned seat.

However, the policy is discretionary and states that no precedent will be set, and each application will be determined on an individual basis. Furthermore, the applicant has been notified, and agreed that should the existing Council-owned seat require replacement in the short-medium term, that further discussions be entered into between the parties in regard to the seat's replacement. Therefore, it is believed that there are no risks proposed in relation to this request.

**CONCLUSION**

Due to the request relating to an existing seat, it is suggested that the application be approved. The applicant has agreed to enter into discussions with Council should the seat require removal or replacement due to age, in line with Council's asset renewal schedule.

**ATTACHMENTS**

Nil

## 5.7 DISPOSAL OF PUBLIC LAND AT 116-122 STONY RISE ROAD DEVONPORT

Author: **Claire Jordan, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council note that no representations were received in regard to the disposal of public land at 116-122 Stony Rise Road, Stony Rise, and authorise the General Manager to proceed with negotiations to sell the land to Best Street Investments Pty Ltd based on valuation.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 3.4.2 Promote, encourage and develop initiatives that support the local economy

### SUMMARY

This report is provided to document Council's compliance with the provisions of s178 of the *Local Government Act 1993* ("the Act") in relation to the disposal of public land. The report demonstrates that Council undertook the required process in regards to public notification of its intention to dispose of the land in accordance with s178(4) specifically, and that as no representations were received, Council may proceed to dispose of the public land in accordance with s178(5) of the Act.

### BACKGROUND

Council resolved at its meeting of 28 September 2020 (Res No. 20/89) to:

1. *by absolute majority determine its intention to offer to sell the land to Best Street Investments Pty Ltd based on a current valuation;*
2. *invest sale proceeds to improve public open space linkages and infrastructure within the 'Tiers' vicinity;*
3. *condition the sale to require that a suitable public pathway be constructed on the land; and*
4. *authorise the General Manager to commence the process for the disposal of public land in accordance with S178 of the Local Government Act 1993.*

In accordance with the provisions of *the Act* in relation to the disposal of public land, Council were required to undertake public notification of its intention to dispose of the land at 116-122 Stony Rise Road, in order to seek community feedback in respect of the disposal, and to consider any feedback received.

No representations were received.

## STATUTORY REQUIREMENTS

The Local Government Act 1993 provides:

### 178. Sale, exchange and disposal of public land

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

## DISCUSSION

In accordance with Section 178 of the Act, the proposed disposal of public land at 116 -122 Stony Rise Road, Stony Rise, was advertised twice in *The Advocate* (7<sup>th</sup> and 10<sup>th</sup> of October 2020); a notice was displayed on the boundary of the property; and public notification was undertaken by way of letters sent to owners of neighbouring properties and notification on Council's website.

During the 21-day advertising period no representations were received.

As no representations were received, Council intends to proceed under s178(5) of the Act.

As per the resolution from September's Council meeting, upon receipt of a valuation, Council may enter into discussions with Best Street Investments Pty Ltd, to offer to sell the land based on the valuation, and condition of sale requiring a suitable pathway be constructed on the land.

## COMMUNITY ENGAGEMENT

Community engagement has been undertaken as prescribed under section 178 of the Act.

**FINANCIAL IMPLICATIONS**

The Valuer General in 2015 identified a land value of \$185,000 for the property at 116-122 Stony Rise Road.

A current valuation has been sought from a licensed valuer and this will form the basis of negotiations for a potential sale.

Sale of the unused land would return a sum to Council which could be used to assist in funding future improvements to public infrastructure within the area.

Any public pathway constructed on the land would result in associated operating costs such as depreciation and maintenance, however this would be sufficiently offset with subsequent increased rates revenue.

Legal and valuation costs would also be deducted from the proceeds of sale.

**RISK IMPLICATIONS**

There are no predicted risk implications from the sale of this land, as it is currently not utilised for any purpose, nor has Council earmarked it for any future use.

**CONCLUSION**

Given that no representations were received during the public notice period, Council may enter into discussions with Best Street Investments Pty Ltd in regards to the sale of this land, in accordance with the *Local Government Act 1993*, and per Council resolution, once a valuation is received.

**ATTACHMENTS**

Nil

## 5.8 UNCONFIRMED MINUTES - ANNUAL GENERAL MEETING - 9 NOVEMBER 2020

Author: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council:

1. note the unconfirmed minutes from Council's 2020 Annual General Meeting (AGM);
2. note a motion was passed at the meeting regarding parking;
3. schedule a future workshop to consider the provision of parking vouchers for 50 year plus ratepayers; and
4. endorse the continued use of the 2020 AGM Meeting Guidelines for future AGMs.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

To provide Council with the minutes of the Annual General Meeting (AGM) held on 9 November 2020 and consider the motion which was passed at the meeting in regard to parking vouchers.

### STATUTORY REQUIREMENTS

The requirement for Council to prepare an Annual Report and to conduct an Annual General Meeting is prescribed under the *Local Government Act 1993*.

In accordance with Section 72(2)(d) of the *Act*, Council placed advertisements in the Advocate on Saturday 24 October 2020 and Wednesday 28 October 2020, notifying of the conduct of the Annual General Meeting on Monday 9 November 2020, and invited submissions from the community on the Annual Report.

Council is required under Section 72(b) of the *Act* to consider any motions passed at the AGM at its next available meeting and to determine if it intends to take any action in relation to it.

### DISCUSSION

The following motion was passed at the AGM and Council is now required to consider the item.

*"That Council at the next meeting, consider providing all ratepayers of 50 years or more with parking vouchers as provided to pensioners."*

Council currently has a Pensioner Parking Permit Program that provides free parking to 3321 aged, disability and service pensioners that own a car and are residents of Devonport.

There are a number of other related parking matters that should be considered along with this motion and it is recommended that Council schedule a workshop to consider all these items in further detail.

To enhance the conduct of the AGM, additional attention was given this year to ensure participants understood the rules and guidelines under which the meeting would be conducted.

This included a simple requirement that any motions be provided for inclusion in the agenda. Whilst this approach attracted media attention and was not supported by all, it allowed the community an opportunity to know in advance the matters which would be considered at the AGM.

Ensuring items of business are listed on an agenda is standard practice at the AGM of most organisations and is considered a further step in improving the openness of Council business, above accepted statutory requirements.

The 2020 AGM guidelines assisted in ensuring an orderly meeting and it is recommended that a similar approach be applied to future AGM's.

### **COMMUNITY ENGAGEMENT**

The Council's AGM is an opportunity for the community to be engaged. Approximately 60 people attended the meeting, which has resulted in one motion being carried and referred to Council for consideration.

In addition to the notice of motion that was carried, there were numerous questions raised at the AGM during General Business. Details of these questions are included in the unconfirmed minutes of the meeting.

### **FINANCIAL IMPLICATIONS**

There are no financial implications pertaining to this report.

### **RISK IMPLICATIONS**

There are no risk implications pertaining to this report.

### **CONCLUSION**

This report includes the unconfirmed minutes of the AGM and details the motion which was passed at the meeting for Council's consideration.

It is recommended the motion pertaining to the provision of parking vouchers to all ratepayers of 50 years or more, be considered at a workshop along with other matters pertaining to parking.

### **ATTACHMENTS**

1. 2020 AGM - Unconfirmed Minutes [**5.8.1** - 14 pages]



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## 6 INFORMATION

### 6.1 ANNUAL PLAN PROGRESS REPORT TO 31 OCTOBER 2020

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

#### RECOMMENDATION

That Council receive and note the 2020/21 Annual Plan Progress Report for the period ended 31 October 2020.

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

Council's Strategic Plan 2009-2030:

Strategy 5.3.5 Maintain and monitor a fully integrated strategic and business planning process

#### SUMMARY

To provide an update on the progress of the 2020/21 Annual Plan as at 31 October 2020.

#### BACKGROUND

Council adopted its 2020/21 Annual Plan on 22 June 2020. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

#### STATUTORY REQUIREMENTS

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

#### DISCUSSION

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

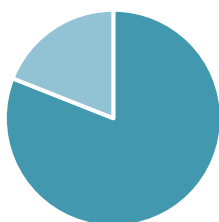
Key activities noted in the attached Progress Report include:

- Commuter Café launched on Ride to Work Day – the Café will run fortnightly and is funded by grant received from Health Tas.
- Orders placed and installation pending for electric vehicle fast charger.
- Council is now profiled on the Cities Power Partnerships website.
- Two additional hybrid petrol-hybrid vehicles have been introduced into Council's vehicle fleet, replacing petrol only vehicles.
- Workshops held with the Retail/Tourism Steering Committee formed by DCCI to deliver goals and strategies.
- Public Lighting Strategy out for public consultation.
- Concept design work for the Waterfront Precinct Sound and Light complete.
- Process seeking proposals for the development of four CBD sites commenced.
- Devonport Food & Wine Festival held in October with a mix of online and smaller scale activities due to COVID-19 restrictions.

- 400 meters of path in the Don Reserve has been resealed, with a further 400m under construction.
- Square Peg project recommenced following easing of COVID-19 restrictions.
- Seniors Week held during 12-18 October, included events "Shout to come back out" and "A treat to eat".
- First round of Financial Assistance Grants approved at October Council meeting.
- Construction of the Devonport section of the River Road to Latrobe pathway (Coastal Pathway) is complete.

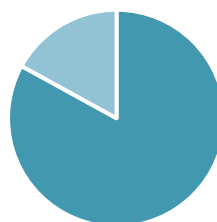
Progress comments are provided for each action in the Progress Report. Following are graphical snapshots of Council's performance against each Strategic Goal and actions overall across the organisation as at the 31 October 2020.

### 2020/21 AP Actions - Organisation



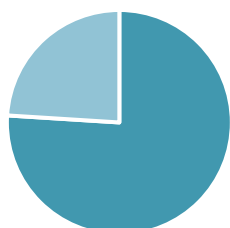
■ On Track - 81% ■ Off Track - 19%

### Goal 1 - Living Lightly on our Environment



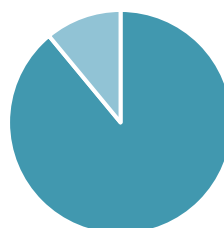
■ On Track - 83% ■ Off Track - 17%

### Goal 2 - Building a Unique City



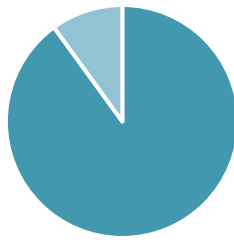
■ On Track - 76% ■ Off Track - 24%

### Goal 3 - Growing a Vibrant Economy



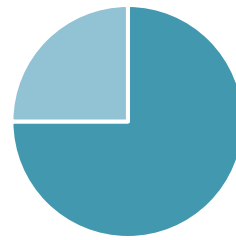
■ On Track - 89% ■ Off Track - 11%

### Goal 4 - Building Quality of Life



■ On Track - 90% ■ Off Track - 10%

### 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 2020/21 Annual Plan Progress Report as at 31 October 2020 is provided for the information of the Councillors and the community.

