



*The City with Spirit*

## NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, parnaple centre, 137 Rooke Street, Devonport on Monday 23 October 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

**18 October 2023**

## November 2023

Meeting	Date	Commencement Time
Annual General Meeting	30 October 2023	5:30pm
Ordinary Meeting	27 November 2023	5:30pm

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**AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 23 OCTOBER 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 Enniss	
	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:

- Special Council meeting held on 11 September 2023; and
  - Ordinary Council meeting held on 25 September 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**

Nil

### 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

Author: **Matthew Atkins, General Manager**

#### RECOMMENDATION

That Council in relation to the correspondence received from Susanne Ward, Trent Aitken and Sarah Kersey endorse the responses proposed and authorise their release.

#### SUSANNE WARD, 1/44D GUNN STREET, DEVONPORT

A letter containing questions on notice received from Susanne Ward on 15 October 2023 is **reproduced as attachment 1**.

- Q1** The Council's Environmental Strategy identifies biodiversity decline as an area of concern: does the Council provide educational materials (such as brochures, flyers, and dedicated links and references on council websites) to encourage conservation of native vegetation and/or creation of native gardens by residents within the Devonport City Council area, thereby supporting biodiversity health and promoting community conservation awareness?

#### Response

Devonport City Council's website includes specific information on Native Vegetation Communities within the municipal area, including specific species details, suppliers, and links to additional supporting information such as the Cradle Coast Authorities Local Planting Guide. Council also directly facilitate and support a range of activities within the community each year, including the Kelcey Tier BioBlitz to be held on 21-22<sup>nd</sup> October.

- Q2** How many, and for what reason, were several large, seemingly healthy Eucalyptus trees recently felled on the Don River Railway site (Devonport City Council owned land)?

#### Response

Council Officers have contacted Don River Railway for further information in relation to your enquiry. They have advised that the recent tree removal was undertaken on the advice of a qualified Arborist and based on the health of the trees and the risk they posed to buildings, staff and visitors at the site.

- Q3** The community caring for the Don Reserve have noted train station materials from the Don Railway site encroaching into the reserve: when can this overflow be returned back to the dedicated railway area?

#### Response

Don River Railway management have advised that any objects or material located outside the railway site is actively being assessed and will be relocated in the coming months.

**Q4** How many Devonport City Council employees hold tertiary qualifications related to environmental science disciplines?

**Response**

Qualifications of Council employees is not information that is publicly available.

However, Council ensures it has either the relevant expertise, qualifications and accreditations within its workforce or it outsources professional advice, as required to ensure it can effectively carry out relevant services and functions.

**Q5** Devonport City Councils' annual budget 23/24 identifies Development and Building Control, Public Health Functions, and Animal Control as 'regulator functions' – can Natural Environment Health also be included as a 'regulator function'?

**Response**

Council's regulatory actions and powers directly relate to legislation and in some instances, this does extend to environmental matters.

The pictorial table outlining Council's functions in the budget pamphlet is displayed only at a broad, general level. Regulatory functions relating to environmental matters in this table sit within the development and building control function.

**TRENT AITKEN – [taitken@burnie.tas.gov.au](mailto:taitken@burnie.tas.gov.au)**

A letter containing questions on notice received from Trent Aitken on 15 October 2023 is **reproduced as attachment 2.**

**Q1** Why does the Devonport city council issue permits for politicians to advertise on Busy intersections when neither the council nor the politicians can be bothered to clean up signs when there are slanderous and profane claims being made and broadcast in full public view?

**Response**

Council does not issue permits for political signage. As with any signage, if reports are made to Council that the signage has been vandalised, the sign owner is notified so that they can take appropriate action.

**SARAH KERSEY, 4 RONALD STREET, DEVONPORT**

A letter containing questions on notice received from Sarah Kersey on 16 October 2023 is **reproduced as attachment 3.**

**Q1** I would like to emphasise the \$280,000 budget for our precious bushland, which is .6% of our total annual budget. It seems to be vastly inadequate to ensure the protection of numerous species of high conservation value, now and into the future. Contrast the figure from your 23/24 budget for the design of an indoor stadium at \$500,000 ... just for the design.

**Response**

Thank you for raising your concerns regarding the budget allocation for our bushland. We appreciate your interest and commitment to the protection of our environment and high conservation value species.

It's important to note that budget allocations are made after careful consideration of various priorities and needs within our community. The allocation of funds to different projects is based on a range of factors, including public input, project requirements, long-term planning, and community goals. While the percentage of the budget allocated to bushland may seem small, it represents just one aspect of our annual budget, and it is essential to strike a balance between various community needs and projects. It should also be noted that the stadium design is a one-off capital expenditure item.

**Q2** I would also like to emphasise the budget for irrigation in the proposed area north of or around the Vietnam memorial. It would be of great benefit to model the planting of endemic/native species in this area and thereby save an enormous amount of taxpayers money on irrigation (and perhaps mowing) as well as being able to showcase the beautiful range of native species we have from coastal to alpine and temperate rainforests. As was promised in your plan, this would be the perfect site and opportunity to implement it.

### **Response**

Thank you for providing your recommendation for the planting of endemic and native species. Council has included funds in the current financial year budget for irrigation on the northern end of Victoria Parade, which will integrate with the existing irrigation along Victoria Parade. Council will be leveraging a smart weather station and soil moisture monitoring to minimise the amount of water required for the grassed area, which is expected to provide savings through reduced water consumption.

### **ATTACHMENTS**

1. Questions on notice from the Public for Council Meeting 23 10 23 - S Ward [**3.2.2.1** - 1 page]
2. 3.2.2.2 Public Question for council meeting dated 23 10 23 - T Aitken [**3.2.2.2** - 1 page]
3. Questions on Notice - S Kersey - 23-10-2023 [**3.2.2.3** - 1 page]



### **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 - RESPONSE TO REVELATIONS OF WIDESPREAD HISTORIC AND CONTEMPORARY CHILD SEXUAL ABUSE FROM RECENT COMMISSION OF INQUIRY - CR S MARTIN

Author: **Councillor Steve Martin**

Endorser: **Matthew Atkins, General Manager**

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

#### MOTION

That Council:

- show local community leadership and responsiveness to the revelations of widespread historic and contemporary child sexual abuse, as evidenced in the recent Commission of Inquiry\* hearings.

It is moved that Council:

1. provide relevant training and awareness to Councillors, staff and management.
2. encourage Councillors, staff and management to apply for and maintain their Working With Vulnerable People clearance to assist with their discharge of associated responsibilities.
3. provide community with access to relevant information, web linkage and resources
  - a. including local organisations and clubs, encouraging compliance with Child and Youth Safe Standards.
4. investigate and engage with our community, opportunities to acknowledge victim/survivors of child sexual abuse.
5. engage with the organisers of the National Child Sexual Abuse Survivors Day to support community events planned for the Devonport municipality.
6. in consultation with Council's Financial Assistance Working Group, include an assessment criterion for grant applications to the Council requiring respondent entities (clubs, associations, etc.) to demonstrate how they comply with the Child and Youth Safe Standards.
7. Provide a report to a future Council Meeting on:
  - a. the feasibility of conducting site visits to two peer communities\*\* where councils have assumed a Child Sexual Abuse Prevention role and make recommendations as to how the City of Devonport can show further leadership\*\*\*.
  - b. progress against compliance with the National Principles for Child Safe Organisations, including Child Sexual Abuse prevention awareness for Councillors.

