



*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, parnapple centre, 137 Rooke Street, Devonport on Monday 28 November 2022, commencing at 5:30 PM.

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

## QUALIFIED PERSONS

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

Matthew Atkins  
GENERAL MANAGER

**23 11 2022**

### December 2022

Meeting	Date	Commencement Time
Council Meeting	19 December 2022	5:30pm

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 28 NOVEMBER 2022, IN THE ABERDEEN ROOM, LEVEL 2, paranapple  
centre, 137 ROOKE STREET, DEVONPORT AT 5:30 PM**

<b>Item</b>	<b>Page No.</b>
<b>1 APOLOGIES .....</b>	<b>3</b>
<b>2 DECLARATIONS OF INTEREST .....</b>	<b>3</b>
<b>3 PROCEDURAL .....</b>	<b>4</b>
3.1 CONFIRMATION OF MINUTES .....	4
3.2 PUBLIC QUESTION TIME .....	4
3.2.1 Responses to Questions Raised at Prior Meetings .....	5
3.2.2 Questions on Notice from the Public .....	6
3.2.3 Questions Without Notice from the Public .....	9
3.3 QUESTIONS ON NOTICE FROM COUNCILLORS .....	10
3.4 NOTICES OF MOTION .....	11
3.4.1 Mersey Ferry Service .....	11
<b>4 PLANNING AUTHORITY MATTERS .....</b>	<b>12</b>
4.1 PA2022.0168 - 19 NORTH CAROLINE STREET EAST DEVONPORT - RESIDENTIAL (RESPIRE CENTRE) .....	13
4.2 PA2022.0177 - 110 DUNCANS ROAD MELROSE - RESIDENTIAL (SINGLE DWELLING AND OUTBUILDING) .....	20
<b>5 REPORTS .....</b>	<b>32</b>
5.1 MEETING ARRANGEMENTS .....	32
5.2 APPOINTMENT TO COMMITTEES, BODIES, AUTHORITIES, PANELS AND WORKING GROUPS .....	34
5.3 REQUEST FOR COMMEMORATIVE PLAQUE/SIGNAGE - DEVONPORT OVAL .....	39
5.4 UNCONFIRMED MINUTES - ANNUAL GENERAL MEETING - 24 OCTOBER 2022 .....	41
5.5 TENDER REPORT CONTRACT CT0310 TUGRAH RD TRAFFIC MANAGEMENT .....	43
5.6 DEVONPORT E-SCOOTER TRIAL .....	47
5.7 NAMING OF PUBLIC OPEN SPACE .....	50
<b>6 INFORMATION .....</b>	<b>54</b>
6.1 CERTIFICATE OF ELECTION - 2022 LOCAL GOVERNMENT ELECTIONS .....	54
6.2 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING .....	56
6.3 MAYOR'S MONTHLY REPORT .....	57
6.4 GENERAL MANAGER'S REPORT .....	59
6.5 ELECTED MEMBERS EXPENSE REPORT TO 31 OCTOBER 2022 .....	62
6.6 UNCONFIRMED MINUTES DEVONPORT CITY COUNCIL AUDIT PANEL .....	64
6.7 COMMUNITY SERVICES REPORT - SEPTEMBER AND OCTOBER 2022 .....	67
6.8 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT - SEPTEMBER AND OCTOBER 2022 .....	77
6.9 CONVENTION AND ARTS REPORT - SEPTEMBER AND OCTOBER 2022 .....	90
<b>7 SECTION 23 COMMITTEES .....</b>	<b>96</b>
<b>8 CLOSED SESSION .....</b>	<b>97</b>
<b>9 CLOSURE .....</b>	<b>98</b>

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**ATTENDEES**

		<b>Apology</b>
Chair	Cr A Jarman (Mayor)	
	Cr S Sheehan (Deputy Mayor)	
	Cr G Enniss	
	Cr P Hollister	
	Cr S Martin	
	Cr A Moore	
	Cr L Murphy	
	Cr D Viney	
	Cr J Wilczynski	

**ACKNOWLEDGEMENT OF COUNTRY**

Devonport City Council acknowledges and pays respect to the palawa-pakana people as the traditional and original owners of lutrawita and continuing custodians of this land on which we gather.

We also acknowledge and pay our respects to the Tasmanian Aboriginal elders past and present.

**IN ATTENDANCE**

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

**1 APOLOGIES****2 DECLARATIONS OF INTEREST**

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## **3 PROCEDURAL**

### **3.1 CONFIRMATION OF MINUTES**

#### **RECOMMENDATION**

That the minutes of the Council meeting held on 24 October 2022 as previously circulated be confirmed.

### **3.2 PUBLIC QUESTION TIME**

#### **PUBLIC QUESTION TIME**

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

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

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

Author: **Matthew Atkins, General Manager**

#### **RECOMMENDATION**

That responses to questions from Mr Robert Vellacott at the October 2022 Council meeting be noted.

#### **ATTACHMENTS**

1. Response to Questions Without Notice - 24 October 2022 - Robert Vellacott [**3.2.1.1** - 2 pages]

## 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

Author: **Matthew Atkins, General Manager**

### RECOMMENDATION

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

#### **Mr Phil Murray - 127 Best Street, Devonport**

A letter containing questions on notice received from Phil Murray on 13 November 2022 is **reproduced as attachment 1**.

- Q1** The mass plantings between the new hotel and the railway line has a real problem. Weed control before planting was sub standard and now we have weeds that were just covered with mulch beginning to dominate the planting.
- I have been told that the Parks and Reserves Workers will be maintaining the new planting. It will be virtually impossible to remove or spray those weeds from a dense planting. Will Council be ensuring the landscaping contractor deals with the weed problem before handing maintenance over to Council?

#### **Response**

As sections of the parkland reach satisfactory stages of construction completion, they have been opened to public access. Contractually, these milestones do not represent transfer of maintenance responsibility or acceptance of any defects or rework that may be required. Specifically, in relation to the landscaping works, a defined maintenance period by the installing contractor is included to ensure issues such as weed emergence or planting losses are addressed prior to transfer of ongoing management to Council.

- Q2** I understand Council is in the process of planning for a new stadium to replace the existing one situated at Forbes Street. Would you please inform me where the new stadium will be situated, or which sites are being considered.

#### **Response**

Council has not yet determined a preferred location for the new stadium project. A number of existing sites with the capacity to accommodate the likely project scale are under consideration. Any recommendation on a final location choice will be the subject of a future report to Council.

#### **Mr Robert Vellacott, 11 Cocker Place, Devonport**

A letter containing questions on notice received from Robert Vellacott on 20 November 2022 is **reproduced as attachment 2**.

- Q1** The unsatisfactory condition of the property on the corner of Best and Rooke Street, commonly known as Day's Building.

I refer to my questions without notice asked at the DCC Meeting 24 October 2022, also the letter from the General Manager, Mr Matthew Atkins 4th November 2022 in regard, as to whether the building complies with health and building regulations. (Ref below extract from meeting minutes re my questions).

Minutes of 24 October 2022 - Bob Vellacott, 11 Cocker Place Devonport) "Q1. My question is in relation to the condition of the property on the corner of Best and Rooke Street, commonly known as Day's Building. It appears we could have another old maternity hospital within our city, that is the condition is pretty poor not in keeping with the rest of the properties around. Last time I had a look at it there were broken windows, there were pigeons flying in and out and of course with the recent weather coming that way, it would not take much to imagine plenty of moisture and what have you inside. I have been told that there has been liquid coming down on the interior of the building.

Now my question is, does it comply with health and building regulations? The other thing is, am I correct in saying now that Council has the authority to do something about it if the present owner doesn't?

Also, who are the present owners, does Council know and have you taken any action so far in having that building brought to a reasonable and acceptable standard to comply, and I emphasise to comply, particularly with the health regulations? "

Response The Mayor advised that given the number of questions Mr Vellacott had asked, that they would be taken on notice and responses provided in writing.

The General Manager's response was (Ref his letter 4 Nov 2022) "The Building Act 2016 (the Act) regulates requirements for property owners to maintain their properties. Council as the Permit Authority can initiate compliance action under the Act if the premise is considered unfit for use or occupancy or is considered a danger to the public. Council does have the authority under the Act to perform any required works if the property owner fails to do so and in certain circumstances. - Recently there have been some incidents on site and Council have been in contact with the property manager to discuss maintaining the property. Those discussions are ongoing. "

(NEW QUESTION ON NOTICE)- As of this date 19th November 2020 there appears to have been nothing done to stop the ingress of pigeons and rain water into the building.

I have been told that rainwater water has often been seen inside the ground floor of the building. Obviously there would be every possibility it could be contaminated with pigeon droppings/effluent and therefore should be regarded as a health hazard that requires immediate attention, more so, because there are food shops situated within that property.

I note the general manager did not answer that part of my question asked 24th October i.e. "does it (the building) comply with health and building regulations" and I respectfully ask will he now do so?

### **Response**

It is not appropriate to publicly disclose specifics of any compliance matters that may or may not be current with individual property owners. However, as noted previously Council has certain powers under the *Building Act 2016*, and discussions have occurred with the property manager in relation to maintaining the property.

**Q2** Has council, before or since the 24<sup>th</sup> October 2022, requested and or received a written report about the status of the condition of the property (as per Q1 above) in regard as to its compliance or otherwise of health and building regulations?

**Response**

No, Council has not received a written report about the status of the condition of the property.

**ATTACHMENTS**

1. Questions on notice - Phil Murray [**3.2.2.1** - 1 page]
2. Qs Responses Days Building Pigeons RBV Nov 2022 [**3.2.2.2** - 2 pages]



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

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

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

## 3.4 NOTICES OF MOTION

### 3.4.1 MERSEY FERRY SERVICE

Author: **Councillor Steve Martin**

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 Martin.

#### MOTION

That Council:

- Support the return of the Trans-Mersey Ferry Service and consider taking ownership of the eastern Mersey Ferry pontoon subject to:
  - Conducting a full inspection and due diligence of the pontoon to understand condition.
  - Receiving an acceptable and sustainable business case provided by proposed operator for review at Council's next workshop.

#### SUPPORT

The Trans-Mersey Ferry Service is Australia's oldest continuous 'mass transit' service of its kind and has been operating on the Mersey River for 163 years.

The service connected the townships of Torquay and Formby with the first licensed service beginning in 1855, operating between Torquay's Union Inn and Formby's British Hotel (later renamed Formby Hotel, now The Central), with passengers alighting onto muddy and shingled banks.

Over the years passengers were rowed across in open boats; punted across utilising cables; steamed across; travelled on the motor launch Molly; ferries Torquay I (1963), Torquay II (1985); and more recently the Spirit of Devonport; back and forth across the Mersey.

The service is not only an historic link between east & west Devonport, importantly, it is also one of strong community connection; inclusion; provides a sense of pride and belonging; and as such is much, much more just than economics.

There are many stories, now folklore, painting pictures of the history of our river, townships, city, and people; endearing stories that are unique to our municipality and should be shared and celebrated alongside the continuation of the Trans-Mersey Ferry Service.

Ownership of the eastern pontoon is an essential piece to getting the service back on the "run" and would be a positive step in providing confidence for Kinetic to pass on ownership of the vessel to prospective new owners. Additionally, it would also help link the past with the future - a zero carbon emission Trans-Mersey Ferry Service, LIVING CITY, QUAYLINK, the proposed Mersey Yacht Club redevelopment and the possibility of reintroducing river cruises.

With Council already possessing the western pontoon, it would not be too much of a leap for Council to take over ownership of the eastern pontoon, should the full inspection, due diligence and sustainable business plan be acceptable.

### **OFFICER'S COMMENTS**

Council received advice in mid-November from the current ferry owner, Kinetic, that they were in discussions with a potential new ferry operator and would most likely be transferring ownership to the new operator.

This new entity, who seek to remain confidential, have since contacted Council outlining their plans for the ferry and requesting Council accept ownership of the eastern shore pontoon.

The pontoon on the western shore of the Mersey River adjacent to Steele Street is owned by Council and was made available for use to the previous operator as part of a partnership agreement.

### **ATTACHMENTS**

Nil

## **4 PLANNING AUTHORITY MATTERS**

**The Mayor will now announce that Council intends to act as a Planning Authority under the *Land Use Planning and Approvals Act 1993* for the consideration of Agenda Items 4.1 & 4.2.**

Council is required by Regulation 8(3) of the *Local Government (Meeting Procedures) Regulations 2015* to deal with items as a Planning Authority under the *LUPAA 1993* in a sequential manner.

The following items are to be dealt with at the meeting of Council in its capacity as a Planning Authority.

## **4.1 PA2022.0168 - 19 NORTH CAROLINE STREET EAST DEVONPORT - RESIDENTIAL (RESPITE CENTRE)**

Author: **Emma Pieniak, Planning Officer**  
Endorser: **Kylie Lunson, Executive Manager**

### **RECOMMENDATION**

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and section 57 of the *Land Use Planning and Approvals Act 1993*, approve application PA2022.0168 and grant a Permit to use and develop land identified as 19 North Caroline Street, East Devonport for the following purposes:

- Residential (respite centre)

Subject to the following condition:

1. The Use and Development is to proceed generally in accordance with the submitted plans referenced as St Michaels East Devonport Respite Centre 211018 by ARTAS Architects, copies of which are attached and endorsed as documents forming part of this Planning Permit.

Note: The following is provided for information purposes.

The development is to comply with the requirements of the current National Construction Code. The developer is to obtain the necessary building and plumbing approvals and provide the required notifications in accordance with the *Building Act 2016* prior to commencing building or plumbing work.

Permitted hours of demolition/construction work are Monday to Friday from 7am - 6pm, Saturday from 9am - 6pm and Sunday and statutory holidays from 10am - 6pm.

The amenity of the area must not be detrimentally affected by the use or development through the:

- a) Transport of materials, goods or commodities to or from the land; or the
- b) Emission of noise, dust, odour, artificial light, vibration, fumes, smoke, vapour, steam, soot, ash, wastewater or any waste products.

No burning of any waste materials (including cleared vegetation) is to be undertaken on site. Any waste material is to be removed and disposed of at a licensed refuse waste disposal facility.

If any food products are supplied, prepared and/or cooked for guests, the business operator must contact the Council prior to the opening of the business to confirm their requirements under the *Food Act 2003*.

Enquiries regarding the condition/notes can be directed to Council's Development Services Department – Ph 6424 0511.

## RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.1.1 Apply and review the Planning Scheme as required, to ensure it delivers local community character and appropriate land use
- Strategy 2.1.2 Provide consistent and responsive development assessment and compliance processes

## SUMMARY

The purpose of this report is to enable Council, acting as a Planning Authority to make a decision regarding planning application PA2022.0168.

## BACKGROUND

Planning Instrument:	<i>Tasmanian Planning Scheme – Devonport 2020</i>
Address:	19 North Caroline Street, East Devonport
Applicant:	Artas Architects Pty Ltd
Owner:	St Michael's Association Inc.
Proposal:	Residential (respite centre)
Existing Use:	Education and Occasional Care & Residential
Zoning:	General Residential
Decision Due:	07/11/2022, extension granted until 29/11/2022

## SITE DESCRIPTION

The large subject site comprises an amalgamation of existing buildings to the southern side of the lot and remnants of demolished buildings on the northern side of the lot. The site comprises various residential and educational services associated with NDIS provider St Michaels. Properties adjoining the subject site comprises established residential development, with a short-term accommodation park and industrial development established adjacent to the frontage of the site. The subject site and surrounding development are illustrated in Figure 1.



Figure 1 – Aerial view (LISTmap)

## APPLICATION DETAILS

The applicant is seeking approval for change of use and internal development to convert 2 classrooms within an existing building and provide a 5-bedroom respite accommodation with carers room and kitchen. An existing adjacent toilet block will be updated to provide 3 accessible bathrooms. The proposed development is illustrated in Figures 2 and 3. The complete application as submitted is **appended to the report as Attachment 1**.

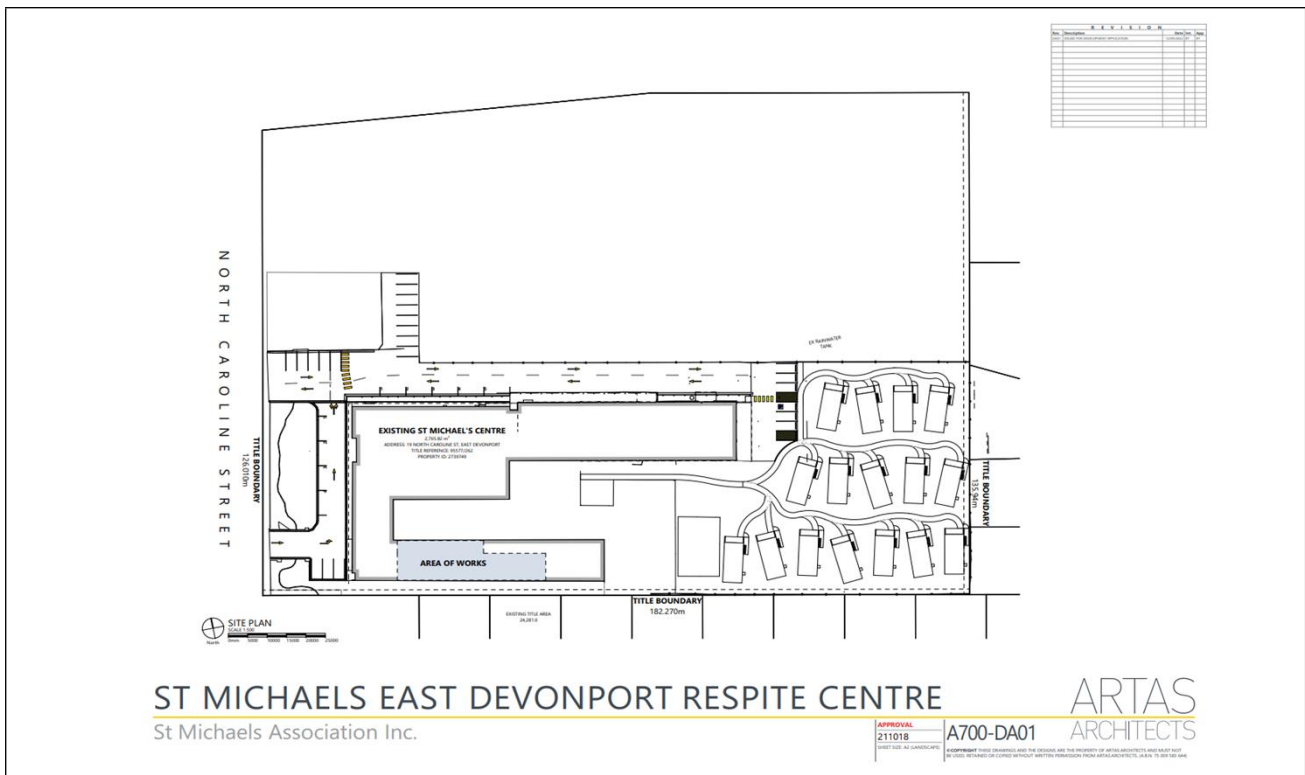


Figure 2 – Site plan

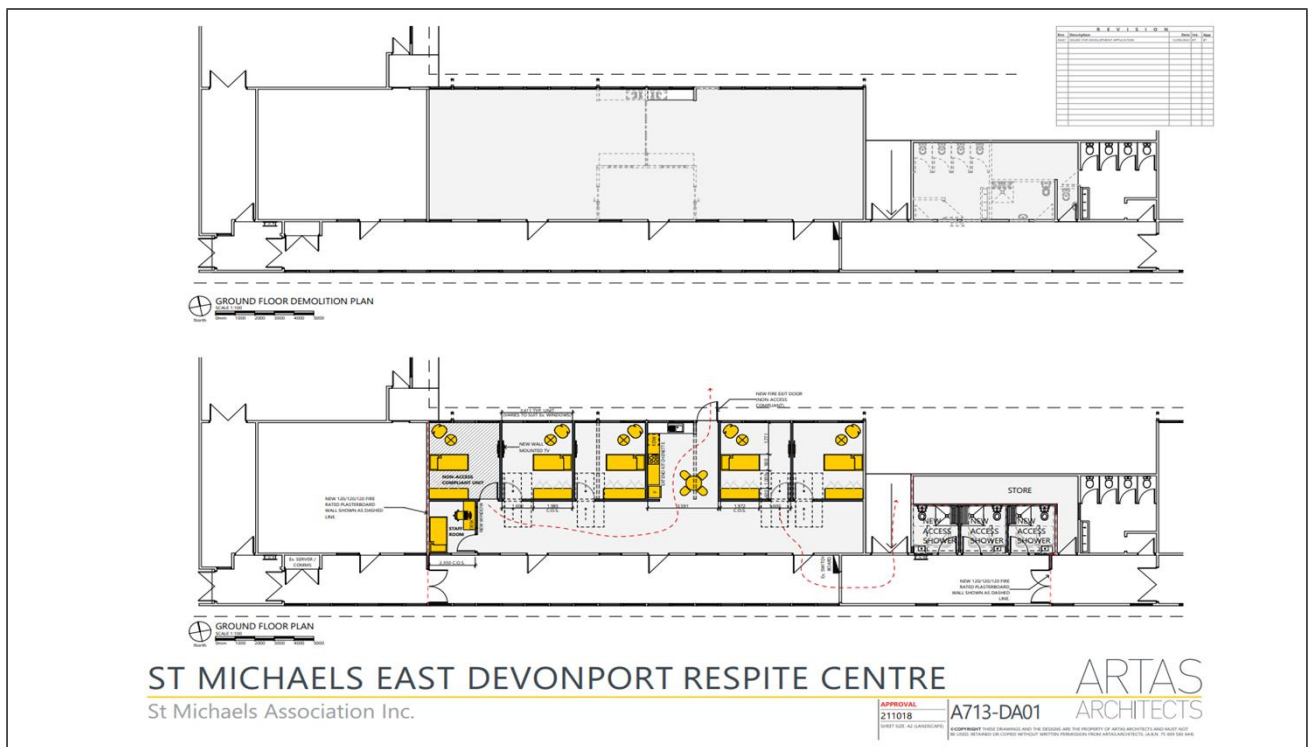


Figure 3 – Floor plan

## PLANNING ISSUES

The land is zoned General Residential under the *Tasmanian Planning Scheme - Devonport 2020*. The purpose of the General Residential Zone is:

- 8.1.1 To provide for residential use or development that accommodates a range of dwelling types where full infrastructure services are available or can be provided.
- 8.1.2 To provide for the efficient utilisation of available social, transport and other service infrastructure.
- 8.1.3 To provide for non-residential use that:
  - a) primarily serves the local community; and
  - b) does not cause an unreasonable loss of amenity through scale, intensity, noise, activity outside of business hours, traffic generation and movement, or other off site impacts.
- 8.1.4 To provide for Visitor Accommodation that is compatible with residential character.