#### ATTACHMENTS

1. Annual Plan Progress Report to 31 October 2020 [6.1.1 - 26 pages]

## 6.2 ELECTED MEMBERS EXPENSE REPORT TO 31 OCTOBER 2020

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

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

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

To detail expenses of the Mayor and Councillors.

### BACKGROUND

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

### STATUTORY REQUIREMENTS

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

### DISCUSSION

Expenditure processed for the months of September and October 2020 is detailed below:

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

\$57 – Telephone

\$323 – Professional Development - LGAT Mayor's Workshop

\$329 – Accommodation

#### **Deputy Mayor, Cr Alison Jarman**

\$48 – DCCI Annual Dinner on behalf of Mayor Rockliff

#### **Cr Leon Perry**

\$402 – Reimbursement of travel – TasWater advisory meeting

#### **Councillors**

\$305 - iPads

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

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

### **RISK IMPLICATIONS**

There are no identified risks in relation to this report.

### **CONCLUSION**

Expenses are reported in accordance with Council direction.

### **ATTACHMENTS**

1. Councillor Remuneration Schedule 2020-21 [**6.2.1** - 1 page]

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

Author: **Jacqui Surtees, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

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

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

Date	Description	Purpose
16 November 2020	Retail Workshop Update	An update on the retail workshops that have recently been held.
	Vietnam Veterans Tasmanian Memorial	An update on the proposed design of the memorial.
	Safer Rural Roads and Vulnerable Road User Program	A discussion regarding funding programs for road safety projects.
	Local Roads & Community Infrastructure Program – Round 2 Projects	A discussion regarding projects to be nominated for inclusion in the program.
	Purchase of Council owned land – Framework	Proposed draft framework to consider unsolicited proposals for the purchase of Council owned land.
	Providore Place	Tenancy 2 & 3 – lease proposals.
	Proposed change to street name	Discussion regarding endorsement of proposal.
	LGAT General Meeting Agenda	Discussion regarding Council's position on motions listed for the December meeting.
	Sundry Items	<ul style="list-style-type: none"> <li>• Planning updates</li> <li>• 50 Year Ratepayers Lunch</li> <li>• Don Railway</li> <li>• COVID-19 Pandemic Committee</li> </ul>

## 6.4 MAYOR'S MONTHLY REPORT

### RECOMMENDATION

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

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report details meetings and functions attended by the Mayor.

### BACKGROUND

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

### STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

### DISCUSSION

In her capacity as Mayor, Councillor Annette Rockliff attended the following meetings and functions between 22 October 2020 and 17 November 2020:

- Council meetings
- Workshops
- Regular meetings with General Manager
- Catch ups with staff members and councillors as required
- Meetings with community members on a range of topics
- Media as requested: Libby Bingham (The Advocate) (x2), Aaron Stephens (Tasmania Talks) (x2), Darren Kerwin (7AD) (x2), Lee & Jess (SeaFM) (x2), Belinda King (ABC), Martin Agatyn (7AD) (x2), ABC Radio (x2)
- Attended Dulverton Waste Management Representatives' meeting
- With the General Manager, met with Deputy Premier Jeremy Rockliff
- Attended launch of Soroptimists' Memorial Seat at the Devonport Cemetery
- Attended General Management Committee meeting of Local Government Authority Tasmania
- With the General Manager, met with representatives of Costas
- Attended Tasmanian Suicide Prevention Committee meeting
- Attended Business Support Group meeting of the Beacon Foundation
- Attended the Maidstone Park Controlling Authority Annual General Meeting
- Attended Cradle Coast Authority Board meeting
- Attended TasWater Local Government Authority Tasmania, owners' forum
- Attended Tas Community Fund Information Session
- With the General Manager, met with Senator Chandler
- Attended East Devonport Football Club Special meeting
- Attended TasWater Owners' Representatives meeting
- Met with Executive Members of the Devonport Chamber of Commerce and Industry
- Attended Remembrance Day Service

- Met with Tom Wootton re regional tourism initiatives
- Attended Cradle Coast Authority Annual General Meeting and General meeting
- Member of the judging panel for the Devonport Readers' Cup
- Attended launch of new mural at RSL Devonport
- Attended Audit Panel meeting (observer)
- With the General Manager, met with Senator Urquhart
- Attended Children's University Graduation at Spreyton Primary School
- With the General Manager, met with Gavin Pearce MP

#### **ATTACHMENTS**

Nil



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## 6.5 GENERAL MANAGER'S REPORT - NOVEMBER 2020

Author: **Matthew Atkins, General Manager**

### RECOMMENDATION

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

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands

### SUMMARY

This report provides a summary of the activities undertaken by the General Manager, between 14 October 2020 and 17 November 2020. It also provides information on matters that may be of interest to Councillors and the community

### BACKGROUND

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

### STATUTORY REQUIREMENTS

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

### DISCUSSION

#### 1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops, Section 23 Committee and Council Meetings as required.
- 1.3. Met with representatives from the ANZ Bank in regard to options relating to the refinancing of Council's debt.
- 1.4. Met with a local contractor in relation to on site wastewater disposal requirements.
- 1.5. Attended Cradle Coast General Managers Meeting.
- 1.6. Attended a forum organised by the Local Government Division in relation to a review of the Code of Conduct process.
- 1.7. Met with representatives of the Commonwealth bank in regard to services provided to Council.
- 1.8. Met with Tom Wootton from West x North-West for a briefing on the Northern Forage drive journey launch.
- 1.9. Along with CCA and other neighbouring Council staff met with TasRail representatives regarding the Coastal Shared Pathway.

- 1.10. Met with representatives of Oak Possibility and Housing Choices regarding 108 Tarleton Street East Devonport.
- 1.11. Attended the LGAT 2-day General Manger's workshop which included updates on current local government matters including:
  - Presentation from the Department of Justice in regard to proposed Planbuild online portal
  - Presentation from the Auditor-General, Mr Rod Whitehead regrading current and future audit matters
  - Update from the Local Government Division by Matt Healy
  - Presentation by Tas Community Fund Chairperson, Sally Darke in relation to their funding priorities over the next three years.
  - Update from MAST CEO, Lia Morris in relation to boat infrastructure funding

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

- 2.1. Met with John Dowling & Cameron Folder, representatives from Costas in relation to an update on issues associated with the upcoming berry season.
- 2.2. Met with a local developer regarding potential rezoning for residential subdivision

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

- 3.1. Attended a Special Representatives Meeting of the Dulverton Waste Management Authority to appoint new Board Directors
- 3.2. Attended Cradle Coast Authority AGM and Representatives Meeting

## 4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. With the Mayor met with the Deputy Premier Jeremy Rockliff to provide an update on local matters including a briefing on the LIVING CITY Light and Sound Show concept.
- 4.2. Met with Senator Jonathon Duniam in relation to an update on LIVING CITY and to discuss Councils concerns with delays to the replacement of the Spirit of Tasmania ferries.
- 4.3. With the Mayor met with Senator Anne Urquhart to provide an update on local matters including a briefing on the LIVING CITY Light and Sound Show concept.
- 4.4. With the Mayor, met with Senator Claire Chandler via Teams, in relation to a briefing on the LIVING CITY Light and Sound Show concept and to discuss Councils concerns with delays to the replacement of the Spirit of Tasmania ferries.
- 4.5. With the Mayor met with the Gavin Pearce MP to provide an update on local matters including a briefing on the LIVING CITY Light and Sound Show concept.
- 4.6. Undertook a tour of Home Hill with Gavin Pearce MP and Councillor Laycock.

## 5. OTHER

- 5.1. Council received advice (refer attached letter) from the Tasmanian Planning Commission on 12 November 2020 that the Devonport Local Provisions Schedule has been approved by the Minister for Planning and will take effect from 18 November 2020. This will replace the Devonport Interim Planning Scheme and is the completion of a process which has been ongoing for many years.
- 5.2. Attended the Devonport Remembrance Day Service

### **COMMUNITY ENGAGEMENT**

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

### **FINANCIAL IMPLICATIONS**

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

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

### **RISK IMPLICATIONS**

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

### **CONCLUSION**

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

### **ATTACHMENTS**

1. DOC 20 130811 Devonport LPS - Notice to Planning Authority of Approval of LPS Under Section 35 M(1) [**6.5.1** - 1 page]
2. Current and Previous Minutes Resolutions - November [**6.5.2** - 1 page]

## 6.6 COMMUNITY SERVICES REPORT - SEPTEMBER AND OCTOBER 2020

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

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

### RECOMMENDATION

That Council receive and note the Community Services report.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report provides a summary of the activities undertaken in the Community Services Department for the two month period, September and October 2020.

### BACKGROUND

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

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

### STATUTORY REQUIREMENTS

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

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

### DISCUSSION

#### 1. COMMUNITY SERVICES

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

- Attended launch of month long Festival of Learning event
- Attended NW Regional COVID-19 Social Recovery meetings
- Monthly Devonport Food and Wine Working Group meetings
- Meetings regarding capital works projects at sporting facilities
- Attended Sports Infrastructure Master Plan meeting
- Meeting with Touch Football Tasmania regarding possible event 2021
- Meeting with Rotary Club of Devonport North regarding Devonport Motor Show 2021
- Meeting with Belgravia CEO
- Meetings with Retail Steering Committee
- Attended Citizenship Ceremony

- Attended Live and Learn Steering Group meeting
- Attended LG Professional's farewell lunch for Andrew Wardlaw, former Burnie Council General Manager
- Meetings at Devonport Community House regarding Highfield Park Master Plan
- Meeting with representatives of Rotary Club of Devonport South East
- Attended 50+ years ratepayer luncheon
- Meeting with Financial Assistance Working Group to assess funding applications
- Attended Local Government Professionals' one day conference 'Embracing Change'
- Meetings with representatives of the Devonport Men's Shed
- Meeting with Peter West, State Manager of Optus
- Attended Maidstone Park Controlling Authority Annual General Meeting

## 1.2. Events/Programs/Activities

### 1.2.1. 'Square Peg' Project

The Square Peg program meets weekly on Tuesday afternoon between the Space Education Centre and Devonport Recreation Centre. The program is run by Council in partnership with the Education Department ('Space Program') with up to six young students attending on a part time basis.