\* Commission of Inquiry (COI) into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings.

\*\* Possible peer communities include Launceston TAS, Ballarat VIC, and Maitland NSW.

\*\*\* Examples of further leadership roles for local government might include:

- Co-delivery of Child Sexual Abuse Prevention Community Awareness Campaigns in conjunction with the Child Safe Regulator.
- Co-convening standards compliance workshops for local clubs, associations and businesses with the Regulator.
- Auspicing and participating as part of a Devonport consortium of community organisations committed to Child Sexual Abuse prevention in non-institutional settings.

## **SUPPORT**

The Local Government Association of Tasmania (LGAT) has engaged with the Office of Local Government and Department of Justice regarding the implementation of the Child Safe Organisations and Framework, as well as Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse Report.

Recommendation 6.12 is:

*With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:*

- a. developing child safe messages in local government venues, grounds and facilities*
- b. assisting local institutions to access online child safe resources*
- c. providing child safety information and support to local institutions on a needs basis*
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

This motion provides Council the opportunity to implement Recommendation 6.12; further connect with our community; show Council's role in prevention, and; for Council, alongside our community, be a part of the solution.

## **BIBLIOGRAPHY:**

- [https://www.abc.net.au/news/2023-09-25/steve-fisher-tasmanian-sexual-abuse-survivor-profile/102775002?utm\\_campaign=newsweb-article-new-share-null&utm\\_content=link&utm\\_medium=content\\_shared&utm\\_source=abc\\_news\\_web](https://www.abc.net.au/news/2023-09-25/steve-fisher-tasmanian-sexual-abuse-survivor-profile/102775002?utm_campaign=newsweb-article-new-share-null&utm_content=link&utm_medium=content_shared&utm_source=abc_news_web)
- CEO Steve Fisher, Beyond Abuse
- Cr Andrea Dawkins, Launceston City Council
- CEO Kathryn Fordyce, Laurel House
- <https://www.commissionofinquiry.tas.gov.au/home>

## **Support Service include**

- If you need immediate help, please call 000
- 1800 RESPECT 1800 737 732
- Beyond Abuse 1300 230 213
- Beyond Blue 1300 224 636

- Beyond Blue Webchat Support Service
- Blue Knot Foundation 1300 657 380
- Child Abuse Prevention Services 1800 688 009
- Laurel House North West Tasmania (03) 6431 9711
- Laurel House Northern Tasmania (03) 6334 2740
- Lifeline (24 hours) 131 114
- MensLine Australia 1300 789 978
- Phone and Online Counselling ([suicidecallbackservice.org.au](https://suicidecallbackservice.org.au))
- Relationships Australia Tasmania 1300 364 277
- Sexual Assault Support Service (24 hours) 1800 697 877
- Strong Families, Safe Kids 1800 000 123
- Suicide Call Back Service 1300 659 467
- Victims of Crime Service 1300 300 238

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

The Child and Youth Safe Organisations Framework has been established as a result of the *Child and Youth Safe Organisations Act 2023* passed by the Tasmanian Parliament in June 2023.

The Framework will apply to a wide range of Tasmanian organisations (including local government) that engage with children and young people from 2024 onwards.

It sets out clear expectations for:

- how these organisations prioritise and promote the safety and wellbeing of children and young people;
- how they respond when there are concerns about a worker's behaviour towards children and young people.

It also outlines:

- the importance of independent oversight as a way to ensure organisations fulfil their obligations under the Framework;
- when it is appropriate or inappropriate to share information concerning a worker's conduct towards a child or young person.

Officers have participated in several forums conducted by the Department of Justice and the Local Government Association of Tasmania (LGAT) in relation to implementation of the Framework.

Relevant compliance guidance for organisations is currently under development. This guidance will provide further information on how best to follow and implement the Framework.

At the last briefing session held by the Department of Justice, the appointment of the legislated independent Regulator was yet to occur. The Regulator will have oversight of the Framework's implementation.

LGAT is also in discussions with the Government on a number of concerns affecting the sector and which currently remain outstanding. The Government have advised some of these issues, which include training, council responsibilities and standardised policies and procedures will be considered further when the Regulator is appointed.

The principle of the motion is supported, and Council should allocate the necessary resources to meet all legislative requirements. However, it is recommended rather than act prematurely, that Council proceed in line with guidance from the Department of Justice and the LGAT, ensuring consistency across the local government sector.

On this basis the following alternative motion is provided for Councillors consideration.

### **ALTERNATIVE MOTION**

That Council show local community leadership and responsiveness to the revelations of widespread historic and contemporary child sexual abuse, as evidenced in the recent Commission of Inquiry hearings, and implement as a priority its obligations under the Child and Youth Safe Organisations Framework.

### **ATTACHMENTS**

1. Notice of Motion - Response to revelations of childhood sexual abuse from recent Commission of Inquiry [3.4.1.1 - 3 pages]

### **3.4.2 NOTICE OF MOTION - RECORDING OF DECLARATIONS OF INTEREST AT COUNCIL WORKSHOPS - CR S MARTIN**

Author: **Councillor Steve Martin**

Endorser: **Matthew Atkins, General Manager**

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

#### **MOTION**

That Council, for good governance and transparency, include in its Workshop Notice Agenda an action for Declarations of Interest, and that: -

- Such declarations are recorded
  - through council's associated processes
  - post workshop - on the Workshop Notice Agenda
- Such declarations are declared as outlined by the Local Government Act 1993
  - Councillors
  - General Manager
  - Council staff and management

#### **SUPPORT**

Workshops are described as information sessions for councillors, with no decisions made nor permitted.

However, some sessions may deal with areas that, may cause a councillor, the General Manager or council staff & management to consider declaring an interest due a close association and as to whether to leave or stay in the room.

As the Workshops are not recorded nor Minuted, there is no record kept if a councillor, the General Manager or council staff & management verbally declares an interest, leaving no paper trail nor evidence that such a declaration was made.

Furthermore, if a councillor, the General Manager or council staff & management does submit a declaration through council's associated processes, prior to the workshop, there is no mechanism in place to inform attendees at the workshop, except verbally – but that would not be recorded.

The normal guide is to “*When in doubt, get out*”. If a councillor, the General Manager or council staff & management did declare an interest and chose to leave the room, this would not be recorded either.

Should the need arise to research if a councillor, the General Manager or council staff & management did declare an interest at a workshop, there is no record to refer to.

It is suggested that there is a large governance and transparency gap here that needs to be addressed.

### **OFFICER'S COMMENTS**

The Local Government Minister has indicated an intention to develop a new framework to more effectively manage conflicts of interests within local government.

