



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, parnaple centre, 137 Rooke Street, Devonport on Monday 25 September 2023, commencing at 5:30 PM.

**The meeting will be open to 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

**20 09 2023**

### September 2023

Meeting	Date	Commencement Time
Council Meeting	23 October 2023	5.30 pm

**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 25 SEPTEMBER 2023, IN THE ABERDEEN ROOM, LEVEL 2, paranaple  
centre, 137 ROOKE STREET, DEVONPORT AT 5:30 PM**

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## **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.

## **ATTENDEES**

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

## **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 28 August 2023 as previously circulated be confirmed.

### **3.2 PUBLIC QUESTION TIME**

#### **PUBLIC QUESTION TIME**

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

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

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

Author: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That the response to a questions from:  
Mr Christopher Mills; and  
Ms Sarah Kersey  
at the August 2023 Council meeting be noted.

### **ATTACHMENTS**

1. Response to Questions Without Notice - 28 August 2023 - Mr C Mills [**3.2.1.1** - 1 page]
2. Response to Questions on Notice from Sarah Kersey [**3.2.1.2** - 2 pages]

### **3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC**

There were no Questions on Notice from the Public received for the September 2023 meeting.

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

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

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



## **3.4 NOTICES OF MOTION**

### **3.4.1 NOTICE OF MOTION - REQUEST FOR REPORT ON HIGHER DENSITY HOUSING - CR S SHEEHAN**

Author: **Councillor Stacey Sheehan**

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 Stacey Sheehan.

#### **MOTION**

That Council investigate potential opportunities to actively encourage and promote higher density residential use development in line with the strategic policy directions contained in the Greater Devonport Residential Growth Strategy 2021-2041.

#### **SUPPORT**

Population growth in and around our municipality has been steadily increasing over the last few years, along with property prices, and we need to carefully consider measures to keep housing affordable, particularly for the next generation. Our economy is also heavily reliant on income from the prime income producing agricultural land that surrounds us and continuing to build subdivisions over it at some point will come at a cost to this industry.

While there are a number of levers to increase housing supply, one of the most effective is increasing density, particularly near existing services and infrastructure. New Zealand has provided good evidence that increasing density and therefore supply can reduce housing and rental prices. We need to embark on similar planning discussions about how we zone our land and grow our urban footprint. In Devonport's case however, rather than a blanket "upzoning" we should discuss and agree on where medium to high density housing might be suitable, and what sort of venues it might co-locate with.

If we can lead a community discussion on the higher density living, the benefits will be far reaching. For younger people, a small unit can provide entry to the property ladder; for empty nesters it can provide an opportunity to downsize, thereby freeing up larger homes for families; and for rate payers, we are consolidating growth in and around our city where services such as water, sewerage and transport are readily available, thereby negating the need for more infrastructure costs.

But high density housing isn't necessarily limited to our city streets. At some stage in the next few decades it is not unforeseeable that we will look at re-instating our passenger rail service to move people up and down the coast. Railway stations in Europe are no longer just for trains, they are busy economic hubs that accommodate business centres, cafes, restaurants, and of course, apartments. Equally, new stadia in Europe now incorporate apartment dwellings and there are of course opportunities above our high streets, and through air space licenses as well. There's no right or wrong answer, but local government needs to take a proactive role in finding out what the community wants and ensuring there's a long term plan in place to deliver it.

Unit living has changed considerably over the years, and that is why our current Strata Legislation is under review. If we are to encourage more density however this review needs to be completed by the state government as a priority so we avoid the issues occurring on the mainland (for example, developers signing up bodies corporate to maintenance or supply agreements that benefit the developer not the long term unit owners).

In closing, Priority 2.9 in Council's Term Plan identifies the need to support housing initiatives which assist in delivering the Greater Devonport Residential Growth Strategy 2021-2041. The Strategy recognises the need to provide for a range of housing types and densities to support this growth – including the encouragement of higher density residential use and development.

Council should investigate what actions can be taken to encourage and assist developers to proceed with medium and high-density housing solutions. This may include consideration of relevant planning scheme controls, or anything which makes it easier and more attractive to develop higher density residential housing. I would like a report to be prepared which outlines what may be possible for Council to implement in the short and medium term.

(I am a licensed Real Estate Agent and am currently a member of Strata Communities Association, which is providing industry feedback to the state government on strata law reform).

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

As outlined in the supporting comments, this motion aligns with the Council's strategic direction, with higher density residential housing a key requirement of the Greater Devonport Residential Growth Strategy 2021-2041.

#### **ATTACHMENTS**

1. Notice of Motion - Request for report on higher density housing - Cr S Sheehan  
[3.4.1.1 - 2 pages]

## **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 Item 4.1.**

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 item is to be dealt with at the meeting of Council in its capacity as a Planning Authority.

## **4.1 AM2023.03 - 17 MERSEYSIDE STREET QUOIBA - AMEND THE DEVONPORT LOCAL PROVISIONS SCHEDULE BY REZONING LAND FROM UTILITIES ZONE TO GENERAL INDUSTRIAL ZONE**

Author: **Carolyn Milnes, Senior Town Planner**  
Endorser: **Kylie Lunson, Executive Manager**

### **RECOMMENDATION**

That Council:

- agree to certify amendment AM2023.03 to the Devonport Local Provisions Schedule for the land at 17 Merseyside Street, Quoiba (CT 132831/4) to:
  - a. rezone 17 Merseyside Street, Quoiba (CT 132831/4) from Utilities to General Industrial;
  - b. remove the priority vegetation area overlay from 17 Merseyside Street, Quoiba;
  - c. insert the waterway and coastal protection area overlay for 17 Merseyside Street, Quoiba;
  - d. advise the Tasmanian Planning Commission that the Planning Authority is satisfied that the draft amendment meets the Local Provisions Schedule criteria in accordance with section 34(2) of the *Land Use Planning and Approvals Act 1993*; and
  - e. place Amendment AM2023.03 on public exhibition for 28 days in accordance with section 40G of the *Land Use Planning and Approvals Act 1993*.

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

Council's Strategic Plan 2009-2030:

2.1 Council's Planning Scheme facilitates appropriate property use and development

### **SUMMARY**

The purpose of this report is to enable Council, acting as a Planning Authority, to determine whether to certify an amendment to the Devonport Local Provisions Schedule in accordance with section 38 of the *Land Use Planning and Approvals Act 1993* in regard to the following matters:

- rezone 17 Merseyside Street, Quoiba (CT 132831/4) from Utilities to General Industrial;
- delete the priority vegetation area overlay from 17 Merseyside Street; and
- insert the waterway and coastal protection area overlay to 17 Merseyside Street.

### **BACKGROUND**

Planning Instrument:	<i>Tasmanian Planning Scheme – Devonport 2020</i>
Address:	17 Merseyside Street, Quoiba
Applicant:	Rowan Alexander
Owner:	Clawan Pty Ltd
Proposal:	Rezone from Utilities to General Industrial
Existing Use:	Disused Utility
Zoning:	Utilities

Decision Due:	11 September, 2023 extension provided by the Tasmanian Planning Commission until 25 September, 2023
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### SITE DESCRIPTION

The subject site is located at the southern end of the sealed portion of Merseyside Street, Quoiba. The site has an area of 603m<sup>2</sup> and contains disused TasWater infrastructure in the form of a treatment plant. TasWater sold the site in 2022. The site is bound by a scrap metal dealer to the north and land previously used as the Quoiba Saleyards to the west and south. A Crown reserve is located to the east of the lot. Figure 1 shows an aerial view of the subject site and surrounding area.



**Figure 1 – Aerial view of subject site and surrounding area (Source: DCC)**

### CURRENT ZONING

The site is currently zoned Utilities, as shown in Figure 2. It is proposed it be rezoned to General Industrial, in keeping with the surrounding area.

The zone purpose and use table for the existing and proposed zones are reproduced below.



**Figure 2 - Zoning Map (Source: ListMap)**

#### 26.0 UTILITIES ZONE

The intent of the Utilities Zone is to provide for major utilities installations and corridors and to provide for other compatible uses where they do not adversely impact on the utility.

The use table for the zone is as follows:

#### 26.2 Use Table

Use Class	Qualification
<b>No Permit Required</b>	
Natural and Cultural Values Management	
Passive Recreation	
Utilities	If for minor utilities.
<b>Permitted</b>	
Recycling and Waste Disposal	
Transport Depot and Distribution	
Utilities	If not listed as No Permit Required.
Vehicle Parking	

<b>Discretionary</b>	
Emergency Services	
Sports and Recreation	
Storage	
Tourist Operation	
<b>Prohibited</b>	
All other uses	

#### 19.0 GENERAL INDUSTRIAL ZONE

The intent of the General Industrial Zone is to provide for manufacturing, processing, repair, storage and distribution of goods and materials where there may be impacts on adjacent uses and to provide for use or development that supports and does not adversely impact on industrial activity.

The use table for the zone is as follows:

#### 26.2 Use Table

<b>Use Class</b>	<b>Qualification</b>
<b>No Permit Required</b>	
Natural and Cultural Values Management	
Passive Recreation	
Utilities	If for minor utilities.
<b>Permitted</b>	
Emergency Services	
Equipment and Machinery Sales and Hire	
Manufacturing and Processing	
Port and Shipping	
Recycling and Waste Disposal	
Research and Development	
Resource Processing	
Service Industry	
Storage	
Transport Depot and Distribution	
Utilities	If not listed as No Permit Required.
Vehicle Fuel Sales and Service	
<b>Discretionary</b>	
Bulky Goods Sales	If for: (a) a supplier for Resource

	Development, Extractive Industry or Resource Processing;  (b) a garden and landscape, trade or hardware supplier; or  (c) a timber yard.
Crematoria and Cemeteries	If for a crematorium.
Education and Occasional Care	If for an employment training centre.
Food Services	
Motor Racing Facility	
Sports and Recreation	
Vehicle Parking	
Prohibited	
All other uses	

In addition to the zoning, the Natural Assets Code is applicable to the site as the site is partially covered by the Priority Vegetation Area, as shown in Figure 3.

#### C7.0 NATURAL ASSETS CODE

The intent of the code is:

- C7.1.1 To minimise impacts on water quality, natural assets including native riparian vegetation, river condition and the natural ecological function of watercourses, wetlands and lakes.
- C7.1.2 To minimise impacts on coastal and foreshore assets, native littoral vegetation, natural coastal processes and the natural ecological function of the coast.
- C7.1.3 To protect vulnerable coastal areas to enable natural processes to continue to occur, including the landward transgression of sand dunes, wetlands, saltmarshes and other sensitive coastal habitats due to sea-level rise.
- C7.1.4 To minimise impacts on identified priority vegetation.
- C7.1.5 To manage impacts on threatened fauna species by minimising clearance of significant habitat.

The priority vegetation area currently applies to the site as shown in Figure 3 however, the waterway and coastal protection area has not been applied to the site. Figure 4 shows that the waterway and coastal protection area is located to the sites to the north and south, along with the adjoining reserve, but not the subject site.





**Figure 3 – Priority Vegetation Area (Source: ListMap)**



**Figure 4 - Waterway and Coastal Protection Area (Source: ListMap)**

### **PROPOSED AMENDMENT**

The applicant proposes to amend the Devonport Local Provisions Schedule (LPS) maps by rezoning the site from Utilities to General Industrial. In addition it is proposed to delete the priority vegetation area overlay and insert the waterway and coastal protection area overlay.

The amended zoning maps are appended to this report as **Attachment 1** and the full application can also be viewed as **Attachment 3**.

### **STATUTORY REQUIREMENTS**

In accordance with section 38 of the *Land Use Planning and Approvals Act, 1993 (LUPAA)*, before deciding whether to prepare a draft amendment to a Local Provision Schedule (LPS) the Planning Authority must be satisfied that such a draft amendment of an LPS will meet the LPS criteria, as outlined in section 34 of LUPAA.

A detailed assessment against the LPS criteria is appended to this report as **Attachment 2**.

It is noted that the proposed amendment relates only to alterations to the mapping of the LPS and therefore does not diminish the appropriateness of the provisions which have been shown to meet the criteria through their adoption in October 2020.

In addition to the assessment of the LUPAA requirements the draft amendment requires consistency with the Section 8A Guidelines for LPS zone and code application. The guidelines for application of the Utilities and General Industrial zones are reproduced below.



## UTILITIES ZONE

Zone Application Guidelines	
UZ 1	<p>The Utilities Zone should be applied to land that is used, or intended to be used, for major utilities infrastructure, including:</p> <ul style="list-style-type: none"> <li>(a) category 1, 2, 3, 4 and 5 roads as defined in the <i>Tasmanian State Road Hierarchy</i> published by the Tasmanian Department of State Growth;</li> <li>(b) any listed major local roads;</li> <li>(c) future road corridors for major local and all State roads;</li> <li>(d) energy production facilities, such as power stations, and major electricity substation facilities;</li> <li>(e) waste water treatment plants; or</li> <li>(f) rail corridors.</li> </ul>
UZ 2	<p>The application of the Utilities Zone to category 1, 2, 3, 4 or 5 roads as defined in the <i>Tasmanian State Road Hierarchy</i> should be based on the 'State Road Casement' layer published on the LIST.</p>
UZ 3	<p>The Utilities Zone may be applied to land that provides, or is intended to provide, for major waste transfer stations, recycling depots or refuse disposal sites.</p>
UZ 4	<p>The Utilities Zone may be applied to land for water storage facilities for the purposes of water supply directly associated with major utilities infrastructure, such as dams or reservoirs.</p>
UZ 5	<p>The Utilities Zone may be applied to land seaward of the high water mark where it includes existing, or is intended for, port and marine activities or facilities.</p>
UZ 6	<p>The Utilities Zone should not be used for minor utilities or underground utilities as these are more appropriately contained with the surrounding zone to which it is located.</p>
<p><i>Note: Major airport facilities may be more appropriately located within a Particular Purpose Zone</i></p>	

## GENERAL INDUSTRIAL ZONE

Zone Application Guidelines	
GIZ 1	The General Industrial Zone should be applied to land that provides, or is intended to provide, for a range of larger-scale or medium and higher impact, manufacturing, processing, servicing, storage and transport and distribution uses. These are likely to include large industrial operations with actual or potential nearby off site impacts. These may be located in areas remote from land designated for other uses, such as residential use, in order to avoid land use conflicts.
GIZ 2	The General Industrial Zone should not directly adjoin land zoned for residential purposes unless: <ul style="list-style-type: none"> <li>(a) separated by physical buffers such as a major road; or</li> <li>(b) for existing industrial areas that provide for larger-scale or medium and higher impact, manufacturing, processing, servicing, storage and transport and distribution uses.</li> </ul>
GIZ 3	The General Industrial Zone should have access to freight transport routes and other utility infrastructure and services (e.g. electricity, water, sewerage) that is appropriate for the intended industrial use.
GIZ 4	The General Industrial Zone may be applied to land without connection to a reticulated sewerage system if: <ul style="list-style-type: none"> <li>(a) for existing industrial areas that provide for larger-scale or medium and higher impact, manufacturing, processing, servicing, storage and transport and distribution uses;</li> <li>(b) unnecessary for the intended industrial use; or</li> <li>(c) the area is capable of accommodating on-site waste water treatment systems suitable for the intended industrial use.</li> </ul>
GIZ 5	The General Industrial Zone may be applied to port and marine facilities that are directly linked to specific higher impact manufacturing, processing, repair, servicing or storage uses.
GIZ 6	The General Industrial Zone may be applied to land seaward of the high water mark where it includes existing, or is intended for, industrial activities.

The area proposed to be zoned General Industrial is currently zoned Utilities due to the presence of a waste treatment plant on the site and its previous ownership by TasWater.

The subject site was sold to the current owners last year and the treatment plant is no longer operational. The plant previously serviced the abattoir which was located to the west of the site. TasWater owned land was zoned Utilities under the transition to the Statewide planning schemes.

Given the property is no longer owned by TasWater and the treatment plant has been decommissioned, the Utilities Zone is no longer appropriate as it no longer fits the requirements of the Zone Application Guidelines for the Utilities Zone.

No other zones are deemed appropriate for the site. Although the Environmental Management Zone adjoins the property to the east, the subject site does not contain any significant ecological, scientific, cultural or scenic values and has been heavily modified.

While the size of the lot, at only 603m<sup>2</sup>, limits any large scale activities which often occur within the General Industrial Zone, applying a zone in keeping with the size of the lot would

result in inappropriate conflicts. Lots in the vicinity of 600m<sup>2</sup> are generally residential in nature which is not suitable.

Rezoning the property to General Industrial, in keeping with the surrounding lots, would allow the site to be developed and ensure there are no conflicts with adjacent properties. The change in zone would also allow for future consolidation with surrounding lots or a boundary adjustment to increase the area of the subject site.

The site complies with the Zone Application Guidelines for the General Industrial Zone as the land does not directly adjoin land zoned for residential purposes and has access to freight transport routes and services appropriate for the intended use.

#### NATURAL ASSETS CODE

The Zone Application Guidelines for the Natural Assets Code state that the priority vegetation area should not be shown on the overlay map for land that is within the General Industrial Zone. In light of this it is proposed the priority vegetation area be deleted from the subject site. In addition, no priority vegetation exists on the site.

In regard to the waterway and coastal protection area the Guidance Map accessible via ListMap shows the area is applicable to the site. In light of this, it is proposed the overlay be inserted in accordance with the Guidance Map and the Zone Application Guidelines.

#### COMMUNITY ENGAGEMENT

The draft amendment must be placed on public exhibition for a period of 28 days in accordance with section 40G of the *Act*. During this time, people will have the opportunity to comment via representation made to Council. In accordance with section 40K of the *Act*, should any representations be received, a report must be provided to the Planning Commission regarding the merit of the representations and including any recommendations the Planning Authority sees fit.

#### FINANCIAL IMPLICATIONS

No negative financial implications are anticipated as a result of the proposed rezoning.

#### CONCLUSION

The proposed changes to the Devonport Local Provisions Schedule mapping will allow for development of the site in keeping with the surrounding area and will ensure the zoning meets the intent of the Section 8A Guidelines for zone and code application.

#### ATTACHMENTS

1. Application detail - AM2023.03 - Draft amendment - 17 Merseyside Street, Quoiba [4.1.1 - 104 pages]
2. Proposed Maps - AM2023.03 - 17 Merseyside Street, Quoiba [4.1.2 - 3 pages]
3. LUPAA assessment - section 34 - AM2023.03 - 17 Merseyside Street, Quoiba [4.1.3 - 2 pages]

## **5 REPORTS**

### **5.1 COUNCIL POLICIES - BIENNIAL REVIEW**

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

#### **RECOMMENDATION**

That Council adopt the revised Council policies as attached to this report with immediate effect.

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

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

#### **SUMMARY**

To review Council policies to ensure they are current, up to date and relevant.

#### **BACKGROUND**

Council policies are in place to facilitate and ensure effective and consistent administration of operations, legislation and practices.

To guarantee the relevance, practicality and currency of Council policies (including uniformity in content and format), documents are regularly reviewed. Council is committed to a two-yearly review of its policies.

To streamline the process, the majority of Council policies will have the same review date (irrespective of when they are/were originally adopted). This assists in ensuring that policies are reviewed within a designated timeframe and ensures that review timeframes do not lapse, which may be the case with various individual dates of review.

A small number of Council policies are not included in the review process however, as they require review in line with external factors, such as local government elections or other legislative requirements. This includes such policies as the Dog Management Policy and Public Interest Disclosure Policy/Procedure.

If there are significant changes to legislation, processes or scope relating to a policy within the two-year review cycle, changes to policies may be made as required – the date of next review will, however, remain in line with all other Council policies.

#### **STATUTORY REQUIREMENTS**

There are no specific statutory requirements which relate to this report. Some policies are based on best practice provisions, whilst some are mandated under legislation.

#### **DISCUSSION**

A review of Council policies has been undertaken and revised policies are attached.

Each policy has been reviewed by the document controller, the responsible manager, other staff members as appropriate, and the Management Team.

Any proposed changes to the policies are highlighted in the attached tracked changes copies of each policy, and changes have also been summarised in the table below.

Following Council's recent review of its Strategic Plan, and associated changes made to this document, all policies have had their Strategic Plan references updated. These changes are not itemised in the table below, but rather can be found in each Policy document.