### 1.2.2. R U OK? Day

R U Ok Day was recognised on 10 September. Given the impact COVID has had on mental health, R U OK day was more extensively promoted. Council officers created a video featuring people within the North West community who are passionate about making sure the community is comfortable to ask each other 'R U Ok?'. The video was Council's highest watched video for 2020 with 198 views.



Images from the R U OK? Day Video

### 1.2.3. Citizenship Ceremony

A citizenship ceremony was held on 25 September and officiated by Mayor Rockliff. Devonport welcomed 5 new citizens from New Zealand, China, Myanmar and Taiwan.

### 1.2.4. Seniors Week

Seniors Week 2020 was held from 12-18 October. In conjunction with local service providers, Council collated a calendar of events for the community with 43 low cost and affordable events for seniors to attend over the week. As part of the calendar, Council delivered two projects within Seniors Week for the community. "A Treat to Eat" called on members of the community to donate a non-perishable item or toiletries which would then become part of a care package. Council received a large amount of donations which allowed over 120 packages to be delivered to Heaven's Kitchen, Devonport RSL, Care Forward, East Devonport Community House and Grandparents and

Relatives Raising Children for distribution to seniors. The feedback received about the program was fantastic and seniors really appreciated the care packages.

Council's other project was 'Shout to Come Back Out'. The Shout to Come Back Out initiative was a package of information from local seniors service providers within Devonport with a token for a free coffee at participating cafes. Local cafes who were engaged and agreed to participate in the initiative were very supportive. Over 300 bags were distributed by Council and local service providers.



Shout to come back out voucher

#### 1.2.5. **Commuter Café**

Council received a grant from Healthy Tasmania to run a 'commuter café'. The commuter café is a way to encourage people to get back on their bikes with the reward of a free breakfast and information/guest speakers also in attendance. The café was launched on National Ride to Work Day on 21 October. The café will operate each second Wednesday from 7:00am to 8:30am. The first café was successful, however the second café was cancelled due to low attendance numbers. A marketing campaign including radio advertisements and interviews, social media posts, multiple emails to cycling, sporting clubs, DCCI & local businesses has been undertaken.



Commuter Café Logo

#### 1.2.6. **Volunteering Safeguard Project**

Council staff are working with Volunteering Tasmania on a 'Volunteering Safeguard' project. Due to COVID, the project has been re-scoped to partner with Councils to build community-based volunteering and connect with local response and recovery efforts in relation to the COVID-19 pandemic. The end aim for the project is the development of a framework (with tools and resources) to assist councils to support, maintain, recruit and re-energise volunteers through COVID-19.

**1.2.7. Youth Week**

The Department of Communities, Sport and Recreation have allowed Council and Youth & Family Community Connections to hold over the grant for Youth Week. Youth & Family Community Connections and Council are now in the planning stages for a Youth Expo to be held on 3<sup>rd</sup> December at the paranple convention centre.

**1.2.8. Christmas Planning**

Currently liaising with Devonport Service Providers to determine which organisations will be hosting Christmas luncheons for members of our community who are currently struggling.

**1.2.9. Grant Submissions**

Council officers assisted two organisations to submit grant applications. One was submitted for the Spreyton Cricket for the renewal of the cricket nets with a second one submitted for the Rotary Club South East to create an historical walk along the East Devonport Walking track.

**1.2.10. Community Services Newsletter**

The regular online Community Services newsletter continued to communicate a wide variety of information to the community during the COVID-19 pandemic. The newsletter is being used to disseminate information about:

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

Past editions can be found on the Council Website located at: <https://www.devonport.tas.gov.au/live/your-community/community-services/newsletter/>. A form to subscribe to the newsletter can also be found at this address.

The newsletter has proved to be a popular method of communication, with Council receiving feedback that it was being shared throughout the North West. An added benefit of the newsletter is the reporting that gives Council visibility to those topics that are of greater interest to the community. During September and October, ten editions were published, including a special edition for RUOK? Day. The most popular links accessed via the Newsletter were:

	<b>Title</b>	<b>Website</b>
1 <sup>st</sup>	Media Release: Notice of Intention to dispose of Public Land 116-122 Stony Rise Road	Devonport City Council Website
2 <sup>nd</sup>	Media Release: Healthy Tas Smarty Grants	Healthy Tasmania Website
	Media Release: 2020 Festival of Learning	Devonport City Council Website
	Commuter Café	Devonport City Council Website
	Employment Opportunity – Environmental Health Officer	Devonport City Council Website
	2020 Seniors Week	Devonport City Council Website
	Media Release: Julie Burgess Transfer of Ownership	Devonport City Council Website
	Media Release – Safe Space	Devonport City Council Website

### 1.2.11. External Events

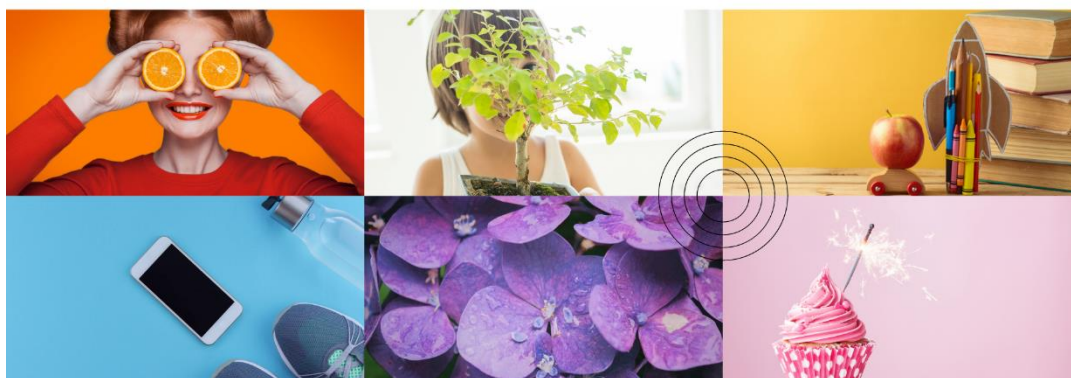
Application materials for External Events have been reviewed and are currently being updated. While many large scale events have been cancelled this year, application for events have begun to increase, with sporting and community event planning for Summer already commencing.

### 1.2.12. Festival of Learning 2020

The Festival of Learning highlights various learning opportunities already happening in our community, introduces learning opportunities, and raises the profile of learning across our community. The Festival of Learning's theme for 2020 was "Springing Back". A program of online and in-person activities were identified by the Live + Learn Steering Group, and Council staff collated the information into a calendar of events, uploading the relevant information onto the Living + Learning website and to social media platforms. The level of participation declined when compared to previous years, which is attributed to COVID restrictions.



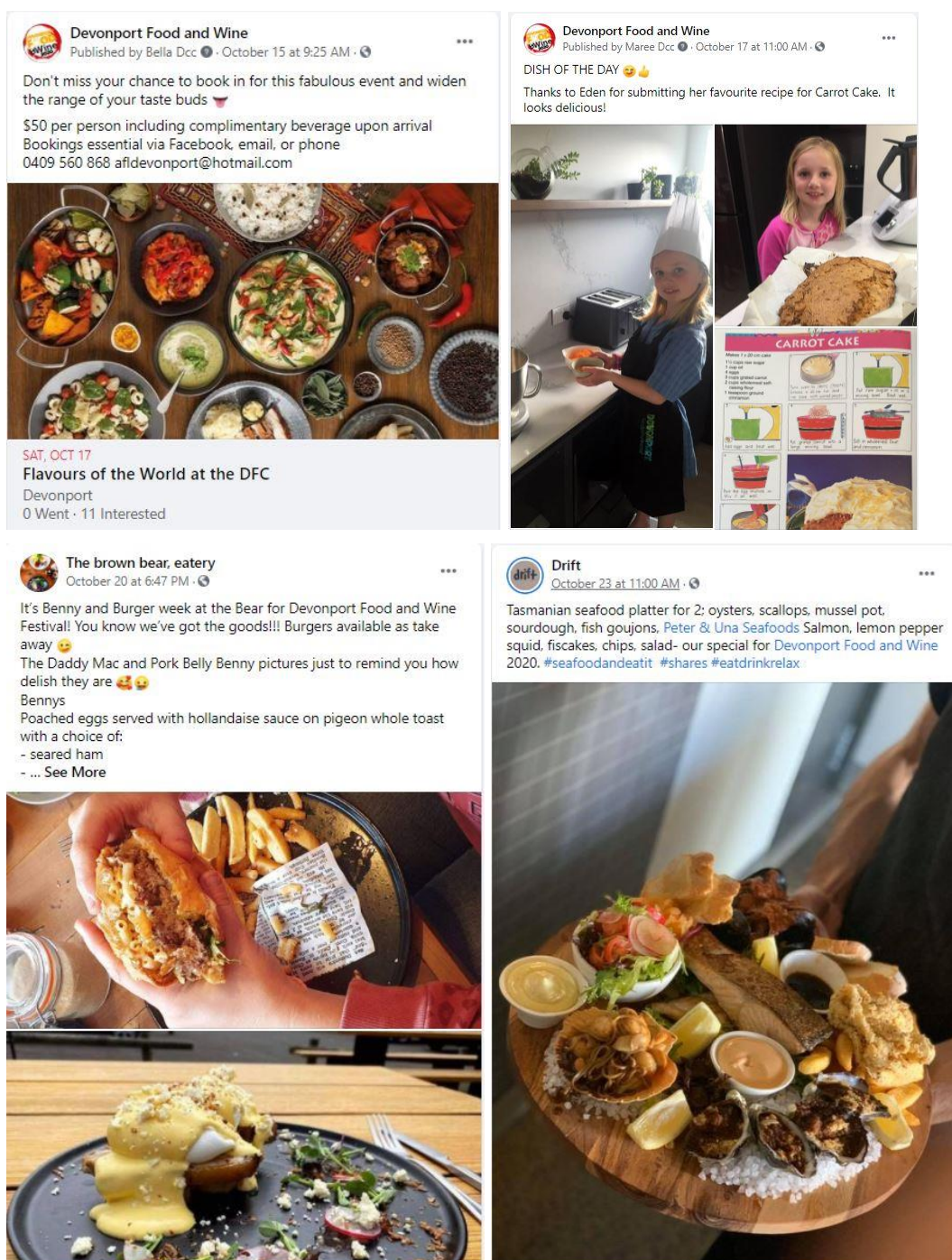
2020 Festival of Learning  
[www.livingandlearningdevonport.com.au](http://www.livingandlearningdevonport.com.au)



### 1.2.13. Devonport Food and Wine 2020

While Devonport Food and Wine went ahead in October, it was heavily affected by restrictions and uncertainty around COVID-19. Many of the traditional venues were unable to commit to being in the program. There were a few online events and several in-person events included in the calendar. Feedback is still coming in from venues. The DFW Special Interest Group are currently investigating changing the format of the festival in 2021 to take advantage of the harvest season (March), while maintaining a presence in Spring (October).