Residential use for respite care facility is permitted within the General Residential zone. There are no use standards to be addressed for a permitted use class and no development standards are applicable for the proposed works which are contained within the existing buildings.

The proposed change of use requires discretion under the Parking and Sustainable Transport code for a reduction of the car parking numbers, as discussed below.

## C2.0 Parking and Sustainable Transport Code

The purpose of the Parking and Sustainable Transport Code is:

- C2.1.1 To ensure that an appropriate level of parking facilities is provided to service use and development.
- C2.1.2 To ensure that cycling, walking and public transport are encouraged as a means of transport in urban areas.
- C2.1.3 To ensure that access for pedestrians, vehicles and cyclists is safe and adequate.
- C2.1.4 To ensure that parking does not cause an unreasonable loss of amenity to the surrounding area.
- C2.1.5 To ensure that parking spaces and accesses meet appropriate standards.
- C2.1.6 To provide for parking precincts and pedestrian priority streets.

### C2.5.1 Car parking numbers

<b>Objective:</b> That an appropriate level of car parking spaces are provided to meet the needs of the use.	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> The number of on-site car parking spaces must be no less than the number specified in Table C2.1, excluding if: (a) the site is subject to a parking plan for the area adopted by council, in which case	<b>P1.1</b> The number of on-site car parking spaces for uses, excluding dwellings, must meet the reasonable needs of the use, having regard to: (a) the availability of off-street public car parking spaces within reasonable walking distance of the site;



<p>parking provision (spaces or cash-in-lieu) must be in accordance with that plan;</p> <p>(b) the site is contained within a parking precinct plan and subject to Clause C2.7;</p> <p>(c) the site is subject to Clause C2.5.5; or</p> <p>(d) it relates to an intensification of an existing use or development or a change of use where:</p> <p>i. the number of on-site car parking spaces for the existing use or development specified in Table C2.1 is greater than the number of car parking spaces specified in Table C2.1 for the proposed use or development, in which case no additional on-site car parking is required; or</p> <p>ii. the number of on-site car parking spaces for the existing use or development specified in Table C2.1 is less than the number of car parking spaces specified in Table C2.1 for the proposed use or development, in which case on-site car parking must be calculated as follows:</p> $N = A + (C - B)$ <p>N = Number of on-site car parking spaces required  A = Number of existing on-site car parking spaces  B = Number of on-site car parking spaces required for the existing use or development specified in Table C2.1  C = Number of on-site car parking spaces required for the proposed use or development specified in Table C2.1</p>	<p>(b) the ability of multiple users to share spaces because of:</p> <p>i. The number of on-site car parking spaces for uses, excluding dwellings, must meet the reasonable needs of the use, having regard to:</p> <p>ii. efficiencies gained by consolidation of car parking spaces;</p> <p>(c) the availability and frequency of public transport within reasonable walking distance of the site;</p> <p>(d) the availability and frequency of other transport alternatives;</p> <p>(e) any site constraints such as existing buildings, slope, drainage, vegetation and landscaping;</p> <p>(f) the availability, accessibility and safety of on-street parking, having regard to the nature of the roads, traffic management and other uses in the vicinity;</p> <p>(g) the effect on streetscape; and</p> <p>(h) any assessment by a suitably qualified person of the actual car parking demand determined having regard to the scale and nature of the use and development.</p> <p><b>P1.2</b></p> <p>The number of car parking spaces for dwellings must meet the reasonable needs of the use, having regard to:</p> <p>(a) the nature and intensity of the use and car parking required;</p> <p>(b) the size of the dwelling and the number of bedrooms; and</p> <p>(c) the pattern of parking in the surrounding area.</p>
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The applicant does not propose any additional car parking to address the change of use. The required rate for an unspecified residential use is; 1 space per bedroom or 2 spaces per 3 bedrooms plus 1 visitor space for every 10 bedrooms. The five bedroom respite care facility equates to a requirement of at least 5 parking spaces. The application has outlined the operational needs of those being accommodated within the respite care facility would not result in the need of any car parking on-site as clients would be dropped off and then collected again by their carers.

**P1.1** – The dispensation for additional parking can be satisfied given the needs of the respite care use does not warrant additional on-site parking. There is suitable parking and vehicle circulation within the site to address the needs of any drop off and pick up of clients, while staff parking is existing.

## COMMUNITY ENGAGEMENT

On 26/09/2022, Council received an application for the above development. Under section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at section 9(1) of the *Land Use Planning and Approvals Regulations 2014*, the Planning Authority fulfilled this notification requirement by:

- (a) Advertising the application in *The Advocate* newspaper on 28/09/2022;
- (b) Making a copy of the proposal available in Council Offices from the 28/09/2022;
- (c) Notifying adjoining property owners by mail on 27/09/2022; and
- (d) Erecting a Site Notice for display from the 28/09/2022.

The period for representations to be received by Council closed on 11/10/2022.

## REPRESENTATIONS

One representation was received within the prescribed 14 day public notification period required by the *Land Use Planning and Approvals Act 1993*. Council received a letter jointly signed by 19 individuals from 15 properties within proximity to the subject site.

The concerns outlined in the representation, as reproduced below in Figure 4, refer to the 16 assisted living units which were approved under section 58 of LUPAA on 23 June 2021. As a residential use, this application was accepted under section 58 of LUPAA and the development was deemed to meet the relevant design standards of the General Residential zone. As such, public notification was not required and the planning authority granted a permit.

When determining an application for a planning permit, the planning authority must consider the matters outlined in clause 6.10.1 of the Tasmanian Planning Scheme; including any representation, but only insofar as each matter is relevant to the particular discretion being sought. The discretion sought in this instance relates solely to the requirement of the car parking numbers specified within the Parking and Sustainable Transport Code.

The concerns raised in the representation are not relevant to this planning application.

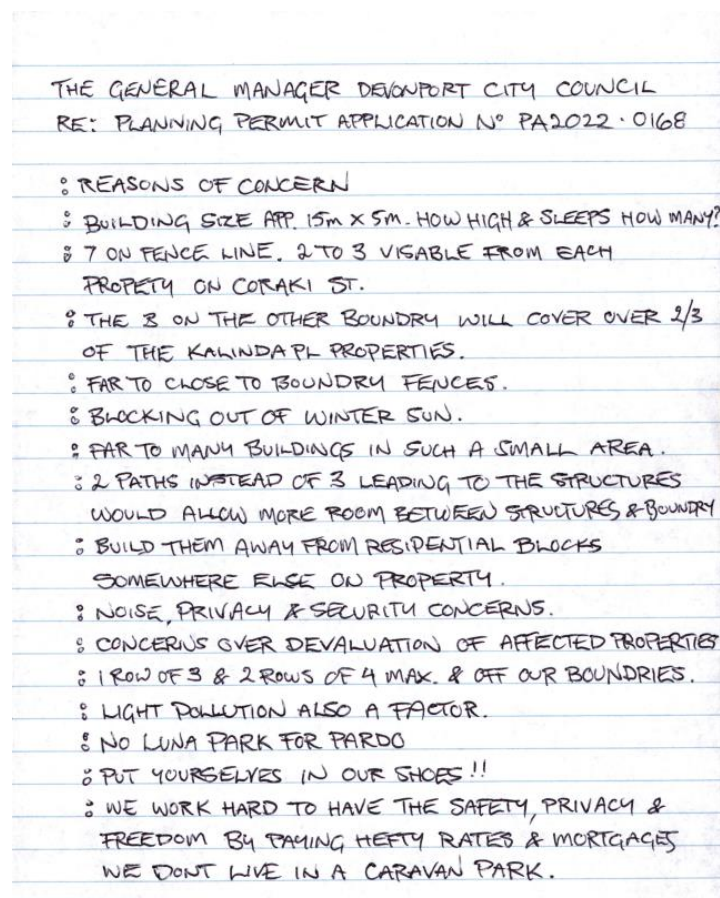


Figure 4 – Representation

### **DISCUSSION**

The application has been referred internally to Council's development review staff. Feedback received has been included as notes where appropriate.

### **FINANCIAL IMPLICATIONS**

No financial implications are predicted unless an appeal is made against the Council's decision to the Tasmanian Civil and Administrative Tribunal. In such instance, legal counsel will likely be required to represent Council. The opportunity for such an appeal exists as a result of the Council determining to either approve or refuse the permit application.

### **RISK IMPLICATIONS**

In its capacity as a planning authority under the *Land Use Planning and Approvals Act 1993* (LUPAA), Council is required to make a determination on this application for a discretionary planning permit. Due diligence has been exercised in the preparation of this report and there are no predicted risks associated with a determination of this application.

### **CONCLUSION**

The application satisfies the relevant acceptable solutions and performance criteria under the *Tasmanian Planning Scheme – Devonport 2020* and a permit can be issued, subject to conditions.

### **ATTACHMENTS**

1. Application - PA2022.0168 - 19 North Caroline Street - Residential (respite centre)  
[4.1.1 - 17 pages]

## **4.2 PA2022.0177 - 110 DUNCANS ROAD MELROSE - RESIDENTIAL (SINGLE DWELLING AND OUTBUILDING)**

Author: **Carolyn Milnes, Senior Town Planner**

Endorser: **Kylie Lunson, Executive Manager**

### **RECOMMENDATION**

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and section 57 of the *Land Use Planning and Approvals Act 1993*, approve application PA2022.0177 and grant a Permit to use and develop land identified as 110 Duncans Road, Melrose for the following purposes:

- Residential (single dwelling and outbuilding)

Subject to the following conditions:

1. The Use and Development is to proceed generally in accordance with the submitted plans referenced as Proposed Residence and Shed, Project Number 2122-48, Revision 02, dated 01-09-2022 by Steven Penton Building Design and Contract Plans for a Shed, Job No. SEL-313213, Rev 1, dated 14 Feb 2022 by Shed Envy, copies of which are attached and endorsed as documents forming part of this Planning Permit.
2. The applicant is to submit a Plumbing Permit Application, along with supporting documentation as required under Schedule 2 of the Director's Determination - Director's Specified List v1.2 (Building Act 2016), for an on-site wastewater disposal system as part of the Building and Plumbing application process. This is to include a design report prepared by a suitably qualified person, including a site and soil evaluation in accordance with AS/NZS1547:2012, to demonstrate that the property is capable of supporting an on-site wastewater treatment system.
3. Stormwater is to be discharged in accordance with the National Construction Code.
4. The track to the subject site is to be maintained by the landowner.
5. An Access Licence over the Crown Road Reserve is to be obtained from Parks and Wildlife Service – Property Services.

Note: The following is provided for information purposes.

The development is to comply with the requirements of the current National Construction Code. The developer is to obtain the necessary building and plumbing approvals and provide the required notifications in accordance with the *Building Act 2016* prior to commencing building or plumbing work.

Hours of Construction shall be: Monday to Friday Between 7am - 6pm, Saturday between 9am -6pm and Sunday and statutory holidays 10am - 6pm.

During the construction or use of these facilities all measures are to be taken to prevent nuisance. Air, noise and water pollution matters are subject to provisions of the *Building Regulations 2016* or the *Environmental Management and Pollution Control Act 1994*.

In regard to condition 3 the applicant should contact Council's Infrastructure & Works Department – Ph 6424 0511 with any enquiries.

Enquiries regarding other conditions can be directed to Council's Development Services Department – Ph 6424 0511.

## RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.1.1 Apply and review the Planning Scheme as required, to ensure it delivers local community character and appropriate land use
- Strategy 2.1.2 Provide consistent and responsive development assessment and compliance processes

## SUMMARY

The purpose of this report is to enable Council, acting as a Planning Authority to make a decision regarding planning application PA2022.0177.

## BACKGROUND

Planning Instrument:	<i>Tasmanian Planning Scheme – Devonport 2020</i>
Address:	110 Duncans Road, Melrose
Applicant:	Steven Penton
Owner:	Mr MC Hovington
Proposal:	Residential (single dwelling and outbuilding)
Existing Use:	Vacant
Zoning:	Rural
Decision Due:	10/11/2022, extension granted 28/11/2022

## SITE DESCRIPTION

The site is located to the north of Duncans Road and accessed via a road reserve that is not maintained by Council. Council maintains the road to a point, approximately 350m to the south of the lot. The site is surrounded by bushland and grazing land with a cluster of dwellings to the east and a quarry to the west. The lot has an area of 5.759ha and is predominantly bush, although cleared in the centre of the southern half. The lot falls approximately 30m from west to east with a small gully on the northern section.

The site has been cleared in the past with the building site recently excavated to provide a flat surface on which to build.

A small shed is located on the property.

Figure 1 shows an aerial view of the subject site and surrounding area.





**Figure 1 - Aerial view of subject site and surrounding area**

#### **APPLICATION DETAILS**

The applicant is seeking approval for a Residential use in the form of a single dwelling and associated 15m x 10m outbuilding.

The proposed dwelling and shed will be located within the cleared area shown in Figure 1, The dwelling will be 90m from the southern boundary and 71m from the western boundary with the shed being 65m from the southern boundary, approximately 85m from the western boundary and 136m from the eastern boundary. Figure 2 is a copy of the site plan, Figure 3 the dwelling floor plan and Figure 4 the shed elevations. The complete application as submitted is **appended in Attachment 1**.

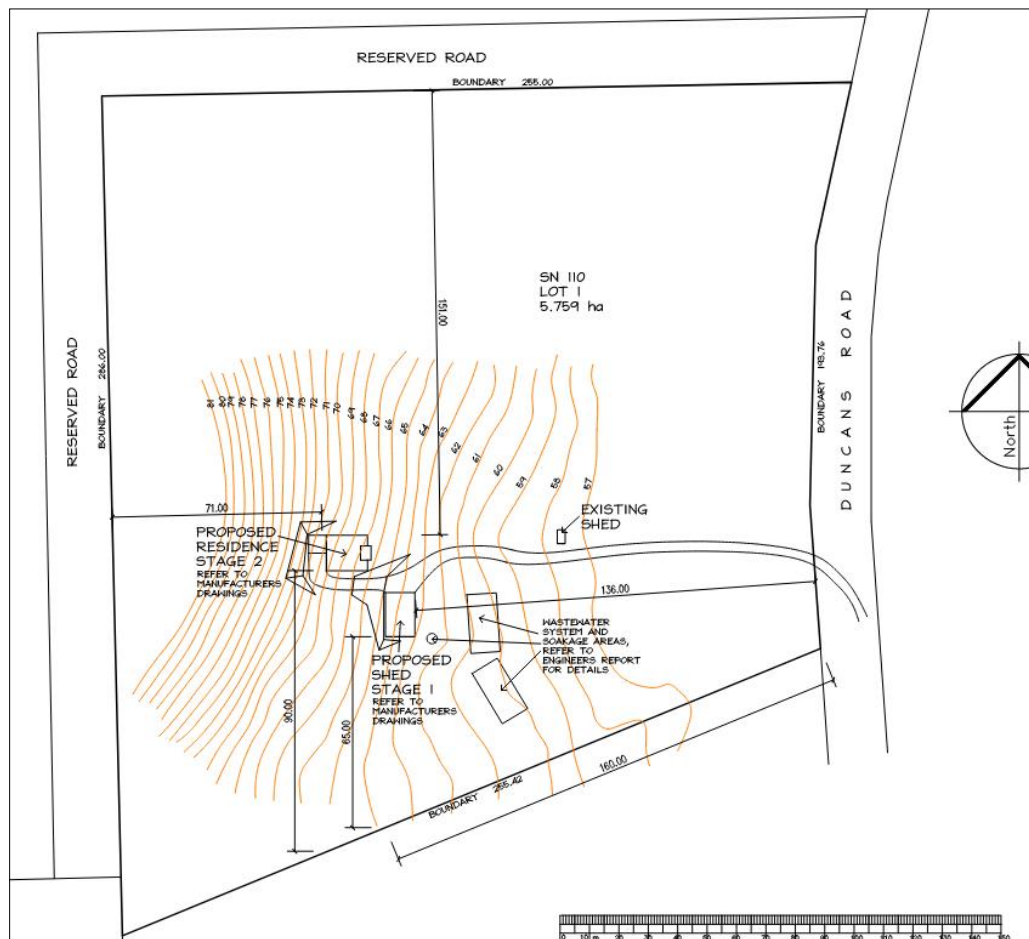


Figure 2 - Site plan



Figure 3 - Single dwelling floor plan

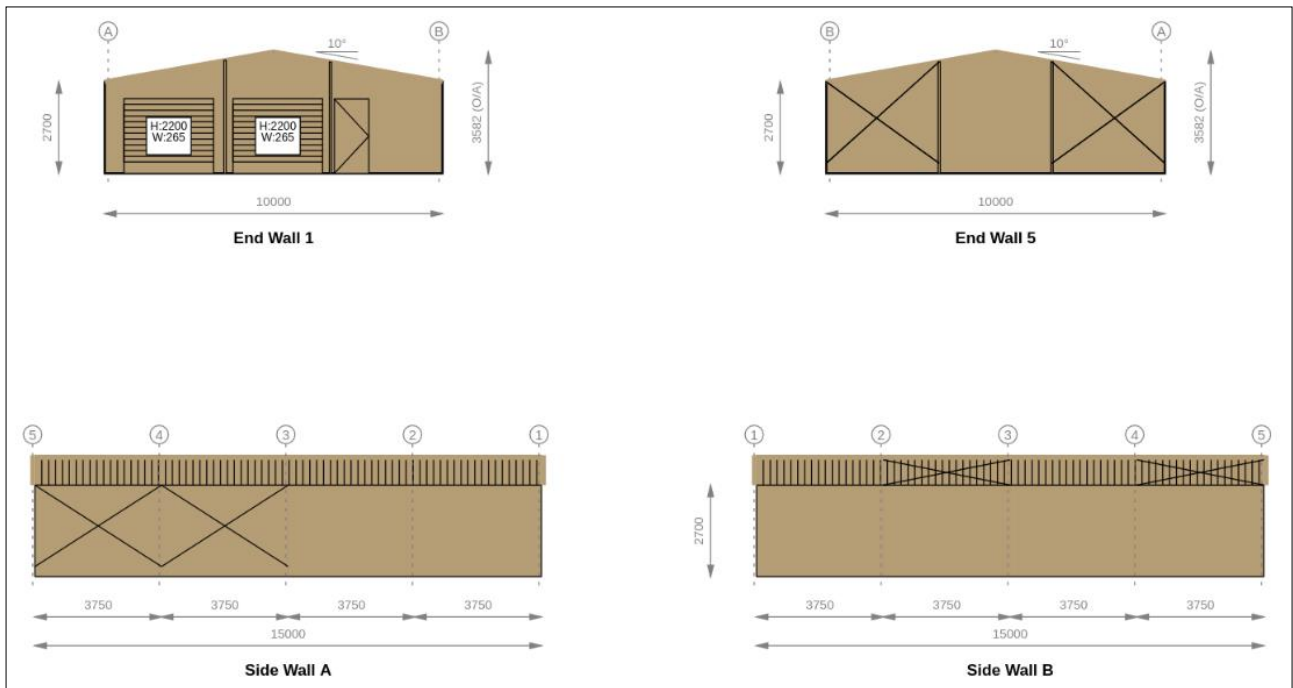


Figure 4 - Shed elevations

## PLANNING ISSUES

The land is zoned Rural zone under the *Tasmanian Planning Scheme – Devonport, 2020*. The intent of the zone is:

20.1.1 To provide for a range of use or development in a rural location:

- (a) where agricultural use is limited or marginal due to topographical, environmental or other site or regional characteristics;
- (b) that requires a rural location for operational reasons;
- (c) is compatible with agricultural use if occurring on agricultural land;
- (d) minimises adverse impacts on surrounding uses.