Policy	Changes
Asset Management Policy	<ul style="list-style-type: none"> <li>• Removal of Background section as information contained in this is covered off in other sections of the Policy</li> <li>• Other minor changes not affecting the intent of the policy</li> </ul>
Boundary Fencing Policy	<ul style="list-style-type: none"> <li>• Added definition of road under <i>Boundary Fences Act 1908</i></li> <li>• Removed reference to public reserve as section 6 of the <i>Boundary Fences Act 1908</i> does not apply to Council</li> <li>• Removed reference to contributions to fencing adjacent to sports fields as no longer relevant</li> <li>• Reworded Clause 3 to make example clearer</li> <li>• Added "new materials" to Clause 5</li> </ul>
Code for Tenders and Contracts	<ul style="list-style-type: none"> <li>• Additional sub clause at Clause 3.5 Environmental and sustainability considerations</li> <li>• Creation of Clause 4 – Tenders</li> <li>• Clarify exemption discretion for tenders below prescribed amount</li> </ul>
Commercial Hardship Addendum Policy	Formally rescind this Policy (no longer required)
Commercial Lease Policy	No changes to policy adopted by Council August 2021
Community and Childcare Lease Policy	<ul style="list-style-type: none"> <li>• Changed reference from tenant to lessee</li> <li>• Amended the review of rental payable by community groups from annual review to reviewed prior to the commencement of any new lease or prior to the end of each term of an existing lease</li> <li>• Revised wording around rental for childcare facilities at 1.2 to include clarification that this amount is the rates amount that would be raised if Council levelled rates against its own properties (as per internal audit recommendation)</li> <li>• Added detail around the revision of building maintenance schedules where new assets are</li> </ul>

	<p>acquired/installed</p> <ul style="list-style-type: none"> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Community Engagement Policy	<ul style="list-style-type: none"> <li>Removal of reference to IAP2 (International Association for Public Participation)</li> <li>Removed reference to Community Engagement Framework</li> <li>Amended reference to <i>Public Interest Disclosures Act 2002</i> to correct legislation – <i>Personal Information Protection Act 2004</i></li> </ul>
Complaint Handling Policy	<ul style="list-style-type: none"> <li>Added procedure of adding formal complaints received to the Customer Complaints Register and forwarded to relevant Manager for responding</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Councillors Allowances, Expenses and Provision of Facilities Policy	<ul style="list-style-type: none"> <li>Remove reference to Elected Members Expenditure Report (this information is published in Annual Report)</li> <li>Removed reference to telephone facilities in Councillors Lounge as they are no longer provided</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Customer Service Charter Policy	<ul style="list-style-type: none"> <li>Updated reference to Council's organisational values</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Dealing with Difficult Customers Policy	Minor changes not affecting the intent of the policy
Devonport City Council Public Art Policy	Minor changes not affecting the intent of the policy
Devonport Regional Gallery Acquisition and Collection Policy	<ul style="list-style-type: none"> <li>Removed reference to Convention &amp; Arts Centre Manager's role in acquisition procedure</li> <li>Additional sentence regarding works donated through the Cultural Gifts Program</li> <li>Updated sentence relating to frequency of collection revaluation</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Digital Recording Policy	<ul style="list-style-type: none"> <li>Removed reference to section 23 committees and replaced with Planning Authority Committee</li> <li>Additional clauses pertaining to access to Closed Session recordings</li> </ul>
Dilapidated Building Policy	Minor changes not affecting the intent of the policy

Driveway Policy	<ul style="list-style-type: none"> <li>Amended definitions of Urban and Rural Roads</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Election Caretaker Period Policy	Minor changes not affecting the intent of the policy
Electoral Signage Policy	<ul style="list-style-type: none"> <li>Added additional point to Electoral Signage in definition section, whereby AEC &amp; TEC signage at polling booths is permitted</li> <li>Added to Clause 1.5 that on-charge costs for removal of signage may be passed on to the political party that a candidate is standing for if the candidate fails to pay any on-charge cost for signage removal within prescribed timeframe</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Enforcement Policy	No changes to policy adopted by Council December 2022
Financial Assistance Policy	No changes to policy adopted by Council August 2021
Financial Hardship Assistance Policy	<ul style="list-style-type: none"> <li>Point added for clarification of the difference between payment arrangements and financial hardship assistance</li> <li>Removal of reference to policy developed out of COVID 19</li> <li>Definition of what constitutes financial hardship</li> <li>Change of heading from Deferral Arrangements to Postponing Rate Payments, and reference to postponement timeframes</li> <li>Removal of criteria determining rates remissions</li> <li>Additional clause stating that Council may undertake a property inspection as part of assessment process</li> <li>Other Minor changes not affecting the intent of the policy</li> </ul>
Fitness for Work Policy	Minor changes not affecting the intent of the policy
Fraud & Corruption Control Policy	<ul style="list-style-type: none"> <li>Moved a function of the Fraud Control Officer from Clause 1.6 to Clause 4.1 – Investigating Fraud</li> <li>Clause 4 – Response integrated into Clause 4.1 – Investigating Fraud</li> </ul>
Gifts and Donations Policy	<ul style="list-style-type: none"> <li>Additional sentence in Clause 3 to extend non-acceptable gifts and donations to include gift cards or any gift that may be exchanged for cash or used in place of</li> <li>Deleted specific examples of gifts and donations and used wording from the Integrity</li> </ul>

	<p>Commission's guidelines on Gifts &amp; Benefits</p> <ul style="list-style-type: none"> <li>Clarification around the approval process for assessing whether a gift or donation should be retained or disposed of for both staff and elected members and monitoring of employee gifts and donations register by General Manager</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Governance Policy	Minor changes not affecting the intent of the policy
Harassment, Bullying and Anti-Discrimination Policy	<ul style="list-style-type: none"> <li>Inclusion of amendment to <i>Fair Work Act 2009</i> to ban sexual harassment in connection with work, including in the workplace</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Health & Safety Policy	Minor changes not affecting the intent of the policy
Information Disclosure & Right to Information Policy	<ul style="list-style-type: none"> <li>Change of references to RTI Officer to delegate of the Principal Officer</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Investment Policy	No changes to Policy adopted in August 2021
Nature Strip Policy	Minor changes not affecting the intent of the policy
Personal Information Protection Policy	Minor changes not affecting the intent of the policy
Place and Assets Naming Policy	No changes to policy adopted by Council August 2023
Planning Authority Committee Meeting	<ul style="list-style-type: none"> <li>Clarified committee membership (to include Mayor)</li> <li>Removed 5.3 as this is membership is already stated</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Public Question Time Policy	Minor changes not affecting the intent of the policy
Purchase Card Policy (formerly Credit Card Policy)	<ul style="list-style-type: none"> <li>Policy title changed from Credit Card Policy to Purchase Card Policy and references to credit card to purchase card</li> <li>Added process around the authorisation of the Mayor's card (if issued a card)</li> <li>Additional clause for Council approval to increases to General Manager's credit limit</li> <li>Removal of reference for Discretionary Transactions requiring authorisation (changed to Restricted transactions)</li> <li>Removal of Schedule 1 – Allocation of Credit</li> </ul>



	<p>Cards and Credit Limits (including Table 1 Credit Card Allocation Table)</p> <ul style="list-style-type: none"> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Purchasing Policy	<ul style="list-style-type: none"> <li>Removal of the \$1,000 - \$4,999 purchasing threshold level</li> <li>Increases to threshold 2 to \$24,999 and threshold 3 from \$25,000</li> </ul>
Rates and Charges Policy	No changes to Policy adopted as part of Council's budget process in June 2023
Recruitment & Selection Policy	<ul style="list-style-type: none"> <li>Additional sentence added to Clause 1 to allow for specific circumstance where positions may not be advertised</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Related Party Disclosure Policy	No changes to Policy adopted in August 2021
Retaining Wall Policy	<ul style="list-style-type: none"> <li>Amendment to Clause 3 relating to replacement/maintenance work for retaining walls by Council for those that fall under its responsibility</li> <li>Minor changes not affecting the intent of the policy</li> </ul>
Rooke Street Mall and Market Square Policy	<ul style="list-style-type: none"> <li>Addition to listed prohibited activities</li> <li>Link to Rooke Street Mall &amp; Market Square Permit Application form added</li> <li>Additional point around safety requirements when using power cords</li> </ul>
Sponsorship Policy	<ul style="list-style-type: none"> <li>Additional clause added relating to Compliance Obligations</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Sport & Recreation Groups Lease Policy	<ul style="list-style-type: none"> <li>Changed reference from tenant to lessee</li> <li>Amended the review of rental payable by community groups from annual review to reviewed prior to the commencement of any new lease or prior to the end of each term of an existing lease</li> <li>Revised wording around rental for sport and recreation facilities at 1.2 to include clarification that this amount is the rates amount that would be raised if Council levelled rates against its own properties (as per internal audit recommendation)</li> <li>Added detail around the revision of building maintenance schedules where new assets are</li> </ul>

	acquired/installed <ul style="list-style-type: none"> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Stormwater Connection Policy	<ul style="list-style-type: none"> <li>Added clarification in regard to urban area in Definition section</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Street Trading Policy	Links to related documents included in Policy body
Subdivision Maintenance Bond Policy	<ul style="list-style-type: none"> <li>Change from six to twelve months statutory period for rectifying identified defects</li> <li>Clause noting the requirement for titles to be transferred in accordance with permit conditions, and the provision of the certificate of title when bond is to be released</li> </ul>
Subdivision Outstanding Works Bond Policy	<ul style="list-style-type: none"> <li>Removal of itemised list of works to be completed and replaced with reference to Tasmanian Subdivision Guidelines</li> <li>Removal of some items covered by outstanding works bond</li> <li>Other minor changes not affecting the intent of the policy</li> </ul>
Tree Policy	<ul style="list-style-type: none"> <li>Considerations for new tree plantings added</li> <li>Minor changes not affecting the intent of the policy</li> </ul>
Unsolicited Proposals Policy	Minor changes not affecting the intent of the policy
Whistleblower Policy	<ul style="list-style-type: none"> <li>Addition of definition of whistleblower</li> <li>Minor changes not affecting the intent of the policy</li> </ul>

### COMMUNITY ENGAGEMENT

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

Community engagement may be undertaken as part of the policy's original development if required.

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

Without policies in place, Council is exposed to the risk of inconsistent and ineffective management and operations and may fail to comply with legislation or standards that subsequently affect operations, service provision and compliance. Likewise, out of date or defunct policies pose a risk to Council's performance, direction and operations, particularly if they are no longer aligned with legislative or best practice requirements or that do not support community expectation.

## CONCLUSION

Council policies required to be reviewed as part of the biennial review cycle are presented for re-adoption. Changes to the policy template and formatting of the policies may be required post-adoption.

## ATTACHMENTS

1. Asset Management Policy [5.1.1 - 5 pages]
2. Boundary Fence Policy [5.1.2 - 4 pages]
3. Code for Tenders and Contracts [5.1.3 - 20 pages]
4. Commercial Lease Policy [5.1.4 - 9 pages]
5. Community and Childcare Lease Policy [5.1.5 - 5 pages]
6. Community Engagement Policy [5.1.6 - 4 pages]
7. Complaint Handling Policy [5.1.7 - 6 pages]
8. Councillor Allowances, Expenses and Provision of Facilities Policy [5.1.8 - 4 pages]
9. Customer Service Charter Policy [5.1.9 - 4 pages]
10. Dealing With Difficult Customers Policy [5.1.10 - 4 pages]
11. Devonport City Council Public Art Policy [5.1.11 - 10 pages]
12. Devonport Regional Gallery Acquisition and Collection Policy [5.1.12 - 11 pages]
13. Digital Recording Policy [5.1.13 - 4 pages]
14. Dilapidated Building Policy [5.1.14 - 5 pages]
15. Driveway Policy [5.1.15 - 5 pages]
16. Election Caretaker Period Policy [5.1.16 - 4 pages]
17. Electoral Signage Policy [5.1.17 - 2 pages]
18. Enforcement Policy [5.1.18 - 5 pages]
19. Financial Assistance Policy [5.1.19 - 4 pages]
20. Financial Hardship Assistance Policy [5.1.20 - 7 pages]
21. Fitness for Work Policy [5.1.21 - 3 pages]
22. Fraud and Corruption Control Policy [5.1.22 - 7 pages]
23. Gifts and Donations Policy [5.1.23 - 8 pages]
24. Governance Policy [5.1.24 - 3 pages]
25. Harassment, Bullying and Anti- Discrimination Policy [5.1.25 - 10 pages]
26. Health and Safety Policy [5.1.26 - 3 pages]
27. Information Disclosure & Right to Information Policy [5.1.27 - 5 pages]
28. Investment Policy [5.1.28 - 4 pages]
29. Nature Strip Policy [5.1.29 - 6 pages]
30. Personal Information Protection Policy [5.1.30 - 8 pages]
31. Place and Assets Naming Policy [5.1.31 - 4 pages]
32. Planning Authority Committee Policy [5.1.32 - 3 pages]
33. Public Question Time Policy [5.1.33 - 3 pages]
34. Purchase Card Policy [5.1.34 - 17 pages]
35. Purchasing Policy [5.1.35 - 10 pages]
36. Rates and Charges Policy [5.1.36 - 6 pages]
37. Recruitment and Selection Policy [5.1.37 - 4 pages]
38. Related Party Disclosures Policy [5.1.38 - 9 pages]
39. Retaining Wall Policy [5.1.39 - 4 pages]
40. Rooke Street Mall and Market Square Policy [5.1.40 - 4 pages]
41. Sponsorship Policy [5.1.41 - 6 pages]
42. Sport and Recreation Groups Lease Policy [5.1.42 - 5 pages]
43. Stormwater Connection Policy [5.1.43 - 5 pages]
44. Street Trading Policy [5.1.44 - 4 pages]
45. Subdivision Maintenance Bond Policy [5.1.45 - 3 pages]
46. Subdivision Outstanding Works Bond Policy [5.1.46 - 4 pages]

- 47. Tree Policy [**5.1.47** - 3 pages]
- 48. Unsolicited Proposals Policy [**5.1.48** - 5 pages]
- 49. Whistleblower Policy [**5.1.49** - 9 pages]

## 5.2 PRIVATE WORKS POLICY

Author: **Jason Bellchambers, Infrastructure Manager**

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

### RECOMMENDATION

That Council adopt the Private Works Policy with immediate effect.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

For Council to consider adopting a policy relating to the undertaking of private works.

### BACKGROUND

The formation of a policy for undertaking private works is to establish a framework for the undertaking of private works to ensure transparency and consistency, and that associated roles and responsibilities are clearly defined and understood.

Private works are undertaken as a fee for service on or associated with privately owned property or infrastructure that is not owned by Council and may include casual hire of plant and equipment.

### STATUTORY REQUIREMENTS

There is no legislation relevant to this Policy, rather it is being introduced as a means of supporting best practice.

### DISCUSSION

The purpose of this Policy is to:

- Create a framework for the undertaking of private works, including private use of Council resources by Council Staff, that is transparent, objective and consistent; and
- Ensure a clear understanding of the roles and responsibilities of each party entering into private works activities.

Council, from time to time, undertakes repairs, maintenance and construction works which are outside its core responsibilities on private infrastructure on a fee-for service basis.

The Policy endeavours to establish a framework for the undertaking of these works.

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

Related fees apply to the undertaking of private works. Dependent on the nature of the private works, fees that may be included are labour costs, materials and plant hire costs.

These fees will be higher than the normal rates charged out against Council projects to provide adequate contingency and to ensure competitive neutrality with external providers.

### **RISK IMPLICATIONS**

Having a policy which sets out the process for the undertaking of private works will reduce the risk associated with such works and ensure clear guidelines and support transparency and equity. Risk implications for private works on Council or Private assets and/or property infrastructure, and the risk of financial fraud are addressed by clearly defining within the policy:

- When Private Works will apply;
- The scope of works detail to be provided;
- Estimating the costs and quotation supply;
- Payment conditions;
- Dispute resolution process;
- Conflicts of interest.

### **CONCLUSION**

The Private Works Policy will support consistency in the undertaking of private works by Council, and set a clearly defined framework, including roles and responsibilities, to ensure that private works are undertaken in transparent manner.

### **ATTACHMENTS**

1. Private Works Policy Draft as at 28 8 2023 [**5.2.1** - 3 pages]

## 5.3 RISK MANAGEMENT FRAMEWORK

Author: **Karen Stone, Risk & Regulatory Coordinator**

Endorser: **Kylie Lunson, Executive Manager**

### RECOMMENDATION

That Council note the report regarding the Risk Management Framework review and adopt the attached updated Risk Management Framework with immediate effect.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

The Risk Management Framework (RMF) was due for review and following two internal audits, substantial changes have been made to the document.

This report provides an overview of the changes and seeks Council's approval of the revised RMF.

### BACKGROUND

The RMF outlines how Council will manage risks effectively and efficiently. By providing a structured outline, the Framework guides the entire risk management process, offering a clear path to identify, assess, mitigate and monitor risks across all facets of Council.

Following two internal audits undertaken by Syntec, recommendations were made to enhance Council's RMF.

The first Audit focused on risk management to include the effectiveness and integrated approach of risk management across the organisation.

The recommendation from this report was that the structure, format and content of the RMF be reviewed and updated to achieve a more contemporary document which is easy to read and understand.

The second Audit focused on Fraud Control with a component relating to the RMF.

The recommendation from this Report was that the document was cumbersome and overly detailed and some content overlapped and was duplicated. The opportunity was taken to review the content and related documents to achieve a more contemporary framework which is easy to read and understand.

### STATUTORY REQUIREMENTS

There are number of legislative requirements with which Council must comply, including the relevant provisions of the *Local Government Act 1993*. Ensuring compliance with Acts and Regulations is an important component of Council's RMF.

AS ISO31000:2018 – Risk Management Guidelines provides further instruction on risk management responsibilities for an organisation.

### DISCUSSION

The RMF has been reviewed and endorsed by the Management Team.

Major changes have been made to the document to address the recommendations from the internal audits and to endorse Council's commitment to continual improvement of risk management across the organisation.

These changes include:

- Content reviewed and condensed
- Elimination of overlap and duplication
- Enhanced document flow which makes it easier to read
- Document reflects current situation
- Risk type included
- Risk mitigation strategies included
- Risk appetite statement updated
- Reference to related strategic documents included
- Roles and responsibilities updated
- Modernised the look of the document including new cover page
- Communication strategy section deleted and incorporated into other areas within the document

#### **COMMUNITY ENGAGEMENT**

Community consultation has not been undertaken as part of this report. Once the new version is adopted, the Risk Management Framework will be available to the public on Council's website.

#### **FINANCIAL IMPLICATIONS**

There is significant financial risk to Council arising from poor risk management practices and inappropriate or insufficient insurance coverage.

#### **RISK IMPLICATIONS**

Incidents, significant insurance claims and poor risk management practices may have a detrimental effect on a Council's reputation.

#### **CONCLUSION**

It is recommended that Council approve the revised Risk Management Framework, which reflects Council's current approach to risk management across the organisation.

#### **ATTACHMENTS**

1. Reviewed DCC Risk Management Framework Draft 2023 [**5.3.1** - 16 pages]



## 5.4 DULVERTON WASTE MANAGEMENT - PROPOSED CHANGES TO RULES

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That the Council authorise the proposed amendments to the Dulverton Regional Waste Management Authority (DWM) Rules as endorsed by the Representatives on 29 June 2023 and approve DWM to undertake the advertising of the amendment as required by the *Local Government Act 1993*.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.1 Regional co-operation is achieved through purposeful participation

### SUMMARY

The purpose of this report is to authorise the proposed amendments to the Dulverton Regional Waste Management Authority rules.

### BACKGROUND

The DRWMA, trading as Dulverton Waste Management (DWM), operates under sections 29-38 of the *Local Government Act 1993* as a Joint Authority of the Central Coast, Devonport, Kentish and Latrobe Councils for the management and disposal of waste.

The Chief Executive Officer of DWM has requested the following:

*At the Dulverton Waste Management (DWM) Owner Representatives meeting held on 29<sup>th</sup> June 2023, the DRWMA Rules Amendment Report was tabled which detailed proposed changes to the DRWMA Rules. It was resolved that:*

*That the report be received and the Owner Representatives request DWM to:*

- a) Commence an amendment to the DRWMA Rules as shown in the Attachment June 2023 Rules (marked up); and*
- b) provide a draft report and copy of the proposed amended Rules to each Owner Council to include, for consideration in their next available Council agenda.*

*To enable the Rules amendment process to proceed, each Participating Council must pass a motion to formally support the amended Rules as attached. Could you please arrange to do this at your next Council meeting and advise DWM once completed.*

Copies of the 'marked up' Rules, outlining the proposed changes, are provided as an attachment to this report.

### STATUTORY REQUIREMENTS

In accordance with section 38(5) of the *Local Government Act 1993*, the rules of a single or joint authority may be amended, subject to conditions of that section.

## **DISCUSSION**

At the DWM Board Meeting held on the 14 December 2022, it was resolved to seek approval from the Owner Representatives to establish a sub-committee to review and update the DRWMA Rules and prepare an amendment as required by the *Local Government Act 1993*.

The decision to undertake a review arose following a growing awareness that as DRWMA matures as an entity, it will grow a substantial Aftercare reserve to manage and monitor the landfill site post closure.

Currently the Rules limit the use of the Authority's own funds accumulated for Aftercare to landfill capital projects. Through the construction of the Dulverton Organics Transformation (DOT) Project, it was realised this provision should be broadened to include other waste and resource recovery activities that support the improved treatment of waste and resource recovery. It should be noted that where DWM utilise its accumulated Aftercare funds for capital projects today, that these funds are repaid with interest equivalent to that applicable if the funds had been borrowed, ensuring that the arrangement is commercially comparable and that the value of money over time is not lost.

A Rules Review Committee was formed with the membership being the Chief Representative, Cr Garry Carpenter of Central Coast Council, Councillor Don Thwaites, Owner Representative from Kentish Council and Mr Matthew Atkins, General Manager and Owner Representative from Devonport Council. The Committee considered a list of approximately 20 items and subsequently made recommendations to a lawyer who reviewed the amendments. The Committee then further reviewed the changes prior to them being endorsed at the Owners Representatives meeting.

Amending the Rules can only be undertaken in accordance with *the Local Government Act 1993* and is a protracted affair, with the amendment process not likely to be completed prior to 1 February 2024.