Devonport Food and Wine Facebook posts

#### 1.2.14. Christmas Calendar of Events "Spirit of Christmas"

Preparations are underway for the "Spirit of Christmas" December calendar, promoting festive community events run by community organisations, local businesses and Council. Several initiatives were identified in October.

The following list of Christmas activities have been planned:

- Secret Santa – local retailers, hospitality businesses and activity venues have been invited to donate gift certificates to be given away to random shoppers. These will encourage people to be in shopping precincts at particular times to have the chance to be chosen.
- Favourite Christmas Recipe - through social media, the community has been invited to contribute their favourite Christmas Recipe, to be collated into a community Christmas Recipe Book.

- Christmas Decorating Competition – Council has encouraged people to decorate their gardens, windows, and houses with or without lights for Christmas, for daytime and night time displays.
- Christmas Panels – local schools have been busy painting panels for the community Christmas Tree that will go up in the Rooke Street Mall.
- Santa Tour – Council will be working with the Rotary Club of Devonport North to take Santa out to the suburbs.
- Family movies – Council will present two popular family Christmas movies for free during December.
- Several other events and activities are still in the planning stages.

#### 1.2.15. Environmental Sustainability

##### **NRM Volunteer Statistics for September and October 2020**

###### Spring Botanical Walk

A botanical walk was organised with local expert Phil Milner identifying native plants. The walk included a short presentation of the iNaturalist phone app.



Spring Botanical Walk

###### Bat Discovery Night

This Kelcey Tier event was well-attended, booking out within days of advertising and a waitlist created. 24 people met with bat expert Andy Spate, who gave a talk and presentation on the elusive bats. The groups set up a few monitoring devices, and two species were tracked *Chalinobus gouldii* (Gould's Wattled bat) and plenty of *Vespadelus vulturnus* (Little Forest Bat).





Bat Discovery Night – Kelcey Tier

### Dog's Lunch

Experts from Birdlife Tasmania, DCC, Cradle Coast NRM and Devonport Dogs Home presented information and talks on responsible dog ownership at Coles Beach. The event focused on dog control at beaches, as shorebirds are now nesting. To ensure birds and chicks are protected it is important for dog owners to keep to the wet areas of the beach.

Council purchased dog leashes with the message, "I'm a wet sand walker and I don't chase chicks." NRM and Compliance Officers have leashes to reward community members seen doing the right thing.



Dog's Lunch at Coles Beach

### Don Reserve, a Tasmanian Wildlife Film

Friend of Don Reserve - Tom Sayers spent time in Don Reserve filming the wildlife. Tom generously shared the film 'Don Reserve, a Tasmanian Wildlife Film'

which highlights the significant biodiversity within the Reserve. The film can be found here: <https://youtu.be/MJNfKE6LKR8>



'Don Reserve, a Tasmanian Wildlife Film'

Program	Attendance	Total Hours
Spring Botanical Walk – 28 September 2020	16	4hrs
Friends of Don Reserve September – targeting Gorse & Broom (invasive weeds) on the eastern bank of the Don River adjacent to the Don College oval	19	38hrs
Bat Discovery Night – 2 sessions – 6 October 2020	24	4hrs
Dog's Lunch – 10 October 2020	6	2hrs
Friends of Don Reserve October – targeting Gorse & Broom (invasive weeds) on the eastern bank of the Don River adjacent to the Don College oval	12	24hrs

### 1.3. Financial Assistance

The Financial Assistance Working Group met in October to review the 2020/2021 Round One applications:

- Ten Rates Remission applications,
- Three Major Grant applications,
- Five Minor Grant applications, and
- Thirteen COVID-19 Impact Assistance Grant applications

Approved at Council meeting 26 October 2020 the value of Financial Assistance awarded this round totals \$91,527.76. Letters of Offer were sent to successful applicants.

### 1.4. Community Partnerships

#### 1.4.1. 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 following table:

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	2 year Agreement 30 June 2020	\$ 3,500 P/A
City of Devonport Eisteddfod	3 year Agreement – 2019 - 2021	\$10,000 P/A
City of Devonport Lions Club (Taste the Harvest)	2 year Agreement 29 November 2021	\$ 5,000 P/A
Devonport Brass Band	3 year Agreement 30 June 2021	\$10,000 P/A
Devonport Community House	3 year Agreement 30 June 2022	\$18,000 P/A
Devonport Men's Shed	3 year agreement June 2022	\$ 8,000 P/A
Devonport Motor Show	5 year Agreement 29 January 2024	\$ 2,500 P/A
Devonport Surf Club	3 year Agreement 1 July 2022	\$ 2,000 P/A
National Trust of Australia – Home Hill operations	3 year Agreement October 2022	\$28,000 P/A
RANT Arts	1 year Agreement November 2021	Commercial Lease 45-47 Stewart Street Devonport
Tasmanian Arboretum	2 year Agreement 1 July 2022	\$22,000 P/A
Youth and Family & Community Connections	5 year Agreement 29 Jan 2024	Rental agreement/Youth services - in kind funding

## 1.5. Recreation, Health and Wellbeing

### 1.5.1. COVID-19 Testing Clinic – Girdlestone Park and East Devonport Recreation and Function Centre

The COVID-19 testing clinic remains operational at the East Devonport Recreation Centre Community Rooms. Council has agreed to a request from State Health to extend the term of their occupation until 31 January 2021.

### 1.5.2. Major Sporting events held in September and October 2020

Major sporting events continue to be cancelled due to the uncertainty of travel restrictions associated with Covid-19. Organisers of iconic events such as the Tour of Tasmania and the Devonport Athletics Club Christmas Carnival reluctantly cancelled their event.

Sporting Event	Dates 2020	Venue
BTAS NWJIT Grand Final	20 September	Stadium DRC
BTAS u/12 Tournaments	3 and 4 October	Stadium & YC DRC
State League Volleyball round	3 and 4 October	Main Stadium EDRFC
DBC Primary School Tournament	10 and October	Stadium & YC DRC
Masters Squash Tournament (state-wide)	10 and October	Squash Courts DRC
Van Diemen's Rollers official match (state-wide) (Moved From DRC)	17 October	Main Stadium EDRFC
BTAS Regional High School Championships	17 and 18 October	Stadium & YC DRC
BTAS State League round	31 October and 1 November	Main Stadium DRC

**1.5.3. Upcoming Major Sporting events in 2020**

<b>Sporting Event</b>	<b>Dates 2020</b>	<b>Venue</b>
Netball Tournament	November	Devon Netball Centre
State League Volleyball	7-8 November	Stadium EDRFC
Australian Futsal Islanders Cup	November	Stadium DRC
City of Devonport Tasmanian Open Squash Open	December	Squash Courts DRC
Tour of Tasmania Cycling Event - GTR Events	Cancelled	
Devonport Athletic Club Christmas Carnival	Cancelled	

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

<b>Facility</b>	<b>Customers through the Door</b>	<b>Customers through the Door</b>
	<b>September 2020</b>	<b>October 2020</b>
East Devonport Recreation and Function Centre	Not available due to COVID-19 Test Clinic	Not available due to COVID-19 Test Clinic
Devonport Recreation Centre	7,682	12,765
<b>TOTAL</b>	<b>7,682</b>	<b>12,765</b>

**1.5.5. Special events held at the Devonport Recreation and East Devonport Recreation and Function Centre for September and October 2020 are listed in the table below:**

<b>Special Events – Devonport Recreation Centre</b>	<b>Date</b>	<b>Venue</b>
BTAS Holiday Clinic	29-30 September	Devonport Recreation Centre
DBC Primary School Basketball Tournament	10-11 October	East Devonport Recreation and Function Centre
Devonport High School Grade 9 Activities Day	29 October	Devonport Recreation Centre
<b>Total</b>	<b>3</b>	

**1.5.6. Recreation Facilities Usage**

<b>Recreation Usage</b>			
<b>Facility</b>	<b>Room/Ground</b>	<b>Number of Bookings September</b>	<b>Number of Bookings October</b>
Devonport Recreation Centre (DRC)	Judo Room	8	9
	Meeting Room	4	5
	Sauna	32	37
	Squash	42	43
	Stadium	90	96
	Table Tennis Building	83	84
	Youth Centre	105	102



<b>Total DRC</b>		<b>364</b>	<b>376</b>
East Devonport Recreation and Function Centre (EDRFC)	Community Room	0	0
	Stadium	40	35
<b>Total EDRFC</b>		<b>40</b>	<b>35</b>

### 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

## **6.7 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT - SEPTEMBER AND OCTOBER 2020**

Author: **Jacqui Surtees, Executive Coordinator**

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

### **RECOMMENDATION**

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

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

Council's Strategic Plan 2009-2030:

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

### **SUMMARY**

This report provides a summary of the activities undertaken during the months of September and October 2020 in the following areas of Council:

- General Management
- People and Finance
- Corporate Services

### **BACKGROUND**

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

The function areas of Council covered by this report include:

- |                                     |                          |
|-------------------------------------|--------------------------|
| • Governance                        | • Information Technology |
| • Property Management               | • Budget Management      |
| • Legal Issues                      | • Car Parking            |
| • Strategic and Operational Plans   | • Customer Service       |
| • Corporate Communication           |                          |
| • Human Resources                   |                          |
| • 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. GENERAL MANAGEMENT

#### 1.1. Governance

##### Common Seal Register

The following documents have been signed under Council's seal for the September and October 2020 period.