20.1.2 To minimise conversion of agricultural land for non-agricultural use.

20.1.3 To ensure that use or development is of a scale and intensity that is appropriate for a rural location and does not compromise the function of surrounding settlements.

Residential use is discretionary in the zone unless for additions to an existing dwelling or a home-based business utilising an existing dwelling. In this case no dwelling has been approved for the site, therefore the use is discretionary.

The proposal must be assessed against the acceptable solutions contained within the zone and any applicable codes. In instances where the acceptable solutions cannot be met the corresponding performance criteria must be satisfied.

The relevant clauses from the planning scheme are reproduced below, followed by assessment.



**20.0 Rural Zone****20.3.1 Discretionary use**

<b>Objective:</b>	That the location, scale and intensity of a use listed as Discretionary: <ul style="list-style-type: none"> <li>(a) is required for operational reasons;</li> <li>(b) does not unreasonably confine or restrain the operation of uses on adjoining properties;</li> <li>(c) is compatible with agricultural use and sited to minimise conversion of agricultural land; and</li> <li>(d) is appropriate for a rural location and does not compromise the function of surrounding settlements.</li> </ul>
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> A use listed as Discretionary, excluding Residential, is for an alteration or extension to an existing use, if: <ul style="list-style-type: none"> <li>(a) the gross floor area does not increase by more than 30% from that existing at the effective date; and</li> <li>(b) the development area does not increase by more than 30% from that existing at the effective date.</li> </ul>	<b>P1</b> A use listed as Discretionary, excluding Residential, must require a rural location for operational reasons, having regard to: <ul style="list-style-type: none"> <li>(a) the nature, scale and intensity of the use;</li> <li>(b) the importance or significance of the proposed use for the local community;</li> <li>(c) whether the use supports an existing agricultural use;</li> <li>(d) whether the use requires close proximity to infrastructure or natural resources; and</li> <li>(e) whether the use requires separation from other uses to minimise impacts.</li> </ul>

Comment – Not applicable as a Residential use is proposed.

<b>A2</b> No Acceptable Solution.	<b>P2</b> A use listed as Discretionary must not confine or restrain existing use on adjoining properties, having regard to: <ul style="list-style-type: none"> <li>(a) the location of the proposed use;</li> <li>(b) the nature, scale and intensity of the use;</li> <li>(c) the likelihood and nature of any adverse impacts on adjoining uses;</li> <li>(d) whether the proposed use is required to support a use for security or operational reasons; and</li> <li>(e) any off site impacts from adjoining uses.</li> </ul>
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Comment – The proposed residential use will not confine or restrain the use on existing properties. A number of adjacent lots do not have any active uses occurring onsite and

the land to the east is utilised for grazing and will not be impacted by the proposal. The proposed dwelling and shed will be separated from adjacent properties by the surrounding bushland.

The performance criteria is satisfied.

<p><b>A3</b></p> <p>No Acceptable Solution.</p>	<p><b>P3</b></p> <p>A use listed as Discretionary, located on agricultural land, must minimise conversion of agricultural land to non-agricultural use and be compatible with agricultural use, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the nature, scale and intensity of the use;</li> <li>(b) the local or regional significance of the agricultural land; and</li> <li>(c) whether agricultural use on adjoining properties will be confined or restrained.</li> </ul>
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Comment –

Agricultural land is defined under the planning scheme as: *all land that is in agricultural use, or has the potential for agricultural use, that has not been zoned or developed for another use or would not be unduly restricted for agricultural use by its size, shape and proximity to adjoining non-agricultural uses.*

Agricultural use is defined under the planning scheme as: *use of the land for propagating, cultivating or harvesting plants or for keeping and breeding of animals, excluding domestic animals and pets. It includes the handling, packing or storing of plant and animal produce for dispatch to processors. It includes controlled environment agriculture and plantation forestry.*

The subject site is not currently utilised for an agricultural use. It has the potential to be used as such, however this would be limited by the soil type and topography. It is likely that timber harvesting is the only agricultural use that would be viable however, this would also need to take into consideration the natural values of the vegetation. In light of this a residential use is deemed to be appropriate for the site.

The performance criteria is satisfied.

<p><b>A4</b></p> <p>No Acceptable Solution.</p>	<p><b>P4</b></p> <p>A use listed as Discretionary, excluding Residential, must be appropriate for a rural location, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the nature, scale and intensity of the proposed use;</li> <li>(b) whether the use will compromise or distort the activity centre hierarchy;</li> <li>(c) whether the use could reasonably be located on land zoned for that purpose;</li> <li>(d) the capacity of the local road network to accommodate the traffic generated by the use; and</li> <li>(e) whether the use requires a rural location to minimise impacts from the use, such as noise, dust and lighting.</li> </ul>
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Comment – Not applicable as a residential use is proposed.

#### 20.4.1 Building height

Objective:	To provide for a building height that: <ul style="list-style-type: none"> <li>(a) is necessary for the operation of the use; and</li> <li>(b) minimises adverse impacts on adjoining properties.</li> </ul>
Acceptable Solutions	Performance Criteria
<p><b>A1</b></p> <p>Building height must be not more than 12m.</p>	<p><b>P1</b></p> <p>Building height must be necessary for the operation of the use and not cause an unreasonable impact on adjoining properties, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the proposed height of the building;</li> <li>(b) the bulk and form of the building;</li> <li>(c) the separation from existing uses on adjoining properties; and</li> <li>(d) any buffers created by natural or other features.</li> </ul>

The proposed buildings are single storey and less than 12m in height.

The acceptable solution is met.

## 20.4.2 Setbacks

Objective:	That the siting of buildings minimises potential conflict with use on adjoining sites.	
Acceptable Solutions		Performance Criteria
<b>A1</b> Buildings must have a setback from all boundaries of: <ul style="list-style-type: none"> <li>(a) not less than 5m; or</li> <li>(b) if the setback of an existing building is within 5m, not less than the existing building.</li> </ul>		<b>P1</b> Buildings must be sited to provide adequate vehicle access and not cause an unreasonable impact on existing use on adjoining properties, having regard to: <ul style="list-style-type: none"> <li>(a) the bulk and form of the building;</li> <li>(b) the nature of existing use on the adjoining properties;</li> <li>(c) separation from existing use on the adjoining properties; and</li> <li>(d) any buffers created by natural or other features.</li> </ul>

Comment – All buildings will have setbacks greater than 5m.

The acceptable solution is met.

<b>A2</b> Buildings for a sensitive use must be separated from an Agriculture Zone a distance of: <ul style="list-style-type: none"> <li>(a) not less than 200m; or</li> <li>(b) if an existing building for a sensitive use on the site is within 200m of that boundary, not less than the existing building.</li> </ul>	<b>P2</b> Buildings for a sensitive use must be sited so as not to conflict or interfere with an agricultural use within the Agriculture Zone, having regard to: <ul style="list-style-type: none"> <li>(a) the size, shape and topography of the site;</li> <li>(b) the prevailing setbacks of any existing buildings for sensitive uses on adjoining properties;</li> <li>(c) the location of existing buildings on the site;</li> <li>(d) the existing and potential use of adjoining properties;</li> <li>(e) any proposed attenuation measures; and</li> <li>(f) any buffers created by natural or other features.</li> </ul>
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Comment – The dwelling will be located approximately 170m from the agricultural use to the east which is pastoral land used for grazing. The impact of grazing on adjoining properties and vice versa is limited in nature at close distances. A distance of 170m, with any impacts being further reduced by the existing bushland is deemed acceptable.

The performance criteria is met.

## 20.4.3 Access for new dwellings

Objective:	That new dwellings have appropriate vehicular access to a road maintained by a road authority.	
Acceptable Solutions		Performance Criteria
<b>A1</b> New dwellings must be located on lots that have frontage with access to a road maintained by a road authority.		<b>P1</b> New dwellings must have legal access, by right of carriageway, to a road maintained by a road authority that is appropriate, having regard to: <ul style="list-style-type: none"> <li>(a) the number of users of the access;</li> <li>(b) the length of the access;</li> <li>(c) the suitability of the access for use by the occupants of the dwelling;</li> <li>(d) the suitability of the access for emergency services vehicles;</li> <li>(e) the topography of the site;</li> <li>(f) the construction and maintenance of the access;</li> <li>(g) the construction, maintenance and usage of the road; and</li> <li>(h) any advice from a road authority.</li> </ul>

Comment – The subject site has frontage onto a reserved road. The reserved road services only the subject site and a Council maintained road is located approximately 350m to the south, at the point where there is a fork in the reserved roads as shown in Figure 1.

The access to the property is relatively well maintained with the owner of the subject site being responsible for maintenance. The access is suitable for a single dwelling.

To formalise the access to the nearby Council maintained road a licence over the Crown road reserve is required.

The performance criteria is met.

The site is also subject to the Bushfire-Prone Areas Code and the Natural Assets Code however, neither are applicable. Given the proposal is not for a subdivision, vulnerable or hazardous use assessment against the Bushfire-Prone Areas Code is not triggered. In addition, no clearing is required for the proposal and therefore the Natural Assets Code need not be considered.

The nearby quarry is approximately 660m from the subject site and outside any attenuation area requirements.

### COMMUNITY ENGAGEMENT

On 29/09/2022, Council received an application for the above development. Under section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at section 9(1) of the *Land Use Planning and Approvals Regulations 2014*, the Planning Authority fulfilled this notification requirement by:

- (a) Advertising the application in *The Advocate* newspaper on 05/10/2022;
- (b) Making a copy of the proposal available in Council Offices from the 05/10/2022;
- (c) Notifying adjoining property owners by mail on 04/10/2022; and
- (d) Erecting a Site Notice for display from the 04/10/2022.

The period for representations to be received by Council closed on 18/10/2022.

### REPRESENTATIONS

One representation was received within the prescribed 14 day public scrutiny period required by the *Land Use Planning and Approvals Act 1993*.

The representation raises questions regarding the location of the road reserve and the impact of the road on an adjacent creek. The representation is reproduced below.

In reference to the planning application above .  
As neighbours of this property we do have issues with the application in regards to the access of the property through the Duncan's Road Reserve.  
The road known as Duncan's Road Reserve will need to be surveyed correctly as it is at present just a bush track which has given Matthew and myself access to our properties .  
The current track may or may not be in the correct position, this will have to be rectified before further work takes place.  
There are currently two gates on this reserve road to help retain my cattle within my property.  
I do understand that a fence would need to be erected on the southern side of the road at considerable cost to us but this will not be done until such time as the road boundaries are established.  
Our other concern is the impact of increased traffic which would cause more erosion and run off into the Melrose Creek  
and the breakdown of the creek banks.  
We would appreciate all these concerns be considered before action and planning permits are approved.  
I have attached photos of the area with which this concerns and am more than happy to meet for further discussions on this matter.

**Figure 5 – Representation**

GIS maps show the track is located within the road reserve and as such there is no requirement to have the road reserve surveyed. Given the track is not maintained by Council it is up to the users of the track to maintain it and ensure that the creek is not impacted and the track is not impacted by the creek.

The representor understands that he will be required to install any fencing that is required to contain his cattle.

No changes to the permit are necessary due to the concerns raised in the representation.

### FINANCIAL IMPLICATIONS

No financial implications are predicted, unless an appeal is made against the Council's decision to the Tasmanian Civil and Administrative Tribunal. In such instance, legal counsel will likely be required to represent Council. The opportunity for such an appeal exists as a result of the Council determining to either approve or refuse the permit application.

### RISK IMPLICATIONS

In its capacity as a planning authority under the *Land Use Planning and Approvals Act 1993* (LUPAA), Council is required to make a determination on this application for a discretionary planning permit. Due diligence has been exercised in the preparation of this report and there are no predicted risks associated with a determination of this application.

### **CONCLUSION**

The proposal has been assessed by Council's Development and Infrastructure and Works staff and can be approved with conditions.

### **ATTACHMENTS**

1. Application - PA2022.0177 - 110 Duncans Road [**4.2.1** - 50 pages]

## 5 REPORTS

### 5.1 MEETING ARRANGEMENTS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

#### RECOMMENDATION

That Council receive and note the meeting arrangements report and determine that:

- (a) ordinary meetings of Council will usually be held on the fourth Monday of each month;
- (b) the usual commencement time of ordinary meetings will be 5:30pm, unless otherwise notified;
- (c) Council authorises the General Manager, in consultation with the Mayor, to alter the ordinary meeting night/time or to convene Special Meetings from time to time when considered necessary; and
- (d) a monthly workshop will usually be scheduled on the 2<sup>nd</sup> Monday of each month starting at 5.30pm.

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

Council's Strategic Plan 2009-2030:

Strategy 5.3.1    Review and amend structures, policies and procedures to adapt to changing circumstances

#### SUMMARY

This report has been prepared to assist Council in determining the timing of meetings for the newly elected Council.

#### BACKGROUND

Council ordinary meetings are usually held on the fourth Monday of each month commencing at 5:30pm. Workshop sessions are generally held on the second Monday of each month commencing at 5:30pm. Some months this schedule changes to suit public holidays.

#### STATUTORY REQUIREMENTS

The *Local Government (Meeting Procedure) Regulations 2015* states:

##### **6. Times of meetings**

- (1)** *A meeting is not to start before 5:00pm unless otherwise determined by the council by absolute majority or by the council committee by simple majority.*
- (2)** *After each ordinary election, a council and a council committee are to review the times of commencement of meetings.*

#### DISCUSSION

The Council may determine the most appropriate timing for ordinary meetings. The only provision included within the Regulations is that an ordinary meeting is to be conducted at



least once per month. All meetings are to commence after 5:00pm unless otherwise determined by the Council by absolute majority.

Most meetings for previous Council terms, commenced at 5:30pm.

Meetings have usually been held on a Monday night unless there is a public holiday in which case another day is substituted.

Following a recent discussion with the newly elected Council it has been determined that the following will apply to meetings moving forward:

Meeting Type	Day/Week of the Month	Commencement Time
Ordinary Council	Monday 4 <sup>th</sup> week	5:30pm
Workshop	Monday 2 <sup>nd</sup> week	5:30pm

Public holidays will occasionally impact on Council meeting times requiring the meetings to move to an alternative day or week.

Additional workshops may at times be required and will be scheduled on the Monday of the 1<sup>st</sup> and 3<sup>rd</sup> week of the month.

#### **COMMUNITY ENGAGEMENT**

Council through its public meetings are engaging with the community insofar as notification requirements and the ability for anyone interested to attend. Public advertisements of meetings are undertaken in accordance with the legislative requirements. Council has included a schedule of meeting dates in the information brochure included in rate notices.

#### **FINANCIAL IMPLICATIONS**

The conduct of all Council meetings has costs associated with them which have been appropriately budgeted for.

#### **RISK IMPLICATIONS**

No risks have been identified in relation to the content of this report.

#### **CONCLUSION**

The determination of the timing of meetings is a formality which is required to be reviewed by Council following the conduct of each ordinary election.

The recommendation provided accords with the consensus reached by Councillors at a recent Workshop session.

#### **ATTACHMENTS**

Nil

## 5.2 APPOINTMENT TO COMMITTEES, BODIES, AUTHORITIES, PANELS AND WORKING GROUPS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council appoints the following representatives:

<b>Committee/ Organisation</b>	<b>Council Representatives</b>
Local Government Association of Tasmania	Mayor Jarman Deputy Mayor Sheehan - proxy
TasWater	Mayor Jarman Deputy Mayor Sheehan - proxy
Cradle Coast Authority	Mayor Jarman General Manager
Dulverton Regional Waste Management Authority	Mayor Jarman General Manager
Planning Authority Committee (s23)	Mayor Jarman Deputy Mayor Sheehan Cr Murphy Cr Enniss Cr Hollister Cr Viney
Mersey-Leven Emergency Management Committee	Mayor Jarman Deputy Mayor Sheehan - proxy
Audit Panel	Cr Murphy Cr Hollister
Maidstone Park Management Controlling Authority	Cr Martin Cr Enniss Cr Viney - proxy
Tasmanian Arboretum Board of Management	Cr Wilczynski
Cement Australia Community Liaison Committee	Cr Hollister
Financial Assistance Working Group	Cr Murphy Cr Martin Cr Hollister
Dame Enid Lyons Trust Fund	Mayor Jarman Deputy Mayor Sheehan Cr Wilczynski
GM's Performance Review Committee	Mayor Jarman Deputy Mayor Sheehan Cr Hollister Cr Murphy Cr Enniss

Devonport Regional Gallery Advisory Committee	Cr Moore Cr Hollister
East Devonport Working Group	Mayor Jarman Cr Wilczynski Cr Hollister - proxy
Public Art Committee	Cr Viney Cr Moore
Access & Inclusion Working Group	Mayor Jarman Cr Martin
Devonport Volunteering Working Group	Cr Martin Cr Wilczynski

## RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

## SUMMARY

This report is provided to assist Council in determining the appointment of councillors to committees, bodies, panels, authorities and working groups.

## BACKGROUND

Following a Council election, all previous positions held by councillors on various committees and other organisations are deemed vacant. Therefore, at the first meeting after a Council election, new appointments are made to fill these vacancies.

The committees or organisations requiring Councillor membership generally fall under one of the following:

**Section 23 Committees** – Committees established under section 23 of the *Local Government Act 1993*.

**Section 24 Special Committees** – Committees established under section 24 of the *Local Government Act 1993*.

**External Committees, Associations or Companies** – External entities where Council representation has been sought to act as the liaison between Council and the organisation.

**Joint Authorities** – involve two or more Councils. The key features of joint authorities are they perform any function or exercise any power of a Council under the *Local Government Act 1993*, and that a Board of Management is usually appointed to be responsible for the governance of the Authority.

**Special Interest Groups/Working Groups** – less formal than a committee, these Groups are established for a particular project or initiative.

**Controlling Authorities** – Authorities established under section 29 of the *Local Government Act 1993* to undertake a particular function or manage a facility on behalf of Council.