Recent advice from the Office of Local Government is that the Director will shortly be releasing information in regard to proposed changes on the management of interests. It is understood this will include a process for annual disclosure of interests with a requirement for the information to be made publicly available.

Council's current systems and practices are compliant with the *Local Government Act 1993*.

### **ATTACHMENTS**

1. Notice of Motion - Declarations of Interest to be recorded in Workshop Agenda - Cr S Martin [**3.4.2.1** - 2 pages]

## **4 PLANNING AUTHORITY MATTERS**

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



## **5 REPORTS**

### **5.1 TENDER REPORT CONTRACT CT0356 KELCEY TIER ROAD RENEWAL**

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

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

#### **RECOMMENDATION**

That Council in relation to Contract CT0356 Kelcey Tier Road Renewal, award the contract to Walters Contracting and:

1. award contract for the tendered sum of \$722,009. (ex. GST);
2. allow for services relocation of \$100,000 (ex. GST);
3. allow a construction contingency of \$216,600 (ex. GST);
4. allow project management and administration costs of \$35,000 (ex. GST); and
5. extend the project scope of works to include road rehabilitation to the east of Ellice Hill Drive in accordance with the tendered schedule of rates and within budget.

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

Council's Strategic Plan 2009-2030:

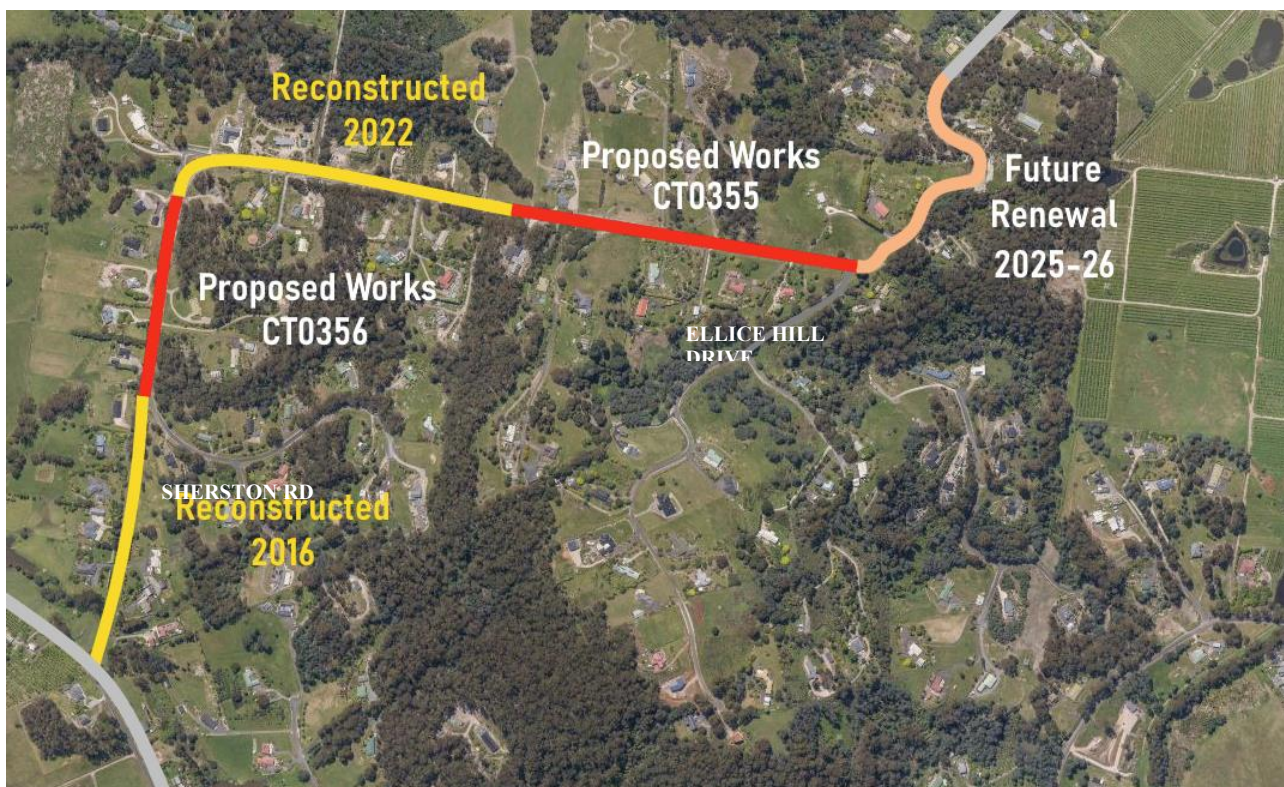
- 2.3 Active asset renewal program and clear infrastructure priorities for funding

#### **SUMMARY**

This report considers tenders received for "CT0356 Kelcey Tier Road Renewal" listed within the 2023/24 capital expenditure budget and seeks Council's approval to award the contract to Walters Contracting.

#### **BACKGROUND**

Kelcey Tier Road has seen an increase in traffic with the expanding rural living areas to the west and south of Spreyton impacting the condition of the road and raising concerns about the safety on this narrow two-lane rural link road. Council has previously undertaken similar project in 2016 south of Sherston Road and east of the proposed works CT0356 in 2022. Two major capital works projects were included in the 2023/24 Capital Works Program for Kelcey Tier Road. Safety improvements to the road alignment, lane widths, pavement, and road surface from the end of stage 1 towards Ellice Hill Drive, and west to Sherston Road. The works include relocation of services to allow the road and stormwater drainage to function properly.



Co-funding from Safer Rural Roads Program, Roads to Recovery and the Local Roads Community Infrastructure Renewal (LRCI) Program will allow these safety and asset renewal works to be undertaken.

#### 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 and are listed in Table 1 below.

**TABLE 1**

No.	Tender	Total Price (ex GST)
1	Walters Contracting	\$722,009
2	Treloar Transport	\$920,963
3	Hardings Hotmix	\$1,037,277

The Tender Planning and Evaluation Committee assessed each submission against the selection criteria with Walter Contracting 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 9<sup>th</sup> September 2023 and were also advertised on Council's website and via Tenderlink. The Tenderlink portal database provides national reach across registered suppliers, with final statistics indicating that 17 companies downloaded the tender documents.

### FINANCIAL IMPLICATIONS

The 2023/24 Capital Budget includes an allocation for the project CT0356 Kelcey Tier Road Safety Improvements Stage 2 and CT0355 Kelcey Tier Road Condition Improvements.

Both projects have been combined into the one contract. Council secured funding from the State Government's Roads to Recovery, Safer Rural Roads/LRCI Phase 4.