As well as expanding the capital projects beyond the landfill that the Authority can fund from its own resources, the proposed amendments address:

- expanding the definition of waste;
- broaden the Authorities principal function for service provision;
- strengthens diversity considerations in the Director recruitment process;
- clarifies the use of the Authority Seal; and
- provides clarity for the Strategic Plan and Annual Plan and Budget development process.

## **COMMUNITY ENGAGEMENT**

Consultation has been undertaken with the DWM Board and Owner Representatives. If endorsed by each of the owner councils, DWM will advertise the Rules amendments seeking submissions from the public.

Following receipt of any submissions from the public, the Owner Representatives will determine if the Rules can be finalised, and a legal practitioner will certify that the Rules are in accordance with the law.

The DWM Chief Executive Officer, following certification by a General Manager of one of the owner councils, will then advise that the Rules have been finalised and request each of the Owner Councils to pass a resolution to formally approve the amended Rules.

### **FINANCIAL IMPLICATIONS**

The proposed Rule amendments will have no direct financial impacts on Council resources. Legal drafting and advertising costs are met from the DWM budget.

### **RISK IMPLICATIONS**

All member councils must agree to the proposed amendments to the Rules for them to be changed; as with a process such as this, there is always the risk that one or more councils may not agree with all the proposed changes which would then require further consideration. If further information is required, the DWM Chair and CEO would meet with councils and provide such detail.

### **CONCLUSION**

It is recommended that the proposed amendments to the Dulverton Regional Waste Management Authority Rules be authorised by the Council.

### **ATTACHMENTS**

1. Marked up DWM Rules June 2023 [**5.4.1** - 47 pages]

## **5.5 PARKING BY-LAW NO.1 OF 2023**

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council resolve to make minor corrections to the Devonport City Council Parking By-Law No.1 of 2023 (as attached), following advice from its solicitors, and then proceed to certification of the by-law.

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

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### **SUMMARY**

The purpose of this report is for Council to resolve to make the following minor corrections to the Devonport City Council Parking By-Law No.1 of 2023, prior to certification and execution.

### **BACKGROUND**

Council, at its August 2023 meeting (Res No. 23/162) authorised the affixing of its Common Seal to the Devonport City Council Parking By-Law No.1 of 2023 and its subsequent certification by the General Manager and a legal practitioner.

The By-Law was sent to Simmons Wolfhagen, solicitors assisting Council in relation to the by-law. Advice received from the solicitors identified that some minor corrections to the by-law were required, prior to certification.

These corrections identified are mostly typographical in nature and do not have any implications in regard to the intent of the by-law.

Advice from Simmons Wolfhagen is that, whilst requiring a resolution of Council to correct, the corrections are minor in nature and do not require further public notice as they do not change the purpose or effect of the by-law, in accordance with section 160 of the *Local Government Act 1993*.

The corrections have been made and have been highlighted using track changes in the copy of the by-law attached to this report.

### **STATUTORY REQUIREMENTS**

In accordance with section 145 of the *Local Government Act 1993*, a Council may make a by-law in respect of any act, matter or thing for which Council has a function or power under this or any other Act.

Section 162 of the *Local Government Act 1993* requires a by-law to be certified by a legal practitioner and the General Manager. In order for Council's solicitors to certify the by-law, the changes as detailed above are required, and Council must resolve to these corrections being made.

## **DISCUSSION**

As per previous reports, Council has met its obligations so far in regard to the introduction of a new by-law. Certification by a solicitor and General Manager is required in order for Council to progress to placing the by-law in the *Tasmanian Government Gazette*, from which the by-law will take effect.

These minor corrections will satisfy Council's solicitors in order for them to formally certify the by-law.

## **COMMUNITY ENGAGEMENT**

Council has met its public consultation requirements in respect of this by-law.

## **FINANCIAL IMPLICATIONS**

Legal and advertising costs in respect of this by-law have been previously considered, and are not expected to be significant, and are required due to the legislative requirements of adopting a by-law.

## **RISK IMPLICATIONS**

- Legal Compliance  
In order for the formal adoption of the Devonport City Council Parking By-Law No.1 of 2023, Council has been requested by its solicitors to resolve to make the minor corrections, as outlined previously in this report, prior to certification.

## **CONCLUSION**

Upon advice from Council's solicitors, the minor corrections as previously outlined, should be made by way of a Council resolution, prior to certification. As detailed, the corrections are minor in nature, and do not impact the purpose or effect of the by-law.

## **ATTACHMENTS**

1. Devonport City Council Parking By-Law No 1 of 2023 as amended 25 September 2023 [5.5.1 - 15 pages]
2. Devonport City Council Parking By Law No 1 of 2023 as amended 25 September 2023 - track changes accepted [5.5.2 - 14 pages]

## 5.6 TENDER REPORT CONTRACT CT0343 PARKER/PERCY STREET ROUNDABOUT

Author: **Shannon Eade, Technical Support Coordinator**

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

### RECOMMENDATION

That Council in relation to Contract CT0343 Parker/Percy Street Roundabout, award the contract to Treloar Transport and:

1. award contract for the tendered sum of \$297,043 (ex. GST);
2. allow for services relocation of \$20,000 (ex. GST);
3. allow a construction contingency of \$29,704 (ex. GST);
4. allow project management and administration costs of \$75,000 (ex. GST); and
5. Note the increase in capital budget to \$421,748 (ex. GST) and that external Blackspot grant funding will be increased to fully fund the project.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- 2.3 Active asset renewal program and clear infrastructure priorities for funding

### SUMMARY

This report considers tenders received for "CT0343 Parker/Percy St Roundabout" listed within the 2023/24 capital expenditure budget and seeks Council's approval to award the contract to Treloar Transport.

### BACKGROUND

The State Government has fully funded the construction of a roundabout under the Black Spot Program to address the high number of right-angle collisions at this intersection.

Four casualty crashes have been reported in the past 5 years, and roundabouts are a successful measure towards eliminating these types of crashes.

### 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

Tenders were received from three companies. All tenders received were conforming and are summarised in Table 1.

**TABLE 1**

No.	Tender	Total Price (ex GST)
1	Treloar Transport	\$297,043
2	Hardings Hotmix	\$313,525
3	Walters Contracting	\$462,680

The Tender Planning and Evaluation Committee assessed each submission against the selection criteria with Treloar Transport ranking highest overall and therefore offering Council best value for money. All submissions were conforming with the Tender Specifications. The selection criteria included:

- Relevant Experience
- Quality, Safety and Environmental Management
- Methodology
- Price

### COMMUNITY ENGAGEMENT

The tenders were publicly advertised in The Advocate Newspaper on 12<sup>th</sup> August 2023 and were also advertised on Council's website and via Tenderlink.

### FINANCIAL IMPLICATIONS

The 2023/24 Capital Budget includes an allocation for the project CT0343 Parker/Percy St Roundabout. Council secured full funding from the State Government's Black Spot Funding Program to deliver the project.

The project estimate and budget impact are detailed in Table 2 below.

**TABLE 2**

No.	Tender	Budget (ex GST)
1	Contract CT0343 - Parker/Percy RAB	\$297,043
2	Project management	\$75,000
3	Telstra	\$15,000
4	TasNetworks	\$5,000
5	Construction contingency 10%	\$29,704
	<b>TOTAL</b>	<b>\$421,748</b>
	<b>BUDGET</b>	<b>\$343,512</b>
	<b>Difference</b>	<b>\$78,236</b>

Council Officers have sought additional Black Spot Funding from the State Government to the total value of \$422,000. The original project funding amount of \$343,512 was estimated over 12 months ago with the Grant Application, with detail design and cost increases occurring during that time. The State Government have provided advice that the Grant funding will be increased to deliver the project.

### 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 to ensure compliance with section 333A of the *Local Government Act 1993*.

The external funding arrangement for this project requires the work to be completed by 30 June 2024. The tender from Treloar Transport Pty Ltd includes a work program indicating that construction will commence in October 2023.

### CONCLUSION

The Tender Planning and Evaluation Committee recommends that Treloar Transport be awarded CT0343 Parker/Percy Street Roundabout.

### ATTACHMENTS NIL

## 5.7 2023/24 CAPITAL PROGRAM AMENDMENTS

Author: **Jason Bellchambers, Infrastructure Manager**

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

### RECOMMENDATION

That Council adopt the proposed amendments to the 2023/24 Capital Works Program, including:

1. The proposed carry forward projects from the 2023/24 Capital Works Program, totalling \$12,955,744;
2. The reallocation of \$650,000 in funding allocated to Coastal Pathway project;
3. Recognise the externally funded amount of \$380,000 as outlined in the report; and
4. Recognise an overall saving of \$1,685,735 from the 2022/23 Capital Works Program.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

2.3 Active asset renewal program and clear infrastructure priorities for funding

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

This report is provided to outline the proposed amendments to Council's Capital Works Program, recognising continuing projects, cost reallocations and savings on capital projects as at 1 July 2023, following the completion of the annual financial statements.

### BACKGROUND

Council has a number of capital projects that were not complete as at 30 June 2023.

These projects were either underway at end of financial year or were delayed due to resourcing or contractor delivery capacity constraints.

Some savings have been made on projects completed prior to 30 June 2023.

### STATUTORY REQUIREMENTS

Council must comply with the provisions of the *Local Government Act 1993* in relation to its financial management activities. The identification of the carry forward projects and the provision of additional funding where necessary, will ensure that the estimates for the 2023/24 year are recorded and reported upon accurately during the year.

### DISCUSSION

Council spent a total of \$13.96M on capital works during the 2022/23 financial year from a total budgeted program of \$28.29M. A reconciliation of the Capital Works Program for 2022/23 is summarised in the two tables below.

The table below shows the total projects completed by Asset Class during the 2022/23 year and the resulting savings.



Completed Projects & Savings			
Asset Class	Budget	Actual (as at 30 June 2023)	Unspent Savings/ (Over-Spend)
Open Space & Rec.	749,174	668,393	80,781
Building & Facilities	508,019	555,596	(47,577)
Transport	4,698,039	4,372,116	325,923
Stormwater	533,613	312,715	220,898
Plant & Fleet	482,832	563,656	(80,824)
Other Equipment	364,976	182,636	182,340
<b>Total</b>	<b>7,336,653</b>	<b>6,655,112</b>	<b>681,541</b>

A total of 70 projects were completed during the 2022/23 year with a resulting savings of \$681,541.

The table below details the projects that were incomplete as at 30 June 2023 and requiring to be carried forward into the 2023/24 year. The table shows total projects by Asset Class, with the proposed adjustments and balance carry forward amounts.

Carry Forward Projects & Adjustments						
Asset Class	Budget	Actual (as at 30 June 2023)	Remaining Funds (as at 30 June 2023)	Additional Funds Required	Funds Not Required (Savings)	Balance Carry Forward Amount
Open Space & Rec.	2,957,543	1,217,532	1,740,011	-	-	1,740,011
Building & Facilities	1,815,731	328,546	1,487,185	-	-	1,487,185
Transport	5,820,440	1,934,456	3,885,984	1,030,000	-	4,915,984
Stormwater	932,622	82,548	850,074	-	-	850,074
Plant & Fleet	765,000	444,945	320,055	-	-	320,055
Other Equipment	497,000	302,087	194,913	-	-	194,913
Living City	8,182,337	3,080,622	5,101,715	-	1,654,194	3,447,521
<b>Total</b>	<b>20,970,674</b>	<b>7,390,736</b>	<b>13,579,938</b>	<b>1,030,000</b>	<b>1,654,194</b>	<b>12,955,744</b>

A total of 45 projects are proposed to be carried forward into the 2023/24 year with a total amount of \$12.96M.

**COMMUNITY ENGAGEMENT**

No community engagement has been undertaken in preparation of this report.

**FINANCIAL IMPLICATIONS**

The carried forward amounts attributed to individual projects are proposed to be updated in the 2023/24 Capital Program in accordance with the following table.

Project Number	Project	Balance Carry Forward	Additional Funds Required	Funds Not Required (Savings)	Updated Budget 2023/24	Status
<b>Open Space &amp; Recreation</b>						
CP0204	Horsehead Creek - RV dump point relocation	39,000	-	-	39,000	Process underway
CP0208	Coastal Erosion Protection - Coles Beach and Don Heads	51,128	-	-	51,128	Process underway
CP0210	Mungala-Langslow path link Improv	79,765	-	-	79,765	Construction pending
CP0219	New pedestrian bridge - Figure of Eight Creek - Woodrising to Maidstone Park	328,252	-	-	328,252	Construction underway
CP0224	Maidstone Park safety netting	58,323	-	-	58,323	Construction underway
CP0225	Byard Park Lights	309,314	-	-	309,314	Construction underway
CP0226	Mersey Vale Memorial MBS stage 3	473,558	-	-	473,558	Construction underway
CP0227	Kelcey Tier - fire trail renewal and consolidation	45,607	-	-	45,607	Further work programmed
CP0228	Kelcey Tier Map Signage	14,073	-	-	14,073	Further work programmed
CP0229	Waste Transfer Station foreshore rehabilitation	46,018	-	-	46,018	Design underway
CP0234	Rooke Mall Furniture Renewal	15,098	-	-	15,098	Design underway
CP0235	Aquatic Centre waterslide entry	49,307	-	-	49,307	Construction pending
CP0238	Highfield Park Skate Park	89,202	-	-	89,202	Construction underway
CP0239	East Devonport park furniture	5,606	-	-	5,606	Construction underway
CP0240	LRCI Phase 3 grant allocation	135,760	-	-	135,760	Further work programmed
<b>Buildings &amp; Facilities</b>						
CB0107	Payne Avenue toilet block	241,040	-	-	241,040	Design underway
CB0114	Waste Transfer Station - waste and resource recovery bill readiness project	878,760	-	-	878,760	Construction underway
CB0117	Little Athletics Storage shed	11,866	-	-	11,866	Underway
CB0120	PAC projects	223,302	-	-	223,302	Construction pending
CB0121	Highfield Park public toilets	60,395	-	-	60,395	Design underway
CB0122	Art Storage Facility - racking	46,873	-	-	46,873	Construction pending
CB0123	Council facility - renewable energy project	24,950	-	-	24,950	Construction pending

Project Number	Project	Balance Carry Forward	Additional Funds Required	Funds Not Required (Savings)	Updated Budget 2023/24	Status
<b>Transport</b>						
CT0275	State Vehicle Entry Project	3,025,015	-	-	3,025,015	Construction underway
CT0289	Coastal Pathway contribution - part 2	427,932	650,000	-	1,077,932	Construction underway
CT0310	Tugrah Road traffic management	203,133	-	-	203,133	Construction underway
CT0311	Fenton Way pedestrian improvements	39,920	-	-	39,920	Design underway
CT0325	North Fenton Street renewal - Oldaker to Parker	39,355	-	-	39,355	Design underway
CT0332	George Street William Street	87,318	-	-	87,318	Land acquisition remaining
CT0336	Payne Avenue carpark - access to Stewart St	99,800	-	-	99,800	Construction pending
CT0343	Percy St and Parker St roundabout	36,488	380,000	-	343,512	Blackspot funding Construction pending

<b>Stormwater</b>						
CS0081	John Stormwater Catchment Stage 1	194,892	-	-	194,892	Design underway
CS0097	Church street stormwater improvements	331,923	-	-	331,923	Design underway
CS0099	Pipe renewal - 23 Steele St	57,132	-	-	57,132	Construction pending
CS0112	North Caroline Street - new open drain	57,014	-	-	57,014	Construction pending
CS0113	151 Stony Rise Road - Stormwater Repairs	24,264	-	-	24,264	Construction pending
CS0116	Watkinson St/ Don College stormwa	82,141	-	-	82,141	Construction pending
CS0118	College court stormwater upgrade	64,469	-	-	64,469	Construction pending
CS0122	Eugene Street - open drain renewal	38,239	-	-	38,239	Construction pending

<b>Plant and fleet</b>						
CF0034	Fleet Replacement program 2022-23	61,407	-	-	61,407	Veheicles on order
CF0035	Hire Plant Replacement 2022-23	255,389	-	-	255,389	Veheicles on order
CF0036	Non Hire Plant Replacement 22-23	3,260	-	-	3,260	Veheicles on order

<b>Other Equipment</b>						
CE0013	Office and Equipment 2022-23	10,029	-	-	10,029	Ongoing
CC0019	IT - New 2022-23	184,885	-	-	184,885	Ongoing

<b>Living City</b>						
CP0185	Waterfront Construction	2,154,194	-	1,654,194	500,000	Some outstanding works remaining
CP0198	Waterfront Precinct - Lighting Feature	2,947,521	-	-	2,947,521	Design underway

<b>Total (all asset classes)</b>		<b>13,579,938</b>	<b>1,030,000</b>	<b>1,654,194</b>	<b>12,955,744</b>	
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As noted in the table above, there is \$650,000 of funding proposed to be reallocated to the Coastal Pathway project to include budget variations and will fund an extension of the path along Waverley Road and into Don Heads Road. The project is currently

underway and the additional scope and funding will provide a significant benefit to the overall project and improve safety for path users over this coming Summer.

Council also received external funding for the Percy Street and Parker Street roundabout upgrade. This has been included as additional funds required of \$380,000 in the table above.

A total saving from both completed and carry forward projects of \$1,305,735 is confirmed for the 2022/23 capital works program.

Council's adopted Capital Expenditure Budget for 2023/24 is \$13,880,400, with the listed carried forward amounts and the additional funding items, the total Capital Budget for 2023/24 will be \$26,836,144.

### **RISK IMPLICATIONS**

No risks have been identified in relation to this report. The carry forward capital projects are in line with information previously reported to Council. The additional funding allocations to projects is more than compensated by the unspent/savings identified elsewhere in the overall program.

### **CONCLUSION**

Projects carried forward from the 2022/23 capital works program, including those where budget adjustments are required, can be accommodated within the existing program budget allocations, resulting in an overall saving of \$1,305,735.

A total of \$12,955,744 is proposed to be carried forward from the 2022/23 capital works program to the 2023/24 program, resulting in a total capital budget for 2022/23 of \$26,836,144.

### **ATTACHMENTS**

Nil

## 5.8 FINANCIAL ASSISTANCE SCHEME ROUND ONE 2023/2024

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

Endorser: **Matthew Skirving, Executive Manager**

### RECOMMENDATION

That Council:

- a) receive and note the Financial Assistance - Community Grants report; and
- b) approve the Major and Minor Grants and Rates Remissions for Round One of the 2023/24 Community Grants Program, as follows:

#### Major Grants

Meercroft Park Development Committee	\$10,000.00
Devonport Apex Regatta	\$25,000.00
Spreyton Cricket & Community Club	\$8,850.00

#### Minor Grants

East Devonport Neighbourhood House	\$2,500.00
Uniting Bowls Club	\$462.50

#### Rates Remissions

Van Diemen Light Railway Society Pty Ltd T/A as Don River Railway	\$7,876.01
Mersey Community Care Association Inc	\$5,661.60
Girl Guides Association of Tasmania	\$1,511.17
Parakaleo Ministries Inc T/A Choose Life Services	\$2,350.22
Cancer Council Tasmania	\$2,708.58
Pathway to Life Inc.	\$2,327.53
Mersey Rowing Club	\$1,695.66
Mersey District Scout Association	\$3,374.50
East Devonport Tennis Club	\$1,086.85

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

This report presents the recommendations of the Community Financial Assistance Working Group's assessment of submissions to Round One of the 2023/24 Community Grants Program for consideration by Council.

## BACKGROUND

Through the provision of its Financial Assistance Scheme Council supports projects, programs, and activities for the benefit of Devonport's residents and visitors.

This financial year, five (5) areas of assistance are available as follows:

- Major Grants – grants of \$5,000 - \$25,000 to support for Health and wellbeing, Our culture, Our environment, Festivals and Events.
- Minor Grants – grants of up to \$5,000 to organisations to deliver programs that enhance Health and wellbeing, Our culture, Our environment, Festivals and Events.
- Rate Remissions – granting of a full or partial remittance of the general rate for non-profit organisations delivering benefits to Devonport residents.
- Donations – aid for groups, organisations or individuals within the City who are not eligible for sponsorship under any other Financial Assistance Program.
- Individual Development Grants – grants to support individuals, groups or teams who are performing, competing, or presenting at national or international competitions, conferences, or events.

The Financial Assistance Working Group (FAWG) assess applications under the Scheme. Members include:

- Councillor Peter Hollister
- Councillor Steve Martin
- Councillor Leigh Murphy
- Community Services Manager
- Convention and Arts Centre Manager

This report presents the FAWG recommendations to Council to consider granting of funds under Round One of the Community Grants Program (Minor and Major Grants), as well as Rates Remissions.

## STATUTORY REQUIREMENTS

Section 77 of the *Local Government Act 1993* outlines Council's requirements regarding grants and benefits:

1. *A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.*
  - (1A) *A benefit provided under subsection (1) may include –*
    - a) *In-kind assistance; and*
    - b) *Fully or partially reduced fees, rates, or charges; and*
    - c) *Remission of rates or charges under Part 9.*
2. *The details of any grant made or benefit provided are to be included in the annual report of the council.*

The details of awarded grants will be reported in Council's 2023/2024 Annual Report.

## DISCUSSION

The FAWG met on 11 September 2023 to assess minor grants, major grants, and Rate Remission submissions, utilising a weighted evaluation matrix, against the following criteria:

1. Demonstrate need and benefit.
2. Alignment to Council's priorities as outlined in each grant category (Health and wellbeing, Our culture, Our environment, Festivals and Events).