**Audit Panels** – established under section 85 of the *Local Government Act 1993* and in accordance with requirements mandated in the *Local Government (Audit Panels) Order 2014*.

**STATUTORY REQUIREMENTS**

Appointments to committees and organisations included in this report are often governed by legislation.

**DISCUSSION**

These appointments were discussed by Councillors at a Workshop on 21 November 2022, at which time general consensus was achieved on the appointment process.

<b>Committee/ Organisation</b>	<b>Number of reps</b>	<b>Meeting Schedule</b>	<b>Council Rep's</b>
Local Government Association of Tasmania	1 voting delegate	3 – 4 x year	Mayor Jarman Deputy Mayor Sheehan - proxy
TasWater	1 Owner Representative 1 Designated proxy	Quarterly	Mayor Jarman Deputy Mayor Sheehan - proxy
Cradle Coast Authority	Mayor and GM ex officio in rules	6 x year	Mayor Jarman General Manager
Dulverton Regional Waste Management Authority	2 Council reps	6 x year	Mayor Jarman General Manager
Planning Authority Committee (s23)	6 Councillors	Monday nights as required	Mayor Jarman Deputy Mayor Sheehan Cr Murphy Cr Enniss Cr Hollister Cr Viney
Mersey-Leven Emergency Management Committee	Mayor 1 Designated Proxy	Quarterly	Mayor Jarman Deputy Mayor Sheehan - proxy
Audit Panel (Council representative x 2)	2 Councillors, excluding Mayor	Quarterly	Cr Murphy Cr Hollister
Maidstone Park Management Controlling Authority (Council representative x 2)	Up to 2 Councillors	Bimonthly – Second Tuesday 7.30pm	Cr Martin Cr Enniss Cr Viney - proxy
Tasmanian Arboretum Board of Management	1 Councillor	Monthly – second Monday 7.30pm at the paranapple centre	Cr Wilczynski
Cement Australia Community Liaison Committee	Council rep x 1		Cr Hollister
Financial Assistance Working Group (internal working group)	3 councillors	Meet twice per year (March, September) for 2-3 hours	Cr Murphy Cr Martin Cr Hollister

		during business hours to evaluate financial assistance grants and rate remissions. Donations and smaller funding requests dealt with out of session via email	
Dame Enid Lyons Trust Fund	Mayor, Deputy Mayor and one Councillor as per the Trustee Deed	Meet on as needs basis within business hours	Mayor Jarman Deputy Mayor Sheehan Cr Wilczynski
GM's Performance Review Committee	Mayor and Deputy Mayor required as a minimum.	Annually or when required	Mayor Jarman Deputy Mayor Sheehan Cr Hollister Cr Murphy Cr Ennis
Devonport Regional Gallery Advisory Committee	2 Councillors	Bi-Monthly Wednesdays @ 4pm	Cr Moore Cr Hollister
East Devonport Working Group	2 Councillors	Second Wed of every second month 10.30-12pm in East Devonport Next meeting Feb	Mayor Jarman Cr Wilczynski Cr Hollister - proxy
Public Art Committee	2 Councillors	Bi-Monthly Wednesdays @ 4pm	Cr Viney Cr Moore
Access & Inclusion Working Group	2 Councillors	First Wed of each month 10.30-12pm	Mayor Jarman Cr Martin
Devonport Volunteering Working Group	Max of 2 councillors	Generally meet monthly	Cr Martin Cr Wilczynski

		Thursdays 10.30-12pm	
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Traditionally, Council has reviewed these appointments after two years.

**COMMUNITY ENGAGEMENT**

Appointments strengthen Council's engagement. Council also advertises positions externally for Special Interest Groups, Working Groups and Audit Panel as required.

**FINANCIAL IMPLICATIONS**

There is minimal financial impact as a result of this report, apart from staff time at meetings (where required) and associated administration support (where required) which is budgeted accordingly.

**RISK IMPLICATIONS**

No risk implications have been identified in relation to the matter of appointments discussed in this report.

**CONCLUSION**

This report formalises the appointment of Councillors to various representative roles following the recent Local Government elections.

**ATTACHMENTS**

Nil

## 5.3 REQUEST FOR COMMEMORATIVE PLAQUE/SIGNAGE - DEVONPORT OVAL

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council receive and note the request from the Board of the Devonport Football Club for the placement of a commemorative plaque/signage in the vicinity of the northern end of the Eric Webster Stand, at the Devonport Oval, in commemoration of long-time club supporters, the late Craig and Darren Steven, and:

#### Option 1

Advise the Devonport Football Club Board that the request to place commemorative signage or plaque at the Devonport Oval is approved;

or

#### Option 2

Not approve the request and notify the Board of the Devonport Football Club 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, which also includes the consideration of requests for the placement of commemorative plaques within the municipality, the decision is to be determined by Council.

### BACKGROUND

The Board of the Devonport Football Club have formally requested the placement of a commemorative plaque or sign, to commemorate and honour the late Craig and Darren Steven. The twins, whom both passed within the last couple of years, were long-term supporters of the Club. They were loved by players of the Club and were very loyal, one-eyed supporters.

The Board are seeking Council's approval for the Club to design and locate a commemorative plaque or sign at the Devonport Oval to honour their memory.

The twins also had a close affiliation with the Devonport Cricket Club, who as co-tenants of the Oval, have provided their support to the proposed. The Steven family are also supportive of the proposal.

As proposed by the Devonport Football Club, the commemoration will *"formally recognise this landmark at the Oval...(and) will add to its rich history and the story of sport in Devonport."*

### **STATUTORY REQUIREMENTS**

There are no statutory requirements relating to this report.

### **DISCUSSION**

The placement of 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 or sign is significant and symbolic to the Club and recognises the Steven brothers for their loyal support over the years.

The commemorative plaque or sign will provide a visual memorial of the Steven twins, and the years they spent at the Devonport Oval barracking for their beloved team.

### **COMMUNITY ENGAGEMENT**

No community engagement was undertaken in respect of this report.

### **FINANCIAL IMPLICATIONS**

The cost of purchasing, affixing and maintaining of the commemorative plaque or signage will be borne by the applicant, at no cost to Council.

### **RISK IMPLICATIONS**

There are no known risks relating to this report.

### **CONCLUSION**

Given the Steven twins affiliation with the Devonport Football Club, as life-long supporters, it is logical that a commemorative plaque or sign, to be placed in their honour, would be located at the Devonport Oval, in the vicinity of the Eric Webster Stand, from which the twins spent many years supporting their team. As the Devonport Football Club Board has affirmed that the design will be discrete and appropriate to the identified location, and that there will be no cost to Council in the design or affixing of the plaque or sign, it would be considered reasonable to approve the request.

### **ATTACHMENTS**

1. DFC Letter to Council re Steven Brothers Corner 03102022 [**5.3.1** - 1 page]



## **5.4 UNCONFIRMED MINUTES - ANNUAL GENERAL MEETING - 24 OCTOBER 2022**

Author: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council:

1. note the unconfirmed minutes from Council's 2022 Annual General Meeting (AGM);
2. note a motion was passed at the meeting regarding the continuation of providing concession parking to ratepayers who have paid residential rates for 50 years or more; and
3. agree to the continuation of the parking concession beyond the 12-month trial period on the basis it is subject to review annually as part of budget deliberations.

### **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 unconfirmed minutes of the Annual General Meeting (AGM) held on 24 October 2022 and consider the motion which was passed at the meeting in regard to the continuation of concession parking vouchers for all ratepayers who have paid residential rates for 50 years or more.

### **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 8 October 2022, notifying of the conduct of the Annual General Meeting on Monday 24 October 2022, 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**

Five motions were listed for consideration on Council's 2022 AGM Agenda. One of these motions as outlined below was passed and therefore Council is now required to consider the item.

*"That we the electors and ratepayers here present request Council to at the next appropriate meeting ensure the continuation of providing all ratepayers of 50 years or more with parking vouchers/concession as provided to pensioners."*

Council resolved to introduce a 12-month trial period for the provision of a parking concession to residential ratepayers who have been paying rates for 50 years or more, from 1 January 2022, at its Ordinary Meeting of 20 December 2021 (Res. No. 21/274).

Currently 10 people have successfully applied for this concession parking.

Over the last 12 months there has not been any unforeseen issues relating to the introduction. The key challenges with the concession remain the ability of ratepayers to provide sufficient evidence to demonstrate eligibility and the matter of equity with other demographic groups who continue to pay for parking.

It is recommended that the current concession continues beyond the 12-month trial period, however, its appropriateness be subject to annual review as part of budget deliberations in a similar manner to that which occurs with other fees and charges.

### **COMMUNITY ENGAGEMENT**

The Council's AGM is an opportunity for the community to be engaged. 18 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.

### **ATTACHMENTS**

1. Unconfirmed- Minutes-2022- Annual- General- Meeting [**5.4.1** - 14 pages]

## **5.5 TENDER REPORT CONTRACT CT0310 TUGRAH RD TRAFFIC MANAGEMENT**

Author: **Shannon Eade, Project Management Officer**

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

### **RECOMMENDATION**

That Council in relation to Contract CT0310 Tugrah Road Traffic Management:

- a) award the Contract to Hardings Hotmix for the tendered sum of \$405,452 (ex GST);
- b) note project design, management and administration costs are estimated at \$50,000 (ex GST);
- c) note utility services and associated costs are estimated at \$8,000 (ex GST); and
- d) note a construction contingency of \$81,090 (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 Contract CT0310 Tugrah Rd Traffic Management to Hardings Hotmix.

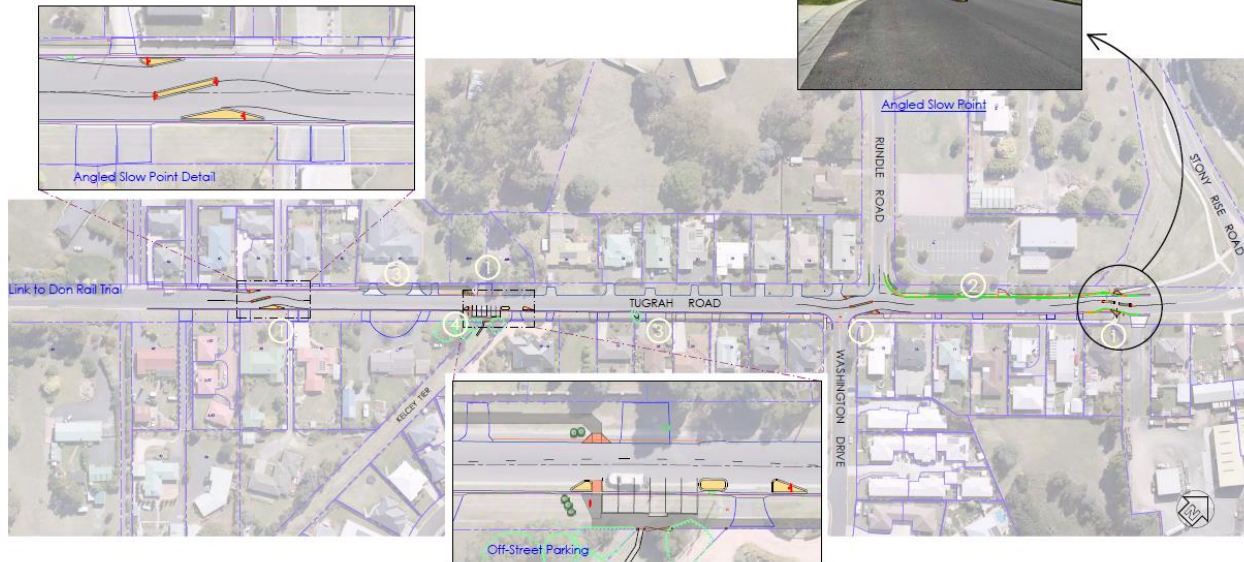
### **BACKGROUND**

This report considers tenders received for "Tugrah Rd Traffic Management". The Contract includes the delivery of two projects with separate budget allocations but are required to be completed together.

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

- Construction of a new concrete path on Tugrah Road from Washington Drive to the entrance to Kelcey Tier.
- Construction of traffic islands to slow traffic on Tugrah Road.
- Construction of parking bays for Kelcey Tier users.
- Construction of a gravel path from the entrance of Kelcey Tier to the end of the Don Rail Trail.

- ① Angled slow points to reduce vehicle speeds in residential area
- ② New kerb to provide drainage on edge of road
- ③ New footpath to connect existing paths
- ④ Off-street parking bays for Mountain Bike Park users



**DEVONPORT CITY COUNCIL: Tugrah Road Renewal  
& Traffic Calming**  
ALL ENQUIRIES - 64240511

- ① New kerb to replace open drain hazard
- ② Stormwater drainage improvements pipework and table drains
- ③ Gravel infill path at back of kerb and channel
- ④ New track formation graded to suit natural surface



**DEVONPORT CITY COUNCIL: TUGRAH ROAD TRAFFIC MANAGEMENT**  
ALL ENQUIRIES - 64240511

**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 two companies. All tenders are summarised in table 1 below:

**TABLE 1**

No.	Tender	Total Price (ex GST)
1	Hardings Hotmix	\$405,452
2	Stabilised Pavements of Australia	\$668,755

As highlighted in Table 1, Hardings Hotmix (\$405,452) is the lowest priced tender.

The Tender Planning and Evaluation Committee has considered each of the selection criteria and Hardings Hotmix 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 15 October 2022 and tenders were also advertised on Council's website.

**FINANCIAL IMPLICATIONS**

The capital expenditure budget includes two allocations for components of the project, as shown in table 2.

No.	Project	Allocation (ex GST)
1	CT0310 Tugrah Rd Traffic Management	\$470,000
2	CS0107 Tugrah Road Kerb & Traffic Calming	\$75,000
	<b>Total</b>	<b>\$545,000</b>

The breakdown of the forecast expenditure for this project is summarised below in table 3.

**TABLE 3**

No.	Tender	Budget (ex GST)
1	Contract CT0310	\$405,452
2	Project design, management, administration	\$50,000
3	Utilities work	\$8,000

4	Construction contingency 20%	\$81,090
	<b>Total</b>	<b>\$544,542</b>

The forecast expenditure for this project is within the available budget allocation.

### **RISK IMPLICATIONS**

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

A 20% contingency is required for this project as the risk of unforeseen variations is moderate. The main risk is that ground conditions may be poor requiring extra excavation and gravel on the path alignment.

The budget allocation from project CT0310 includes \$220,000 from the Australian Government's Local Roads and Community Infrastructure Program – Phase 3. The funding agreement requires the project to be completed by 30 June 2023. The ability of tenderers to meet this requirement was considered in the tender assessment.

### **CONCLUSION**

Taking into account the selection criteria assessment and the tendered rates, the Tender Planning and Evaluation Committee has determined that Hardings Hotmix has achieved the highest total score and is therefore most likely to offer "best value" in relation to Contract CT0310 Tugrah Rd Traffic Management.

### **ATTACHMENTS**

Nil

## 5.6 DEVONPORT E-SCOOTER TRIAL

Author: **Matthew Skirving, Executive Manager**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council accept the Expression of Interest submission from *Beam Mobility Australia Pty Ltd* to undertake a 12-month trial of micro-mobility services in accordance with Council's defined operating parameters for the trail.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 3.3.1 Improve the City's physical access and connectivity focusing on linkages to and from key access points

### SUMMARY

This report considers submissions received to the Expression of Interest process undertaken by Council in relation to a 12-month trial of for-hire micro-mobility (E-scooters) services within the Devonport Municipality.

### BACKGROUND

At its meeting on 25<sup>th</sup> July 2022, Council resolved (Min refers: 22/150):

*That Council receive and note the report in relation to the establishment of a commercially operated "hire and ride" E-scooter trial in the Devonport municipality and endorse the commencement of the trial, wholly excluding residential areas of the municipality and restricting the operating area to established recreational trails only.*

Following this resolution, Council Officers developed Expression of Interest documentation, including response criteria and guidance on the operating parameters established by Council. All operators with an established presence in Tasmania were invited to participate in the EOI process, which has now been concluded.

### STATUTORY REQUIREMENTS

Amendments to the *Traffic Act 1925* sets out the legislative framework for the use of all Personal Mobility Devices (PMDs) within Tasmania. The Act enables use of PMDs on footpaths, shared paths, bicycle paths, and local roads which. Users of PMDs are subject to the same Tasmanian Road Rules as other road users.

Local Road Managers (such as Councils) may also declare additional roads with a speed limit of less than 50km/h that PMDs can access or declare pathways and other public areas under their control where PMDs are not able to operate or have restricted operating conditions.

### DISCUSSION

Following consideration of a report presented to the Council meeting on 25 July 2022, an Expression of Interest process was undertaken to identify potential operators to undertake a 12-month trial of for-hire micro-mobility services in Devonport. Similar E-scooter trails have been undertaken and are ongoing in a number of Council jurisdictions within Tasmania.



For the trial proposed for Devonport, Council resolved to limit the operating area of the hire service to the established foreshore recreational trail network, wholly excluding the suburban residential, commercial, and business areas within the city. It should be noted that use of privately-owned PMDs will not be restricted by the establishment of the trial.

Image 01 below sets out the general extent of the trail operating area, as indicated in green.

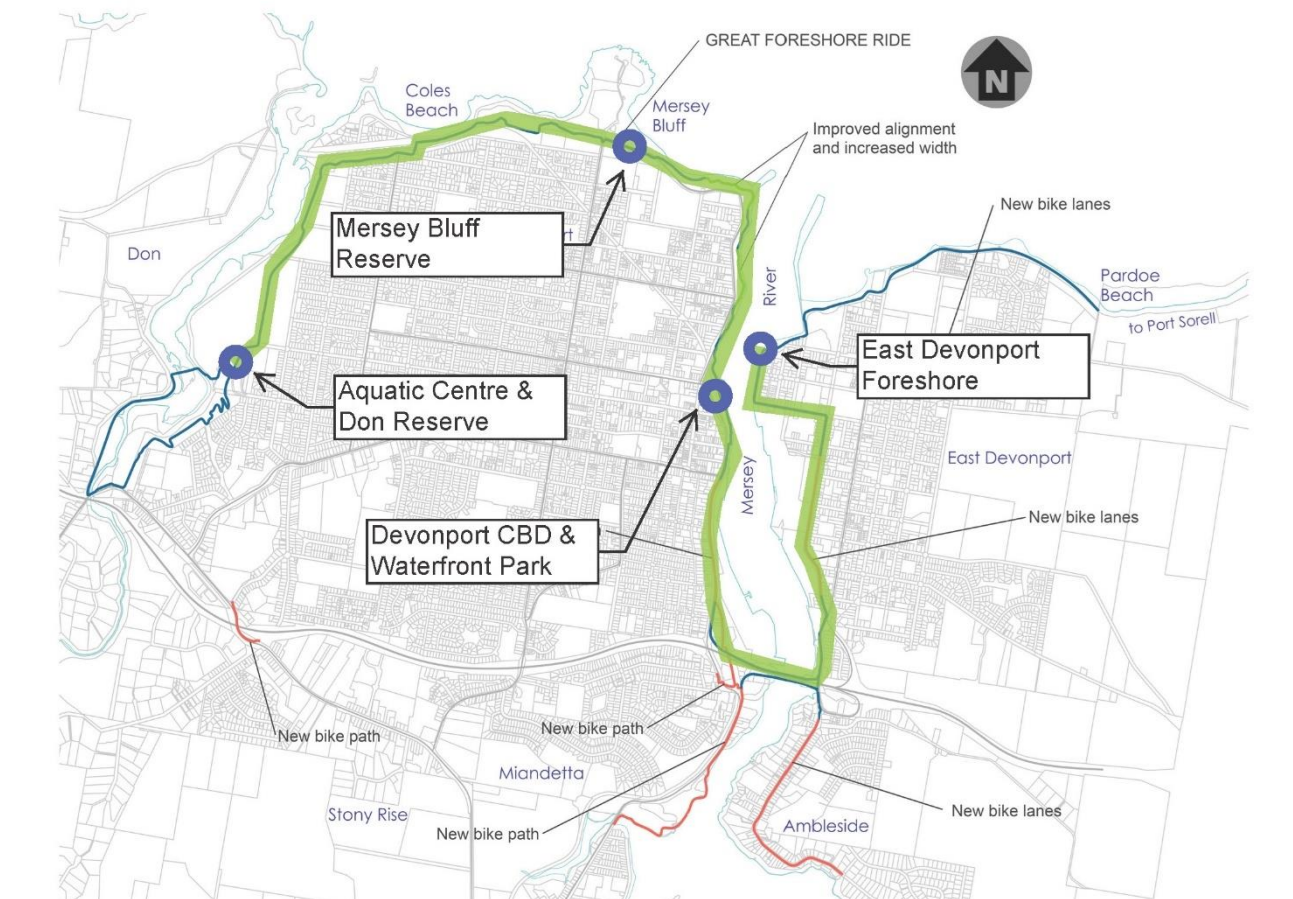


Image 01: Micro-mobility trail operating area.