**TABLE 2** The project budget allocation is detailed in Table 2 below.

No.	Tender	Council Contribution (ex GST)	External Contribution (ex GST)	Total (ex GST)
1	CT0356 Kelcey Tier Rd Condition Improvements	\$271,189	\$508,811	\$780,000
2	CT0355 Kelcey Tier Rd Safety Improvements	\$287,705	\$812,295	\$1,100,000
	<b>Total</b>	<b>\$558,894</b>	<b>\$1,321,106</b>	<b>\$1,880,000</b>

**TABLE 3** The project estimate is detailed in Table 3 below.

No.	Tender	Budget (ex GST)
1	Contract CT0356 Kelcey Tier Rd Condition Improvements	\$307,161
2	Contract CT0355 Kelcey Tier Rd Safety Improvements	\$414,848
3	Project Management	\$35,000
4	Service Relocation	\$100,000
5	Construction Contingency 30%	\$216,600
	<b>TOTAL</b>	<b>\$1,073,611</b>
	<b>BUDGET</b>	<b>1,880,000</b>
	<b>DIFFERENCE</b>	<b>\$806,389</b>

The tender specification was written as a schedule of rates contract, with tenderers submitting rates for the various work components required for the project. This approach allows flexibility in the extent and scope of work, where reasonable adjustments can be made to the contract based on the rates as opposed to a lump sum contract.

There is further planned rehabilitation work along Kelcey Tier Road to the east of Ellice Hill Drive, which is currently budgeted at \$525,000 as a further stage in the 2025/26 financial year. Since scoping this project in April 2023 in preparation for the 2023/24 budget, this area appears to have deteriorated rapidly over this winter and is now needing intervention. With the savings on the current projects, this next section of road can be completed this financial year and will still meet the project objectives. The extension of works this year will also result in savings in site preliminary works and mobilisation costs by not returning at a later date to complete this other stage in isolation and will also free up the budget for year 2025/26.

### **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*.

A 30% contingency is allocated for this project as there is a risk of encountering unforeseen variations, such as the subgrade ground conditions may be poor requiring extra excavation including removal of rock.

The external funding arrangement for this project requires the work to be completed by 30<sup>th</sup> June 2024. The tender from Walters Contracting includes a work program indicating that construction will commence in January 2024 and complete by April 2024.

### **CONCLUSION**

The Tender Planning and Evaluation Committee recommends that Walters Contracting be awarded CT0356 Kelcey Tier Road Renewal and the extension of the scope of works be investigated and progressed within the limits of the overall budget.

### **ATTACHMENTS**

Nil

## **5.2 ADDENDUM TO INSTRUMENT OF DELEGATION FOR GENERAL MANAGER - LEGISLATIVE UPDATES**

Author: **Chris Delphin, Governance Officer**

Endorser: **Matthew Atkins, General Manager**

### **RECOMMENDATION**

That Council pursuant to section 22(1) of the *Local Government Act 1993*, and as Planning Authority, pursuant to section 6 of the *Land Use Planning and Approvals Act 1993*, authorise the delegation of the updated functions and powers contained in the Addendum to the Instrument of Delegation for the General Manager.

### **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 is provided to detail updates to the powers and functions to be delegated to the General Manager by Council, following a recent review of the Local Government Association of Tasmania's (LGAT) delegations register undertaken by Simmons Wolfhagen.

### **BACKGROUND**

The General Manager's delegations were most recently adopted on 24 January 2022 (Res. No. 22/7). Council's delegations to the General Manager are generally based on model delegations produced by LGAT.

Simmons Wolfhagen have recently reviewed LGAT's Model Delegations Register, and have identified various legislative amendments, new legislation and additional powers and functions for delegation, that were not included in the General Manager's Instrument of Delegation at the time they were last adopted in January 2022.

The amendments identified from this legal review are not significant and include an additional delegation under the *Land Titles Act 1980* and two additional delegations under the *Land Use Planning and Approvals Act 1993*.

Additionally, Council has recently adopted a new by-law, the Devonport City Council Parking By-Law No. 1 of 2023. The General Manager also assumes powers and authorities under this by-law.

The attached Addendum details those new powers and functions proposed for delegation from Council, and from Council as a Planning Authority to the General Manager and are to be approved for appending to the General Manager's current Instrument of Delegation.

### **STATUTORY REQUIREMENTS**

In accordance with section 22 of the *Local Government Act 1993* (the Act), Council may delegate its functions and powers to the General Manager to facilitate efficient and effective management of operations and legislative compliance. In accordance with

section 64 of the *Act*, the General Manager may delegate powers and functions to appropriately qualified and/or experienced Council officers.

Further, Council in its role as Planning Authority, may also delegate its functions and powers to prescribed employees, including the General Manager, under section 6 of the *Land Use Planning and Approvals Act 1993*.

## DISCUSSION

The following sections of legislation are to be included as an Addendum to the General Manager's Instrument of Delegation, and sub delegated where appropriate.

These sections of legislation were highlighted following a review of LGAT's Delegations Register and were identified as not being included in the General Manager's delegations adopted in January 2022. These powers and functions are deemed to be necessary and required.

Legislation	Section
<i>Land Titles Act 1980</i>	s138U(2) Restriction on title by possession
<i>Land Use Planning &amp; Approvals Act 1993</i>	s51A Fees payable for application
	s56AA Fees for amendment of permits under s56
Devonport City Council Parking By-Law No.1 of 2023 – powers and functions prescribed to the General Manager under this by-law	

## COMMUNITY ENGAGEMENT

No community engagement undertaken as a result of this report.

## FINANCIAL IMPLICATIONS

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

## RISK IMPLICATIONS

- Legal Compliance  
Legal implications are possible if correct delegation instruments and processes are not in place, adhered to, or enforced correctly, or if directives are issued or authorised without the required supporting documentation and authority having been given.
- Risk Management Practices  
It is a significant risk to Council, legally and financially, if the General Manager (and in turn, relevant Council officers) is not formally delegated appropriate powers and authority to perform the duties and functions assigned to the position.

## CONCLUSION

Council approval is required for delegations issued under various legislation and statutory appointments. This Addendum captures sections of legislation that were not included in the General Manager's Instrument of Delegation when last adopted in January 2022, and are required powers and functions, requiring delegation from Council, and Council as a Planning Authority, to the General Manager.

## ATTACHMENTS

1. Addendum to Instrument of Delegation - October 2023 - LGAT Audit & Compliance Register - Delegations Review [5.2.1 - 1 page]

## 5.3 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

Note that this report was previously presented for Councillor's consideration at the September 2023 meeting and the matter was deferred given the need to review consistency between the report and the policy. As a result, wording under financial implications has been clarified in this report. There has been no change to the policy document. The updated report is now tabled for Council's consideration.

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 charged out against Council private works accounts and will provide adequate contingency and 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 [**5.3.1** - 3 pages]



## 5.4 DEVONPORT INVESTMENT PROSPECTUS

Author: **Matthew Skirving, Executive Manager**

Endorser: **Matthew Atkins, General Manager**

### RECOMMENDATION

That Council receive and note this report, including the attached Investment Prospectus, *City of Connection, Invest Devonport*.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- 2.2 The Devonport brand supports our marketing and promotion
- 2.4 Promote the development of the CBD in a manner which achieves the LIVING CITY Master Plan
- 3.1 Devonport is the business, service, and retail leader for North West Tasmania
- 3.2 Devonport's visitor industry is developed around its natural assets, history and location
- 3.4 Our economic progress continuously improves

### SUMMARY

This report provides an overview of the content and objectives of the new Devonport investment prospectus document: *City of Connection, Invest Devonport*.