REG/617	DCC & Julie Burgess Inc - Sub-Licence Agreement - 180 Tarleton Street	4/09/2020
REG/618	DCC & Murphy Investments - Licence Agreement	10/09/2020
REG/619	Grant Deed - Vulnerable Road Users Program 2020-2021 - DCC & Crown (DSG)	10/09/2020
REG/620	Agreement - EHT & DCC - Electric Vehicle Charging Station	14/09/2020
REG/621	Amendment to Sealed Plan - 179141B - Lot 2, BRN Pty Ltd & M & R Parker	15/09/2020
REG/622	PA2017.0031 - 203 Wrenswood Drive Quoiba, S & S Kromkamp, V 101377-1	17/09/2020
REG/623	DCC & Crown (DSG) - Grant Deed	28/09/2020
REG/624	Adhesion Order - 1 Luck Street & 29 Loone Lane Spreyton - V 160509 Folio 1 and V 158867 Folio 3 - Tugrah Properties Pty Ltd	29/09/2020
REG/625	DCC & Devonport Child Care Centres Inc - Lease Agreement - 62-64 North Street	2/10/2020
REG/626	DCC & Devonport Football Club - Lease Agreement - Devonport Oval	7/10/2020
REG/627	Part 5 Agreement - Subdivision- Certificate of Title - 115806/1	8/10/2020
REG/628	DCC & Meercroft Park Development Committee & Devonport Touch Association - Lease Agreement - 18-32 North Street	8/10/2020
REG/629	DCC & Spreyton Football Club - Lease Agreement - Maidstone Park	14/10/2020
REG/630	Part 5 Agreement - Volume 114247 Folio 2	19/10/2020
REG/631	Part 5 Agreement & Plan of Survey - PA2019.0158	19/10/2020

##### Councillor Attendance

Councillor attendance at Council meetings and workshops attendance up to 31 October 2020 is detailed as follows:

	Council	Planning Authority		Workshops	Leave of Absence Approved during the period
No. of Meetings	5	1		5	
Attendance		Member	Non Member		
Mayor Cr A Rockliff	5	1	0	5	
Cr J Alexiou	5	1	0	5	
Cr G Enniss	5	0	0	5	
Cr P Hollister	5	1	0	5	
Cr A Jarman	5	0	0	5	
Cr L Laycock	5	0	0	5	
Cr S Milbourne	5	1	0	5	
Cr L Murphy	5	1	0	5	
Cr L Perry	5	1	0	5	1

#### 1.2. Property Management Update

Council Officers worked on a number of property matters during September and October including the following:

- Assist with development of lease agreement for RANT for 45-47 Stewart Street Devonport;
- Draft use agreement for proposed kiosk at Devonport Surf Life Saving Club;
- Liaised with Crown Land on acquiring section of road reserve at Bluff Access Road for purposes of installation of roundabout;
- Assist in finalising Commercial Lease Policy and updating Community & Childcare Lease Policy;

- Assist in sub-licence agreement for use of ferry pontoon and land at 180 Tarleton Street for the Julie Burgess Inc;
- Crown Land works application for toilet block at Horsehead Creek;
- Harris Scarfe Lease registration with the Land Titles Office;
- Liaison with commercial and community tenants

### 1.3. Corporate Communication – September and October 2020

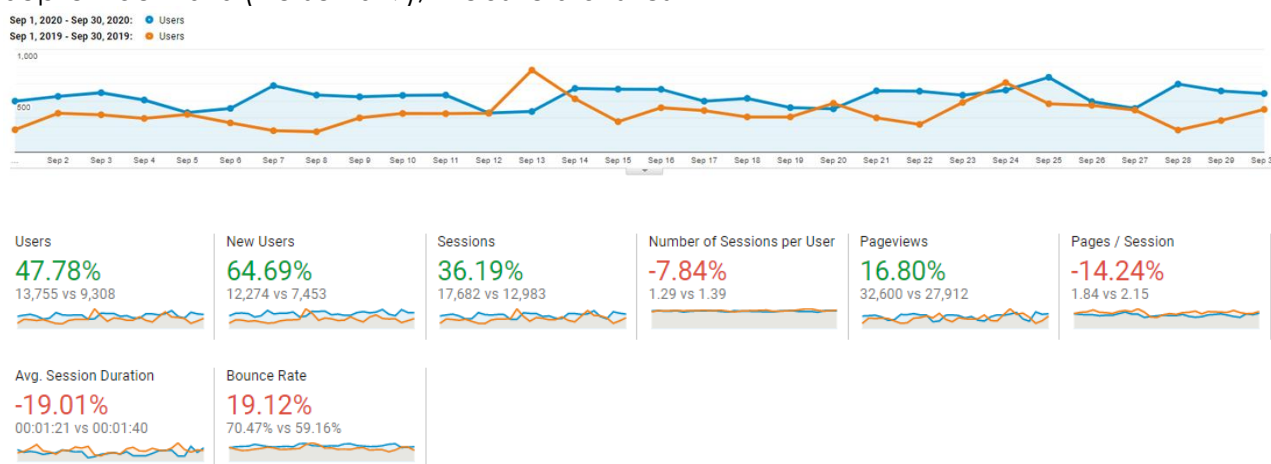
#### 1.3.1. Devonport City Council Website

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

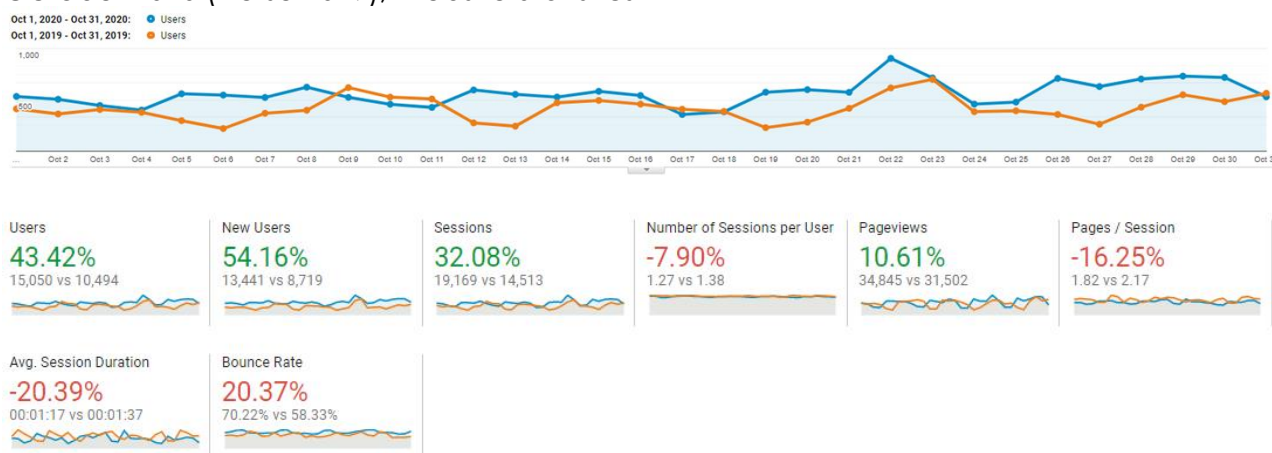
Devonport City Council Website Statistics	September 2020	October 2020
Total visitor sessions	17,682	19,169
Total page views	32,600	34,845
Top 10 Pages	<ol style="list-style-type: none"> <li>1. News &amp; Media</li> <li>2. Advertised Planning Permit Applications</li> <li>3. Contact Us</li> <li>4. Mersey Vale Memorial Park Cemetery Search</li> <li>5. Employment Opportunities</li> <li>6. Forms and Payments</li> <li>7. Waste Transfer Station</li> <li>8. How to Contact Us</li> <li>9. Minutes &amp; Agendas Devonport City Council Meetings</li> <li>10. Devonport History</li> </ol>	<ol style="list-style-type: none"> <li>1. News &amp; Media</li> <li>2. Advertised Planning Permit Applications</li> <li>3. Contact Us</li> <li>4. Forms and Payments</li> <li>5. Employment Opportunities</li> <li>6. Mersey Vale Memorial Park Cemetery Search</li> <li>7. Waste Transfer Station</li> <li>8. How to contact us</li> <li>9. Food Business Form</li> <li>10. Minutes and Agendas Devonport City Council Meetings</li> </ol>
Note: Most visitors to the website begin at the home page, but this is not listed in the top 10 pages, as it would be a normal starting point for most website visits.		

Website statistics taken from Google Analytics

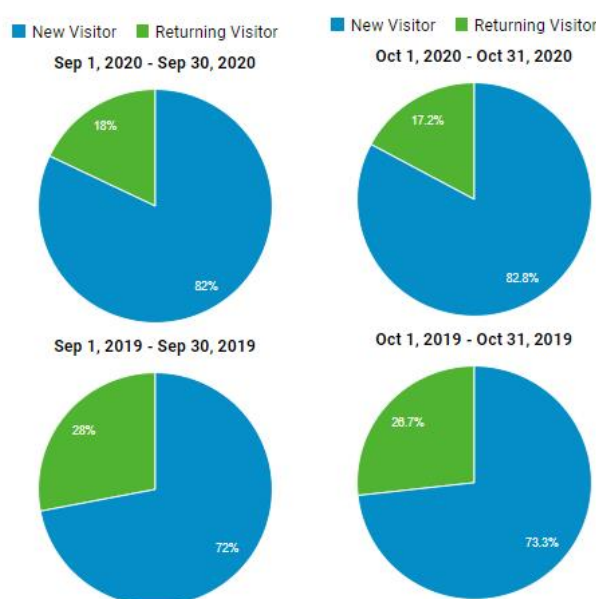
September 2020 (Verse 2019), Website Statistics



## October 2020 (Verse 2019), Website Statistics



## New Visitors verse Returning Visitors



### 1.3.2. Community Consultations

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultations. During the reporting period there were no community consultations.

### 1.3.3. Social Media

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

Council's corporate Twitter account (@devonportcity) was launched in December 2014. As at the end of October there were 633 followers. It is actively used to 'break' news to the media.

Council currently operates ten (10) Facebook pages (Devonport City Council, Devonport Food & Wine Festival, Devonport Jazz, Devonport Events, Visit Devonport, Bass Strait Maritime Centre, paranapple arts centre, Living+Learning Devonport, Devonport Regional Gallery and Diamonds of Devonport). Each represent a targeted marketing opportunity, with content planned specific to each page's audience.

Council's Marketing and Promotions team operate Visit Devonport, Devonport Food and Wine and Devonport Jazz Instagram accounts. The paranple arts centre runs the Devonport Regional Gallery and paranple arts centre Instagram accounts.

The Devonport City Council Corporate Facebook page is well utilised by the community, with high engagement regarding capital works projects, media releases, Council events, emergency updates, community initiatives and road works. The community can ask questions of Council by sending a message via messenger or responding to a Council facebook post. Key questions or matters raised by the public are generally around Council's services and reports of community infrastructure needing repairs. Activity remains at its highest between 6:00pm and 9:00pm.