Council has received one conforming submission to the Expression of Interest process undertaken in relation to this trial. *Beam Mobility Australia Pty Ltd* have provided a comprehensive response to the selection criteria, outlining the details of their operational capability, devices management, and community and user engagement capabilities and proposal for a Devonport trial. The submission is provided as a confidential attachment to the Agenda.

The other established operator within the State, Neuron Mobility, declined the invitation to submit a proposal based on the limited operating area. However, Neuron noted their interest in establishing operations into the future should the proposed controls be amended or relaxed into the future.

While the single proposal received by Council does not provide an alternative for consideration, the submission by Beam accords with the operating parameters defined by Council. Their proposal also outlines the comprehensive approach to their implementation and management of the trail, and also their engagement with Council and the community. Beam have also clearly demonstrated their capacity and capability in delivering similar services within the State and our local region.



### **COMMUNITY ENGAGEMENT**

There has been no specific community engagement undertaken in relation to the development of this report. Community engagement activities to be undertaken by Beam Mobility in relation to the trial are outlined in their submission.

### **FINANCIAL IMPLICATIONS**

There are no specific financial implications in relation to this report. While not requested as a part of Council's EOI process, Beam Mobility have proposed a use-based financial return to Council as a part of the trial.

### **RISK IMPLICATIONS**

- **Environmental Sustainability**  
One of the stated advantages of micro-mobility services (such as this trial) are the reduction in emissions and impacts caused by personal transport services utilising fossil-fuel derived energy sources.
- **Risk Management Practices**  
Beam Mobility have established protocols for rider training and management, and for the management of devices within the community.
- **Risk Reporting**  
Council have required data sharing of incident and rider behaviour as a part of the trial.

### **CONCLUSION**

Should Council wish to proceed with the trial in accordance with the operating parameter previously determined by Council, it is recommended that the proposal from Beam Mobility Australia Pty Ltd be accepted.

### **ATTACHMENTS**

Beam Mobility EOI Submission (Confidential Attachment)

## 5.7 NAMING OF PUBLIC OPEN SPACE

Author: **Matthew Skirving, Executive Manager**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council:

#### Option 1

- a) Endorse *Waterfront Park* as the preferred name for the newly created parkland located at 74 Rooke Street; and
- b) formally submit this naming proposal to Place Names Tasmania for consideration.

Or

#### Option 2

- a) Endorse Lyons Plaza as the preferred name for the newly created parkland located at 74 Rooke Street; and
- b) formally submit this naming proposal to Place Names Tasmania for consideration.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 2.4.1 Implement initiatives from the LIVING CITY Master Plan
- Strategy 5.2.1 Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement

### SUMMARY

This report outlines the feedback received from the community consultation process undertaken which considered naming options for the newly created parkland located at 74 Rooke Street in Devonport.

### BACKGROUND

At its meeting on 22 August 2022 in response to a Notice of Motion from Cr Laycock, Council resolved (Resolution 22/172):

*"That Council hold a workshop to determine the process for naming the area currently known as 'Waterfront Park' noting that the process should include suitable public consultation and LYONS PLAZA be included as one of the names presented for public consideration".*

In accordance with the resolution, at the Council Workshop held on 10 September 2022, the content and method of a community consultation process was discussed. A community survey, utilising Council's established online engagement platform was subsequently undertaken, with the results of the survey process presented in this report.

## STATUTORY REQUIREMENTS

Section 14 of the *Place Names Act 2020* establishes Council's status as a *Responsible Authority* for nominating place names under this enabling legislation. In addition to this Act Devonport City Council has an established Commemorative Seat Policy and associated Procedure which includes consideration of the naming of public spaces within the municipality for commemorative purposes.

Section 5 of the Council Policy deals with the naming of public spaces, and Section 7 of the Procedure identifies the consideration of a community consultation process, which has been undertaken in accordance with Council Resolution noted above.

## DISCUSSION

During October 2022, Council undertook an online engagement process to seek community feedback on the naming options for the newly created section of parkland located at 74 Rooke Street, Devonport. The consultation process was open for 30 days and provided the option for the community to identify their preferred names from a shortlist identified by Council, and also to submit their ideas for alternative names.

The survey process was promoted via Council's established social media channels, advertising, and also received coverage in local print media. At the conclusion of the survey process, 408 submissions had been received.

## LIVING CITY Parkland Areas

As a part of the current stage of the LIVING CITY project, several parkland zones have been modified, expanded, and newly created. The foreshore zone to the east of the rail corridor is broadly known as Mussel Rock, and this naming is proposed to be retained. The parkland zone between the rail corridor and Formby Road is named Roundhouse Park, and this naming is proposed to be retained.

The newly created parkland to the west of Formby Road is currently un-named and is the area subject to the recommendation of this report. Image 01 below sets out the areas as described above.

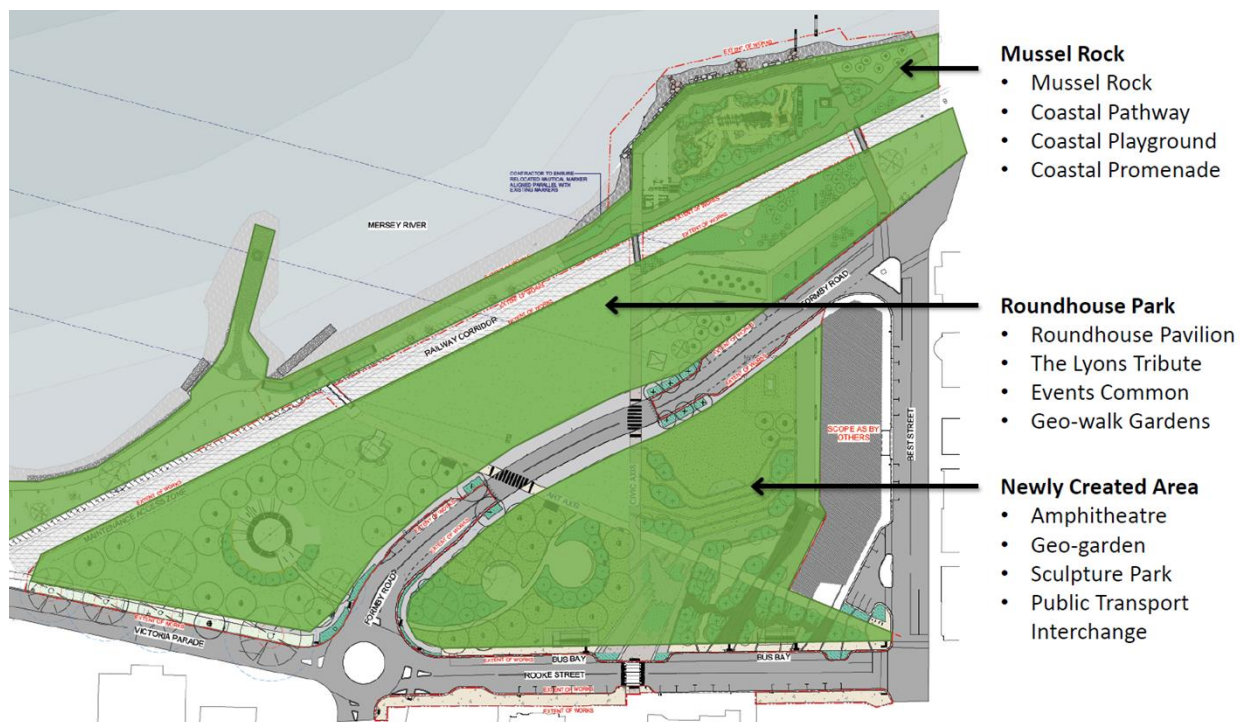


Image 01: Existing and Newly Created parkland within the LIVING CITY project area.

## Survey Results

The survey results for the shortlisted names are set out in Table 01 below, including the total number of suggestions made by respondents for their own unique name:

Shortlisted Name	Number of Votes
Waterfront Park	86
Lyons Plaza	83
Mersey River Park	61
Paranapple Park	56
Make your own submission	122

Of the alternative, unique names submitted by survey respondents, some common themes are noted below:

Suggested Names	Number of Submissions
Lyons Park (or associated variations)	14
palawa park (or related)	6
Roundhouse Park (or related)	5
Torquay Park (or related)	4
Formby Park (or related)	4
Spirit Park	3
Hillcrest Memorial Park (or related)	3
Waterfront Plaza	2

It is noted that the community feedback sourced via the online survey process has provided a close outcome between the top two ranking responses being, Waterfront Park and Lyons Plaza.

The summary of alternate place name suggestions made by community members has been thematically grouped in the table above. This may provide further insight for Council in relation to community sentiment relative to the top ranked names from the shortlist.

Once Council determines its preferred name, it is referred to Place Names Tasmania along with a brief report and supportive evidence, on the process Council undertook to select the suggested name. The submission is then considered and the name formally recognised or if refused, Council will be requested to identify an alternative name.

## COMMUNITY ENGAGEMENT

Specific community engagement activities were undertaken in the development of this report to Council. The findings of this engagement process are outlined in the body of this report.

## FINANCIAL IMPLICATIONS

Implementation of the actions relevant to this report will be implemented via existing capital and operational funding allocations.

### **RISK IMPLICATIONS**

- **Asset & Property Infrastructure**  
Council wayfinding and information signage will be updated based on the resolution of Council.
- **Consultation and/or Communication**  
The specific community consultation actions undertaken in relation to this report have utilised Council's established online engagement platform.

### **CONCLUSION**

Based on the results of the community consultation process, it is recommended that Council consider the options outlined in this report for the preferred name of the newly created parkland located at 74 Rooke Street, Devonport, and formally submit this proposal to Place Names Tasmania for consideration.

### **ATTACHMENTS**

1. Park Naming Survey - Alternate Name Suggestions [**5.7.1** - 2 pages]

## 6 INFORMATION

### 6.1 CERTIFICATE OF ELECTION - 2022 LOCAL GOVERNMENT ELECTIONS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

#### RECOMMENDATION

That Council note:

1. The outcome of the 2022 Local Government Election for Devonport City Council as advised in the attached Certificate of Election; and
2. That all elected Councillors have complied with the requirement of section 321 of the *Local Government Act 1993* and completed their Declaration of Office.

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

Council's Strategic Plan 2009-2030:

Strategy 5.2.1 Encourage community participation initiatives that supports two-way communication and consultation which results in increased engagement

#### SUMMARY

This report is provided to formally recognise the outcome of the 2022 Local Government Election.

#### BACKGROUND

Council is required to seek candidates for elections through the Tasmanian Electoral Commission (TEC) in accordance with the provisions of the *Local Government Act 1993*.

#### STATUTORY REQUIREMENTS

The *Local Government Act 1993* stipulates the requirements for Council to be subject to an election every four years for the appointment of Councillors, Mayor and Deputy Mayor.

#### DISCUSSION

A Certificate of Election for the 2022 Local Government Election for Devonport City Council was issued by the Returning Officer, TEC, with the following information:

#### Councillor Positions

The following nine Councillors were elected for a period of four years:

1. Steve Martin
2. Alison Jarman
3. Leigh Murphy
4. Gerard Enniss
5. Damien Viney
6. Stacey Sheehan
7. Peter Hollister
8. Alison Moore
9. Janene Wilczynski

### **Mayor**

Councillor Alison Jarman was elected to the position of Mayor for a period of four years.

### **Deputy Mayor**

Councillor Stacey Sheehan was elected to the position of Deputy Mayor for a period of four years.

There is a requirement that prior to a Councillor assuming office, they are to formally undertake a Declaration of Office. All successful candidates were invited to attend a 'Declaration of Office' event on 10 November 2022. All Councillors in attendance (Councillors Martin, Jarman, Murphy, Enniss, Viney, Sheehan, Moore and Wilczynski) complied with the Declaration of Office requirements at this event.

Councillor Hollister was unavailable to attend the event and therefore completed his Declaration of Office separately on 16 November 2022.

### **COMMUNITY ENGAGEMENT**

The community were provided with an opportunity to participate in the election process through a postal ballot system for all persons included on the Electoral Roll for the Devonport electoral area and/or the General Manager's Roll. For the first time, voting in Local Government elections was compulsory in Tasmania.

### **FINANCIAL IMPLICATIONS**

The cost of the election is not known at this time. It is expected that Council will receive an invoice from the TEC in the coming months. An allocation of \$163,000 has been made in Council's 22/23 operational budget for this expense.

### **RISK IMPLICATIONS**

No risks have been identified in relation to this report.

### **CONCLUSION**

The report is provided as a formality to officially recognise the commencement of the newly elected Devonport City Council.

### **ATTACHMENTS**

1. Certificate of Election 2022 - Tasmanian Electoral Commission [6.1.1 - 1 page]

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

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That the report advising of Workshop 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
14/11/2022	Induction and organisational overview	Briefing on council departments and key activities
21/11/2022	Meeting Procedures	Overview of meeting procedures
	Planning Authority	Presentation from Simmons Wolfhagen on Councillor obligations under the <i>Land Use Planning &amp; Approvals Act 1993</i>
	Waterfront Park	Discuss naming survey results
	Committees & Working Groups	Discuss appointments to committees and working groups and Council meeting times
	Sound & Light Show	Project update
	paranaple cafe	Briefing on EOI process
	LGAT General Meeting	Discuss motions for upcoming meeting



## **6.3 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, former Councillor Annette Rockliff attended the following meetings and functions between 18 October and 9 November 2022:

- Council Meetings including Council's 2022 AGM
- Council committee and working group meetings
- Regular meetings with General Manager
- Catch ups with staff members and councillors as required
- Attended Seniors Morning Tea
- Attended Masters Games Welcome
- Attended Cradle Coast Authority Board Dinner
- Attended 50 Year Ratepayers luncheon
- Attended Living Well Welcome
- Attended games and events for the Cold Climate Classic
- Attended Living Lightly Expo
- Attended Spring Fling event
- Attended DCCI Breakfast
- Attended Declaration of Office

In her capacity as Mayor, Councillor Alison Jarman attended the following meetings and functions between 10 November and 22 November 2022:

- Attended Declaration of Office and officially sworn in as Mayor
- Attended Remembrance Day (speech and wreath laying)
- Devon Netball 75th Anniversary Event
- Attended Living Well Strategy Working Group session
- Consumer and Community Engagement Council (CEEC) Meeting and visit to Rehabilitation Unit at Mersey Community Hospital
- Radio interviews with ABC Northern Tasmania, 7AD & Sea FM
- Attended Children's University Graduation Ceremony
- One on one meetings with Councillors
- Regular meetings with General Manager

- With Deputy Mayor met with Devonport Airport CEO, Dave Race
- Attended launch of Devonport Airport Master Plan
- Attended DEVYAG Youth Event
- Attended Council Workshop sessions
- Attended North-West Support School End of Year Assembly
- Attended Stony Rise Village community meeting

**ATTACHMENTS**

Nil

## 6.4 GENERAL MANAGER'S REPORT

Author: **Matthew Atkins, General Manager**

### RECOMMENDATION

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

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.8.2 Ensure access to Council information that meets user demands

### SUMMARY

This report provides a summary of the activities undertaken by the General Manager, between 19 October and 22 November 2022. It also provides information on matters that may be of interest to Councillors and the community.

### BACKGROUND

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

### STATUTORY REQUIREMENTS

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

### DISCUSSION

#### 1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Attended Workshops and Council Meetings as required, including the presentation of a number of induction sessions with newly elected Councillors.
- 1.3. Attended a meeting of the Hillcrest Affected Area Recovery Committee.
- 1.4. Attended Council's Annual General Meeting, providing a brief presentation on Council's 2021/22 Annual Report.
- 1.5. Governance staff were very busy assisting voters during the 2022 election process. Compulsory voting resulted in a significant increase in queries at the customer service reception in comparison to previous elections. The support from the TEC was limited, which was a concern across the sector and the matter has been raised with the State Government.
- 1.6. An official Declaration of Office Ceremony was held at the paranapple centre on Thursday November 10. This was also used as an opportunity to recognise outgoing Councillors, with the presentation of a Certificate of Service.
- 1.7. Met with the owner of a large land parcel off Don Road to discuss options for potential future zoning.

- 1.8. Attended a DCCI breakfast to recognise the service of Devonport's outgoing Councillors.
- 1.9. Met with the CEO of Indie School for an update on their business which is operating in a Council owned building.
- 1.10. Met with owners of Southern Wild Distillery for an update on their business and future expansion plans.
- 1.11. Attended a forum at the UTas Burnie Campus on Crisis Leadership.
- 1.12. Met with a representative of Housing Choices regarding potential development sites within the city.

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 2.1. Attended the 50-year ratepayer luncheon at the paranapple centre.
- 2.2. Met with representatives from the Devonport Strikers and Football Federation Tasmania regarding their development plans at Valley Road.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 3.1. As Council's proxy Owners Representative, attended a General Meeting of TasWater.
- 3.2. As Tasmanian Board Director attended the virtual National Annual General Meeting of Local Government Professionals Australia.
- 3.3. Attended the LGAT General Managers Workshop in Hobart.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. Participated in the service delivery focus group meeting as part of the State Governments Future of Local Government Review.
- 4.2. Along with the Mayor and Deputy Mayor attended the launch of the Master Plan for the Devonport Airport by Deputy Premier, Hon. Michael Ferguson MP.

5. ANNUAL PLAN PROGRESS

- 5.1. Highlights from the 2022/23 Annual Plan as at 31 October 2022 are detailed below:
  - **Conduct further research and implement monitoring program of the swift parrot in the Kelcey Tier Greenbelt:** Monitoring program in place for the 100 swift parrot nest boxes installed in Kelcey Tier Greenbelt. One nesting pair identified in Kelcey Tier during October.
  - **Review and update Council's Waste Strategy:** Cradle Coast Waste Management Group Strategic Plan has been adopted which will enable Council to commence review, likely in December 2022.
  - **Develop a Community Health and Wellbeing Strategy:** Environmental scan completed. Co-design workshop held in late October with over 55 participants to further understand community health and wellbeing priorities and possible ways to address.
  - **Develop an engagement plan for the Bass Strait Maritime Centre to increase participation:** An EOI has been prepared to be circulated in November 2022.

- **Revise and update Council's CCTV Strategy in accordance with requirements of Devonport Police:** A meeting with LGAT has taken place regarding a statewide Council CCTV project that is in its initial phase. Stakeholders from each region involved, including police and community representatives.

A full update is available on Council's website at [Your Council Dashboards | Devonport City Council](#)

Below is a graphical representation of the current status of actions:



## 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 risk that may result in an issue for Council is likely to be subject of a separate report to Council.