### BACKGROUND

This report, and the attached document, directly relates to Annual Plan Action 3.1: *Launch and promote the Devonport City Investment Prospectus*.

### STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

### DISCUSSION

A core objective of Council's adopted strategic planning framework is to support the ongoing growth and vibrancy of our local economy. Table 1 below identifies the prioritisation of this objective the long, medium, and short-term planning by Council:

DOCUMENT	GOAL / ACTION
Strategic Plan 2009-2030	<b>Goal 3:</b> Growing a Vibrant Economy
Term Plan 2022-2026	<b>Priority 3.1</b> Promote, encourage, and develop initiatives that support the local economy through a 'Devonport City Prospectus' and other strategic actions.
Annual Plan 2023/24	<b>Action 3.1</b> Launch and promote the Devonport City Investment Prospectus

Table 1: Strategic Document references.

The LIVING CITY Master Plan, and the associated city-shaping investments, has been a central initiative of Council over recent years. While implementation of future stages of the Master Plan are ongoing, facilitating private sector investment in Devonport is also critical

to ensure the ongoing vibrancy and sustainability of our local economy. Promoting the relative strengths and opportunities offered by our City as a prime location for investment is the central theme of the newly developed Investment Prospectus: *City of Connection, Invest Devonport*.

*City of Connection* is structured around five key themes:

1. **Strategic Location** – promoting Devonport not simply as the state's third-largest City, but as the prime destination and connection point between the whole state of Tasmania, interstate, and international markets.
2. **World-class Infrastructure** – identification of the existing strengths and current investment and expansion activity occurring to enhance the capacity of enabling infrastructure and services in the local region.
3. **Strong Economy** – profiling of the above-trend growth being experienced in our region, local industry compositions and key strengths, and key opportunities for further growth and diversification.
4. **Supportive Business Environment** – profiling of the positive impacts of Council's LIVING CITY initiatives and the direct engagement and support services available to project proponents, complimented by a strong and vibrant local business environment.
5. **Quality of Life** – identification of the unique and compelling advantages of our local region, supporting the liveability, social, and services needs of a healthy and capable workforce and community.

Developed to support the investigation and profiling of Devonport as a prime location for new investment, *City of Connection* also provides key data and links to support services and information sources established to provide direct support to project and investment proponents. Hard copy and digital resources will be provided to peak agencies and local industry groups to support their complementary promotion and marketing of Devonport.

A copy of *City of Connection, Invest Devonport* is included as an attachment to this report. Following the recent election of Claire Smith as President of the Devonport Chamber of Commerce & Industry, a new introductory statement from Claire on behalf of the Chamber will be incorporated into the document prior to final print production of the initial version. The document will be periodically updated as necessary and also align with digital information on council's website.

## COMMUNITY ENGAGEMENT

While consultation and engagement has occurred with key industry stakeholders and peak representative groups as part of the development of the Investment Prospectus, no broad community consultation process has been undertaken.

## FINANCIAL IMPLICATIONS

Provision for printing hard copies of the document for distribution is included in the 2023/24 Operational Budget.

## RISK IMPLICATIONS

- Consultation and/or Communication  
Council Officers have engaged with key stakeholder groups and organisations noted in the prospectus during the development of this document.

## CONCLUSION

The new investment prospectus provides an important promotion and marketing tool to support the ongoing growth and development of our local economy and will support the

ongoing activity of Council and key stakeholders in engaging with project and investment proponents on the relative strengths and opportunities of our city, region, and state.

**ATTACHMENTS**

1. City of Connection - Invest Devonport [**5.4.1** - 17 pages]

## 5.5 DON RESERVE ENVIRONMENTAL MANAGEMENT PLAN 2023-28

Author: **Carol Bryant, Executive Officer**

Endorser: **Matthew Skirving, Executive Manager**

### RECOMMENDATION

That Council:

1. note the feedback received during the consultation period on the Don Reserve Environmental Management Plan 2023-28;
2. endorse the Don Reserve Environmental Management Plan 2023-28; and
3. establish a Don Reserve Working Group to guide the Plan's implementation.

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- 1.2 Sustainability is promoted and integrated across all sectors

### SUMMARY

This report presents the Don Reserve Environmental Management Plan 2023-28 to Council following a minimum 30-day public consultation period.

### BACKGROUND

The Don Reserve Environmental Management Plan provides Council with a framework for improving conservation of the Reserve's biodiversity while balancing visitor use. This plan is the third iteration of management plans that builds on over 20 years of community and Council knowledge and activity in caring for the Reserve. Council resolved to note and release the Plan for a minimum 30-day public consultation period at the August 2023 meeting (Min 23/165 refers).

### STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

### DISCUSSION

The Don Reserve is one of two large public areas of remnant vegetation in Devonport and is a popular place for nature-based recreational experiences. The Plan aims to reflect the needs of Council as the manager of the Reserve, along with residents and users of the Reserve as custodians of Devonport's natural environment.

The following activities have been undertaken in developing the Plan:

- Review of the 2015-2020 Don Reserve Environmental Management Plan;
- Consultation with the Friends of Don Reserve, community, and Council employees in developing the draft Plan;
- Development of actions based on consultation outcomes, and existing Council policies and plans;
- Release of the draft Plan for community feedback 1 August – 9 October 2023

The Plan identifies the Reserve's values and pressures, and establishes goals, guiding principles and priorities for management.

Pressures include:

- Invasive species - weeds, feral and stray cats, uncontrolled dogs;
- Litter and waste such as cigarette butts and dog waste;
- Bushfire risk;
- Urban encroachment – dumping of garden waste, clearing vegetation, unstructured access points and tracks.

In response, three goals and 20 recommendations for action have been identified, underpinned by guiding principles for management and decision-making.

Goals and high priority actions recommended are as follows:

1. Biodiversity enhanced through bushland protection, maintenance, and restoration
  - Develop and implement annual plan for the control of priority declared and environmental weeds;
  - Undertake revegetation where required with local provenance species;
  - Implement the Don Reserve Fire Management Plan;
  - Retain habitat through the retention of large old trees (where assessed as safe), logs and woody debris. Consider relocating to the Reserve any woody material with hollows, removed from other Council tree removal operations.
2. An aware and engaged community
  - Support the efforts of volunteers, such as the Friends of Don Reserve, through strong recruitment, reward, and recognition;
  - Deliver, support, and promote learning and engagement activities.
3. Low impact recreation supported through sensitively designed infrastructure
  - Continue to undertake regular condition inspections, maintenance, and renewal of built assets;
  - Develop systems and train relevant Council staff and contractors in working in sensitive ecological environments.