<b>DCC Facebook Page Statistics</b>	<b>September 2020</b>	<b>October 2020</b>
<b>Facebook Followers:</b> Number of Facebook users who 'like' the DCC Facebook page at the end of each period.	8,859 TY (7,971 LY)	8,879 TY (8,018LY)
<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.	7,810 TY (7,653 LY)	3,148 TY (7,737 LY)
<b>Facebook Average Monthly Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	34,044 TY (23,107 LY)	20,619 TY (24,643 LY)

During September and October, the top 10 posts each month in terms of audience reach were:

<b>September 2020</b>	<b>October 2020</b>
<ol style="list-style-type: none"> <li>1. Please drive carefully – mud on Devonport Road and Bass Strait Highway. 3/9/2020, 8.1K</li> <li>2. Community Input Sought to Shape Future Sports Infrastructure. 21/9/2020. 8.1K</li> <li>3. Scared Kingfisher, Don Reserve Devonport. Image Credit: Greg Close, 5/9/2020, 5.7K</li> <li>4. Don Reserve Pathway update. 24/9/2020. 5.1K</li> <li>5. Spreyton Waste Transfer Station cash only for Sunday, 20 Septemeber. 18/9/2020. 4.4K</li> <li>6. Aikenhead Point, Bass Strait Maritime Centre. Image Credit: Ian Macleod, 10/9/2020, 3.8K</li> <li>7. Yellow-tailed black cockatoo, Don Reserve, Devonport. 10/9/2020. 3.6K</li> <li>8. Treat to Eat – collecting donation items. 21/9/2020. 3.6K</li> <li>9. Media Release: Julie Burgess Transfer of Ownership. 25/9/2020. 3.4K</li> <li>10. Media Release: COVID-19 Response – Development Stimulus Program. 25/9/2020. 3.4K</li> </ol>	<ol style="list-style-type: none"> <li>1. Don Heads, Devonport. Image Credit: David Oldenhof, 16/10/2020, 6.3K</li> <li>2. Slip lane closed, Best Street. 22/10/2020, 3.1K</li> <li>3. Media Release: Dog Education BBQ at Coles Beach. 6/10/2020. 2.8K</li> <li>4. Spring Swans and cygnets at the Tasmanian Aboretum. Image Credit: Ian Macleod. 10/10/2020. 2.7K</li> <li>5. Employment Opportunity: Revenue Officer. 28/10/2020. 2.1K</li> <li>6. Media Release: Commuter Café. 9/10/2020. 2.1K</li> <li>7. Employment Opportunity: Parking and Information Officer. 29/10/2020. 2K</li> <li>8. Media Release: LIVING CITY Sound and Light Show. 28/10/2020. 1.8K</li> <li>9. Bluff Public Toilets Closed/Update Operational. 26/10/2020. 1.7K</li> <li>10. Victoria Parade Seat at Night. Image Credit: Kelly Slater. 30/10/2020. 1.7K</li> </ol>



Sacred Kingfisher, Don Reserve.  
Image Credit: Greg Close



Victoria Parade seat at night.  
Image Credit: Kelly Slater

#### 1.3.4. Videos

Council Officers have increased the use of video messages as a means to communicate with more members of the community.

Date video shared	Video Title	Facebook/YouTube/Council Website	Number of views
28/10/2020	LIVING CITY Sound and Light Show	Youtube/Facebook/Council Website	286
26/10/2020	Council Meeting 26 October 2020	Youtube/Council Website	111
22/10/2020	Mayor's Message 22 October 2020	Facebook/Council Website	934
28/9/2020	Council Meeting 28 September 2020	Youtube/Council Website	86
10/9/2020	Mayor's Message 8 October 2020	Facebook/Council Website	1.2K
9/9/2020	There's more to say after "R U OK?"	Youtube/Facebook/Council Website	198
7/9/2020	Planning Authority Committee	Youtube/Council Website	15

Note: Not included, videos created by Rethink Waste Tasmania, and National Road Safety Week.

#### 1.3.5. Publications & Media

During the month of September, Council issued the following media releases, alerts, comments and statements:

- Media Release: Object Design College. 30 September 2020
- Media Comment: Stimulus sell-off plan. 26 September 2020
- Media Release: COVID-19 Response – Development Stimulus Program. 25 September 2020
- Media Release: Julie Burgess – Transfer of Ownership. 25 September 2020
- Media Release: Safe Space – Contemporary Sculpture. 25 September 2020
- Media Comment: It's roundabout that time. 25 September 2020
- Media Release: Seniors Week 2020. 24 September 2020
- Media Release: Community Input Sought to Shape Future of Devonport's Sports Facilities. 19 September 2020
- Media Feature re Devonport Food and Wine Month – Festival embraces online potential. 18 September 2020

- Media Release: R U OK? Day 2020. 9 September 2020
- Media Release: Treat to Eat. 3 September 2020

During the month of October, Council issued the following media releases, alerts, comments and statements:

- Media Comment: Shed's next box challenge. 31 October 2020
- Media Comment: Union crosshairs on coast. 30 October 2020
- Media Comment: Bluff gets new roundabout. 29 October 2020
- Notice: Annual General Meeting. 28 October 2020
- Media Release: COVID-19 impacts highlighted in Council's Annual Report. 24 October 2020
- Media Release: LIVING CITY Sound and Light Show. 28 October 2020
- Media Comment: Visitors return on the Spirit. 27 October 2020
- Media Comment: Council favours art group over new shop. 24 October 2020
- Media Release: Finalists for National Art Award tidal.20 announced. 22 October 2020
- Media Release: Council to consider Expression of Interest for use of the former Devonport Regional Gallery. 22 October 2020
- Media Release: Devonport Christmas Events Update. 22 October 2020
- Media Release: Devonport Australia Day 2021. 22 October 2020
- Media Comment: Plea for safe beach access. 22 October 2020
- Media release: Commuter Café. 9 October 2020
- Media Release: Dog Education BBQ at Coles Beach. 6 October 2020
- Media Comment: Woodchip fears 'ignored'. 1 October 2020

## 2. PEOPLE AND FINANCE

### 2.1 Human Resources

#### 2.1.1. Recruitment

##### Staff positions advertised September and October 2020

Position	Department	Work Location
Civil Works Serviceperson	City Growth   Infrastructure & Works	Civil – Lawrence Drive
Parks & Reserves Serviceperson	City Growth   Infrastructure & Works	Parks & Reserves – Lawrence Drive
Environmental Health Officer	Corporate Services - Development Services   Health	paranaple centre

##### Staff Appointments September and October 2020

Position	Name	Department	Work Location
Engineering & Development Officer	Martin Olsen	City Growth   Infrastructure & Works – Engineering	paranaple centre
Design Officer	Sanjit Biswas	City Growth   Infrastructure & Works – Engineering	paranaple centre
Customer Service & Project Officer	Michelle Morley	People & Finance   Convention & Arts	Bass Strait Maritime Centre

Position	Name	Department	Work Location
Waste Management Serviceperson	Tony Whiley	City Growth   Infrastructure & Works	Waste Management
Parks & Reserves Serviceperson	Izaak Jones	City Growth   Infrastructure & Works	Parks & Reserves – Lawrence Drive
Civil Works Serviceperson	Johnathon White	City Growth   Infrastructure & Works	Civil – Lawrence Drive
Attendant – Devonport Recreation Centre (change of employment status casual to permanent part-time)	Kelsie Nicholls	Corporate Services   Recreation	Devonport Recreation Centre
Environment Health Officer (Casual)	Graeme Hillyard	Corporate Services - Development Services   Health	paranaple centre

### Staff Departures September and October 2020

Position	Name	Department	Work Location	Date Effective
Environmental Health Officer	Madeline McKinnell	Corporate Services – Development Services   Health	paranaple centre	30/10/2020

### 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)
30/6/2021	3 claims	0	\$29,299.84
30/6/2020	6 claims	0	\$ 29,481.08
30/6/2019	12 claims	0	\$349,415.52
30/6/2018	6 claims	0	\$ 87,767.98
30/6/2017	7 claims	0	\$ 27,839.69
30/6/2016	20 claims	0	\$128,523.97

### New Workers Compensation claims for the period

One new claim lodged in September 2020 and no new claims lodged in October 2020. The claim for September 2020 has since been closed as has all previous claims.

#### 2.1.2. Work Experience

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

#### 2.1.3. Health & Wellbeing

The following activities and initiatives were promoted for September and October:

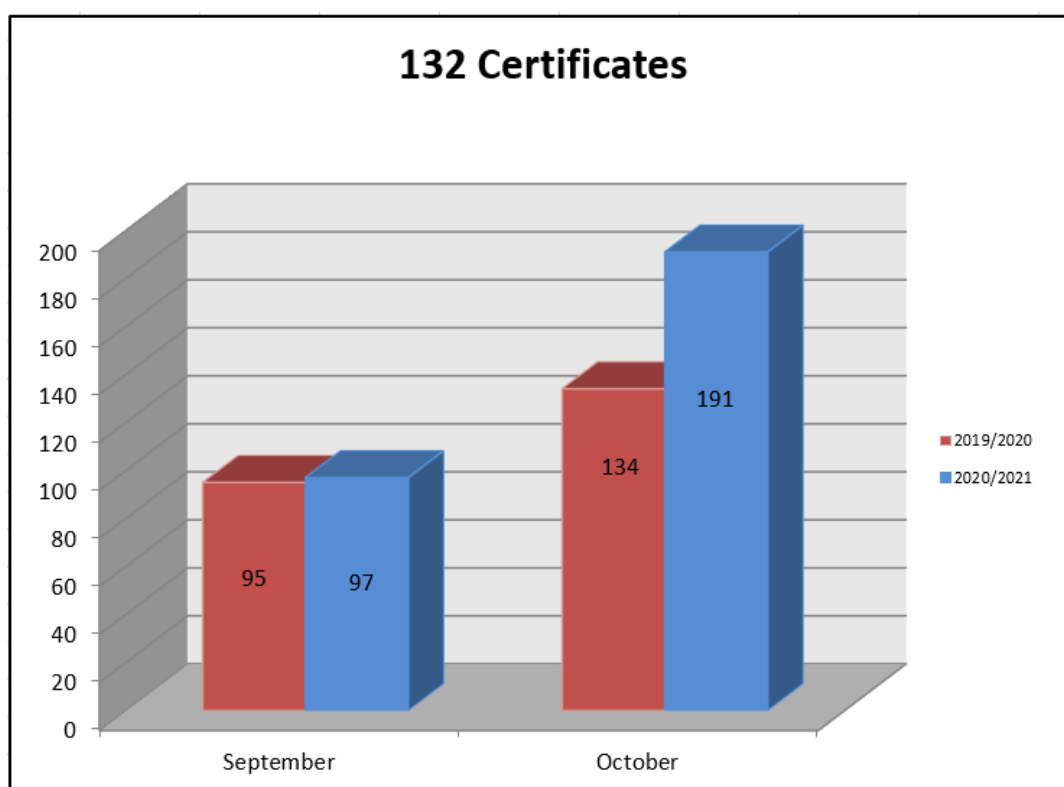
- Promotion of Women's Health Week 7-11 September, Vicki Purnell from Bridie's Blossoms & Blessings was a guest speaker for staff through Microsoft Teams Meeting.
- Burnie 10 – Promotion of Virtual Race in 2020

- Mental Health & Wellbeing Support information – COVID resources
- Promotion of the 5 key COVID safe behaviours
- Employee Assistance Provider - CLS
- R U OK? Day – Promotion of our Community Services Department video talking with community members about the day, and the importance of “there's more to say, after R U OK?”
- Promotion of Workplace Bike Program
- Promotion of Council's Blood Challenge through Australian Red Cross Lifeblood
- Promotion of Skin Checks and Sun Protection Procedure
- Promotion of Commuter Café
- Promotion of Movember 2020 – raising awareness of men's health issues.