3. Evidence of community support, partnership, or consultation.
4. Increasing self-sufficiency of organisations and/or project outcomes.
5. Demonstrate good value for money which shows the contribution of the organisation (and/or others) applying to the project or activity through cash and/or in-kind; and purchase of goods and services from local businesses.
6. Capacity of the applicant (and/or partners) to complete the project.
7. Evidence that the organisation and/or the project supports inclusive participation and/or promotes equality.
8. Evidence that the organisation (and/or the project) demonstrates sound environmental practices.

Present at the FAWG meeting were:

- Mayor Alison Jarman - Observer
- Councillor Peter Hollister
- Councillor Steve Martin
- Councillor Leigh Murphy
- Executive Manager Mathew Skirving (on behalf of the Community Services Manager)
- Convention and Arts Centre Manager, Geoff Dobson
- Community Services Administration and Project Officer – Minute taker

### Major Grants

Eleven applications were received under the Major Grants category requesting \$162,905.50 in total. The successful applications recommended by the FAWG to receive grant funds (subject to any conditions as outlined) are listed in the table below:

Organisation	Project Description	Total Value of Project	Amount Requested	Amount Recommended
Meercroft Park Development Committee	Replacement of Scoreboard	\$ 36,290.20	\$25,000	\$10,000 (Up to \$10,000)
Devonport Apex Regatta	Devonport Regatta	\$95,000	\$25,000	\$25,000 *Conditions apply
Spreyton Cricket & Community Club	Install grease trap system to allow compliant trade waste water	\$17,700	\$9,000	\$8,850 (Up to \$8,850)
	Totals	\$148,990.20	\$59,000	<b>\$43,850.00</b>

The FAWG have recommended supporting the application by the Devonport Apex Regatta in this round of grants however, have also noted that Council should consider developing a Partnership Agreement with the Regatta organisers should the event continue in future years.

Unsuccessful applications were submitted by:

Families Tasmania Inc, Alexandra Rose Entertainment & Arts, NW Steps in History Inc, Devon Netball Association, Exhale Choir, Six Rivers Aboriginal Corporation, Van Diemen Light Railway Society Inc T/A Don River Railway, East Devonport Bowls Sporting & Community Club.

### Minor Grants

Eight applications were received under the Minor Grants category requesting \$23,308.73 in total. The successful applications recommended by the FAWG to receive grant funds (subject to any conditions as outlined) are listed in the table below:

Organisation	Project Description	Total Value of Project	Amount Requested	Amount Recommended
East Devonport Neighbourhood House	lovEastDevonport	\$12,080	\$4,730	\$2,500 *towards stage, sound and portable facilities
Uniting Bowls Club	Acquisition of equipment	\$875	\$675	\$462.50
	Totals	\$12,955	\$5,405	<b>\$2,962.50</b>

Unsuccessful applications were submitted by:

Disability Sports Australia (refer to Community Services and Access and Inclusion Working Group to assess 1-2 year Partnership Agreement possibility), Make-A-Wish Devonport Branch, Kentish regional Clinic (refer to Community Services and Access and Inclusion Working Group to assess Sponsorship Agreement possibility), Don Cricket Club, Frontline – Care Comes First, Devonport Child Care Centres Inc.

### Rate Remissions

Ten applications were received for the rate Remissions funding. The following properties are recommended by the Working Group to receive a remission of the General Rate:

Organisation	Property Address	Rates payable	Amount Recommended
Van Diemen Light Railway Society Pty Ltd T/A as Don River Railway	24 Forth Street, Don	\$7,876.01	\$7,876.01
Mersey Community Care Association Inc	167 Steele Street, Devonport	\$5,661.60	\$5,661.60
Girl Guides Association of Tasmania	56 Forbes Street, Devonport	\$1,511.17	\$1,511.17
Parakaleo Ministries Inc T/A Choose Life Services	102 Best Street, Devonport	\$2,350.22	\$2,350.22
Cancer Council Tasmania	Unit 2/45 Best Street, Devonport	\$2,708.58	\$2,708.58
Pathway to Life Inc.	126 Tarleton Street, East Devonport	\$2,327.53	\$2,327.53
Mersey Rowing Club	52 River Road, Ambleside	\$1,695.66	\$1,695.66
Mersey District Scout	342 Pumping Station	\$3,374.50	\$3,374.50



Association	Road, Forth		
East Devonport Tennis Club	48-50 Wright Street, East Devonport	\$1,086.85	\$1,086.85
	Totals		<b>\$28,592.12</b>

An application was submitted by Devonport Ten Pin Bowling which the FAWG considered but is not eligible to receive a remission via this process. Additional information in relation to the application will be provided to Councillors outside of the Financial Assistance Scheme processes.

### COMMUNITY ENGAGEMENT

Details of the Financial Assistance Scheme – Community Grants Program, including the application process are available on Council's website.

A media release was issued. Council's social media and community newsletter were used to advise of the opening of the Community Grants Program. Links to the website page were emailed to:

- Past and present DCC Committee members.
- Individuals and organisations who had registered (via the Council website) to receive information on Council's Financial Assistance Scheme; and
- 2015-2023 grant recipients

### FINANCIAL IMPLICATIONS

The approved grants will be funded through the 2023/2024 Community Financial Assistance budget allocation.

The 2023/2024 Financial Assistance Major Grants allocation is \$75,000 with Round One expenditure amounting to \$43,850, leaving a balance of \$31,150.

The 2023/2024 Financial Assistance Minor Grants allocation is \$65,000 with the Round One expenditure totalling \$2,962.50, leaving a balance of \$62,037.50.

The 2023/2024 Financial Assistance Rates Remissions allocation is \$30,000. The 2023/2024 expenditure totals \$28,592.12.

### RISK IMPLICATIONS

There is a risk that organisations that have applied and have been unsuccessful may be critical of Council's decision in relation to the allocation of the funds. It is noted that the allocation of funds is based on an assessment across a set of guidelines and eligibility in keeping with Council's policies and strategies. Each application is scored using a weighted matrix. Feedback is required when requested.

### CONCLUSION

A total of 29 submissions were received under round one of the 2023/24 Community Grants Program totalling \$224,769.29. The Financial Assistance Working Group recommends that Council approve the Round One Major and Minor Grants and Community Rate Remissions to the value of \$75,404.62.

### ATTACHMENTS

Nil

## 6 INFORMATION

### 6.1 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
11 September 2023	Emergency Management Awareness Training	Executive Officer from the North West Regional Emergency Management Committee undertook an emergency management awareness session
	Steps in History	An update on the Steps in History project was provided
	Events Strategy	Discussion of the development of Council's Events Strategy

## **6.2 MAYOR'S MONTHLY REPORT**

### **RECOMMENDATION**

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

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

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### **SUMMARY**

This report details meetings and functions attended by the Mayor.

### **BACKGROUND**

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

### **STATUTORY REQUIREMENTS**

There are no statutory requirements which relate to this report.

### **DISCUSSION**

In her capacity as Mayor, Councillor Alison Jarman attended the following meetings and functions between 18 August 2023 and 19 September 2023:

- Met with the General Manager and staff as required
- Met with Councillors as required including GM Performance Review Committee
- Radio Interviews, including SeaFM, ABC Radio and 7AD
- Attended DCCI Meetings
- Attended the Vietnam Veterans Association of Australia 50 Year Anniversary and laid wreath
- Attended Dulverton Waste Management's de-packager media event
- Attended Surf Life Saving Tasmania Awards of Excellence at the paranapple Convention Centre
- Attended the Melrose Memorial Hall Controlling Authority Annual General Meeting
- Met with Mayor Fuller and Mayor Brumby
- Presentation to Local Government Board on areas of interest to Future of Local Government Review
- Undertook tour of Loaves and Fishes with CEO Andrew Hillier
- Read at Nixon Street Primary School Book Week
- Attended the Devonport Regional Gallery Advisory Committee's Meeting
- Attended a special meeting – Public Art Committee
- Officially opened the 94<sup>th</sup> City of Devonport Eisteddfod
- Radio interview with Richard Kernow of LAFM
- Attended Forth Primary School Book Week
- Met with Senator Jacqui Lambie
- Attended NWFA semi-final at Spreyton
- Attended Activate Inclusion Sports Day at the Devonport Recreation Centre
- Attended Mayors Municipality Enlightenment Tour
- Attended Valley Road Redevelopment update
- With the General Manager, met with Felix Ellis MP re emergency services relocation and harness racing on North West Coast
- Attended the Tasmanian Launch of the Voice Referendum at the Devonport Surf Lifesaving Club

- Attended Expo of Everything
- Attended Bowls Tasmania 9<sup>th</sup> National Bowling Arm Sides Titles 2023
- Attended a media event with The Advocate at Back Beach
- Attended Access and Inclusion Working Group Workshop
- Met with Mayor Fuller regarding Housing Options
- Attended presentation on Artificial Intelligence by Council's Deputy General Manager at LGPro Conference
- Attended Devonport Showcase of Talent Concert – Devonport Eisteddfod Society
- Met with Lynda Cameron regarding 'Daniel's Dream'
- With General Manager and Executive Manager, met with TasRail executives
- Attended Financial Assistance Meeting, Council Workshop & Special Council Meeting
- Attended CCA Representatives Meeting
- Attended Mersey-Leven Emergency Management Committee Meeting
- Attended and welcomed guests at the Planning Institute of Australia's State Conference
- Attended Jobs Hub Network Devonport hosted by West North West Working
- Participated in a photo shoot with Devonport City Strikers Football Club for the Media Tower
- Met with Rebecca White MP
- Officiated at Citizenship Ceremony

## **ATTACHMENTS**

Nil

## **6.3 GENERAL MANAGER'S REPORT**

Author: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

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

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

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### **SUMMARY**

This report provides a summary of the activities undertaken by the General Manager, between 23 August and 19 September 2023. 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**

#### COUNCIL MANAGEMENT

1. Attended and participated in regular scheduled internal staff and management meetings.
2. Attended Workshops, Planning Authority Committee Meetings and Council Meetings as required.
3. Attended an event hosted by West x Northwest to recognise Devonport's top Tourism Town Award.
4. Met with the CEO of Fairbrother Pty Ltd regarding a proposed workshop and office upgrade.
5. Along with the Mayor met with TasRail CEO and a Senior Manager regarding the new crossing within the Waterfront Precinct. A number of options were discussed regarding the design of a proposed new crossing connecting the civic axis to the BBQ shelter, which are currently being assessed by TasRail against their risk requirements.
6. Met with representatives from Department of Education, Children and Young People regarding the process with the future development of a new Northwest Support School.

7. Attended the welcome reception at Island State Brewing for the opening of the Planning Institute of Australia (PIA) conference. The Mayor was given the opportunity to welcome the 130 delegates to Devonport.
8. Presented an overview of LIVING CITY at the PIA State Conference at the paranapple centre.
9. Attended a meeting organised by the TCCI regarding the Federal Governments decision about salmon farming in Macquarie Harbour and its implications.

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

1. Along with the Mayor, met with the Strikers Football Club President for an update on the redevelopment of Valley Road.
2. Met with a developer regarding a medium scale retail/residential CBD development.

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

1. Attended the Cradle Coast General Managers meeting.
2. As a Board Director, attended a meeting of Local Government Professionals Tasmania.
3. Attended a meeting of the Cradle Coast Waste Management Group.
4. As an Owners Representative, attended the Representatives meeting of the Cradle Coast Authority.
5. Attended the State conference of Local Government Professionals. Council's Deputy General Manager, Jeff Griffith provided a keynote address on the use of AI and other automaton initiatives being implemented at Devonport City Council.
6. Attended a dinner with the Chair and Directors of the Waste and Resource Recovery Board.

#### STATE AND FEDERAL GOVERNMENT PROGRAMS

1. Along with the Mayor met with Minister Felix Ellis regarding the Devonport Fire Station relocation, Fire Services Levy and to provide a briefing on Council's sports infrastructure priorities.
2. With the Mayor, met members of the State Labor Party, including Opposition Leader, Rebecca White MP and local Braddon representatives, Anita Dow and Shane Broad, for an update on local matters.

#### OTHER

1. A response has been provided (copy attached) to the newly formed Tasmanian Waste and Resource Recovery Board regarding feedback on the development of a landfill levy support program.

#### **COMMUNITY ENGAGEMENT**

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

#### **FINANCIAL IMPLICATIONS**

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 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 & Previous Minutes Resolution - August 2023 [**6.3.1** - 2 pages]
2. Letter- Public Authority ( Local) Support Program consultation- Aug 2023 [**6.3.2** - 1 page]
3. Letter to Tasmanian Waste and Resource Recovery Board September 2023 [**6.3.3** - 2 pages]

## 6.4 MONTHLY OPERATIONAL REPORT - AUGUST 2023

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council receive and note the Monthly Operational Report for the period ending 31 August 2023.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

### SUMMARY

This report provides a summary of council performance and general matters of interest during the month of August 2023.

### BACKGROUND

This report is provided to update Councillors and the community on council's performance over the previous month and includes:

- monthly financial performance reports;
- progress on annual plan actions;
- information on matters relating to operational activities of the Council;
- general council matters that maybe of interest to the community; and
- tabling of minutes received relating to Council Committees, Authorities and related External Organisations.

Further operational information can be obtained by viewing Council dashboards at Council's website: [Your Council Dashboards | Devonport City Council](#)

### STATUTORY REQUIREMENTS

In undertaking its operational activities, Council is required to comply with the *Local Government Act 1993* and various other legislation.

### DISCUSSION

The following information is provided as an update on operational activity undertaken by Council during the month of August 2023:

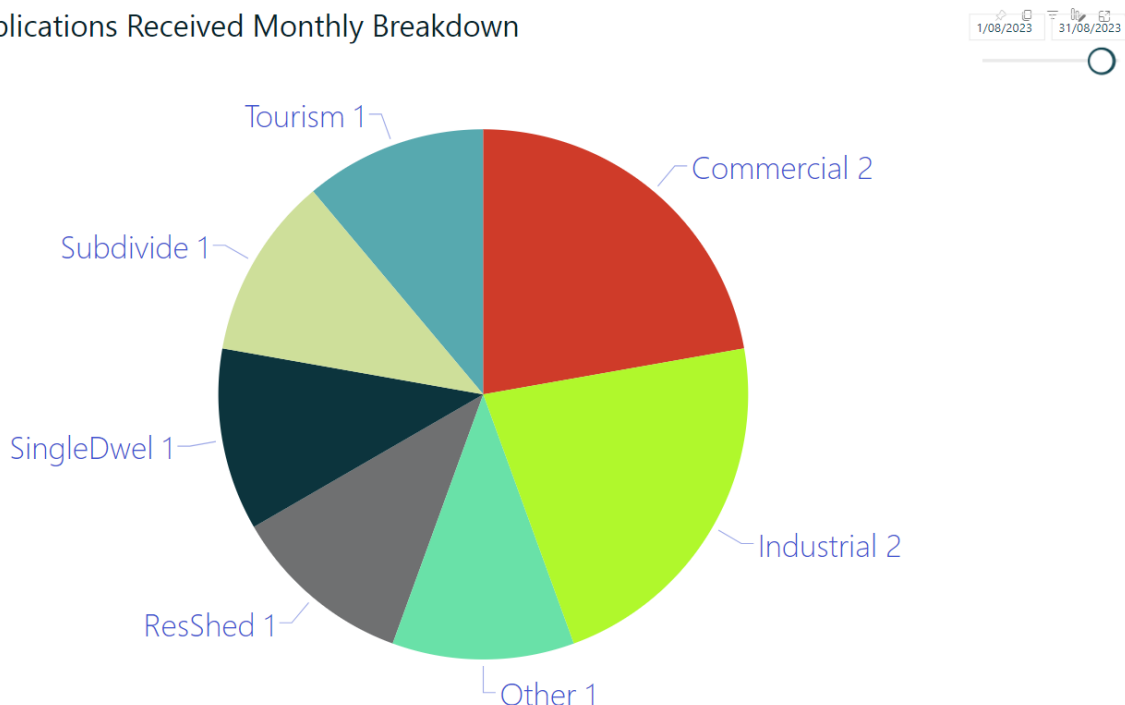


## 1. DEVELOPMENT SERVICES:

### 1.1. Planning:

1.1.1. The following graph details the breakdown of planning applications received during August:

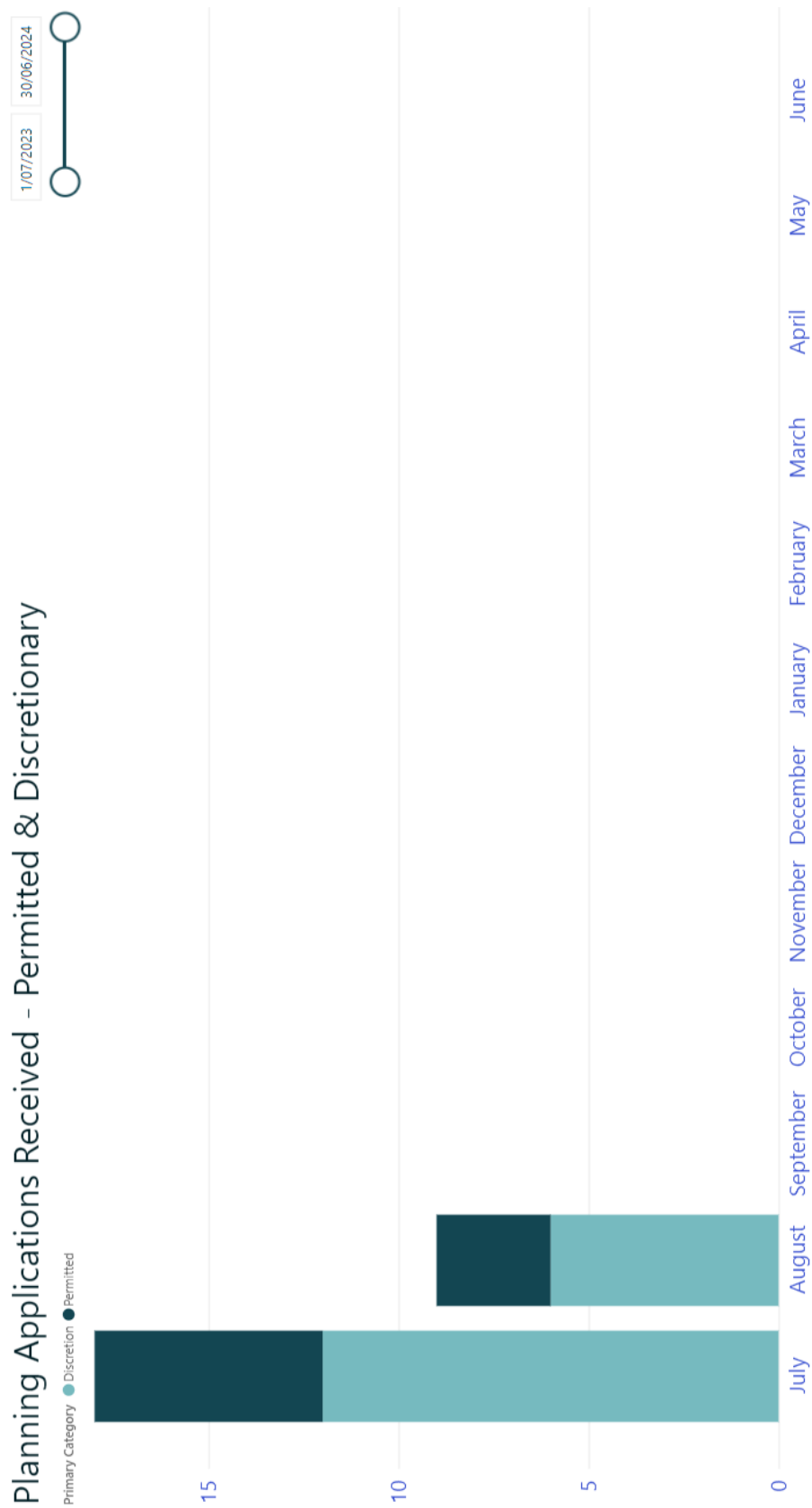
Planning Applications Received Monthly Breakdown



#### Definitions:

- Single Dwellings – means residential dwelling on a single lot.
- Residential Shed – means shed on a residential lot.
- Units – means two or more dwellings on a site.
- Subdivision – means the division of a single lot into multiple lots giving separate rights of occupation, excluding boundary adjustments.
- Commercial – means bulky goods sales, business and professional services, community meeting and entertainment, educational and occasional care, equipment and machinery sales and hire, food services, general retail and hire, hotel industry, research and development.
- Tourism – means tourist operations and visitor accommodation.
- Industrial and Utilities – means extractive industry, manufacturing and processing, port and shipping, recycling and waste disposal. Resource processing, service industry, storage, transport depot and distribution, utilities, vehicle fuel sales and service.
- Other – means all other use classes.