## CONCLUSION

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

## ATTACHMENTS

1. Current and Previous Minutes Resolution - November 2022 [6.4.1 - 1 page]

## 6.5 ELECTED MEMBERS EXPENSE REPORT TO 31 OCTOBER 2022

Author: **Claire Jordan, 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 July, August and September 2022 is detailed below:

#### Mayor, Cr Annette Rockliff

- \$135 – Accommodation (LGAT AGM/Professional Development Day)
- \$20 – DCCI Breakfast (5 August 2022)
- \$20 – DCCI Breakfast (18 August 2022)
- \$162 – Mobile (July, Aug & Sept 2022)

#### Cr John Alexiou

- \$135 - Accommodation (LGAT AGM/Professional Development Day)
- \$22 – Meal (LGAT AGM/Professional Development Day)
- \$120 – Reimburse travel to Hobart (July 2022)

#### Cr Alison Jarman

- \$135 - Accommodation (LGAT AGM/Professional Development Day)
- \$27 – Meal (LGAT AGM/Professional Development Day)
- \$32 – Meal (Devon Netball End of Season Dinner)

**Cr Peter Hollister**

- \$307 - Accommodation (LGAT AGM/Professional Development Day)
- \$943 – SEGRA Conference (Aug 2022)

**Cr Gerard Enniss**

- \$135 - Accommodation (LGAT AGM/Professional Development Day)
- \$22 – Meal (LGAT AGM/Professional Development Day)

**All Councillors**

- \$1104 – Digital expenses (July, Aug, Sept 2022)

Note: Due to the timing of credit card statements and invoices, expenditure is reported as and when the account is paid. Items in this report may relate to transactions that occurred in previous months.

**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

There are no identified risks in relation to this report.

**CONCLUSION**

Expenses are reported in accordance with Council direction.

**ATTACHMENTS**

Nil

## **6.6 UNCONFIRMED MINUTES DEVONPORT CITY COUNCIL AUDIT PANEL**

Author: **Claire Jordan, Executive Coordinator**  
Endorser: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council receive and note the unconfirmed minutes of the Audit Panel meeting held on 17 October 2022, and in relation to the Audit Panel for the next four-year term determine to:

1. cease the shared panel arrangement with Central Coast Council as recommended by the Panel Chair; and
2. retain two independent members and advertise for suitable candidates.

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

Council's Strategic Plan 2009-2030:

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

### **SUMMARY**

This report presents the unconfirmed minutes of the Audit Panel meeting held on 17 October 2022 and seeks Council's direction for the Audit Panel over the next 4-year term.

### **BACKGROUND**

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

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

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

At the February 2019 Council meeting, it was determined that each Audit Panel should continue to meet independently, and that the Shared Audit Panel would only meet on an as required basis (Min No 36/19 refers). A joint meeting has not been held since this decision was made.

### **STATUTORY REQUIREMENTS**

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

### **DISCUSSION**

The draft unconfirmed minutes of the Devonport City Council Audit Panel meeting held on 17 October 2022, are included as a confidential attachment. Matters discussed at the meeting included the 2022 Annual Financial Statements and Annual Report, an update on the internal audit process, and Council's delegation process. Council's Risk and Regulatory Coordinator gave an annual update on Council's risk management framework.



The term of the two existing independent Audit Panel members aligns with the election cycle and the meeting on 17 October 2022 was the last under the current appointment. Council is now required to advertise externally for new independent Panel members.

As part of the annual self-evaluation the Audit Panel Chair made a number of recommendations to Council which were tabled in Closed Session at the 27 June 2022 Council Meeting. These recommendations were discussed by the current Council at a workshop on 21 November 2022 and are reflected in the recommendation of this report.

In addition to the 2 external Panel members, it is noted that Council introduced an internal audit function in 2022 under the direction of the Audit Panel. The internal auditor attends Panel meetings and reports on their findings after reviewing identified areas of Council's operations.

### **COMMUNITY ENGAGEMENT**

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

### **FINANCIAL IMPLICATIONS**

Current sitting fees are split between both participating Councils and are just under \$4000 p.a. for each Council.

Ceasing the shared arrangement will require fees to be reset. A review of fees across other Panels within the State will be undertaken to establish a suitable level of remuneration.

The cost of Council's current internal Audit Program for 2022/23 is \$19,200.

### **RISK IMPLICATIONS**

- **Political/Governance**

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

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

### **CONCLUSION**

The information contained in the report and the draft unconfirmed minutes of the Audit Panel meeting held on 17 October 2022 (confidential attachment) are presented to Council.

**ATTACHMENTS**

Draft Unconfirmed Minutes – Audit Panel –17 October 2022 (confidential attachment)

## **6.7 COMMUNITY SERVICES REPORT - SEPTEMBER AND OCTOBER 2022**

Author: **Carol Bryant, Community Services Manager**

Endorser: **Matthew Skirving, Executive Manager**

### **RECOMMENDATION**

That Council receive and note the Community Services report.

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

Council's Strategic Plan 2009-2030:

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

### **SUMMARY**

This report provides operational highlights of Council's Community Services Department for September and October 2022.

### **BACKGROUND**

Council's Community Services Department includes:

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

### **STATUTORY REQUIREMENTS**

There are no statutory requirements in relation to this report.

### **DISCUSSION**

#### **1. COMMUNITY DEVELOPMENT**

##### **1.1. Festival of Learning**

The Community Services team assisted the Learning Communities Steering Group to deliver the annual Festival of Learning in September. The theme for the Festival of Learning 2022 was 'Stay Connected'. Activities were aimed at the following target audiences: The Early Years; The School Years; The Working Years; The Senior Years; and Women. Council sought Expressions of Interest (EOI) from service providers for activities under the following categories:

- Wellbeing and self-care
- Culture and diversity
- Environment and sustainability
- The arts
- The world of work
- STEAM – science, technology, engineering, arts, and mathematics
- Food, nutrition, and cooking
- Sport, recreation, and active living
- Life skills

Of the 57 events:

- 16 events were held for / coincided with Festival of Learning and 41 regular events promoted under the FOL banner
- 27 were standalone events and 23 events that were held 4 or more times over the month.

During September Council staff promoted the Festival of Learning on local radio, on the Living + Learning Devonport website, What's On Devonport and posts on the Devonport City Council Facebook page and the Devonport Events Facebook page.



*Festival of Learning Calendar of events*

### 1.2. Seniors Week

Seniors Week event calendar booklet was distributed to Council's networks with seven events across the City of Devonport 17-23 October.

A Seniors Morning Tea was held at Devonport Soccer Club. 22 seniors attended with Dr Catherine Broun as guest speaker and Devonport Youth Advisory members providing entertainment as well as serving and assisted with clean up after the event, Devonport High School students catered the event.



*2022 Devonport City Council Seniors Week Morning Tea*

### 1.3. Living Lightly Expo

Council officers worked with the Devonport Community House on the 2022 Living Lightly Expo. The event was held at the Devonport Community Garden at the end of October tying in with Devonport Food Festival and was focused on encouraging people to think more about the environment.

The event attracted a wide range of stall holders from the Friends of Don to the Devonport Seed Library, to Rees Campbell – Feisty Tasmanian, Country Women's Association, Devonport Community House craft groups and Teen-A-Rama.

The sun shone and the steady crowd offered positive feedback about the event.



*Living Lightly Expo 2022*

#### **1.4. Devonport Community Services Newsletter**

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

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

Recent editions can be found on the Council website located at:

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

The Department published two editions in October 2022.

Devonport events that attracted attention by readers during October:

- Devonport Food Festival calendar of events
- paranapple arts centre – Great Irish Songbook
- Devonport Food Festival – Home Hill Garden Soiree
- Aged Services Workforce – Practical Experience Days
- Carols by Candlelight
- Seniors Week Walk in Kelcey Tier

#### **1.5. Devonport Volunteering Working Group**

The first meeting of the Devonport Volunteering Working Group (DVWG) was held on 12 September 2022. The focus of this meeting was to identify priority actions as a first step towards reviewing and updating the Action Plan in the Devonport Community Volunteering Sustainability Strategy 2021-2026. The purpose of the DVWG is to review and update the Action Plan in the Devonport Community Volunteering Sustainability Strategy 2021-2026; develop initiatives, based on the Action Plan for the DVWG to undertake.

Membership of the DVWG includes Volunteering Tasmania and organisations involved in the development of the strategy.

**1.6. Review of Volunteering Policy and Procedures**

Council's management policy and procedures relating to volunteering were reviewed and updated in consultation with volunteer supervisors.

**1.7. Emergency Recovery**

Heavy rainfall between 12 and 14 October lead to flooding in neighbouring local government areas. Council staff prepared to open an evacuation centre if requested. Evacuation centres established in Latrobe, Railton and Ulverstone were sufficient and Council did not receive a request to open an evacuation centre.

**1.8. Community Road Safety Grant**

Council submitted a grant application for \$35,000 under the Community Road Safety Grants Program to conduct a trial of the Full Gear Motorcycle Safety Program in Devonport.

The potential program would be a partnership with East Devonport Neighbourhood House, Devonport Community House and Strength4Life. The program would involve the trial of the Full Gear program aimed toward empowering pre-learner riders from lower socio-economic backgrounds to address unsafe, unlicensed, and illegal motorcycle riding. In addition, four 2-hour road safety education sessions over four weeks, each participant will be supported with personal safety gear and will undertake the 2-day day Pre-Learner Motorcycle course.

**1.9 Health and Wellbeing Strategy**

Close to 60 people representing a range of organisations participated in a co-design workshop on the 27 October as part of the development of a ten-year health and wellbeing strategy for the Devonport community. Participants shared insights and ideas around focus areas of health and well-being that had previously been identified by the project working group through analysis of data, information and lived experience. The first draft of the plan is scheduled to be finalised in December, followed by a period of further community consultation.

**1.10 Community Engagement and Wellbeing Grants**

Council has received a \$50,000 grant from Primary Heath Tasmania to deliver a small grants program. Grants of up to \$5,000 are available to community organisations to deliver programs, events and activities by 30 June 2023, that seek to:

- promote resilience
- build social connections
- facilitate reconnection with local social support networks
- promote positive wellbeing for the Devonport community

Applications close 29 November with applicants notified of outcomes in mid-December.

**1.11 Partnership Agreements**

Council partners with a diverse range of community-based organisations to achieve shared objectives. Existing partnership arrangements are included in the table below.

Details	End date and length of agreement	Amount – If Applicable
Carols by Candlelight	1-year Agreement 1 July 2023	\$3,500 pa

Details	End date and length of agreement	Amount – If Applicable
City of Devonport Eisteddfod	3-year Agreement – 2019 – 2022 (extended to 2022 due to Eisteddfod being cancelled in 2020 due to COVID)	\$10,000 pa
Devonport Brass Band	3-year Agreement 30 June 2025	\$10,000 pa
Devonport Community House	3-year Agreement 30 June 2025	\$18,000 pa
Devonport Men's Shed	3-year agreement 1 July 2025	\$8,000 pa
Devonport Motor Show	5-year Agreement 29 January 2024	\$2,500 pa
National Trust of Australia – Home Hill operations	3-year Agreement October 2022	\$28,000 pa
RANT Arts	5-year Agreement November 2026	Subsidised rent for property at 45-47 Stewart St, for delivery of arts & cultural services to the community
Tasmanian Arboretum	3-year Agreement 30 June 2025	\$22,000 pa
Youth Family & Community Connections	5-year Agreement 29 Jan 2024	Subsidised rent for property at 62 and 64 Stewart St for the delivery of services to support young people & families
Devonport Chamber of Commerce and Industry	2-year agreement 30 Jun 2024	\$40,000 pa
Julie Burgess Inc	5-year agreement 30 January 2025	\$40,000 pa

## 2. ENVIRONMENTAL SUSTAINABILITY

### 2.1. Friends of Don

After a few rained out sessions the group managed to put in 32 hours of Broom weed control near the Don College on the banks of the Don River.

### 2.2. Spring Seniors Walk

As part of the Seniors Week Calendar a Seniors Walk at Kelcey Tier Greenbelt was well attended with 18 people. Philip Milner led the walk, and the greenbelt was in full spring flower with attendees continuing the walk well after the scheduled end.





*Seniors Week 2022 – Spring Walk at Kelcey Tier Greenbelt*

### 2.3. Wildcare Friends of Devonport

Up to 20 volunteers are helping to monitor the nest boxes at Kelcey Tier Greenbelt. Swift parrots are still in the area and hopefully nesting until December.

## 3. SPORT AND RECREATION DEVELOPMENT

### 3.1 Major Sporting Events Held

Sporting Event	Dates 2022	Venue	DCC Contribution
Tasmanian Open Squash	7-11 September	Devonport Squash Centre	\$12,000
Tasmanian Masters Games	20-23 October	Various venues	Venue subsidy
Devon Netball Mixed Carnival	29 October	Netball Centre	\$3,000
Cold Climate Classic	29-30 October	Meercroft Park	\$17,500 + up to \$7,500 based on event performance + \$5,000 in-kind

#### Tasmanian Squash Open

Direct commentary from a Squash Australia Report (November 2022), referring to the event:

- “The 2022 event saw an international contingent of over 60 players from over 10 different countries travel from all over the globe to come compete in Devonport as well as a total 120 players from all over Australia. These players utilised local accommodation, and regularly visiting Devonport cafes, restaurants, and tourist attractions.
- Now regarded as the pinnacle squash event in Tasmania the event (2023) will be offering an international world tour event for professional players on the Professional Squash Association (PSA) World Tour as well as hosting the annual Tasmanian State Championships.  
The tournament will include graded and junior divisions for local and interstate



competitors as well as attracting those world-class professionals from around the country and overseas to compete in Devonport, Tasmania.

- Previous years has demonstrated the events capabilities and in 2023 the event is expected to increase its attraction of over 100 players to the area with the support of its community and organisation. This event is a fantastic asset to the squash community and Tasmania as it continues to grow and put its name on the map as a squash hub in Australia."

### **Tasmanian Masters Games**

Report from the Tasmanian Master Games Committee President, Seve Martin:

- "TMG was successfully conducted, featuring 16 sports over six municipalities, attracting 513 participants, 31 registered volunteers plus accompanying personnel (28 interstate).
- TMG slightly exceeding expectations and was on budget, setting a strong foundation for the conduction of the TMG in October 2024.
- Sports that just fell short of conducting a competition were mountain biking, women's basketball, netball and softball, possibly an additional 150 plus participants.
- Bowls, golf, basketball, tenpin bowling, tennis, table tennis, gymnastics and swimming were conducted in Devonport, all reporting good participation and willingness to be involved with the 2024 TMG."

### **Cold Climate Classic**

A total of 15 teams competed at the 2022 two-day tournament, comprising 180 players and coaches. While this was an increase in participation from the 2021 event (four teams), numbers were below expected targets.



*Cold Climate Classic 2022*

### **Devon Netball Mixed Carnival 29 October 2022**

The annual netball carnival was again well supported, with approximately 60 teams entering from across the state.



*Devon Netball Mixed Carnival 2022*

### 3.2 Upcoming Major Sporting Events

Sporting Event	Dates 2022	Venue	DCC Contribution
Tour of Tasmania Cycling Event	26-27 November	Spreyton Cider & Devonport Oval	\$20,000
Devonport Athletic Club Summer Carnival	29 December	Devonport Oval	\$8,000

#### Tour of Tasmania Cycling Event

The Spirit of Tasmania Cycling Tour is one of Australia's oldest and most prestigious national tours. First raced in 1930, the tour showcases picturesque Tasmanian terrain with sweeping plains, epic climbs and coastal courses that challenge Australia's most promising young riders and sets the stage for the Summer of Cycling. 2018 saw the introduction of the women's stage race in a push to develop professional female racing within the Australian cycling community.

- Saturday 26 November Stage departs from Spreyton Cider.
- Sunday 27 November – Final Stage is the criterium around the streets of Devonport Oval.



2021 Spirit of Tasmania Cycling Tour

#### Devonport Athletic Club Summer Carnival

The 84<sup>th</sup> edition of the Devonport Athletic Club Summer Carnival will be held on 29 December, featuring world class cycling, running and woodchopping.

### 3.3 Recreation Centre Participation

Facility	Customers through the Door	
	September 2022	October 2022
East Devonport Recreation and Function Centre	Reopening February 2023	
Devonport Recreation Centre	16,785	11,629

Special events held at the Devonport Recreation Centre for September and October 2022 are listed in the table below:

Sporting Event	Dates 2022	Venue
Tasmanian Squash Open	7-11 September	Devonport Recreation Centre

<b>Sporting Event</b>	<b>Dates 2022</b>	<b>Venue</b>
Basketball Tasmania State Under 12 Championships	23-25 September	Devonport Recreation Centre
National Basketball League Southeast Melbourne Training	29 September	Devonport Recreation Centre
Basketball Tasmania Holiday Clinic	11-13 October	Devonport Recreation Centre
Tasmanian Masters Games	22 October	Devonport Recreation Centre
Basketball Tasmania Regional Primary School Championships	29-30 October 2022	Devonport Recreation Centre

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

<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	17	18
	Meeting Room	3	8
	Sauna	116	92
	Squash	28	34
	Stadium	108	136
	Table Tennis Building	50	51
	Youth Centre	98	109
<b>Total Devonport Recreation Centre</b>		<b>420</b>	<b>448</b>
East Devonport Recreation and Function Centre (EDRFC)	Community Room	0	6
	Stadium	41	40
<b>Total EDRFC</b>		<b>41</b>	<b>46</b>

## 4 EVENTS AND MARKETING

### 4.1 Devonport Food Festival 1 – 31 October 2022

Events hosted by a variety of venues as part of the Devonport Food Festival 2022, were mainly concentrated on the weekends throughout October, with only a limited number of venues opting to host events during the weekdays. Several of the events - markets, high teas, and brunches, were repeated throughout the month, with Sundays being particularly popular for these repeat events.



#### Spring Fling – 30 October 2022

As a part of the Devonport Food Festival, Devonport City Council hosted a Spring Fling event at the Devonport Bluff on Sunday 30th October, from 10am – 2pm. The event featured food and drink vendors, live music, traditional races and games, free face painting, henna, dog training demo from Meadway Mutts, Tandara Pony Rides,

Australian Defence force Trucks and producer stalls. The event was a success with a few thousand attendees throughout the day and a lot of positive feedback.



*Spring Fling 2022*

#### **4.2 External Events for September and October 2022**

- The Circle – Weber Bros Entertainment – 24th October – 6th November 2022
- Zombie Apocalypse – 28th October 2022 (rescheduled due to weather)
- Bright Cider Life – 29th October 2022

#### **4.3 Upcoming External Events**

- Christmas in the East – 3 December 2022
- 2022 Pub2Club – 4 December 2022
- Carols by Candlelight – 4 December 2022
- Run Christmas – 17 December 2022
- Breakfast in the Park – 23 December 2022
- Devonport Family Fun Fair - 31 December 2022 – 16 January 2023

#### **COMMUNITY ENGAGEMENT**

The information provided above details relevant community engagement.

#### **FINANCIAL IMPLICATIONS**

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

#### **RISK IMPLICATIONS**

There are no risk implications which relate to this report.

#### **CONCLUSION**

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

#### **ATTACHMENTS**

Nil

## **6.8 GENERAL MANAGEMENT, PEOPLE & FINANCE AND CORPORATE SERVICES REPORT - SEPTEMBER AND OCTOBER 2022**

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Kylie Lunson, Executive Manager and Jeffrey Griffith, Deputy General Manager**

### **RECOMMENDATION**

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

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

Council's Strategic Plan 2009-2030:

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

### **SUMMARY**

This report provides a summary of the activities undertaken during the months of September and October 2022 in the following areas of Council:

- General Management
- People and Finance
- Corporate Services

### **BACKGROUND**

This report is provided to update the Councillors and the community on matters of interest relating to the following functional areas:

- |                                     |                          |
|-------------------------------------|--------------------------|
| • Governance                        | • Information Technology |
| • Property Management               | • Budget Management      |
| • Strategic and Operational Plans   | • Car Parking            |
| • Corporate Communication           | • Customer Service       |
| • 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 September and

REG/795	Plan of survey - PA2022.0048 - Part of 126 Forth Road, Don TAS	7/09/2022
REG/796	Plan of survey - PA 2022.0088 DA 2022/88 - 35-37 Shaw Street, Miandetta TAS and 35-37 Shaw Street Miandetta TAS	7/09/2022
REG/797	Grant Deed - DPAC & DCC - Premier's Fund for Children and Young People	9/09/2022
REG/798	Lease Agreement - Devonport City Council & Devonport Basketball Council - Office, Storeroom & Gym - 30-46 Forbes Street Devonport	13/09/2022
REG/799	Plan of survey PA2021.0122 Folio ref 36654/3	21/09/2022
REG/780	Licence Agreement - DCC & Kent Townsend Developments Pty Ltd - 1 Devonport Road	27/09/2022
REG/781	Crown Licence - Formby Road & Devonport Road - DCC & Crown	29/09/2022
REG/782	Deed of Variation of Lease - 41 Bluff Road - DCC & Crown	29/09/2022
REG/783	Licence Agreement - DCC & Tas Irrigation Pty Ltd - Don Irrigation Scheme	10/10/2022
REG/784	Plan of Survey - Subdivision PA2021.0009 23 Kelcey Tier Rd Spreyton	13/10/2022
REG/785	Deed of Variation of Lease of Crown Land at 260 Steele Street Devonport	18/10/2022
REG/786	Plan of Survey - Subdivision of property - 20 Richardson Road, Tigras PA2016.0052	20/10/2022
REG/787	Grant Deed - DSG & DCC - Key entrance beautification funding	31/10/2022

October 2022.