## 2.2. Finance

### 2.2.1. Certificates

During the months of September and October 2020, the Finance Team issued 288 Section 132 certificates under the *Local Government Act 1993* (Certificate of Liabilities in relation to rates on properties). This information is a good indicator of property sales in the municipality. A comparison to the previous year is shown below.



### 2.2.2. Rate Statistics

#### Percentage of Rates Paid\*

	2018/2019	2019/2020	2020/2021
<b>September</b>	47.19%	48.30%	51.40%
<b>October</b>	58.23%	61.03%	60.08%

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



As at the end of October, Council had received eleven enquiries or applications for financial hardship assistance from commercial ratepayers and three enquiries or applications for financial hardship assistance from a residential ratepayers under the Financial Hardship Assistance Policy.

The applications resulted in three commercial ratepayers and two residential ratepayers receiving assistance by deferral of rate payments to 31 March 2021 and waiving any applicable late payment penalties.

The majority of early enquires from commercial ratepayers did not result in assistance being provided as these business were able to pay instalments as they became due.

### 2.2.3 Finance Report

The attached report provides an overview of Council's financial position and year to date operating result as at 31 October 2020.

Included in the report are the following:

**Financial Summary** – This report provides an overview of Council's Operational and Capital Income and Expenditure, along with details on cash position and Debtors information for the reporting period, including commentary on material movements between budget and actual revenue and expenditure for the period. Any impact of COVID-19 on the financial result of Council is noted in this report.

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

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

## 3. CORPORATE SERVICES

### 3.1. Parking

#### 3.1.1. Parking Statistics

Sept

Income – Car Parks (Total)	19/20	20/21	Commentary
Sept	\$84,512	\$77,494	Good indication that CBD activity is returning to normal.

<b>Income from Meters</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>Sept</b>	\$66,328	\$41,060	Activity is slowly returning to normal.

<b>Infringements Issued</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>Sept</b>	\$37,330	\$48,061	Infringement management software experienced issues in the previous year. Stats for Sept 2020 are closer to the yearly average.

<b>Income – Multi-level Car Park</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>Sept</b>	\$20,361	\$13,479	Reduction in carpark usage. Many office workers continue to work remotely.

<b>Total Parking Income</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>Sept</b>	\$215,643	\$174,262	Still a slight reduction as impacted by COVID-19 and reduced activity in the CBD.

#### October

<b>Income – Car Parks (Total)</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>October</b>	\$78,192	\$73,172	

<b>Income from Meters</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>October</b>	\$53,537	\$51,404	

<b>Infringements Issued</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>October</b>	\$27,021	\$51,636	The Infringement management software has been more reliable this month and the number of infringements issued is closer to the monthly average of previous years for the month of October.

<b>Income – Multi-level Car Park</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>October</b>	\$17,370	\$13,730	Still a slight reduction in carpark usage due to remote work arrangements.

<b>Total Parking Income</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>October</b>	\$187,611	\$226,181	Positive outcome for October indicating that CBD activity is returning to pre COVID-19 levels.

<b>Total parking income YTD</b>	<b>19/20</b>	<b>20/21</b>	<b>Commentary</b>
<b>October</b>	\$788,082	\$769,144	Parking revenue is slightly less than this same period last year impacted predominantly by reduced activity early in the financial year.

## **3.2. Information Technology**

### **3.2.1. DCC Website Refresh**

Minor functional and visual updates are commencing on Council's website to deliver an improved end user experience and to minimise Council officer administration overhead. The refresh is targeted for completion in early February 2021.

Council's forms continue conversion from PDF to electronic forms. More than 80 forms have been converted to electronic forms to date and development of more is underway. The availability of these forms during the period of COVID-19 and social distancing encouraged increased utilisation of online forms and that trend has continued. Prior to the availability of these forms, most of these transactions would have occurred in person at Council's customer service counters.

### **3.2.2. Business Intelligence**

Council has initiated a project called Project Insight that is focused on delivering a quality Business Intelligence platform. Business intelligence (BI) combines business analytics, data mining, data visualisation, data tools and infrastructure, and best practices and will assist Council with making more data-driven decisions.

Council's KPIs and operational metrics will be reported in realtime utilising simple dashboard graphs. It is anticipated that Council officers can make faster, quality operational decisions by having easy access to Council's KPIs and operational metrics. This is multi year initiative that will begin delivering results in the last half of the current financial year.

## **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 would result in a separate report to Council.

## **CONCLUSION**

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

## **ATTACHMENTS**

1. 20201031 Consolidated Financial Report for Council Meeting [6.7.1 - 8 pages]

## 6.8 CONVENTION AND ARTS REPORT - SEPTEMBER AND OCTOBER 2020

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

### RECOMMENDATION

That Council receive and note the Convention and Arts report.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report provides a summary of the activities undertaken in the Convention and Arts department for the period September and October 2020.

### BACKGROUND

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

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

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

### STATUTORY REQUIREMENTS

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

Convention and Arts Development

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

### DISCUSSION

#### 1. ARTS AND CULTURAL DEVELOPMENT

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

- Undertook Workplace Mental Health training, delivered by OzHelp Tasmania;
- Met with Michael Edwards, Director of Contemporary Art Tasmania, to discuss opportunities for emerging artists based in the North-West Coast;
- Facilitated the handover of the Julie Burgess, to Julie Burgess Inc, settlement took place on Friday 25 September;

- Participated in various Tasmanian performing and visual arts sector information sessions; and
- Participated in various Victorian Association of Performing Arts Centres (VAPAC) COVID-19 pandemic industry forums.

## 1.2. Devonport Regional Gallery

### 1.2.1. Gallery Exhibitions

#### ***This is Us***

Little Gallery: 20 March – 24 March 2020 & 13 July – 5 December 2020

Local young people from Devonport High School, Space for Learning, Reece High School and Don College Devonport explored Australian cultural identity using imagery and text. The resulting artworks were made in a range of media, and investigated personal symbolism and language to communicate self-identity, cultural concerns, attitudes, values and beliefs. Curated by Debbie Qadri.

#### ***Portrait of a Place Tasmanian Photography from the DCC Permanent Collection***

Upper Gallery: 29 February – 24 March 2020 & 13 July – 14 November 2020

This exhibition features works by Tasmanian photographers, including portraiture, landscape photography and photographs of urban spaces. These works exploring the natural Tasmanian environment, the urban spaces built within this environment, and how to create our own places within it. The exhibition also includes works by Tasmanian photographers whose interests and experiences have drawn them overseas, these contrasting images highlighting the uniquely Tasmanian experience of place.

Artists: Julia Davis, Peter Dombrovskis, Lisa Garland, David Martin, Ricky Maynard, Geoffrey Parr, Troy Ruffels, Ilona Schneider and Brian Sollors. Curated by Erin Wilson

#### ***Recent Acquisitions***

##### ***Works from the Devonport City Council's Permanent Collection***

Main Gallery: 13 July – 19 September 2020

Since 2011 the Devonport Regional Gallery has focused on acquiring works by Tasmanian artists to build a Permanent Collection that is a unique and accumulative record of professional artistic activity within Tasmania. This exhibition showcased works that have been acquired through donations, the tidal Award, and the Devonport City Council acquisition fund from 2014 until 2020.

Artists: Rodney Pople, Anton Holzner, Kelly Austin, Lisa Garland, Garry Greenwood, Jessie Pangas, Nerida de Jong, Gerald Makin, Katherine Hattam, Anne Morrison, Joel Crosswell and Julie Fragar.

#### ***Making Marks***

##### ***A Celebration of Children's Art Travelling Exhibition 2020***

Foyer and Creative Space: 1 – 18 September 2020

*Making Marks* was an exhibition by Tasmanian children aged from 0 to 4 years. The annual exhibition celebrates, nurtures and supports the voice of the child through their mark making abilities.

A collaboration between B4 Early Years Coalition (B4), Early Childhood Australia (ECA) Tasmania, Lady Gowrie Tasmania, Goodstart Early Learning, Northern Children's Network, All That We Are, and Dr Barbara Piscitelli AM.



Festival of Learning launch

### **Object Design**

Foyer and Creative Space: 23 September – 10 October 2020

An exhibition of objects by year 12 students from Leighland Christian School, Don and Hellyer Colleges.

*Object Design* is a University of Tasmania College Program unit, created for college students, who have successfully completed, or are demonstrating excellent progress in Design and Production or an equivalent subject.

This annual program is project-based, with all students attending a one-day symposium that included designer talks, technical demonstrations, and an introduction to their project brief. Students worked with teachers in their 'home' colleges towards completing a design in response to the project brief, Transmogrify

### **Safe Space: Contemporary Sculpture**

Main Gallery: 3 October – 14 November 2020

*Safe Space* is a major national touring exhibition of contemporary sculpture, showcasing the works of 12 acclaimed Australian artists: Abdul-Rahman Abdullah, Alex Seton, Claire Healy & Sean Cordeiro, David Cross, Franz Ehmann, Karla Dickens, Keg de Souza, Michelle Nikou, Rosie Miller, Tim Sterling and Will French. Curator, Christine Morrow.

*Safe Space* is an initiative of Museums & Galleries Queensland developed in partnership with Logan City Council through Logan Art Gallery. This travelling

exhibition is supported by the Visions regional touring program, an Australian Government program aiming to improve access to cultural material for all Australians; the Queensland Government through Arts Queensland; the Visual Arts and Craft Strategy, an initiative of the Australian, State and Territory governments; and is assisted by the Australian Government through the Australia Council, its arts funding and advisory body.



Main Gallery: *Safe Space*



Gallery staff taking the *Safe Space* work *Red Stroll* by David Cross for a walk

### ***tidal.20: City of Devonport Tasmanian Art Award***

Entries to *tidal.20* opened on 31 July and closed on 16 September. The Gallery received 162 entries from which the judging panel selected 40 entries to be included in the finalists' exhibition.