1.1.2. The following graph details the number of Planning Applications received in August (permitted/discretionary):



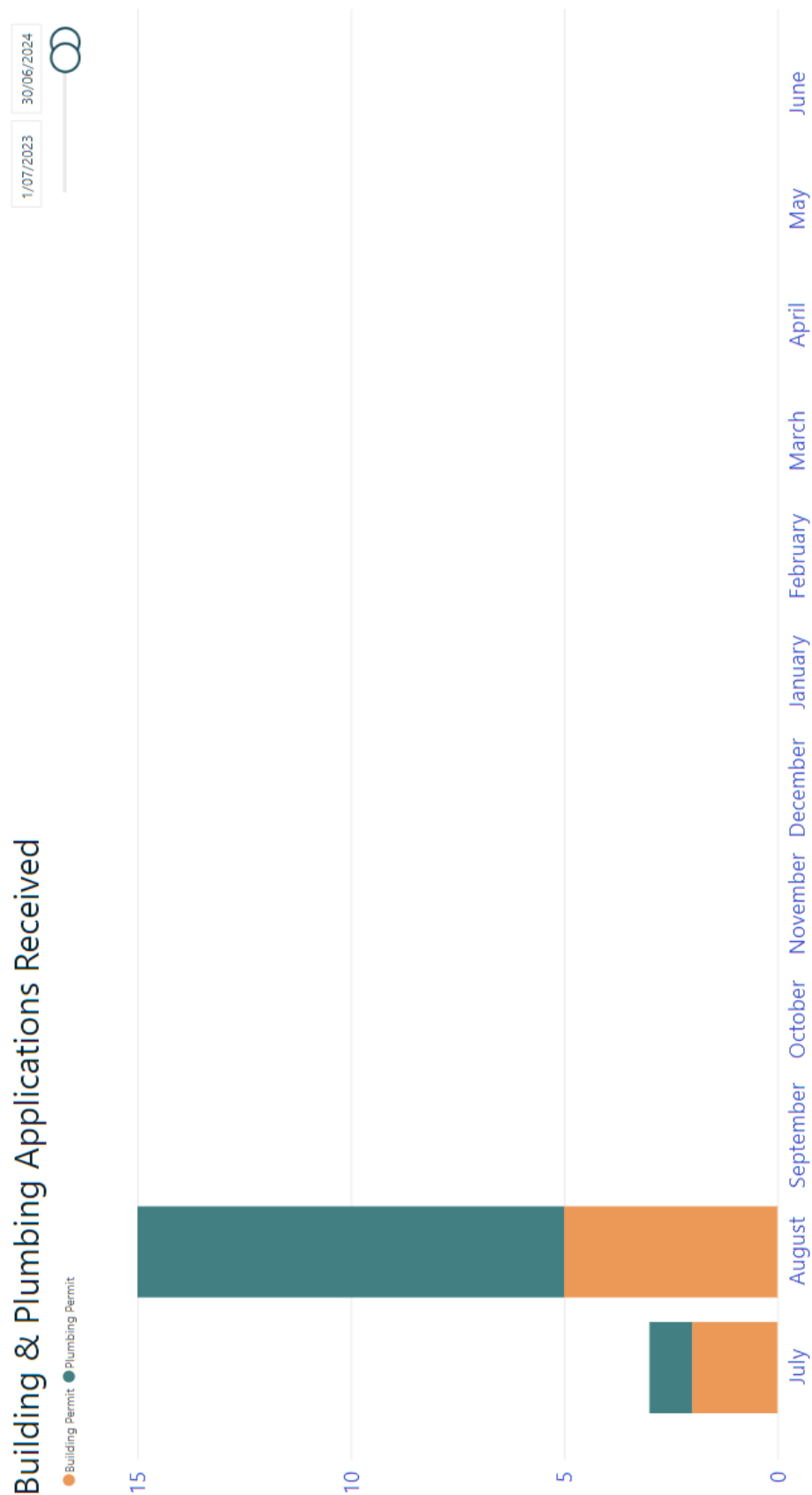
## 1.1.3. Planning Applications approved under delegation:

## Planning Applications approved for period August

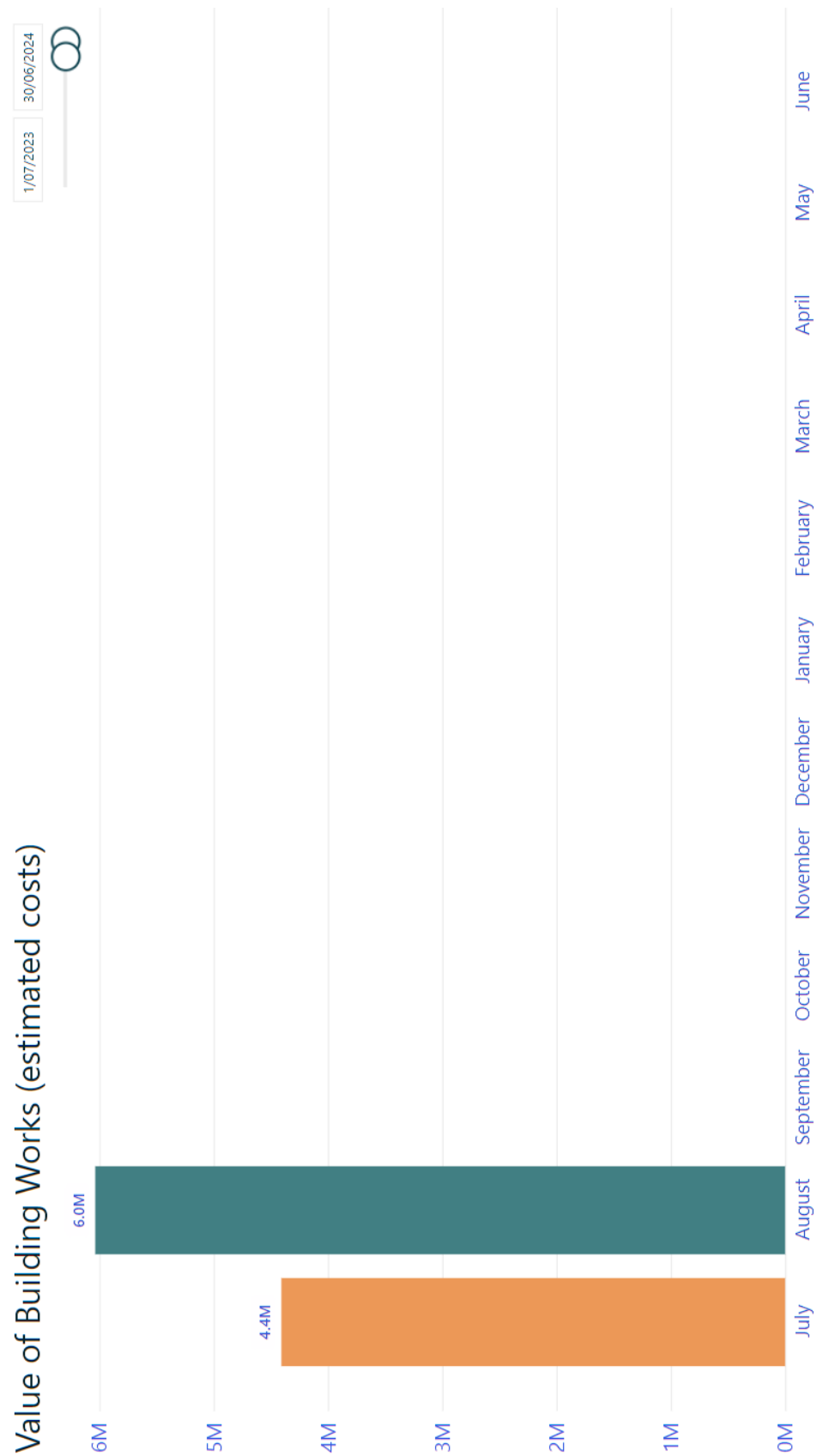
# Applications	Primary Category	Application Address	Description	Permit Approved
PA2023.0076	Discretion	2 TOORAK PLACE DEVONPORT TAS 7310	2 lot subdivision	Monday, 28 August 2023
PA2023.0088	Discretion	6A COLLINS WAY TUGRAH TAS 7310	Residential (outbuilding)	Friday, 4 August 2023
PA2023.0090	Discretion	2 WOORACK PLACE MIANDETTA TAS 7310	Residential (retaining walls)	Thursday, 3 August 2023
PA2023.0093	Discretion	1 MARINE ST EAST DEVONPORT TAS 7310	3 Lot Subdivision	Wednesday, 23 August 2023
PA2023.0094	Discretion	1 ROBERTON CLOSE TUGRAH TAS 7310	Residential (single dwelling)	Wednesday, 16 August 2023
PA2023.0095	Discretion	79-83 BEST ST DEVONPORT TAS 7310	Signage (illuminated)	Thursday, 17 August 2023
PA2023.0096	Discretion	102 TARLETON ST EAST DEVONPORT TAS 7310	Residential (communal residence x 2)	Monday, 28 August 2023
PA2023.0097	Permitted	5 GLOUCESTER AVENUE DEVONPORT TAS 7310	Residential (1 x additional dwelling)	Friday, 4 August 2023
PA2023.0099	Discretion	15 THOMAS ST EAST DEVONPORT TAS 7310	3 Lot Subdivision	Monday, 28 August 2023
PA2023.0100	Discretion	241 WILLIAM ST DEVONPORT TAS 7310	Residential (frontage fence)	Monday, 28 August 2023
PA2023.0101	Discretion	12 ELIZABETH ST DEVONPORT TAS 7310	Residential (outbuilding)	Wednesday, 30 August 2023
PA2023.0102	Permitted	13/169 STEELE ST DEVONPORT TAS 7310	Residential (carport addition)	Monday, 14 August 2023
PA2023.0108	Permitted	65 DEVONPORT RD QUOIBA TAS 7310	Demolition of dwelling	Tuesday, 22 August 2023
PA2023.0109	Permitted	3 TURNERS LANE QUOIBA TAS 7310	Demolition of dwelling and outbuilding	Tuesday, 22 August 2023
PA2023.0110	Permitted	103 WINSPEARS RD EAST DEVONPORT TAS 7310	Visitor Accommodation	Thursday, 24 August 2023
PA2023.0111	Permitted	55 LAKESIDE RD EUGENANA TAS 7310	Residential (additions & alterations) & Visitor Accommodation	Wednesday, 30 August 2023
PA2023.0117	Permitted	11 MARCONI COURT STONY RISE TAS 7310	Storage	Tuesday, 29 August 2023

## 1.2. Building & Plumbing:

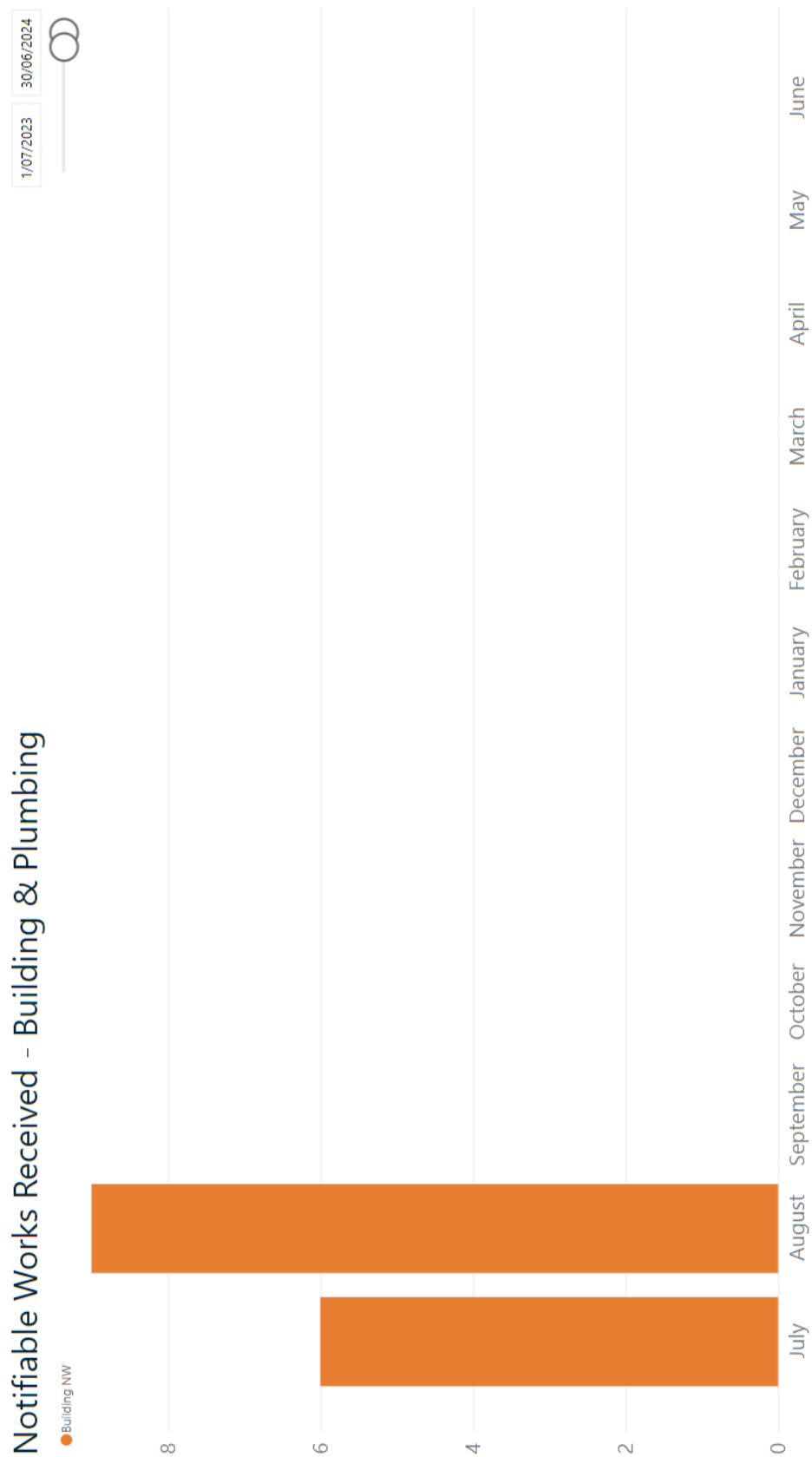
1.2.1. The following graph details the Building and Plumbing Applications received this financial year:



1.2.2. The following graph details the value of building works received this financial year:



1.2.3. The following graph details the notifiable works received for building and plumbing that have been issued this financial year:



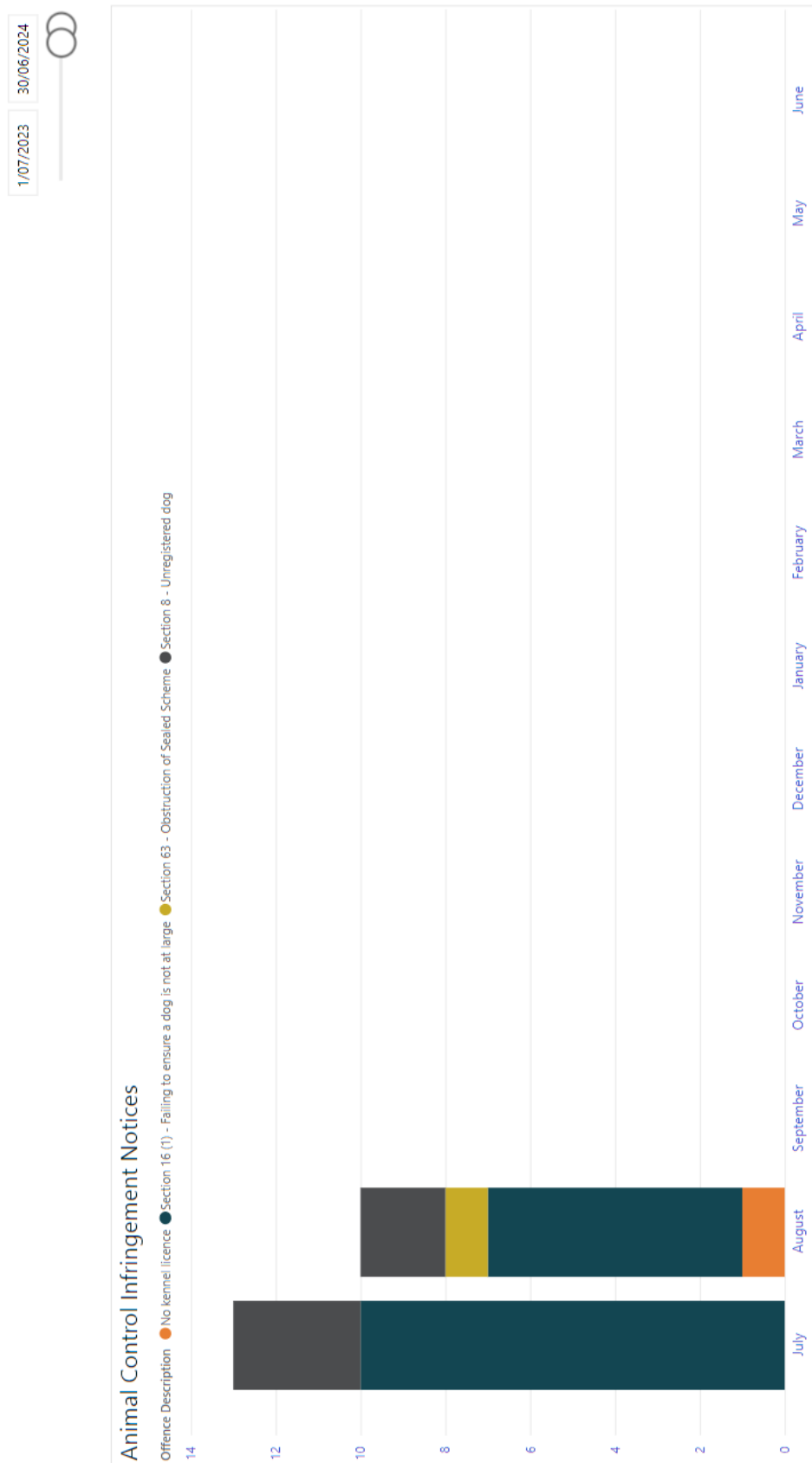
### 1.3. Environmental Health:

#### 1.3.1. Food Business Registrations:



#### 1.4. Animal Control:

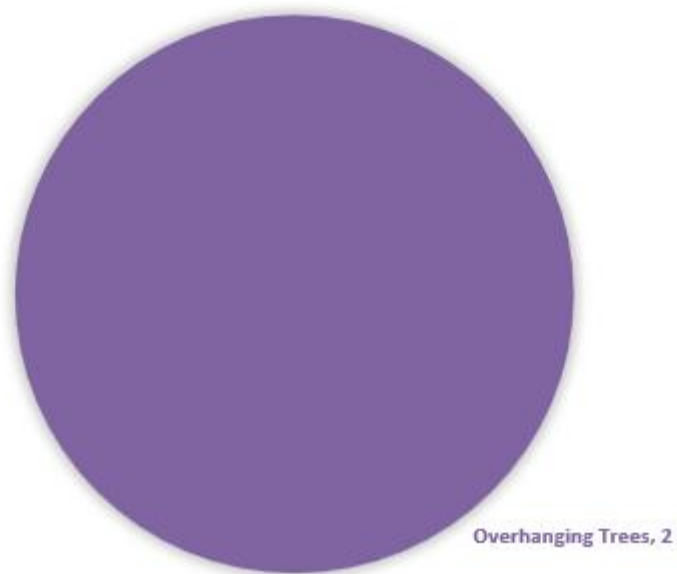
1.4.1. The following graph details the number of animal complaints for this financial year:





**1.5. Risk & Compliance:**

1.5.1. The following graph details the breakdown of the complaints received by the Risk Department during August:

**COMPLAINTS RECEIVED BREAKDOWN**

1.5.2. The following table details the types of incidents reported in August:

Council/Public	Number Reported
[-] Council	25
[-] Property Damage	15
[-] Hazard	3
[-] Personal Injury	3
[-] Motor Vehicle	2
[-] General Public	1
[-] Near Hit	1
[-] Public	14
[-] Personal Injury	5
[-] Property Damage	4
[-] Hazard	3
[-] General Public	1
[-] Motor Vehicle	1
	39

## 2. INFRASTRUCTURE & WORKS:

### 2.1. Asset Maintenance:

#### Entrance into Maidstone Park – New footpath, kerb and hotmix:



**Maxfield Court - replace uneven and cracked footpath:**



**Melrose Road – Mill and Fill:**





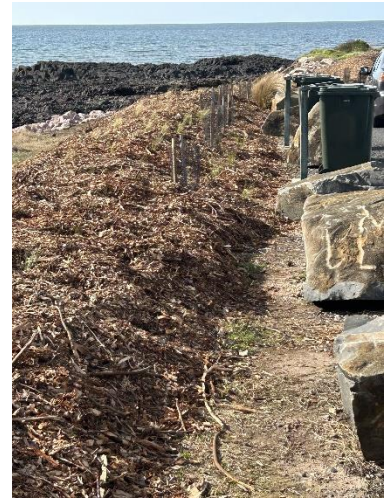
**Repair work to burst water main at Mersey Vale Memorial Park:**