The full suite of recommended actions is contained in the attachments, including an action plan with suggested timeframes, priority, and a lead department in Council responsible for each action. Actions will be assessed and reported to Council on an annual basis. This includes consideration of any future recommendations where new priorities, issues or management requirements are required. The Don Reserve Environmental Management Plan will be formally reviewed in 2028.

## **COMMUNITY ENGAGEMENT**

### **Consultation Outcomes**

The Plan has been informed through information and feedback provided by Council employees, the Friends of Don Reserve and broader community input.

General feedback from the broader community was sought through an online and print survey conducted in December 2021-January 2022 which attracted 185 responses.

A second online survey was conducted 30 August – 9 October 2023 seeking feedback on the draft Plan. 32 responses were received. Upon review of the survey feedback, it is recommended that no alterations are made to the draft Plan.

The complete survey results are attached. In summary;

- 90.8% of respondents on average agreed with each Guiding Principle (66.5% 'strongly agreed', 24.3% 'agreed')

- 82.7% of 27 respondents agreed with the actions recommended under Goal 1: Biodiversity enhanced through bushland protection, maintenance, and restoration (73.2% 'strongly agreed', 19.5% 'agreed')
- 91.0% of 27 respondents agreed with the actions recommended under Goal 2: An aware and engaged community (62.8% 'strongly agreed', 28.2% 'agreed')
- 93.1% of 27 respondents agreed with the actions recommended under Goal 3: Low impact recreation supported through sensitively designed infrastructure (70.1% 'strongly agreed', 23.0% 'agreed')

35 comments were further received as part of the survey. Unedited comments and officer's responses are listed in the table below.

Topic	Unedited Respondents Comments	Officer Comments
Guiding Principles	1. I applaud the guiding principles. This reserve is an environmental gift to the people of Devonport and our region. It hosts a wonderful array of wildlife and plants and deserves active protection and care.	Noted
	2. The broader landscape approach is vital to ensure the long term viability of Devonport's bushland.	Noted
	3. Motorbikes are an unwelcome issue in the reserve. There is little to no policing of this issue in the area. Adoption of measures such as chicanes may assist, but also catering to bicycles and prams. More rubbish bins (with clear instruction on how to use them ☹️) and additional bench seating for enjoyment of the surrounds.	Aligns with Action 2.5: <i>Encourage community responsibility and positive behaviours through education, incentives, or compliance</i>
	4. The reserve is becoming depleted and fragmented due to human impact. There needs to be much more public awareness of the importance of the reserve as a place of natural beauty. Recreational use must be managed. 'Informal' bike and walking tracks, garden rubbish, dogs off leads, cats roaming, litter and illegal vegetation removal are having an extremely adverse impact. To overcome and limit these impacts the council needs to conduct public education.	Aligns with: Action 2.5; 2.2: <i>Deliver, support, and promote learning and engagement activities (field days/workshops, interpretive activities, digital platforms); and 3.3: Undertake audit of Reserve signage and access points to inform improved wayfinding, and visitor management</i>
Goal 1: Biodiversity enhanced through bushland protection, maintenance, and restoration	5. More signage is needed throughout the length of the reserve. People seem to view the Don College and Christian school areas as outside the reserve. Thus regulations and rules compliance does not impact on reserve. Animals off leash, and removal of vegetation and trees is appalling in these areas.	Aligns with Action 3.3
	6. Control of invasive fauna (particularly feral cats and unrestrained dogs) is critical. The Birdlife is amazing and varied with extensive spring breeding. Smaller mammals such as bandicoots are resident and seem in good	Aligns with Action 1.7: <i>Assess need to develop invasive fauna programs and 2.5</i>

Topic	Unedited Respondents Comments	Officer Comments
	numbers.	
	7. Relocation of woody material must ensure the material is not carrying in new pests and diseases or weed seeds. Careful selection is needed.	Noted
	8. Prohibit the use of bicycles on the sawdust pathways in Don Reserve. There are an ample number of sealed pathways in the reserve, and several unsealed mountain bike trails in our locality. The bikes cut up the surface of the sawdust pathways and increase the hazards for pedestrians.	To be considered through implementation of Action 3.1: <i>Continue to undertake regular condition inspections, maintenance, and renewal of built assets;</i> and 3.4 <i>Promote facilities and amenities available to Reserve visitors</i>
	9. Annual assessments of ecological health. A decade is far too long.	Informal assessments are performed regularly (more often than annually) by staff. Action plan proposes a formal assessment in 2027/28, this can be brought forward should funds be available
Goal 2: An aware and engaged community	10. Not only should identification of new species be encouraged but so too should the communication of all the species living in or visiting the reserve be encouraged to inform the general population of the importance and value of the reserve.	Aligns with Action 2.2
	11. Partnerships should only be developed with organisations who understand and support action to protect the goals, values and threats to the reserve. It is also important that partnerships with larger organisations and government do not override or diminish the input from community organisations such as Friends of Don Reserve	Noted
	12. The results of the bio- blitz should be on the DCC website.	Aligns with Action 2.2
Goal 3: Low impact recreation supported through sensitively designed infrastructure	13. The old treated pine exercise stations should be removed. Apart from improving existing pathways the reserve does not need further built infrastructure. Some tasteful informative signage regarding the fauna and flora would increase awareness and improve the experience but care is needed not to impact the natural surrounds with too much general signage.	To be considered through implementation of Action 3.1 and Action 3.3
	14. Signage should promote the natural values of the reserve. Funding was provided for these signs over 12 months ago. Expert	Signs are under development

Topic	Unedited Respondents Comments	Officer Comments
	Volunteers put several hours helping Council to produce these signs	
	15. Continuation of coastal pathway and more shared use tracks to avoid riding on the road is crucial to greater use of safe recreational activities for residents and visitors.	Noted
	<p>16. I live on Waverley Road Don and use the track regularly. The North of the sawdust bridge on the Waverley Road side needs the track to continue up the hill to the new bike track. People are riding their bikes expecting the track to continue to Leith and getting lost and disappointed that they have come the wrong way.</p> <p>A local resident is having to maintain the grass area because the council does not! I guarantee that our council rates are some of the highest in Devonport. Come for a walk on this side and see how unkept it is. Further we have witnessed adults and kids riding their bikes up the hill that does not have a footpath. We have witnessed near misses and people have to dismount their bike into the open drains to have cars pass safely. Without a safe pathway it is an accident waiting to happen.</p>	In progress - options for linkages being investigated as part of the review of the DCC Pedestrian and Bike Riding Strategies
	17. Too much new housing. Should not allow any new housing development. Or sub division of existing properties on either side of the Heads. Too many new builds on Coles beach side of the heads are ruining the beauty of the area.	Noted, outside scope of Plan
	18. Would love to see the path extended from the sawdust bridge	Noted
	19. Increase number of rubbish bins between pool and Don River railway. Suggest one at each access point from residential areas. Another bin near the seat on the western side of the sawdust bridge would encourage dog owners to pick up dog waste. Currently, when walking the Don Loop via Sawdust bridge, the only bins are at the pool, with the next ones located at Dell Luck reserve. .	To be considered through implementation of Action 3.1 and Action 3.3
	<p>20. Bushcare training for all staff and contractors.</p> <p>Promote low impact activities such as bird photography and wildflower walks. A night time closing gate at Splash to limit off road vehicles and motorbikes.</p>	Aligns with Action 3.2 <i>Develop systems and train relevant Council staff and contractors in working in sensitive ecological</i> ; Action 2.2 <i>Deliver, support, and promote learning and</i>