The judging panel is this year made up of Janet Carding, Director of Tasmanian Museum and Art Gallery, Patrick Sutczak, Associate Lecturer in Art, School of

Creative Arts UTAS and Deborah Malor, Honorary Associate, Visual Arts and Design, Queen Victoria Museum and Art Gallery.

The *tidal* Award is a biennial, acquisitive award to which Tasmanian artists are invited to submit 2 or 3-dimensional artworks that reflect on the theme of tidal, whether it be the natural, cultural, personal or political concerns related to the sea and coastal regions.

#### 1.2.2. Staff

Staff undertook webinar training through Australian Museums and Galleries Association in Amplifying Truth Telling Exhibitions.

#### 1.2.3. DRG Committee Update

##### **Friends of the Gallery**

The September and October Committee meetings were cancelled due to the COVID-19 pandemic.

##### **The Droogs**

The Gallery's youth committee, The Droogs, have cancelled meetings and workshops due to the COVID-19 pandemic.

#### 1.2.4. Education and Public Programs

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

<b>Home Is Where the Art Is</b> Material Packages are available to be picked up from pac or Devonport Library. Weekly online activities open to the public: running for one week as dated but available on-going through the website.	
Bubble Prints - Abstract Art Project I of III	27 August – 2 September
Larger Than Life. Group grid enlargement community art project.	1 – 29 September
Feather painting, Abstract Art Project II of III	3 – 9 September
Gestural and Action Painting, Abstract Art Project III of III	10 – 16 September
Ephemeral Land Art	17 – 23 September
Kumihimo: The art of Japanese String Making	24 – 30 September
Swinging Worlds - Woven Wall - Hung Wonders	8 – 14 October
Hand Stitched Pictures	15 – 21 October
Safe Space Sculptures	22 – 28 October
Salted Water-Scapes	29 October – 4 November

#### **Children's University Tasmania The Challenge of COVID-19**

Devonport Regional Gallery has a longstanding partnership as one of the North-West Learning Destinations for the Children's University Tasmania (CUT) program.



The COVID-19 pandemic created multiple difficulties for the implementation of the CUT program.

Through collaboration with Devonport Regional Gallery, CUT students were able to stay engaged with the Arts because of the *Home is Where the Art Is* program.

As a result of this and other home-based programs, CUT in North-West Tasmania will have 117 students graduate in 2020.

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

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

The Centre reopened on 3 October for Saturday and Sundays only, 10:00am–3:00pm until January 2021. The Julie Burgess was handed over to Julie Burgess Incorporated on 25 September. There have been no public or educational programs in keeping with COVID-19 restrictions. Staff continue to use social media to engage new and continuing audiences; and are working on auditing the collection stored at Lawrence Drive; and the rehousing and cataloguing of collection items.

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

Staff are continuing the audit on paper and electronic records for input into the Past Perfect database. Auditing the objects held in the Annexe will commence as soon as possible.

##### **Richmond Collection**

Staff continue to rehouse the C. L. Richmond and Sons Pty Ltd, 'Richmond Collection,' into archival standard albums and boxes which will save space and keep the materials flat and well protected. This project is 55% complete. Highlights from the collection are being used as the basis of an ongoing social media series and have been well received by the public.

##### **Digitising Historical Archives**

Staff have begun a systematic digitisation process that will save a great deal of time in the future and will make information from the archives easily deliverable. Over 3,000 pages of archival material is now digitised and processed, ready for access.

##### **Social Media**

A new series was launched on social media called *Postcards from the Edge of the Strait*, featuring the postcard collection held at the museum. The collection is being audited for input into Past Perfect and is being digitised at the same time for social media. Engagement is particularly strong for postcards that have writing on the back as people enjoy transcribing the words and thus adding to Council's descriptions in the database.

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

The exhibition calendar for the remainder of 2020 and into 2021 has been reworked to account for the COVID-19 shutdown period. Staff have sought and received permission to extend the Cats and Dogs All at Sea exhibition from the Australian National Maritime Museum.

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

February 2020 – January 2021

**Strata: Metals, Minerals, and Mining along the Strait**  
March 2021 – November 2021

**Devonport Embroiderer's Guild Annual Display**  
December 2021

**1.3.4. Education and Public Programming**

Due to the COVID-19 shutdown, no public programs or education programs have been offered in September or October. Public programming will not likely resume until the lifting of Stage 3 restrictions and the new Project Officer commences work in January.

**1.3.5. Julie Burgess**

Settlement for the handover of the Julie Burgess to Julie Burgess Inc occurred on 25 September.

Details on the public operations of the Julie Burgess can be found at: [www.julieburgess.org](http://www.julieburgess.org)

**1.4. Town Hall Theatre**

**1.4.1. Theatre Performances and Events**

The Town Hall Theatre was closed between 1 September and 31 October 2020 due to the cancellation or postponement of events impacted by COVID-19 pandemic.

**1.5. Participation Across Arts and Cultural Development Facilities**

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

Facility	Visitors September 2020	Visitors October 2020
paranple arts centre, including DRG	1,327	1,482
Town Hall - Audience	Closed	Closed
Bass Strait Maritime Centre	Closed	56
Julie Burgess	Closed	N/A
<b>Total</b>	<b>1,327</b>	<b>1,538</b>

**1.6. paranple convention centre**

**1.6.1. Meetings at paranple convention centre**

For September and October, the Council meeting rooms held 123 events along with 15 events in the paranple convention centre. Total attendance of 2,559 patrons. For the same period last year, Council meeting rooms held 81 events along with 16 in the paranple convention centre, demonstrating a strong return to business post the Covid-lockdown period.

Events held in the paranple convention centre:

<b>Event</b>	<b>Presented by</b>	<b>Audience Attendance</b>
SGT Will Gardner movie	North-West Film Society	110
Training Day	St Giles	43
2 Day Training	Simplot	22
Honeyland Movie	North-West Film Society	123
Mental Health Week Movie – Bellbird	North-West Film Society	136
Presentation Dinner	Australian Dairy and Pastures	29
50 year plus Rate payers Luncheon	Devonport City Council	55
Senior's Week Movie – Happy Ending	North-West Film Society	136
Unite in Yellow Gala	Cancer Council of Tasmania	161
The Support Teacher Forum	Professional Learning Institute	61
Conservatorium of Music UCP assessment Recitals	UTAS	40
Code of Conduct Information and Consultation Sessions	LGAT	25
Implementing the NQS Workshop	Tasmanian Catholic Education	33
TCF Forum	Tasmanian Community Fund	60
Professional Learning Day	North West Support School	151

## **1.7. Tourism**

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

Staff have been attending regular video conferences with the TVIN (Tasmanian Visitor Information Network). Staff from the paranple arts centre gain up to date resources to help with the upcoming tourist season including bush fire safety communication and updates on COVID safety in the industry.

Tasmania reopened its borders on Monday 26 October to select low-risk States and Territories, with Victoria and New South Wales remaining restricted. It is likely Tasmania will reopen its border to New South Wales on 6 November and Victoria on 27 November.

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

Staff continue to grow the relationship with the RTO, West x North West. The paranple arts centre receive updates on the region and attend hosted events and functions in person or online, creating stronger ties between both organisations.

## **COMMUNITY ENGAGEMENT**

The information provided above details all community engagement.

## **FINANCIAL IMPLICATIONS**

Any financial or budgetary implication related to matters discussed in this report will be separately reported to Council. There is not expected to be any impact on the Council's operating budget as a result of this recommendation.

## **RISK IMPLICATIONS**

There are no risk implications which relate to this report.

**CONCLUSION**

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

**ATTACHMENTS**

Nil

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

Author: **Danielle O'Brien, Community Services Administration Officer**  
 Endorser: **Kym Peebles, Executive Manager People & Finance**

### RECOMMENDATION

That Council receive and note the minutes of the Devonport Maritime and Heritage Special Interest Group and the paranaple arts centre Special Advisory Committee.

### 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 (September – October 2020):

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

- Guest Speaker Karen Hampton shared an update on the existing Heritage Walk in East Devonport and the opportunity to work with Rotary Devonport South East to refurbish or replace existing infrastructure;
- Received verbal reports and updates from local maritime and heritage attractions Don River Railway, Home Hill and Julie Burgess Inc;
- Reviewed the most recent Bass Strait Maritime Centre report; and
- Discussed General Marketing and Heritage Trail Actions, including development of a walking tour phone application.

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

- Reviewed the recent paranaple arts centre report, provided by the Director;
- Discussed tidal sponsorship and the *tidal.20* exhibition;
- Reviewed the exhibition calendar;
- Received update on the visual arts collection audit and discussed the future opportunities for the Davis Collection; and
- Discussed several possible donations, assessed against the acquisition and collection policy criteria.

**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications which relate to this report.

**RISK IMPLICATIONS**

There are no risk implications which relate to this report.

**CONCLUSION**

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

**ATTACHMENTS**

1. Minutes - Devonport Maritime & Heritage Special Interest Group - September 2020 [6.9.1 - 6 pages]
2. Minutes - Devonport Maritime & Heritage Special Interest Group - October 2020 [6.9.2 - 6 pages]
3. Minutes - PAC Special Advisory Committee - September 2020 [6.9.3 - 25 pages]

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## **7 SECTION 23 COMMITTEES**

### **7.1 PLANNING AUTHORITY COMMITTEE MEETING - 16 NOVEMBER 2020**

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

#### **RECOMMENDATION**

That the minutes of the Planning Authority Committee meeting held on 16 November 2020 be received, and the recommendations contained therein be noted.

PAC 20/10 - Planning Applications Approved Under Delegated Authority 24 August 2020 – 31 October 2020

PAC 20/11 - PA2020.0178 - 3 Chalmers Lane Devonport – Residential (Single Dwelling)

PAC 20/12 - PA2020.0170 - 89 North Street Devonport – Residential (Single Dwelling Alterations and Additions)

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

Council's Strategic Plan 2009-2030:

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

#### **SUMMARY**

The purpose of this report is to receive the minutes from the Planning Authority Committee meeting held on 16 November 2020.

#### **ATTACHMENTS**

1. Minutes - Planning Authority Committee - 16 November 2020 [7.1.1 - 6 pages]

## 8 CLOSED SESSION

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

### RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
3.1	Confirmation of Closed Minutes – Council Meeting – 26 October 2020	15(2)(g)
3.2	Application for Leave of Absence - Nil at time of agenda compilation	15(2)(h)
4.1	Confidential Attachments – November 2020	15(2)(g)
6.1	Unconfirmed Minutes – Joint Authorities	15(2)(g)
6.2	Outstanding Rates Debtors – Three Years and Over	15(2)(j)
6.3	Lease Agreement Tenancy Two Providore Place	15(2)(b)



## **9 CLOSURE**