**Re-stain Timber Work – Melrose Street Toilets:**



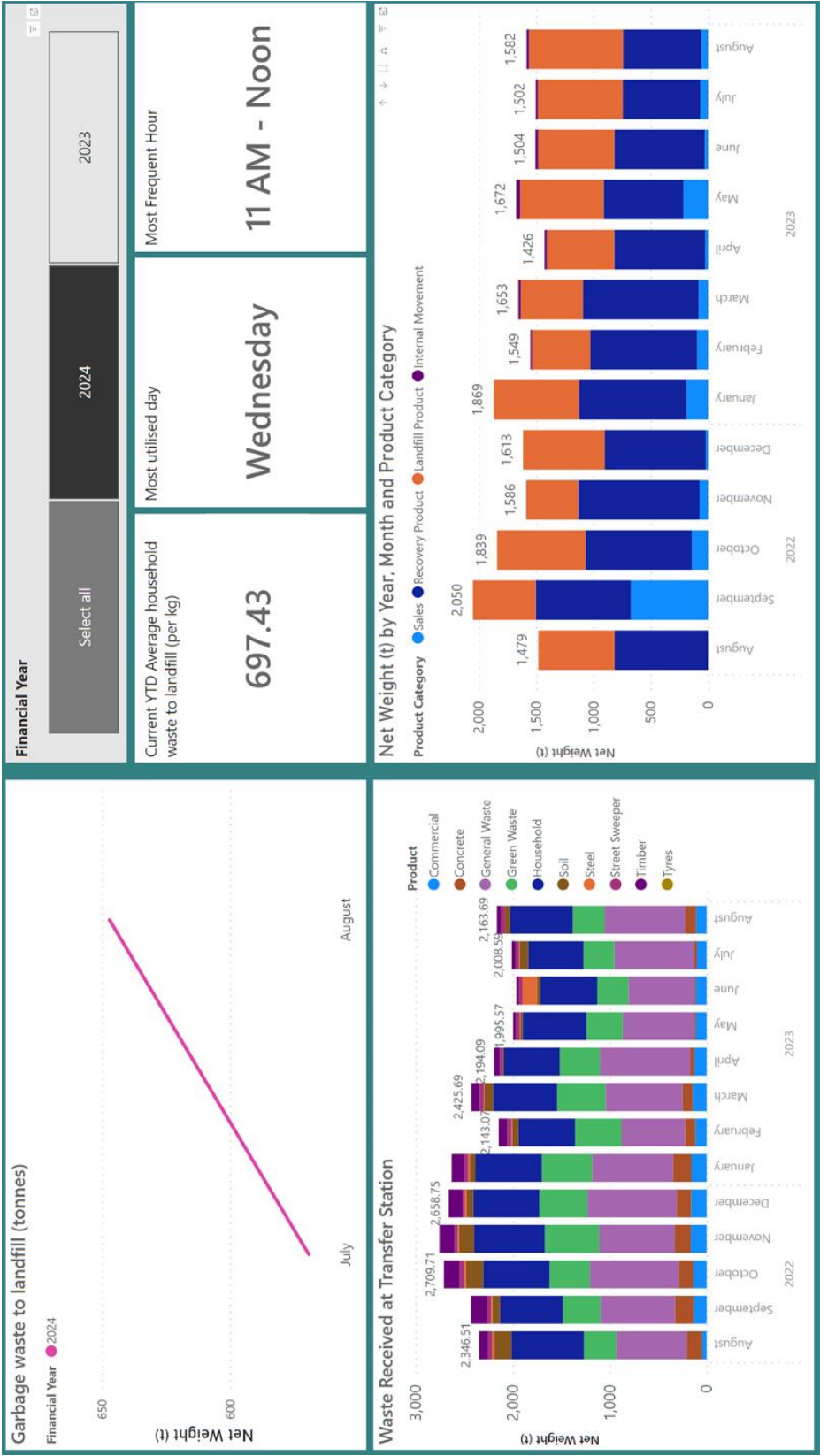
**Don Heads – Supporting NRM Officer Project:**





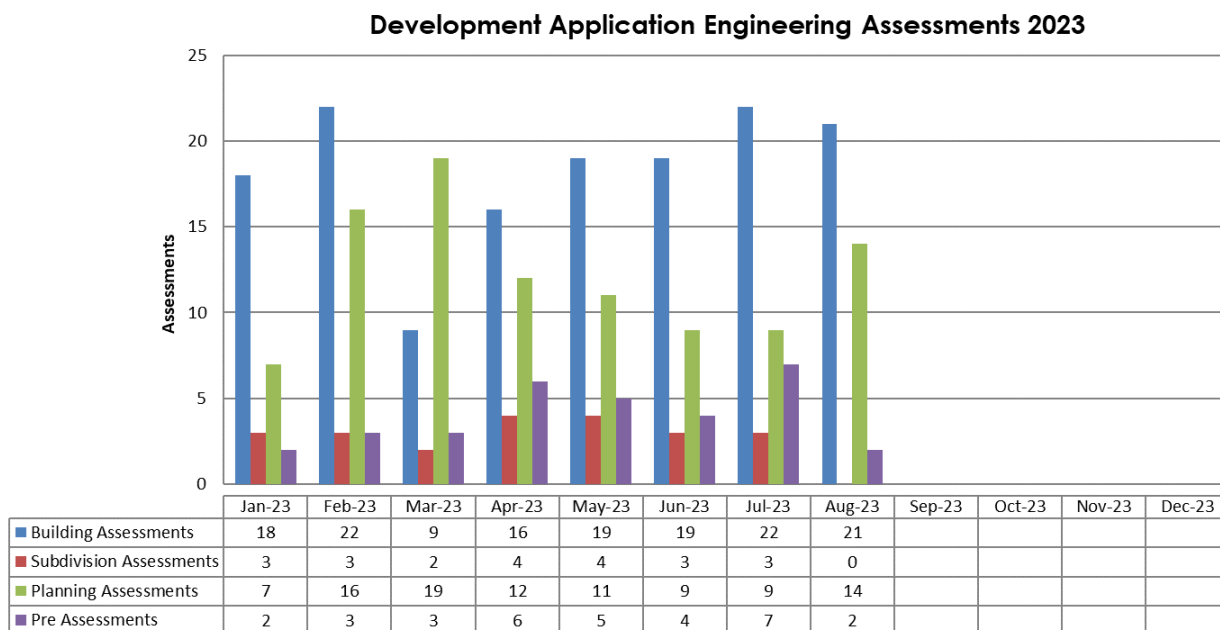
## 2.2. Waste Management: 2023 August Comparison Data



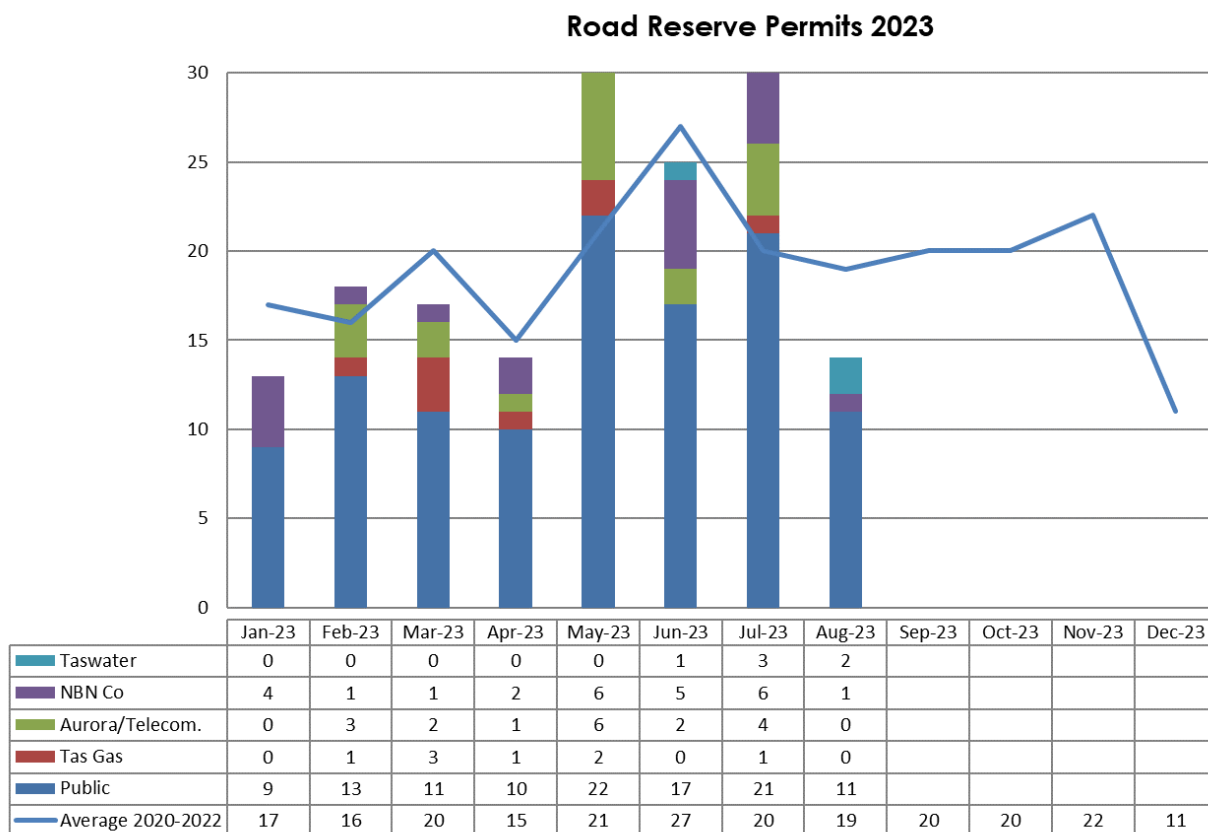


## 2.3. General Infrastructure Matters:

2.3.1. The following graph details the Engineering Assessments for Development Applications that have been completed year to date.

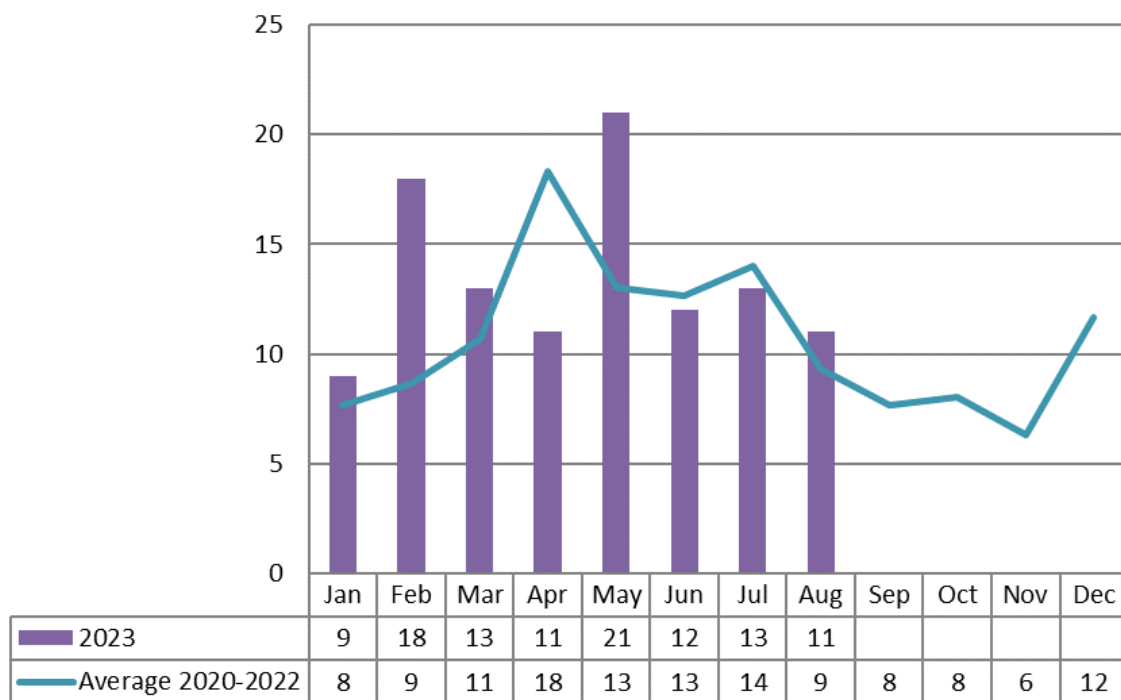


2.3.2. The following graph details the Road Reserve Permit Assessments that have been completed to date and compared to the three-year average.

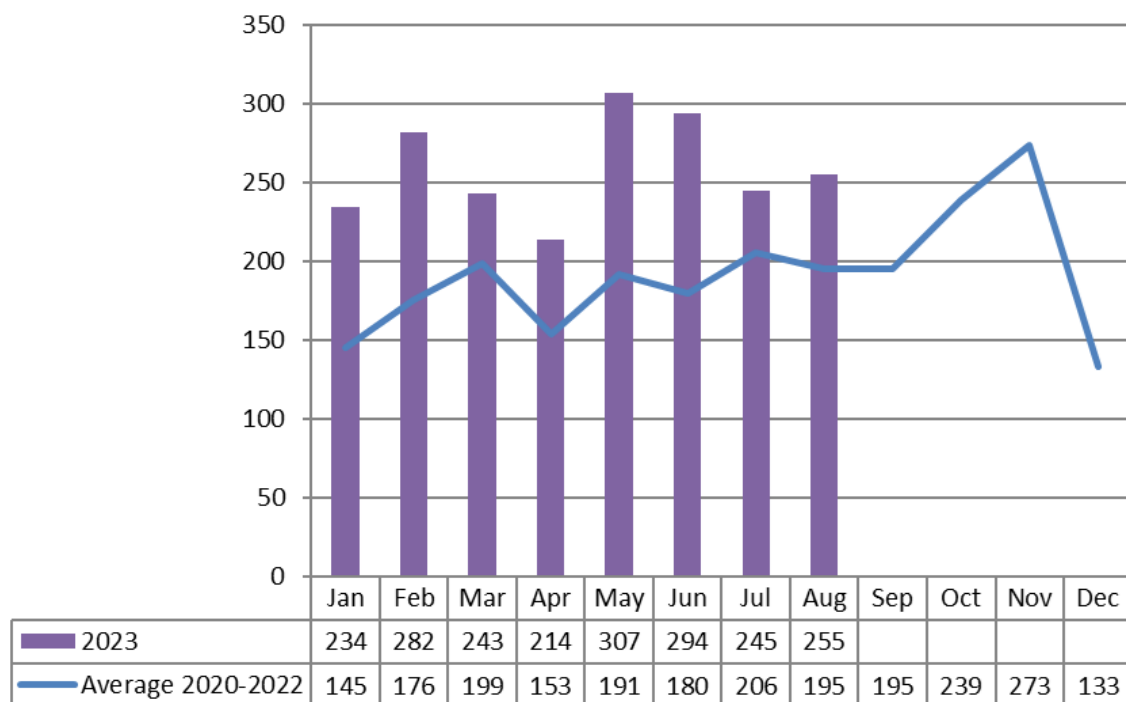




2.3.3. The following graph details the National Heavy Vehicle Regulator Assessments that have been processed to date and compared to the three-year average.



2.3.4. The following graph details the Dial Before You Dig requests that have been processed to date and compared to the three-year average.



### 3. COMMUNITY SERVICES:

#### 3.1. Community Development

##### 3.1.1. MISQ v2 Music in the Square

Devonport's Youth Advisory Group (DEVYAG) hosted their 2<sup>nd</sup> music event on Friday, 11<sup>th</sup> August 2023 in partnership with Libraries Tasmania. There was approximately 40-50 people in attendance throughout the duration of the evening, with 12 performers showcasing their talent. A total of \$500 in sponsorship items, provided by local businesses, were used as lucky door prizes for the evening.



*MISQ v2 Music in the Square*

##### 3.1.2. Sister Cities

Update - From Minamata

Minamata held its Annual Dragon Boat Regatta on 6 August. This was the first full size regatta since COVID restrictions eased, with teams visiting from all over the region.

A group of local Sri Lankans living in Minamata, who despite having no experience, wanted to give it a go and ended up with a with a good time.



*Sri Lankans living in Minamata participated in the 2023 Dragon Boat Regatta.*

Our friends in Minamata have been inspired by our Easter Swift Parrot Workshops held with the Devonport Regional Gallery.

They have since held Swift Parrot making sessions with local preschool groups. The children had loads of fun learning all about our amazing annual visitor!



*Swift Parrots made by Minamata Preschoolers*

Minamata also held a SDGs [Sustainable Development Goals] Future City Festa on August 26.

This event highlights the various projects and groups in the City that are working towards sustainable development goals in Minamata. The Minamata International Friends Association held a booth teaching expat's/migrants simple Japanese to assist with their everyday communication. They also had a Devonport display, showing some of our projects from the last 10 years including the Swift Parrot Project.



*Devonport display during the Sustainable Development Goals Future City Festa*

## 3.1.3. Working Groups:

## Access and Inclusion Working Group

The Group heard from Paul Duncombe – TADTas about their work in Tasmania and the facilities on offer through the Devonport Library thanks to Fillipa - Literacy Coordinator and Angela - Service Coordinator.

## East Devonport Working Group

The Group discussed:

- lovEastDevonport – upcoming event
- Belonging Project – completed project
- Dudes Day – past event
- Skyline Drive - Street Sign
- Eats Devonport Job's Forum – upcoming event
- Seniors Week Old Time Dance – upcoming event
- Julie Burgess – a recent incident
- Mem Fox visit – upcoming event
- East Devonport Song Project – current project
- East Devonport Neighbourhood House - bus trips
- Bel-air Crescent - parking issues
- Garden of Reflection

## 3.2. Active Communities:

## 3.2.1. Sports4All

Council Officers met with Sport4All to learn about their program. The program aims to break down barriers for people with a disability to participate, making sport more inclusive. Should Council wish to participate, it's role would be to support an employee ("Inclusion Coach") for three years to work alongside Council to engage with local sporting clubs and schools. The "Inclusion Coach" is a person with disability or lived connection of disability who facilitates the Sport4All the program in our local community, linking clubs, schools, Council and other organisations such as state sporting organisations and disability specific sporting organisations together to empower a local community to be more inclusive.

3.2.2. Recreation\_Centre Participation Data:

Devonport Recreation Centre		
	Bookings	User Groups
Judo	27	1
Meeting Room	3	2
Sauna	170	1
Squash	51	7
Stadium Court 1	88	11
Stadium Court 2	86	11
Table Tennis	56	6
Youth Centre	93	10
Total	574	49

<b>East Devonport Recreation and Function Centre</b>		
	<b>Bookings</b>	<b>User Groups</b>
Stadium	46	10
Community Room	6	3
Total	52	13

Recreation Centre User Numbers:

<b>Devonport Recreation Centre</b>	
Squash Centre	<b>4305</b>
Stadium	<b>5560</b>
Youth Centre	<b>3159</b>
Table Tennis	<b>2896</b>

3.2.3. August Sporting Events

Several significant community events were held, with a number of new events finalising their applications to host onsite.

<b>Event</b>		<b>Dates</b>	<b>Venue</b>
1	PSA Challenger and Satellite and Devonport Squash Graded Open	2-6 August	Devonport Recreation Centre – Squash Centre
2	NWJFU Girls Football Gala Day	4 August	Byard Park
3	Shimjang Taekwondo	5 August	Devonport Recreation Centre - Stadium
4	NW Primary School Sports Association 5/6 Sports Day	8 August	Devonport Recreation Centre, Byard Park, Meercroft Park
5	Fearless Festival	10-11 August	Devonport Recreation Centre – Stadium and Youth Centre
6	Devonport Racquetball Club Tournament	12-13 August	Devonport Recreation Centre – Squash Centre
7	Active Inclusion Day	29 August	Devonport Recreation Centre - Stadium



- PSA Challenger and Satellite and Devonport Squash Graded Open - In August, the DRC once again hosted a round of the Professional Squash Association circuit. This event was saw numerous highly ranked international players compete, with plenty of high-quality action taking place. Coordinated in conjunction with the Devonport Squash Graded Open, the week proved to be one of the busiest for our Squash Centre at the DRC.
- NW Primary School Sports Association 5/6 Sports Day – The 5/6 Sports Day provided opportunities for children to try their skills at new sports. The event saw schools from across the North-West participate in a wide variety of sports. Devonport City Council facilities used for the event included the East Devonport Recreation Centre, Meercroft Park and Byard Park.
- Fearless Festival – Coordinated by the Australian Manufacturing Workers Union, the Fearless Festival aimed to promote female involvement in traditionally 'male' industries. Hosted over two days at the DRC, this expo catered to over 600 students, featuring 35 exhibitors and multiple interactive experiences.
- Devonport Racquetball Club Tournament – The Annual Devonport Racquetball Club Tournament was held on the 12<sup>th</sup> and 13<sup>th</sup> of August at the DRC. This is the largest Racquetball event held in Devonport.
- Active Inclusion Day. These events provide sporting opportunities for people of all abilities. This event saw 100 students participate in four different sports.

#### 3.2.4. Upcoming Sporting Events

Event	Event	Dates	Venue
1	NWHSSA Basketball Gala Day	6 & 20 September	Devonport Recreation Centre
2	DJSA High School Gala Day	15 September	Meercroft Park
3	Tai Chi	23-24 September	Devonport Recreation Centre

### 3.3. Events:

#### 3.3.1. LuminoCity

The augmented reality artwork of LuminoCity remained in place and active throughout August. As part of the negotiations with EyeJack, the App designers of the augmented reality works, there will also be a Christmas project that uses the same technology. This cost has been covered under the original project budget.

#### 3.3.2. External Events held in August

Several significant community events were held, with a number of new events finalising their applications to host onsite.