Topic	Unedited Respondents Comments	Officer Comments
		<i>engagement activities (field days/workshops, interpretive activities, digital platforms) environments; Action 3.3 Undertake audit of Reserve signage and access points to inform improved wayfinding, and visitor management</i>
	<p>21. More involvement of council reserve staff advisable.</p> <p>Re the main walking and cycling track, explicit signage regarding respectful behaviour and keeping left would be welcome. Perhaps a painted line down the centre like I have seen overseas and in some local areas on mainland is also needed.</p>	<p>Resources allocated annually and cover all of Council Open Spaces including public reserves</p> <p>Pedestrian etiquette aligns with Action 2.5 and Action 3.3</p>
Further comments	22. I fully support implementation of the plan which is timely and urgently needed.	Noted
	23. This is a precious remnant area & does deserve effort & attention to preserve & restore it.	Noted
	24. I hope Council will seriously consider this plan when making decisions about the Reserve. An increase in NRM officers is needed to adequately care for all of Devonport's reserves	Noted, resources are assigned annually
	25. Limit sub division. Removal of non native species.	Sub-division of the Reserve is extremely unlikely. Removal of non native species is the intent of actions falling under Goal 1
	26. Any opportunity to add (or support) mountain bike tracks in the Devonport municipality should be strongly considered.	Noted for consideration under the Open Space Strategy
	27. Excellent as regards considering habitat and reversing some of the damage currently done through development. The amount of rubbish in the area is dreadful. I saw a platypus in the stream around Cutts road today - swimming next to KFC boxes and soft drink bottles. Terrible for such an amazing area.	Noted
	28. No electric scooters ,speed limit for bicycles and enforcement of rules especially dogs on leads.	Aligns with Action 2.5: <i>Encourage community responsibility and positive behaviours through education, incentives, or</i>

Topic	Unedited Respondents Comments	Officer Comments
		<i>compliance</i>
	29. It appears to be a really good plan and I support it.	Noted
	<p>30. As a resident of Waverley Rd, The reserve feels like a dumping ground.</p> <p>The western side of the Don river has no pathway / foot / bike traffic suitable pathways - it's inherently dangerous for residents to walk , bike , run etc.</p> <p>The path on the Western side of the sawdust bridge to the north is in need of extensive maintenance and extension to the North to connect with the Coastal Pathway</p>	<p>To be considered as part of the review of the DCC Pedestrian and Bike Riding Strategies</p> <p>Several strategies and good practice guides were consulted as part of the Plan's development</p>
	31. The Plan should be benchmarked against comparable Tasmanian, State and Federal EMPs and best-practice guidelines.	
	32. A further set of toilets within the reserve would reduce the number of human planted chuckie frogs and tissue prayer flags encountered on the track. Yes it does happen regularly.	To be considered under Action 3.1: <i>Continue to undertake regular condition inspections, maintenance, and renewal of built assets</i> and Action 3.4: <i>Promote facilities and amenities available to Reserve visitors</i>
	33. Recommend signage similar to that used at Port Sorell indicating protocol for walkers, riders and dog walkers. (Keep left, chat off pathway, use bell, dogs on lead etc.)	Aligns with Action 3.3
	34. Inclusion of Taswater representative in consultation process. Entire reserve holds a network of sewage and stormwater drainage. Recent spills into native environment have been unsightly and smelly.	Aligns with Action 2.6: <i>Develop and foster government and community partnerships including with reserve neighbours</i>
	35. The management plan by Carol has been completed to a high standard. I congratulate her. The original plan had lists of flora and fauna. It would be good to see them included once again.	Noted, species list can be included on digital platforms as per Action 2.2

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## **Ongoing Engagement**

In addition to the communication activities listed in the Plan, it is recommended that a Don Reserve Working Group be formed (that meet at least every six months) to guide the Plan's implementation. The Group is to comprise Council employees, neighbouring landholders, organisations and community representatives with experience in natural resource management, and other users of the Reserve.

## **FINANCIAL IMPLICATIONS**

Resources to implement this plan are to be considered each year as part of Council's annual planning and budgetary process. No additional operational or capital allocations are required for 2023/24.

Community volunteerism is a key resource to support delivery of several actions. There may be opportunities to attain external funding and other in-kind contributions to support threatened species, manage invasive species, deliver community engagement programs, and improve Reserve infrastructure.

## **RISK IMPLICATIONS**

- **Environmental Sustainability**  
There is a high risk that without a strategic direction for managing the pressures on the Reserve, ecosystem decline and other adverse impacts on the Reserve's natural, cultural, and built assets will eventuate.
- **Consultation and/or Communication**  
Given the high levels of engagement in the community survey and use of the Reserve, the community would have an expectation that Council delivers a plan reflective of shared concerns and ideas for improvement. There is a low reputational risk that not having a management plan may signal to interested community members and organisations that investment in biodiversity and recreational assets in natural open spaces is a low priority of Council.

## **CONCLUSION**

The Don Reserve Environmental Management Plan 2023-2028 provides Council with a framework for improving conservation of the Reserve's biodiversity while balancing visitor use. Twenty recommendations for action over the next five years have been identified, informed by community and employee consultation.

Release of the draft Plan and survey attracted responses from 32 residents. Based on the feedback received, it is recommended that Council endorses the Don Reserve Environmental Plan 2023-2028 without amendment.

## **ATTACHMENTS**

1. Don Reserve Environmental Management Plan Community Survey Responses [**5.5.1** - 18 pages]
2. Don Reserve Environmental Management Plan 2028 [**5.5.2** - 20 pages]

## 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
16 October 2023	Mr Graham Kent & Committee – Julie Burgess	Update on the operations of the Julie Burgess
	LGAT General Meeting	Discussion of meeting agenda and submissions and motions for LGAT General Meeting
	General Manager's Update	Update to Councillors on items including Term Plan 2022-2026, Annual Plan, and recap of first year of current Council