##### Councillor Attendance

Councillor attendance at Council meetings and workshops up to 31 October is

	Council	Planning Authority		Workshops	Leave of Absence Approved during the September/October 22
No. of Meetings	5	1		3	
Attendance		Member	Non Member		
Mayor Cr A Rockliff	5	1	0	3	
Cr J Alexiou	4	1	0	3	
Cr G Enniss	4	0	0	3	
Cr P Hollister	5	1	0	3	1
Cr A Jarman	5	0	0	2	
Cr L Laycock	5	0	1	3	
Cr S Milbourne	3	0	0	0	
Cr L Murphy	5	1	0	3	
Cr L Perry	5	1	0	3	

detailed as follows:

#### 1.2. Property Management Update

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

- Crown Land applications/matters:
  - Deed of Variation for 260 Steele Street finalised
  - Works approval to remove tree and Mersey Bluff Caravan Park finalised
- Dog's Home – confirmation of property assets

- Follow up with Department of Aboriginal Affairs on property transfer at the Bluff to Tiagarra/SRAC
- Discussions with DJSA re-Meercroft Pavillion – lease and booking
- Drafted licence agreement for property at 104 Tugrah Road Tugrah
- Licence agreement transfer and renewal for land adjacent to Harbour Master Café
- Termination of lease agreement with owner for Unit 6 Fenton Villas
- Finalised licence agreement with Tasmanian Irrigation for use of part of Council property for Don Irrigation Scheme
- Updating of Building Maintenance Schedule Manual and providing to relevant Council staff

### 1.3. Corporate Communication

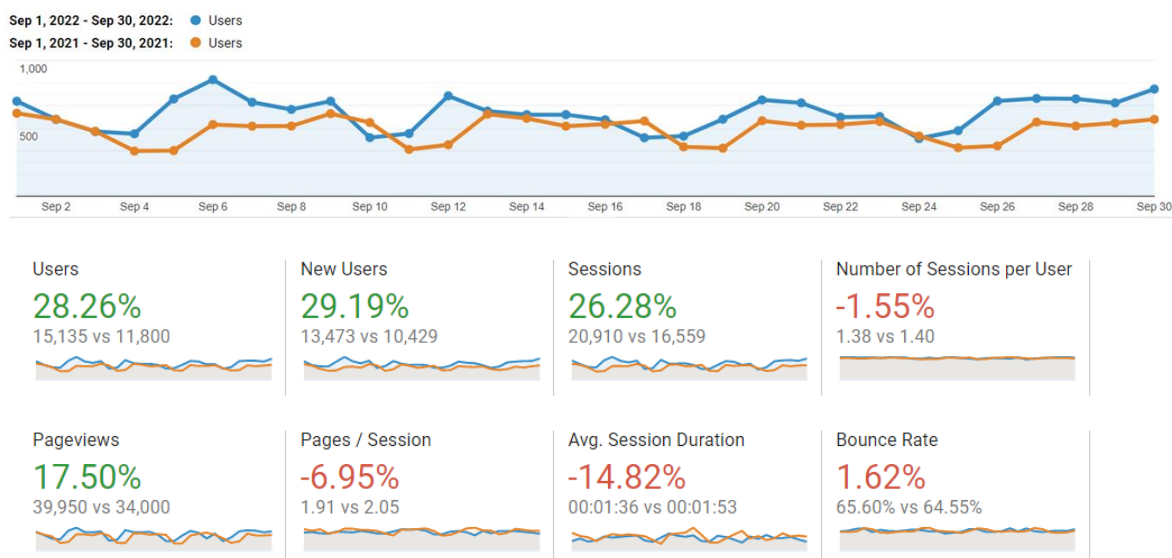
#### 1.3.1. Devonport City Council Website

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

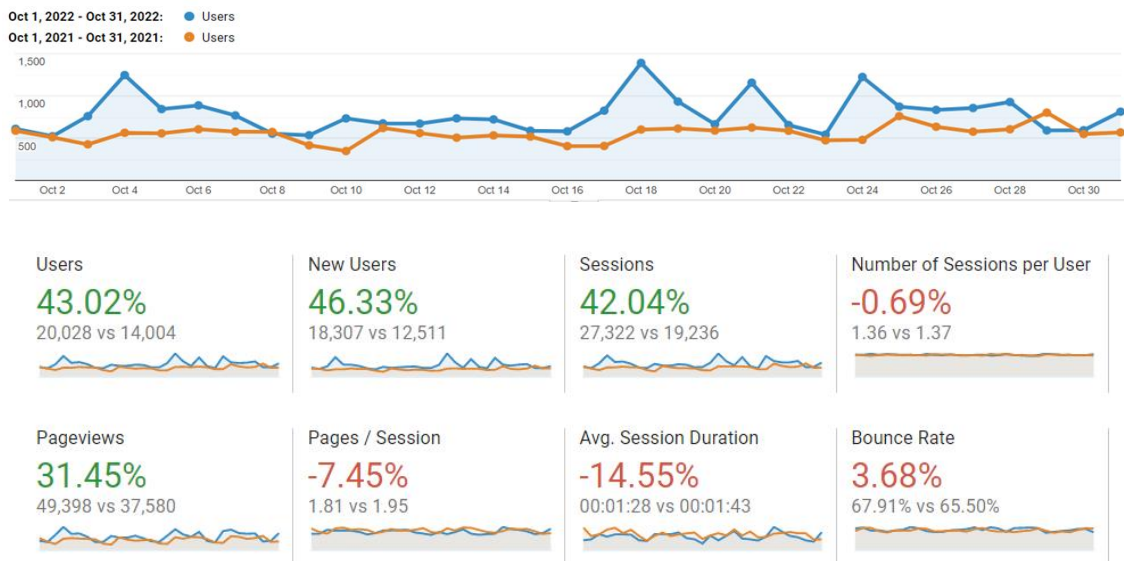
Top 10 Website Pages	September 2022	October 2022
	<ol style="list-style-type: none"> <li>1. Advertised Planning Permit Applications</li> <li>2. News and Media</li> <li>3. Contact Us</li> <li>4. Council Elections</li> <li>5. Council Forms and Payments</li> <li>6. Waste Transfer Station</li> <li>7. Cemetery Search</li> <li>8. Employment Opportunities</li> <li>9. Minutes &amp; Agendas</li> <li>10. Council</li> </ol>	<ol style="list-style-type: none"> <li>1. Advertised Planning Permit Applications</li> <li>2. Contact Us</li> <li>3. News and Media</li> <li>4. Council Elections</li> <li>5. Council Forms and Payments</li> <li>6. What's On Devonport</li> <li>7. Waste Transfer Station</li> <li>8. Cemetery Search</li> <li>9. Employment Opportunities</li> <li>10. National Bird Week – Aussie Backyard Bird Count 2022</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

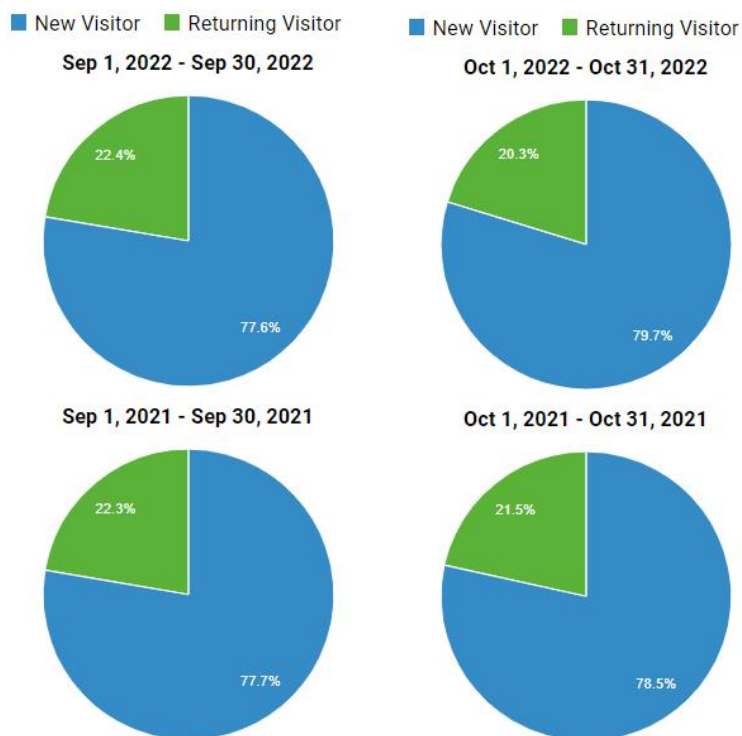
September 2022 (Verse 2021), Website Statistics



## October 2022 (Verse 2021), Website Statistics



## New Visitors versus Returning Visitors



### 1.3.2. Community Consultations

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultations.

During the reporting period, Council sought feedback on the draft Open Space Strategy and the Signage Strategy.



### 1.3.3. Social Media

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

Followers at the end of August:

Facebook	10.9K
LinkedIn	1054 – up by 89
Twitter	695 – up by 4

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

DCC Corporate Facebook Page Statistics	September 2022	October 2022
<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).	24,170TY (21,700LY)	96,357TY (22,247LY)

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

September 2022	October 2022
1. Department of State Growth Roadworks - Bass Highway, Miandetta, 18/09/2022, 7.7K	1. Mersey Main Road – Reopened 14/10/2022, 51.2K
2. William Street renewal project, 05/09/2022, 5.4K	2. Mersey Main Road – Closed, 13/10/2022, 29.5K
3. Music in the Square event announcement, 19/09/2022, 4.9K	3. Bluff 2 Boat Ramp announcement, 20/10/2022, 16K
4. Acknowledgement of passing of the Queen, 08/09/2022, 4.3K	4. Horsehead Creek and Victoria Parade boat ramp updates, 17/10/2022, 14.3K
5. Road closure - Asphalt Resurfacing Works, 01/09/2022, 4.6K	5. Novotel Devonport opening, 7/10/2022, 13.4K
6. Devonport Football Club, 09/09/2022, 2.9K	6. Employment Opportunity - Parking and Information Officer, 27/10/2022, 12.2K
7. Hillcrest Affected Area Recovery Committee Survey, 25/09/2022, 2.9K	7. Department of State Growth Roadworks - Bass Highway - Night work, 16/10/2022, 9.5K
8. Department of State Growth Roadworks - Mersey Main Road, 04/09/2022, 2.8K	8. Christmas celebrations announcement, 5/10/2022, 8.6K
9. Road closure - Hotmix Works, 11/09/2022, 2.5K	9. What's on in Devonport, 23/10/2022, 7.6K
10. Cold Climate Classic, 04/09/2022, 2.5K	10. Road closure - William Street, 19/10/2022, 7.2K

#### 1.3.4. Publications & Media

Council issued the following official media releases, alerts, comments and statements during September and October 2022:

Date	Media Type	Title/Topic
1/09/2022	The Advocate – Media Release	Helping make food budget go further - Festival of Learning
2/09/2022	The Advocate – Media Release	Back on your Bike supports Devonport's new bike repair stations
2/09/2022	The Advocate - Comment	Hoons damage Bluff grassed area
3/09/2022	The Advocate - Comment	New photographic show includes portraits from historic Robinson Collection and works by contemporary artists
3/09/2022	The Advocate - Comment	Devonport Mayoral hopeful Leigh Murphy's icy blast for comeback kid Steve Martin
3/09/2022	The Advocate - Comment	National delegates show a keen interest in Devonport's Living City facelift
6/09/2022	The Advocate - Comment	Gair takes helm of city's Bass Strait Centre
6/09/2022	The Advocate – Media Release	Mayor calls for driver patience as \$1.5m William Street renewal starts
7/09/2022	The Advocate - Comment	Devonport City Council's Paranalpe Pioneers score silver at management titles
9/09/2022	The Advocate - Comment	Tasmanian population trends add weight to Council mergers push, Devonport Councillor Leon Perry argues
10/09/2022	The Advocate - Comment	Devonport City Council creates community condolence book, flies flags at half-mast in Queen's honour
13/09/2022	Channel 7 – Interview with Tom Johnson	Novotel Devonport
15/09/2022	The Advocate - Comment	Tributes flow for respected Devonport author and historian Faye Gardam
17/09/2022	The Advocate - Comment	Mayor confirms talks to provide overflow parking for Novotel guests
17/09/2022	The Advocate – Comment	Tips to avoid getting swooped by protective plover parents
20/09/2022	The Advocate – Media Release	Little Gallery seeks emerging artist
22/09/2022	The Advocate - Comment	New hotel, \$17 m waterfront park overlooks smashed windows, faded facade of iconic Devonport building
22/09/2022	The Advocate - Comment	Valley Road misses out on FIFA Women's World Cup basecamp off-field
23/09/2022	The Advocate - Comment	Community support for embattled councillor after nomination bungle
24/09/2022	The Advocate - Comment	Former Mayor calls for review of Council nominations process
27/09/2022	The Advocate	Devonport Councillors unanimously approve Devonfield rezoning
27/09/2022	The Advocate - Comment	Artist call-out

Date	Media Type	Title/Topic
3/10/2022	The Advocate – Media Release	Council releases shortlist of names for Devonport's \$17 m waterfront precinct
5/10/2022	The Advocate – Media Release	Devonport City Council's festive events are back to "make spirits bright"
6/10/2022	The Advocate – Media Release	Devonport's Youth Advisory Group seeks young talent for Music in the Square
7/10/2022	The Advocate – Media Release	Devonport City Council increases Tidal Art Award prize to \$20,000
7/10/2022	The Advocate - Comment	Devonport City Council requests relocation of non-compliant election signs
11/10/2022	The Advocate - Comment	Devonport to welcome 2023 with bigger fireworks displays
17/10/2022	The Advocate – Comment	Local Government candidates throw their support behind a fair share of AFL games at UTAS Stadium
21/10/2022	The Advocate – Media Release	Tasmanian Symphony Orchestra concert coming to Devonport's new waterfront
22/10/2022	The Advocate - Comment	Devonport Councillors to consider development plans for a \$40m Stony Rise Village retail centre
22/10/2022	The Advocate - Comment	Devonport Mayor Annette Rockliff delivers her final Council annual report
25/10/2022	The Advocate - Comment	Devonport City Council supports application for Stony Rise Village retail centre
27/10/2022	The Advocate - Comment	Motion to include those who serve in Council's acknowledgement of country statement
27/10/2022	The Advocate - Comment	Devonport seeks funds to build first Variety Livvi's Place playground
28/10/2022	The Advocate - Comment	Devonport's new Mayor is announced on Thursday
29/10/2022	The Advocate - Comment	Fine forecast for Spring Fling festival fun
29/10/2022	The Advocate – Media Release	Devonport City Council starts work on Rooke Street Mall makeover

## 2. PEOPLE AND FINANCE

### 2.1 Human Resources

#### 2.1.1. Recruitment

##### Staff positions advertised September and October 2022

Position	Department	Work Location
Creative Learning & Public Programs Officer	Convention & Arts	paranapple arts centre
Civil Works Serviceperson	Works	Works - Civil
Executive Coordinator	General Management	Governance - paranapple
Devonport Stadium Project Lead (fixed term)	Economic Development	paranapple centre

Position	Department	Work Location
Parking & Information Officer (Casual)	Customer Service	paranaple arts centre
Operation Works Manager	Works	Works Depot

#### Staff Appointments September and October 2022

Position	Name	Department	Work Location
Creative Learning & Public Programs Officer	Bernadette Neeling	Convention & Arts	paranaple arts centre
Attendant (casual)	Tiarny Laing	Convention & Arts	paranaple arts & convention centre
Parking & Information Officer (part-time)	Kenny Corker	Parking	paranaple centre
Bass Strait Maritime Centre Collections Project Officer (part-time, fixed term)	Jaydeyn Thomas	Convention & Arts	Bass Strait Maritime Centre
Curator – part-time (temporary secondment from Creative Learning & Public Programs Officer)	Erin Linhart	Convention & Arts	paranaple centre
Plumbing Surveyor	Peter Gillam	Risk & Compliance	paranaple centre
Executive Coordinator	Claire Jordan	General Management	Governance – paranaple centre
Recreation Officer (part-time)	William Jago	Community Services	Devonport Recreation Centre

#### Staff Departures September and October 2022

Position	Name	Department	Work Location	Date Effective
Civil Works Serviceperson	Jack Corbet	Works	Works – Civil	21/10/22
Executive Manager People & Finance	Kymbra Peebles	People & Finance	paranaple centre	27/10/22
Executive Coordinator	Jacqueline Surtees	General Management	Governance	28/10/22

#### Workers Compensation end of October 2022

Policy year ending 30 June	Number of Workers Compensation Claims lodged with Council's Insurer	Current Open claims	Nett value incurred by the Insurer (including estimates)
30/6/2023	3 claims	1	\$32,247.69
30/6/2022	7 claims	1	\$179,452.65
30/6/2021	7 claims	0	\$26,494.39
30/6/2020	6 claims	0	\$29,481.08
30/6/2019	12 claims	0	\$347,651.52
30/6/2018	6 claims	0	\$32,029.49

### **New Workers Compensation claims for the period**

3 new claims lodged in September 2022.

0 new claims lodged in October 2022.

#### **2.1.2. Work Experience**

<b>Dates of Placement</b>	<b>Location</b>	<b>School</b>	<b>Student</b>
26/9/22 to 29/9/22	Customer Service	Reece High School	A Wells
31/10/22 – 3/11/22	Parks & Reserves	Devonport High School	B Fidler
17/10/22 – 20/10/22	PAC	Latrobe High School	R Elliot

Human Resources attended Leighland Christian School on 7 September 2022 to participate and conduct Mock Interviews with year 11 students for half a day and promoted careers in local government.