*Photo by John Fisher*

Event		Dates	Venue
1	FIFA Women's World Cup	16 August	Market Square
2	TASTROFEST Star Party	18 August	Haines Park
3	The Light Night Glow Run	26 August	The Bluff

#### 3.3.3. Upcoming Council Events

Council's Events team are in the planning process for the following events:

- Spring Fling Fair – Haines Park – 22nd October  
Currently seeking Expressions of Interest from local producers to showcase their products at the Spring Fling Fair.
- Devonport Christmas Parade – 8th December  
Mersey SES have been confirmed to assist.  
Parade forms to be made available for float registrations by the end of the month.
- Eve in the City – Aikenhead Point – 31st December  
SeaRoad has confirmed sponsorship for the two fireworks displays. The Events Team is now approaching other potential sponsors for various activities across the event.

#### 3.3.4. Australian Festival Industry Conference

Through an Events Tasmania grant, Council's Events Coordinator attended

the Australian Festival Industry Conference in Sydney. Key subjects during the conference included events accessibility, sustainability, crisis communication planning, event marketing, working with First Nations peoples and activating non-traditional public spaces. There was also some good networking opportunities with others in the events and festivals industry.

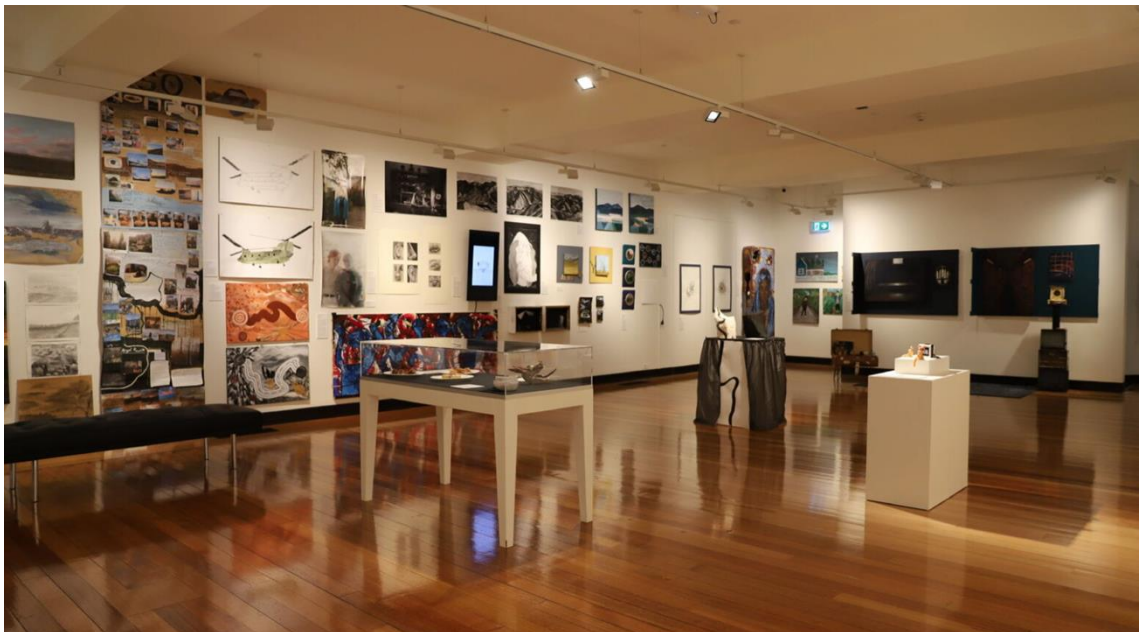
3.3.5. Upcoming Events:

Full details of events can be found on Council's website <https://www.devonport.tas.gov.au/whats-on-devonport/> or Events Facebook page <https://www.facebook.com/devonportevents/>



**4. CURRENT FACILITIES:****4.1. Devonport Regional Gallery:****4.1.1. Gallery Program**

<b>Exhibition</b>	<b>Date</b>
To Companion a Companion: Fernando de Campo 24	24 June – 5 Aug
Art Rage 2022	12 Aug – 16 Sept
This is Us: The future	23 Sept – 28 Oct
Object Design	30 Sept – 28 Oct
Surface: Emerging Tasmanian Artists	30 Sept – 11 Nov
Rodney Gardner	3 Nov – 9 Dec
Dusk	10 Nov – 20 Jan
Zoonoses	24 Nov – 6 Jan



Art Rage 2022

**4.1.2. Education Program activities and participation data:**

<b>Event</b>	<b>Participation</b>	<b>Date</b>
Watercolour workshop (Homeschool group private booking)	17	1-Aug
Outreach - Exhibition Project Support, Hillcrest Primary	50	3-Aug
Outreach - Exhibition Project Support, Devonport Primary	42	8-Aug
Outreach - Nixon Street Primary P-1	25	10-Aug
Opening ArtRage 2022 Patrick Grieve	50	12-Aug
Outreach - Pathway Shed	7	14-Aug
Outreach - YFCC Junction	16	15-Aug
Outreach - Exhibition Project Support, Nixon St Primary	24	16-Aug
Books + Art	4	21-Aug
Outreach - Exhibition Project Support, Devonport Primary	42	22-Aug
Primary Exhibition Meeting with East Devonport Staff	1	23-Aug
Create & Make Wednesday T3 session 1	15	23-Aug

Event	Participation	Date
Create & Make Thursday T3 session 1	7	24-Aug
Leighland Christian Grade 9 School Gallery visit of ArtRage	33	28-Aug
Create & Make Wednesday T3 session 2	15	30-Aug
Create & Make Thursday T3 Homeschool session 1	23	31-Aug
Create & Make Thursday T3 session 2	12	31-Aug
<b>TOTAL</b>	<b>383</b>	

#### 4.2. Bass Strait Maritime Centre:

##### 4.2.1. Exhibition Program

Current Exhibition	Date
Bass Strait Maritime Centre: The First 50 Years	19 July – 22 Feb
Touring Exhibition	
Bass Strait: Above, Below and In-Between Burnie Regional Museum	2 Aug – 15 Sept

##### 4.2.2. Education and public program activities and participation data:

Event	Participation	Date
Aboriginal Health Service: Men's Mental Health Group	15	30-Aug
<b>TOTAL</b>	<b>15</b>	

#### 4.3. paranapple arts centre

##### 4.3.1. Performance and production program:

Production	Patrons	Date
Opera Gala – Promac Productions	103	4 Aug
Circus Quirkus – International Entertainment	260	7 Aug
Hiccup – Windmill Theatre Company	126	8 Aug
Pippin – St Brendan Shaw College	975	10 – 20 Aug
City of Devonport Eisteddfod - Dance Only	2,549	23 – 27 Aug
<b>TOTAL</b>		



Hiccup – Town Hall Theatre 8 August

## 4.3.2. Visitor number data:

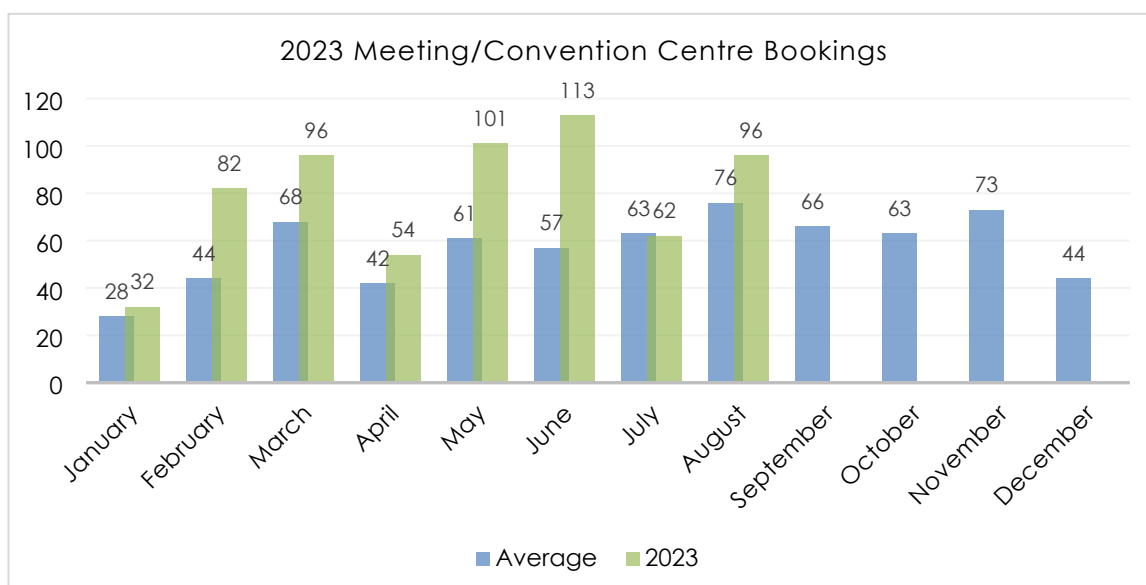
Facility	Visitors June
paranaple arts centre	7,105
Bass Strait Maritime Centre	298
<b>TOTAL</b>	

## 4.4. Convention Centre &amp; Market Square:

## 4.4.1. Events including attendee numbers and utilisation trends.

For August 2023, the DCC meeting rooms held 86 events, 10 events in the convention centre. Total attendance of 2,950 patrons.

Event	Presented By	Attendance
Cultural Celebration	Private Contact	105
Everything Everywhere All at Once Film Screening	Northwest Film Society	70
Agricultural Industry Forum	TP & EM Walkers Pty Ltd	100
Fearless Festival Dinner	Australia Manufacturing Workers Union	415
Toast 4 Kids Charity Gala	Toast for Kids Charity Incorporated	157
Tasmanian Transport Conference	Tasmanian Transport Association	90
Surf Life Saving Tasmania Awards of Excellence	Surf Life Saving Tasmania	242
Future of Local Government Review Meeting	Department of Premier & Cabinet	50
School Business Managers State Conference	Tasmania School Administration Association	180pax – 2 days
Simplot Potato & Vegetable Awards Evening	Simplot Australia	220

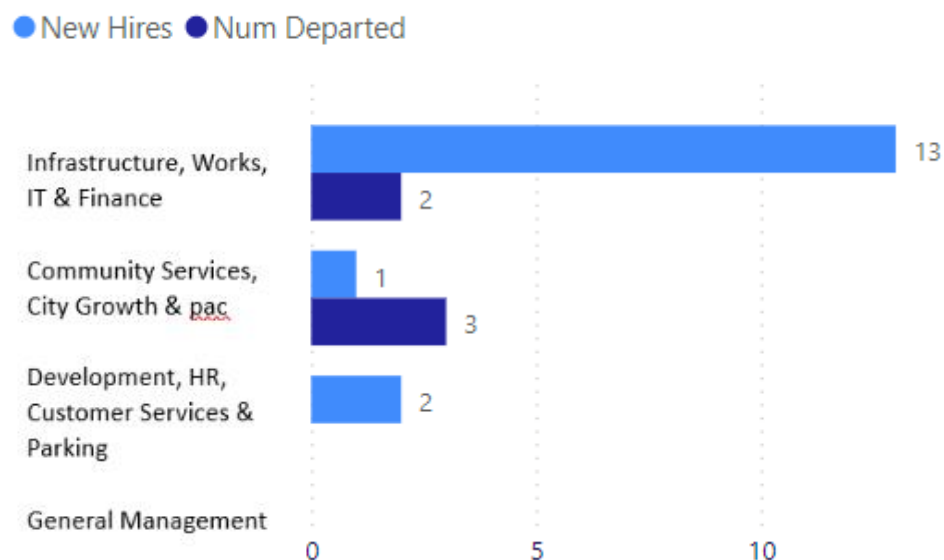


## 5. CORPORATE SERVICES:

### 5.1. Human Resources:

5.1.1. Staff departures and recruitment (advertised positions and staff appointments) this financial year:

#### Turnover by Department



### 5.2. Communications:

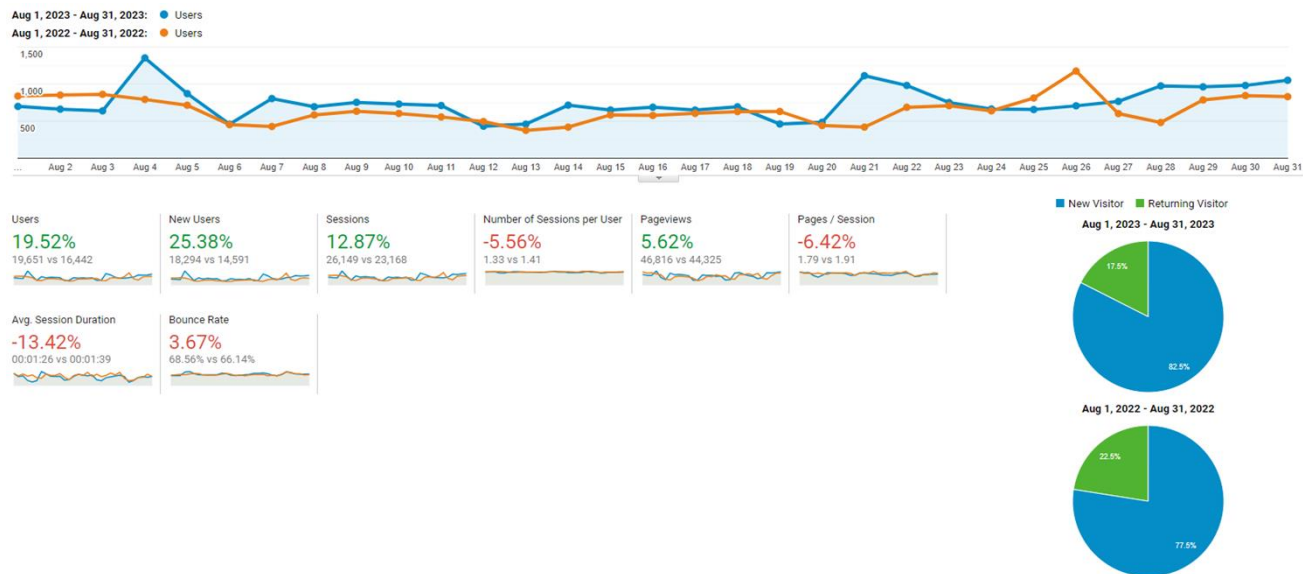
5.2.1. Website and social media statistics and data:

#### 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	August 2023
<ol style="list-style-type: none"> <li>1. News and media</li> <li>2. Forms and payments</li> <li>3. Contact Us</li> <li>4. Advertised planning permit applications</li> <li>5. Waste Transfer Station</li> <li>6. Cemetery Search</li> <li>7. Food Business Form</li> <li>8. Make a Request</li> <li>9. Expo of Everything</li> <li>10. Employment opportunities</li> </ol>	
<b>Note:</b> 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 August (Verses 2022) Website Statistics



### Community Consultation

Council's online engagement platform [www.speakupdevonport.com.au](http://www.speakupdevonport.com.au) is utilised for all of Council's community consultation. During August, community consultation was undertaken in respect of the draft Don Reserve Environmental Management Plan 2023-2028 and Council's proposed plans for a Smoke Free declaration at the Waste Transfer Station.

### 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 2023:

Facebook	12,100 up by 253
LinkedIn	1,222 up by 20
Twitter	684 down by 1

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.

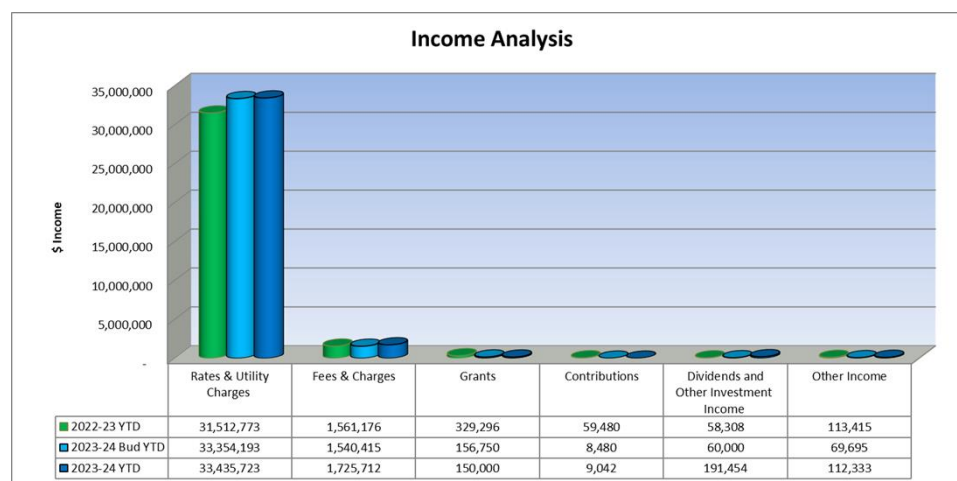
DCC Corporate Facebook Page Statistics	August 2023
<b>Facebook Average Monthly Reach:</b> Number of Facebook users who have seen content associated with the page during the period (individual users can be 'reached' numerous times per month).	133,787TY (15,957LY)

During August, the top 10 Facebook posts in terms of audience reach were:

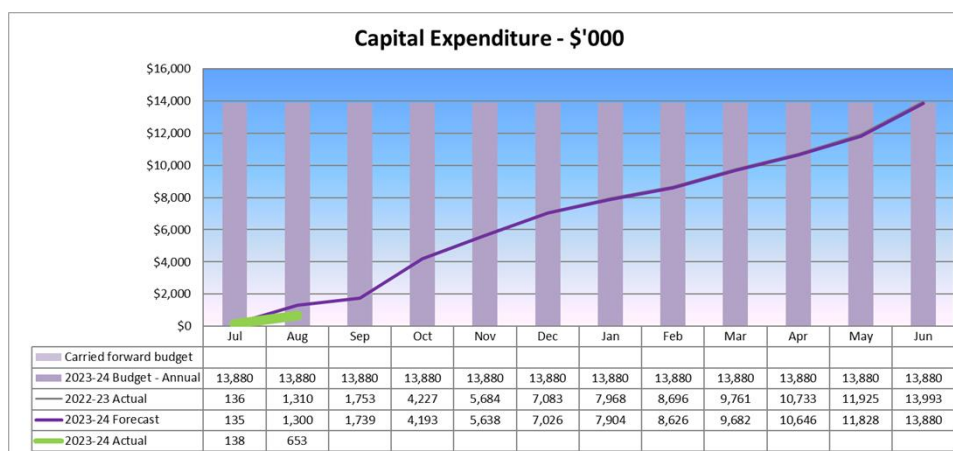
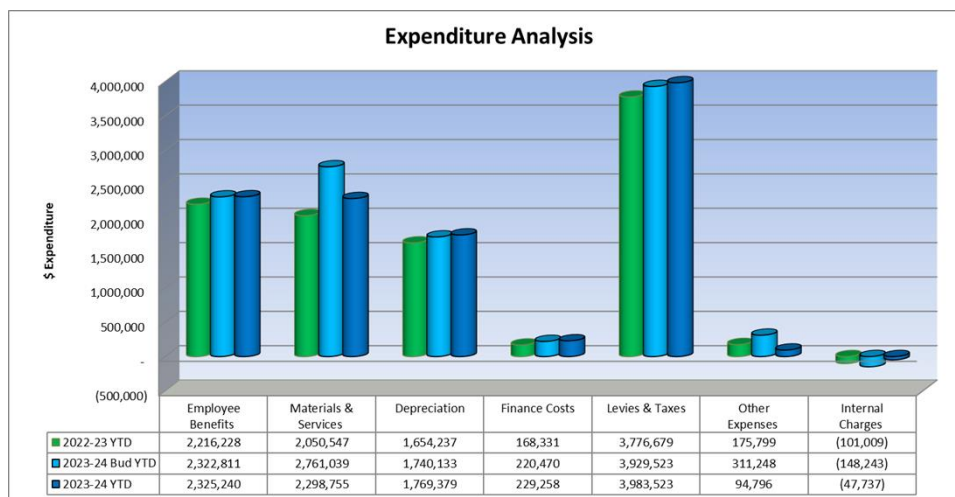
August 2023	
1.	Devonport Stadium Update, 9/08/2023, 56.8k
2.	Devonport Spring Fling Event, 18/08/2023, 41.9k
3.	William Street Roadworks, 3/08/2023, 29.8k
4.	Coles Beach Carpark Closure, 25/08/2023, 24.6k
5.	Matilda's game on Market Square big screen, 14/08/2023, 21.5k
6.	Roadworks – Sorell Street and Don Road, 22/08/2023, 15.8k
7.	Meercroft Park (please avoid parking on the grass), 26/08/2023, 13.4k
8.	Rooke Street Mall seating upgrade, 2/08/2023, 13k
9.	Thank you to local businesses for Matilda's game Market Square event participation, 17/08/2023, 10.2k
10.	Fearless Festival Expo promotion, 10/08/2023, 7k

### 5.3. Finance:

The operating result for the financial year to the end of August 2023 is favourable with actual revenue being higher than budget by \$435K and actual expenses being lower than budget by \$483K, resulting in an overall favourable variance of \$918K. The forecast operating surplus for the financial year is \$3.1M, which includes share of profit of associates (Dulverton) of \$2.3M. The forecast underlying surplus for the year after taking into account net loss on disposal of assets is \$2.5M.



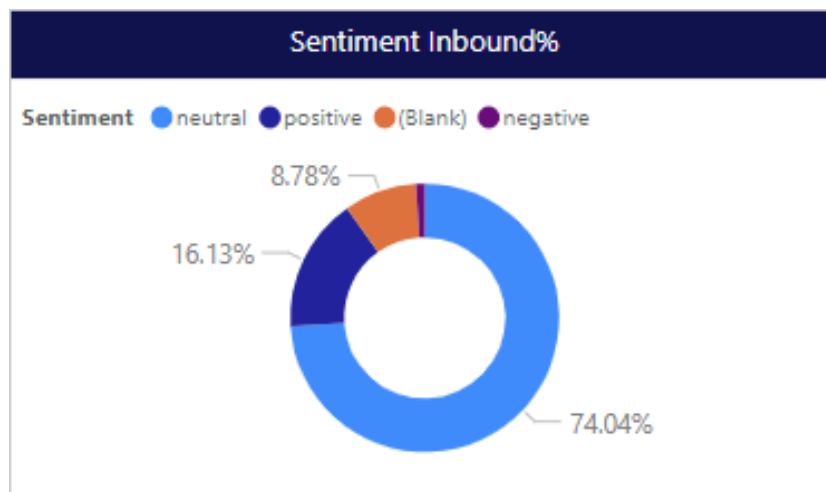


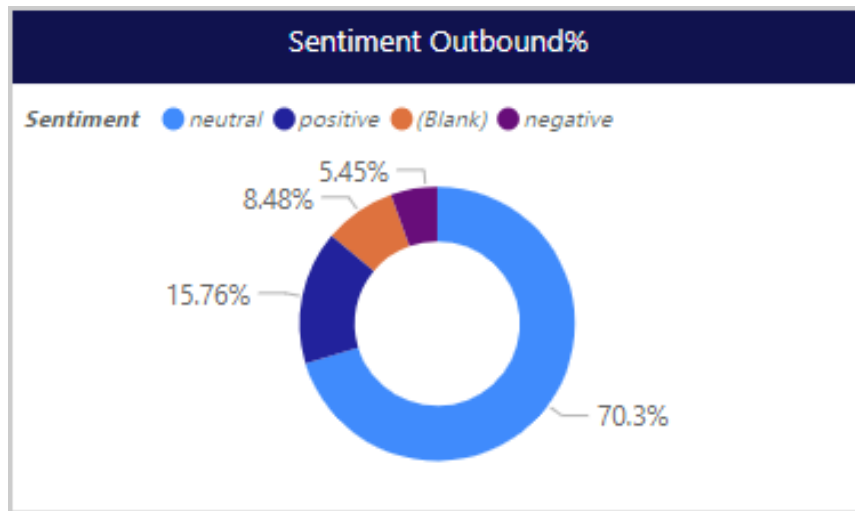


For further information please refer to the attached finance report. Please note the capital works income & expenditure report excludes budget allocations for carried forward projects, budget allocations for these projects will be finalised and put forward for adoption at the September Council meeting.

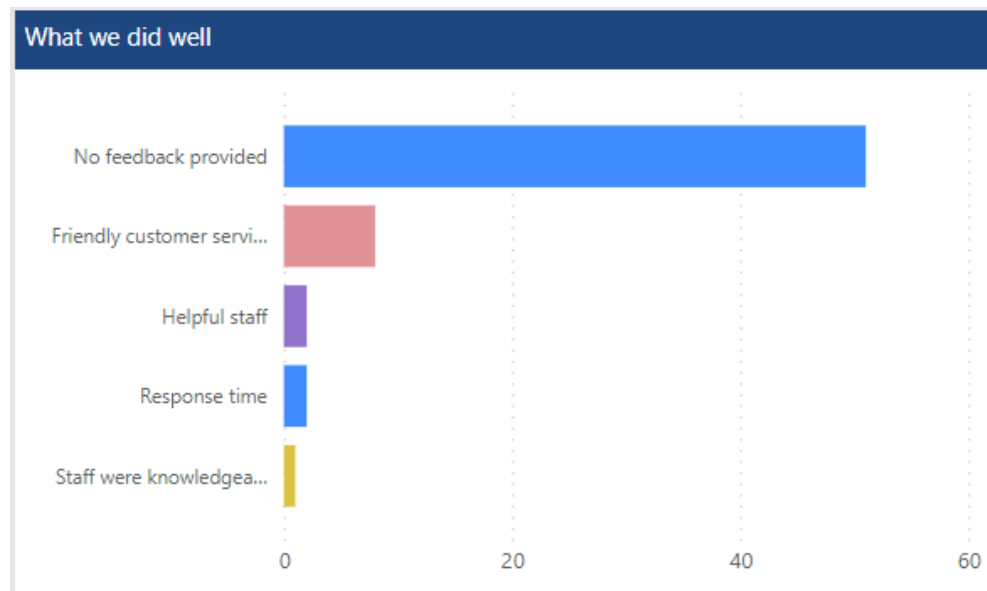
#### 5.4. Customer Service:

5.4.1. The following graph shows the breakdown of customer sentiment for inbound and outbound calls to Council's Customer Service during August:





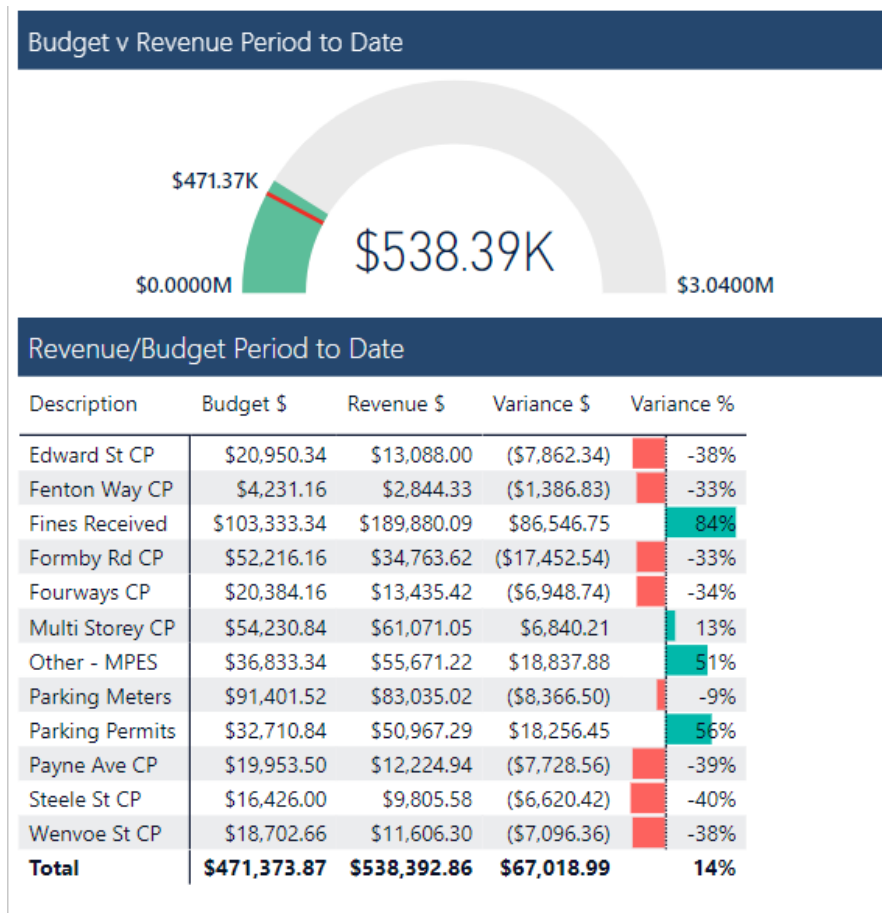
5.4.2. The following graphs details the customer feedback received by Council during August:





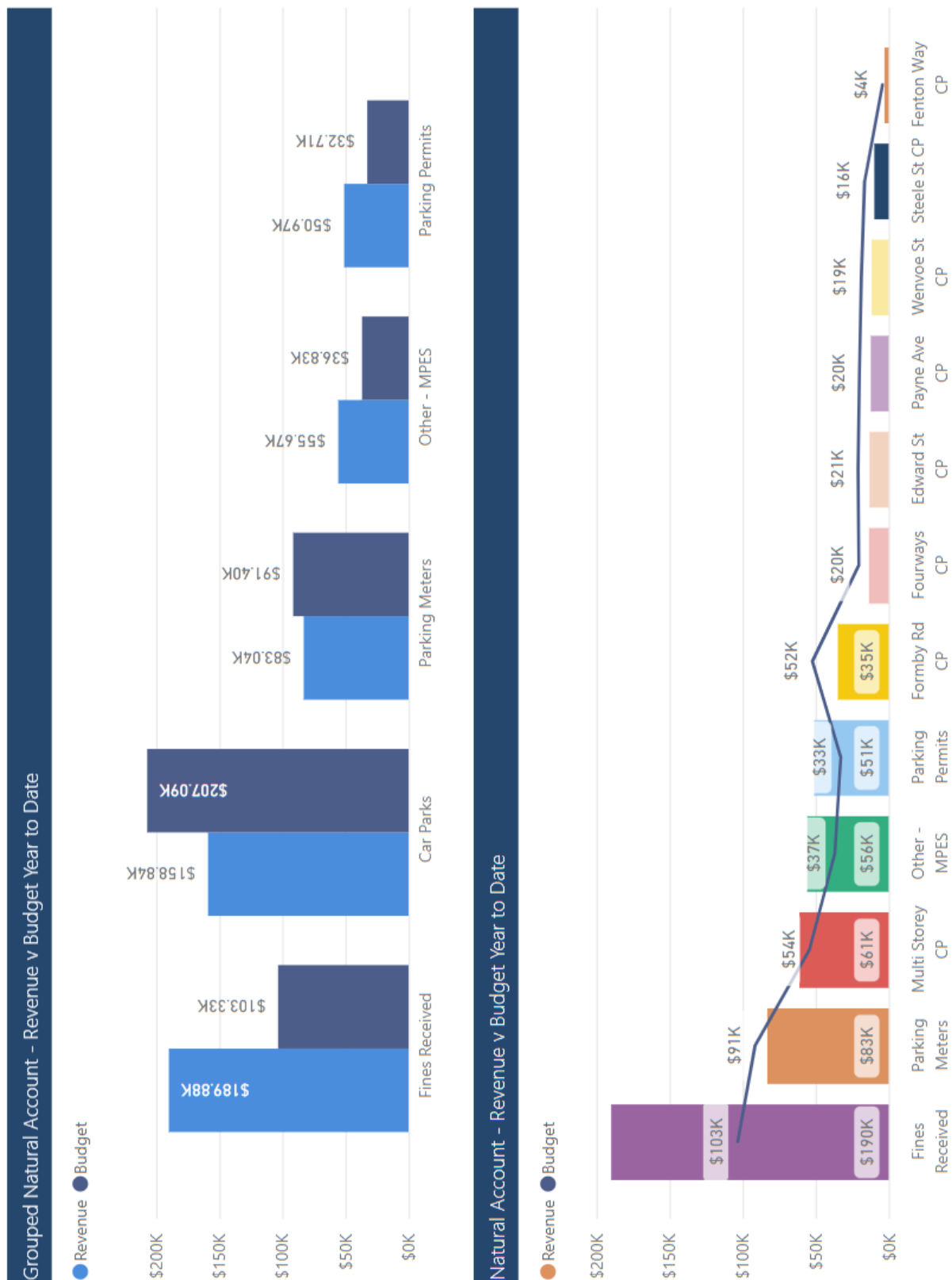
**5.5. Parking:**

## 5.5.1. Parking statistics:

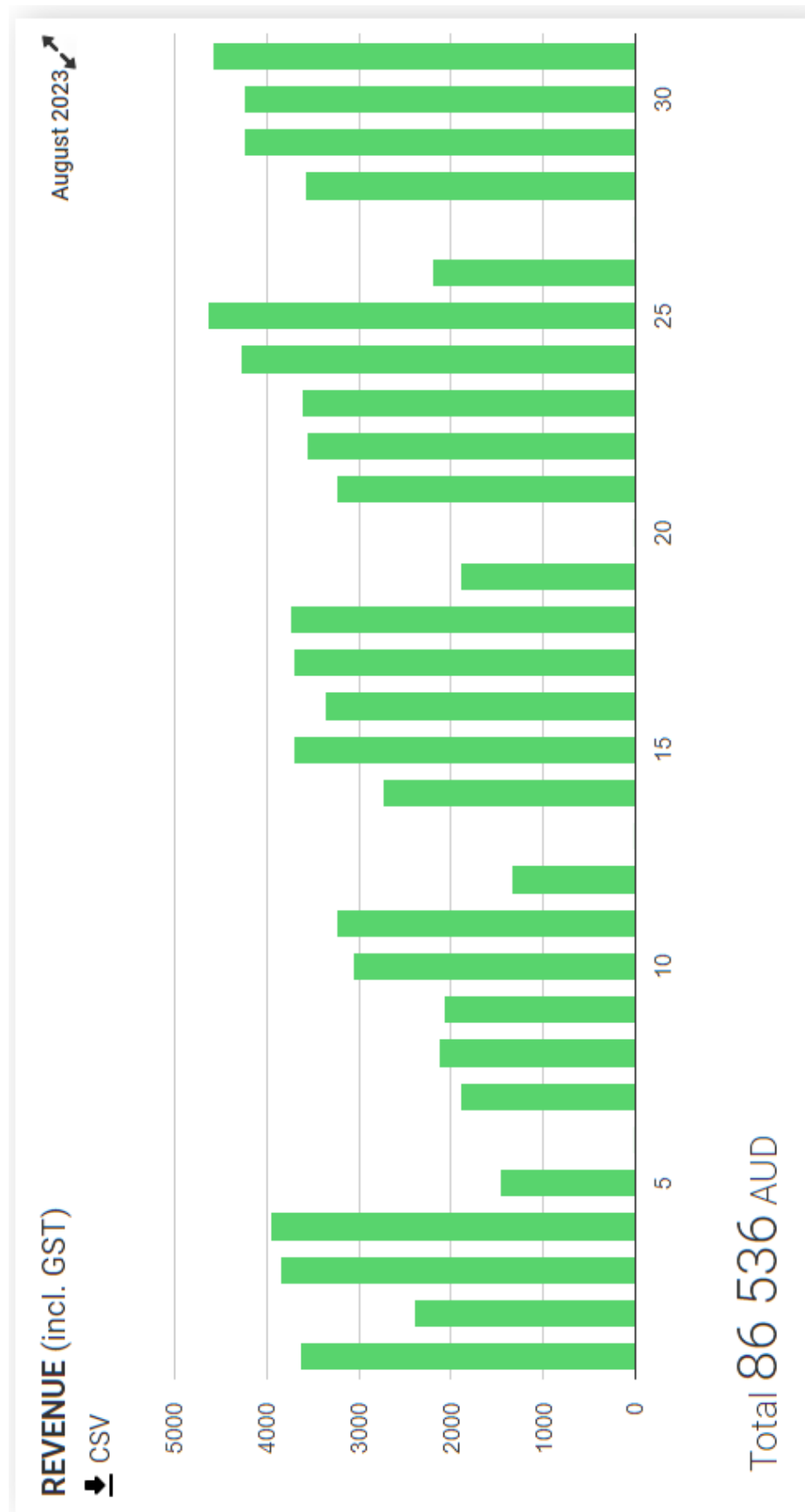


NOTE: The timing of cash collection from parking meters usually results in revenue falling in the next period. Cash collected in August will be recognised in September.

5.5.2. Revenue (Revenue v Budget – type breakdown; location breakdown):

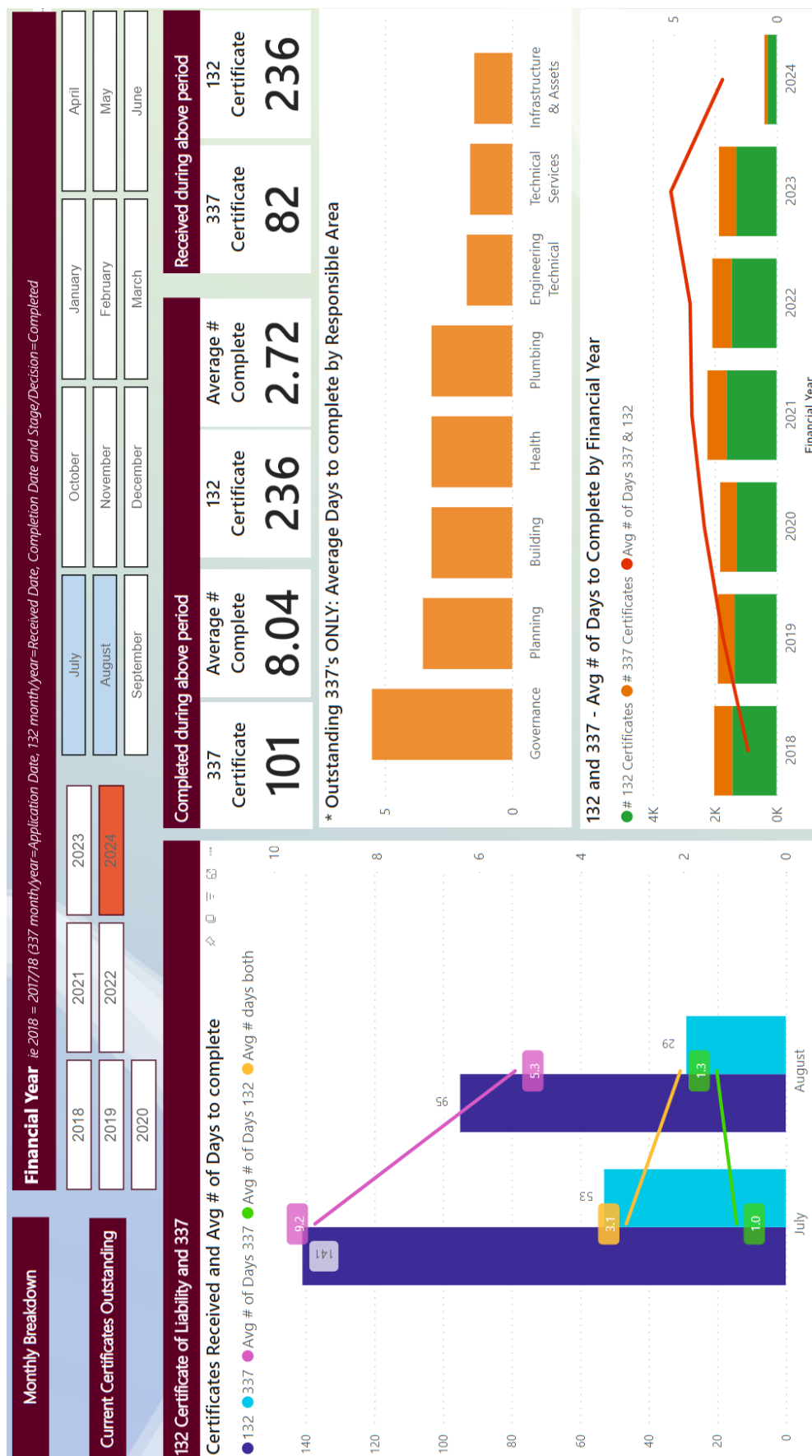


EasyPark statistics:



**Section 132 & 337 Certificates:**

## 5.5.3. Statistics on completed certificates:



**5.6. Annual Plan Action Update:**

5.6.1. Current status as at 31 August 2023:



5.6.2. Action Highlights:

**Participate and contribute to the review of the Regional Land-Use Strategy**

The first draft of regional supply and demand data was reviewed by the Project Team during July. Council Officers are currently preparing feedback and input into the next stage of the project including an update of land supply data for the Devonport municipality based on recent subdivision and development activity.

**Undertake a comprehensive condition assessment of Council's Road Network**

The condition assessment specification and review of internal asset management procedures has commenced.

**Finalise and launch the feasibility study for the future direction and promotion of Home Hill**

Council is working with the National Trust (Tasmania) to finalise the report.

**Commence construction of the Devonport Gateway Project including the installation of public art entrance markers**

Artist selection has been finalised and preliminary planning for the installation has commenced.

**Develop, design and objection Development Application for new indoor sports stadium**

Schematic design for the new indoor stadium with the Devonport Oval Precinct is progressing. Engagement with key stakeholder clubs commenced during August in order to finalise the project scope and facilitate the preparation of Development Permit Application documentation.

**Undertake an internal refurbishment of the paranapple Arts Centre Theatre, including the replacement of existing seating**

Tenders have been awarded. Works to commence in January 2024.

**Continue the implementation and use of TechnologyOne and Smart Cities platforms with a focus on reporting outcomes**

The Smart Irrigation Proposal has progressed with sensors orders and implementation to occur in September/October.

## **6. COMMITTEES, AUTHORITIES & EXTERNAL ORGANISATIONS:**

### **6.1. Minutes:**

There are no minutes to table for the month of August 2023.

### **COMMUNITY ENGAGEMENT**

This report includes information that relates to community engagement undertaken in relation to operational activity.

### **FINANCIAL IMPLICATIONS**

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

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

### **RISK IMPLICATIONS**

Any specific risk implications have been outlined in the commentary included as part of this report. Any specific risk that is identified as 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 and the community to be updated on matters of interest.

### **ATTACHMENTS**

1. 20230831 Consolidated Financial Report- Council [**6.4.1** - 10 pages]

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## 7 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 – 28 August 2023	15(2)(g)
3.2	Application for Leave of Absence	15(2)(h)
4.1	Confidential Attachments	15(2)(g)
5.1	Deed of Assignment	15(2)(f) & 15(2)(g)

## 8 CLOSURE