#### **2.1.3. Health & Wellbeing**

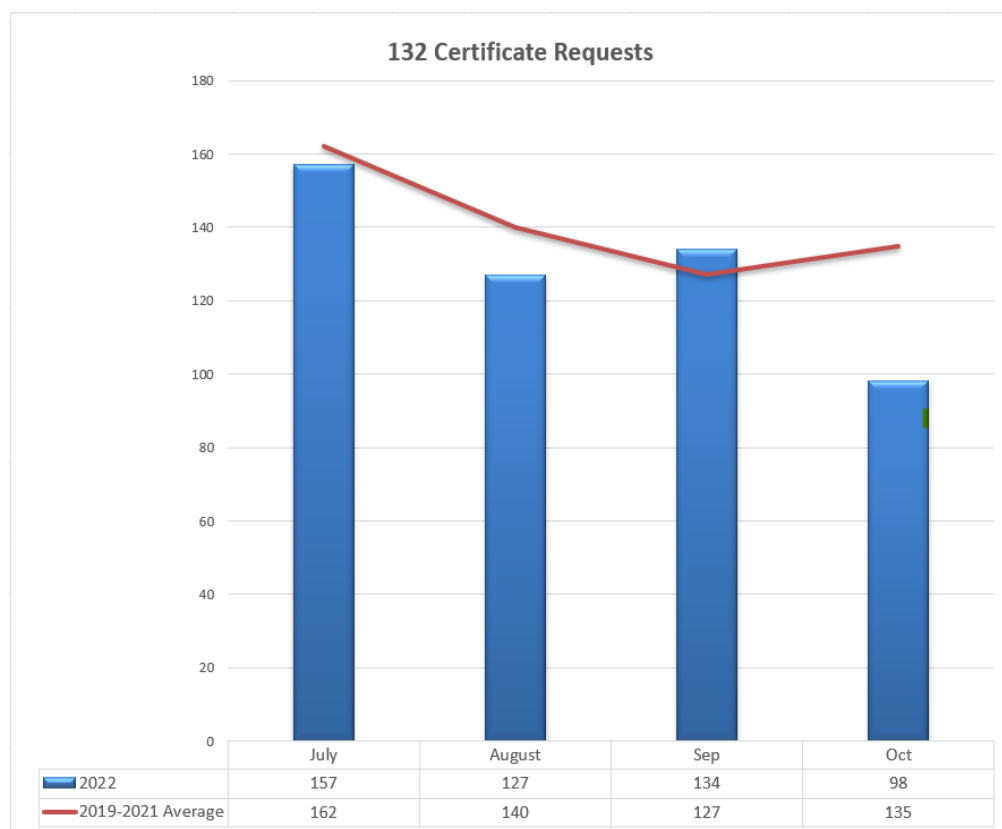
The following activities and initiatives were promoted for September and October 2022:

- Skin Checks – promotion of skin checks to employees for this financial year.
- Promotion of Local Government Blood Challenge – promotion of resource information
- CLS – promotion of workplace support through Council's employee assistance provider.
- Information session for staff on Women's Health Week/R U OK?
- Promotion of Health & Wellbeing Program and Calendar of Events for Staff
- Promotion of Sun Protection Procedure
- National Ride to Work Day – celebrated on 19 October 2022 with staff riding to work and kicking off the day with a healthy breakfast
- Promotion of Burnie 10 with a Devonport City Council team registered

## 2.2. Finance

### 2.2.1. Certificates

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



### 2.2.2. Rate Statistics

#### Percentage of Rates Paid\*

	2020/2021	2021/2022	2022/2023
September	51.40%	53.63%	51.61%
October	60.08%	63.07%	63.06%

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

Rates in advance as of 31 October 2022 are \$138,812.53.

### 2.2.3. Finance Report

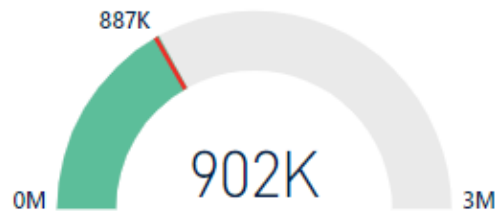
The finance report attached includes a capital works income and expenditure report. The report includes a budget adjustment for capital works carried forward from the prior year.

## 2.3. CORPORATE SERVICES

### 2.3.1. Parking

#### 2.3.1.1. Parking Statistics

##### Budget v Revenue Period to Date



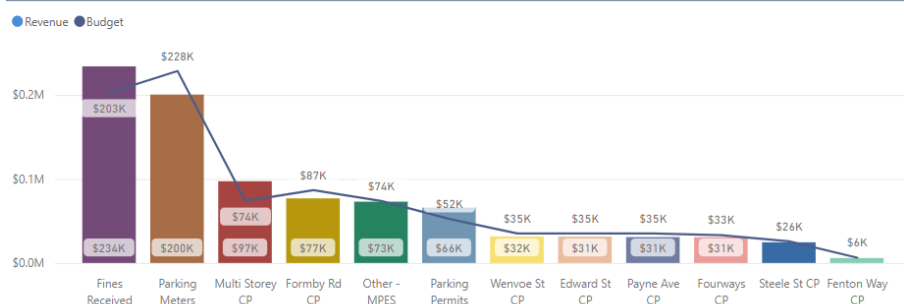
##### Revenue/Budget Period to Date

Description	Budget	Revenue	Variance	Variance %
Edward St CP	\$34,991.68	\$31,451.03	(3,540.65)	-10%
Fenton Way CP	\$6,261.68	\$5,836.36	(425.32)	-7%
Fines Received	\$202,583.31	\$233,886.00	31,302.69	15%
Formby Rd CP	\$86,558.32	\$76,836.43	(9,721.89)	-11%
Fourways CP	\$33,150.00	\$30,644.12	(2,505.88)	-8%
Multi Storey CP	\$73,666.68	\$97,206.59	23,539.91	32%
Other - MPES	\$73,666.68	\$72,902.12	(764.56)	-1%
Parking Meters	\$228,366.69	\$200,333.23	(28,033.46)	-12%
Parking Permits	\$52,358.32	\$65,820.94	13,462.62	26%
Payne Ave CP	\$34,991.68	\$30,775.53	(4,216.15)	-12%
Steele St CP	\$25,783.32	\$24,565.89	(1,217.43)	-5%
Wenvoe St CP	\$34,991.68	\$31,541.55	(3,450.13)	-10%
<b>Total</b>	<b>\$887,370.04</b>	<b>\$901,799.79</b>	<b>14,429.75</b>	<b>2%</b>

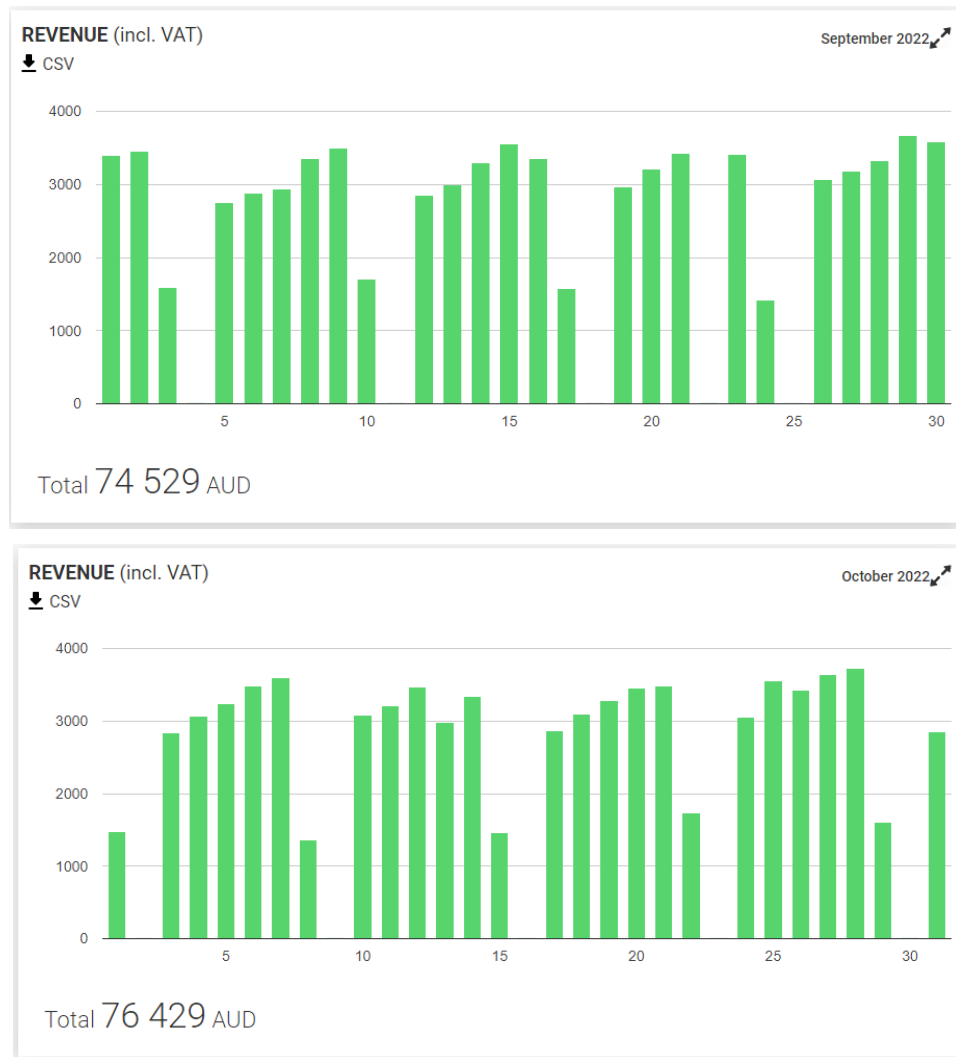
##### Grouped Natural Account - Revenue v Budget Year to Date



##### Natural Account - Revenue v Budget Year to Date



### EasyPark Revenue



#### 2.3.2. Information Technology Building Access Systems – DRC and EDRC

The Devonport Recreation Centre and East Devonport Recreation Centre have recently received a complete access control system upgrade, with swipe card access that integrates into the monitored alarm systems onsite.

This allows for responsive and remote cancellation or activation of access cards for the users of these facilities, along with improved reporting and utilisation capabilities.

A card printer has been provisioned at the Devonport Recreation Centre Office to facilitate quick turnaround of guest and club access cards.

Similar upgrades are scheduled to commence at the Bass Strait Maritime Centre in December, and Works Depot early 2023.

### COMMUNITY ENGAGEMENT

The information provided above provides details relating to community engagement.

### FINANCIAL IMPLICATIONS

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



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

### **RISK IMPLICATIONS**

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

### **CONCLUSION**

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

### **ATTACHMENTS**

1. 20221031 Consolidated Financial Report - Council [**6.8.1** - 10 pages]

## 6.9 CONVENTION AND ARTS REPORT - SEPTEMBER AND OCTOBER 2022

Author: **Geoff Dobson, Convention and Arts Centre Manager**

Endorser: **Matthew Skirving, Executive Manager**

### RECOMMENDATION

That Council receive and note the Convention and Arts report.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

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

### BACKGROUND

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.

The functional areas of Council covered in this report include:

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

### STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

### DISCUSSION

#### ARTS AND CULTURAL DEVELOPMENT

##### 1. Devonport Regional Gallery

##### Gallery Exhibitions

Exhibition	Date
Women's Art Prize Tasmania 2022, Finalists Exhibition	6 August – 17 Sept
Jane Menzies: How it started	27 August – 24 Sept
Stories of Home by Sharifah Emalia Al-Gadrie	3 – 22 September
Attempted Portraits: Works from the Robinson Collection complimented by loaned works from Tasmanian artists	3 Sept – 12 Nov
2022 UCP Object Design Exhibition: CARE	27 Sept – 15 Oct
This too will end: Stephanie Reynolds	1 – 30 October
Older? Wiser? Stronger? Nanna Bayer: 2022 Solo Commission Exhibition	24 Sept – 12 Nov
DRG Volunteer Community Exhibition	19 Oct – 26 Nov



*Older? Wiser? Stronger? Nanna Bayer*

## Education and Public Programs

Event	Participation	Date
SEGA conference breakfast	40	1-Sep
Create & Make Term 3, Group 2	18	1-Sep
Opening Upper Gallery Attempted Portraits	31	2-Sep
Stories of Home Mini Zine Workshop	11	3-Sep
Outreach Devonport High Pottery and Printmaking	26	6-Sep
Create & Make Term 3, week 5 - Home-school	9	7-Sep
Create & Make Term 3, week 5 - Group 1	14	7-Sep
Create & Make Term 3, week 5 -Group 2	19	8-Sep
Create & Make Term 3, week 6 -Home-school	9	14-Sep
Create & Make Term 3, week 6 -Group 2	17	14-Sep
Create & Make Term 3, week 6 -Group 2	15	15-Sep
Books + Art	7	19-Sep
Opening Main Gallery Commission Exhibition Older? Wiser? Stronger? Nanna Bayer	33	23-Sep
Opening Foyer and Creative Space Object/Design	23	27-Sep
Meet & Greet the Artist: Stephanie Reynolds	32	30-Sep
OLOL Holiday Group Gallery Visit and activity	28	12-Oct
<b>TOTAL</b>	<b>332</b>	

## 2. Bass Strait Maritime Centre

### Bass Strait Maritime Centre Exhibitions

Past Exhibition	Date
Instrumental: Navigating and Communicating on the High Seas	Closed Sept 2022

<b>Upcoming Exhibitions</b>	
Remarkable: Stories of Australians and their Boats	Nov 2022
Ice in the Rigging	Feb 2023
Strata: Metals, Minerals, and Mining on the Northwest Coast	April 2023
Shipwreck! The Sinking of the Sanyo Maru	July 2023
BSMC 50 <sup>th</sup> Anniversary Exhibition (working title)	October 2023

### Education and Public Programming

<b>Event</b>	<b>Participation</b>	<b>Date</b>
School Visit: St Peter Chanel Catholic School	22	6-Sept
Group: TasVacations	30	28-Sept
Group: Seniors Bus Tour	28	6-Oct
Group: Kites Vacation Care (Smithton)	30	7-Oct
Maritime and History Talk: Graeme Broxam and Peter Higgs	17	25-Oct
School Visit: Deloraine Primary School	99	31-Oct
<b>TOTAL</b>	<b>226</b>	



*Peter Higgs presenting on the photogrammetry project.*

### 3. Town Hall Theatre

#### Theatre Performances

<b>Performance</b>	<b>Attendance</b>	<b>Date</b>
City of Devonport Eisteddfod	1033	7-21 September
By A Thread	126	20 October
The Great Tenors	133	22 October
The Three Kings	117	28 October
<b>Total</b>	<b>1,409</b>	

### Upcoming Performances

Performance Event	Date
Damien Leith performs Roy	24 November
World Festival of Magic	28 November
Caroline Small School of Dance	3 December
KC Studio of Dance – Our Home Planet Earth	10 December
Dance Revolution – Dancing Through the Decades	17 December

#### 4. Participation Across Arts and Cultural Development

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

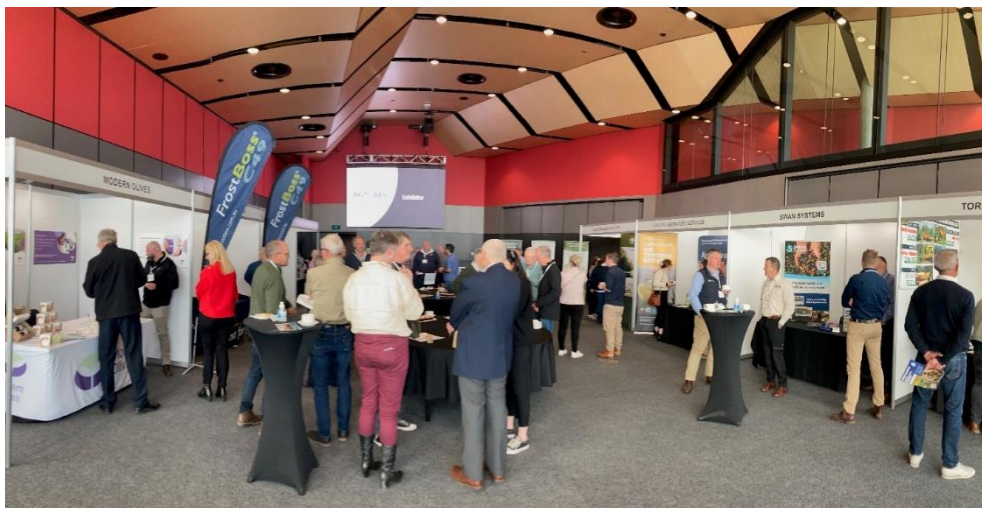
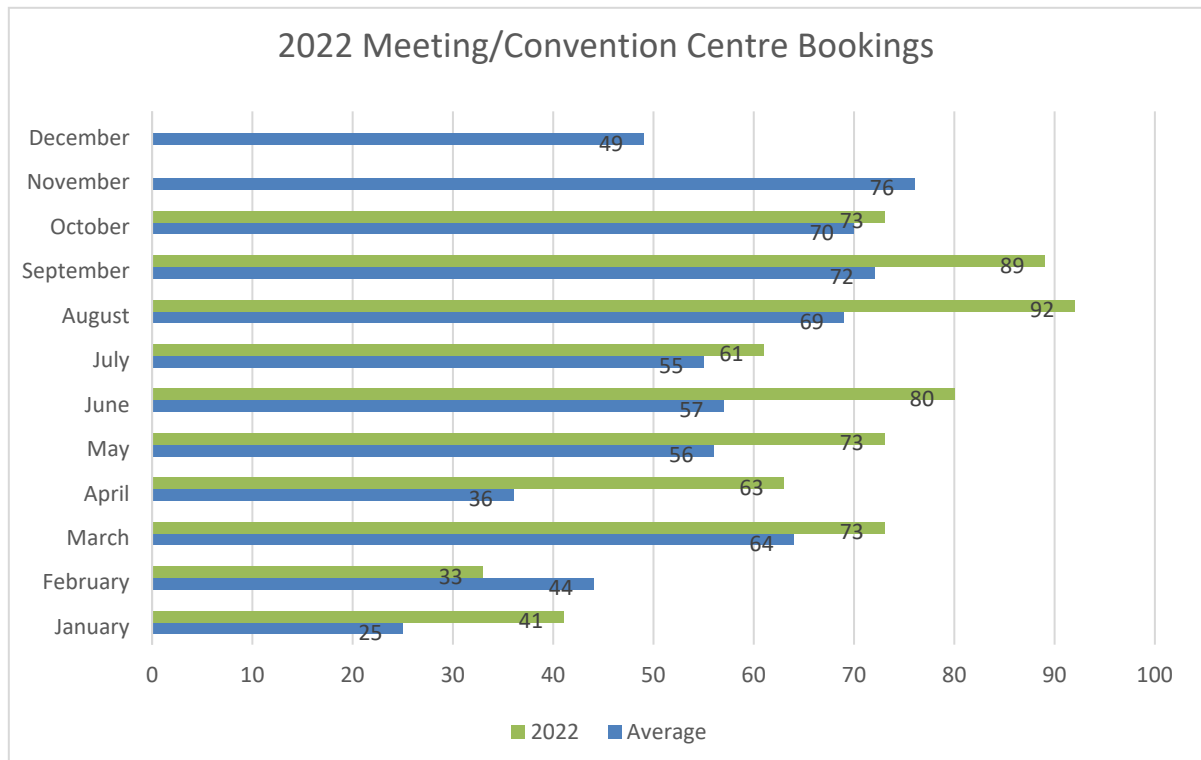
Facility	Visitors September	Visitors October
paranaple arts centre	5,768	3,169
Bass Strait Maritime Centre	471	916
<b>Total</b>	<b>6,239</b>	<b>4,085</b>

#### 5. paranaple convention centre

##### Meetings at paranaple convention centre and Market Square Pavilion

For September and October 2022, the DCC meeting rooms held 147 events, with 15 events in the convention centre. Total attendance of 3,987 patrons.

Event	Presented by	Attendance
Sustainable Economic Growth for Regional Australia	SEGRA	120 (2 days)
Delicious Movie Screening	North-West Film Society	70
LGAT Annual General Meeting	Local Government of Tasmania	50
North-West Regions Principals Meeting	Department of Education	48
RACGP Celebrating General Practice: Fellowship and Awards Ceremony	Royal Australian College of General Practitioners	116
100 <sup>th</sup> Birthday Celebration	Private	55
DCCI AGM & Annual Dinner	Devonport Chamber of Commerce & Industry	56
"C'mon C'mon – Mental Health Week Movie Screening	North-West Film Society	80
2022 National Olive Industry Conference and Trade Exhibition	Australian Olive Association	80 (2 Days)
'The Duke' Seniors Week Movie Screening	North-West Film Society	80
Worksafe Month Session	Worksafe Tasmania	200
50 Year Rate Payers Luncheon	Devonport City Council	68
ASBA Tas State Conference 2022	Association of School Business Administrators Tasmania	80 (2 days)
ASMIRT Tas Brand - Swing into Spring Education Weekend	Australian Society of Medical Imaging and Radiation Therapy	55 (2 days)
'Spring into Season 2022' Training	Simplot Devonport	135



*2022 National Olive Industry Conference and Trade Exhibition*

## 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

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## **7 SECTION 23 COMMITTEES**

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



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## 8 CLOSED SESSION

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

### RECOMMENDATION

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

Item No	Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
3.1	Confirmation of Closed Minutes – Council Meeting – 24 October 2022	15(2)(g)
3.2	Application for Leave of Absence	15(2)(h)
4.1	Confidential attachments	
5.1	Lease Agreement paranapple centre Café Tenancy	15(2)(g) & 15(2)(b)
5.2	Sale of 12A Stony Rise Road Quoiba	15(2)(f)

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## **9 CLOSURE**