## **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 20 September 2023 and 17 October 2023:

- Met with the General Manager and staff as required
- Met with Deputy Mayor, Councillors as required including GM Performance Review Committee
- Radio Interviews, including SeaFM, ABC Radio and 7AD
- Attended DCCI Meetings
- Breakfast meeting hosted by Deputy Labor Leader Anita Dow with Tasmanian Labor Leader Rebecca White MP; Dr Shane Broad MP; Ella Haddad MP and Luke Edmunds MLC
- Central Coast Tour for Mayors
- Attended Port of Devonport (Quaylink) site for TasPorts' Announcement of achievement of EcoPorts Certification
- Visited Loaves and Fishes Kitchen
- Meeting regarding Diamonds of Devonport
- Met with Steve Fisher, CEO of Beyond Abuse
- Attended Devonport Harness Racing Club's AGM
- Attended the Inaugural Local Government Representatives Dinner at Government House in Hobart
- Met with Acting Principal Louise Rawlings at Miandetta Primary School
- Attended Devonport Youth Advisory Group (DEVYAG) Meet and Greet prior to the September Council meeting
- Attended the matinee for the production Aladdin Jr at the Devonport Christian School
- Attended the Living Well Reference Group
- Attended Mem Fox Q&A hosted by East Devonport Child & Family Learning Centre, Anglicare and DCC
- Visited St Brendan-Shaw College and spoke to two classes studying Civics Assignments
- Met with Marg Criggie, Practice Manager at the East Devonport Medical Centre

- With the General Manager, met with Chair Sid Sidebottom, and Mayor Freshney representing Central Coast Authority
- Attended the Devonport Chamber of Commerce and Industry AGM and Dinner
- Met with The Advocate at the East Devonport Medical Centre
- Attended the LGAT Mayor's Workshop in Hobart
- Teams meeting with Dress for Success re-statewide expansion
- Attended and opened the Probus Month Celebration Luncheon
- Attended and opened the Minds Do Matter Opening at RANT Arts
- Attended the Season Opening for Devonport Bowls and delivered the Opening speech
- Novotel Opening Anniversary
- Attended the Disability Expo
- Attended the Asia Pacific Cities Summit & Mayors' Forum Brisbane 12 - 13 October
- Attended the APCS Mayors' and City Leaders' Networking Lunch, Brisbane
- Attending the Mayors', City Leaders & YPs Networking Event, Brisbane

## **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 and Council approve the attached submission in response to the draft Tasmania Fire and Emergency Services Bill.

### 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 20 September and 17 October 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. Met with the CEO of Cricket Tasmania, Domonic Baker, regarding Council's plans for the Devonport Oval and had the opportunity for a guided tour of the Cricket Tas managed Bellerive Oval.
4. Provided a welcome to the 3-day National Gideons Convention which was held at the paranapple convention centre and attended by approximately 200 delegates from across the country.
5. Attended an online forum by the Department of Justice providing an overview of the Child and Youth Safe Organisations Framework.
6. Attended a Work Health and Safety refresher presentation by a Government Worksafe Representative.

7. Attended an online seminar 'When Everyone Leads' organised by the Australian Rural Leadership Foundation with presenters from the Kansas Leadership Centre in the United States.
8. Met with the General Manager and senior staff from Latrobe Council to discuss potential resource sharing options in light of the pending final report into the Future of Local Government Review.
9. Met with Kim Seagram from Ferment Tas regarding opportunities for their northern based organisation to have a greater presence in Devonport.

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

1. Met with the CEO of RSL Tasmania, John Hardy regarding the launch of VeteranHub across the State with local services to be based at the Devonport RSL Club in McFee Street.
2. Attended the AGM dinner for the Devonport Chamber of Commerce and Industry. Guest speaker at the event was former Tasmanian Grant O'Brien who is currently the chair of Tourism Tasmania and the new Tasmanian AFL Team.

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

1. Attend the Northwest branch meeting and AGM of Local Government Professionals Tasmania.
2. Along with the Mayor, met with the Chair and Chief Representative of the Cradle Coast Authority for an informal discussion on the CCA and regional local government matters.

#### STATE AND FEDERAL GOVERNMENT PROGRAMS

1. As Chair of the Cradle Coast Waste Management Group, attended a planning workshop with the State Waste Advisory Board along with Chairs and CEOs from the two other regional waste organisations.

#### OTHER

1. The State Government have released the Draft Tasmania Fire and Emergency Services Bill for comment. Council have for some time had concerns with the equity of the current fire services levy collected through local government rates. The proposed draft proposes two options to reform the existing levy model. Option 1 proposes a single statewide rate and a submission, prepared to support this Option is attached for Councils approval.

#### **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. Letter to Minister Ellis - Draft Tasmania Fire and Emergency Services Bill [**6.3.1** - 3 pages]
2. Current and Previous Minutes Resolutions - September 2023 [**6.3.2** - 1 page]

## 6.4 MONTHLY OPERATIONAL REPORT - SEPTEMBER 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 30 September 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 September 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

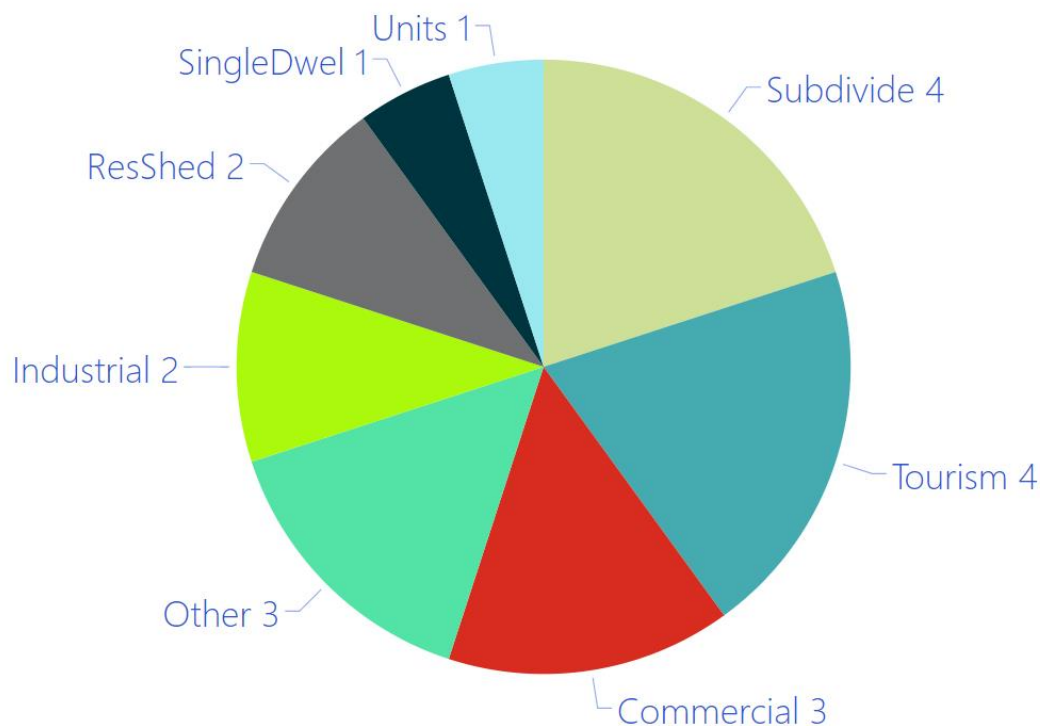
The following information is provided as an update on operational activity undertaken by Council during the month of September 2023:

## 1. DEVELOPMENT SERVICES:

### 1.1. Planning:

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

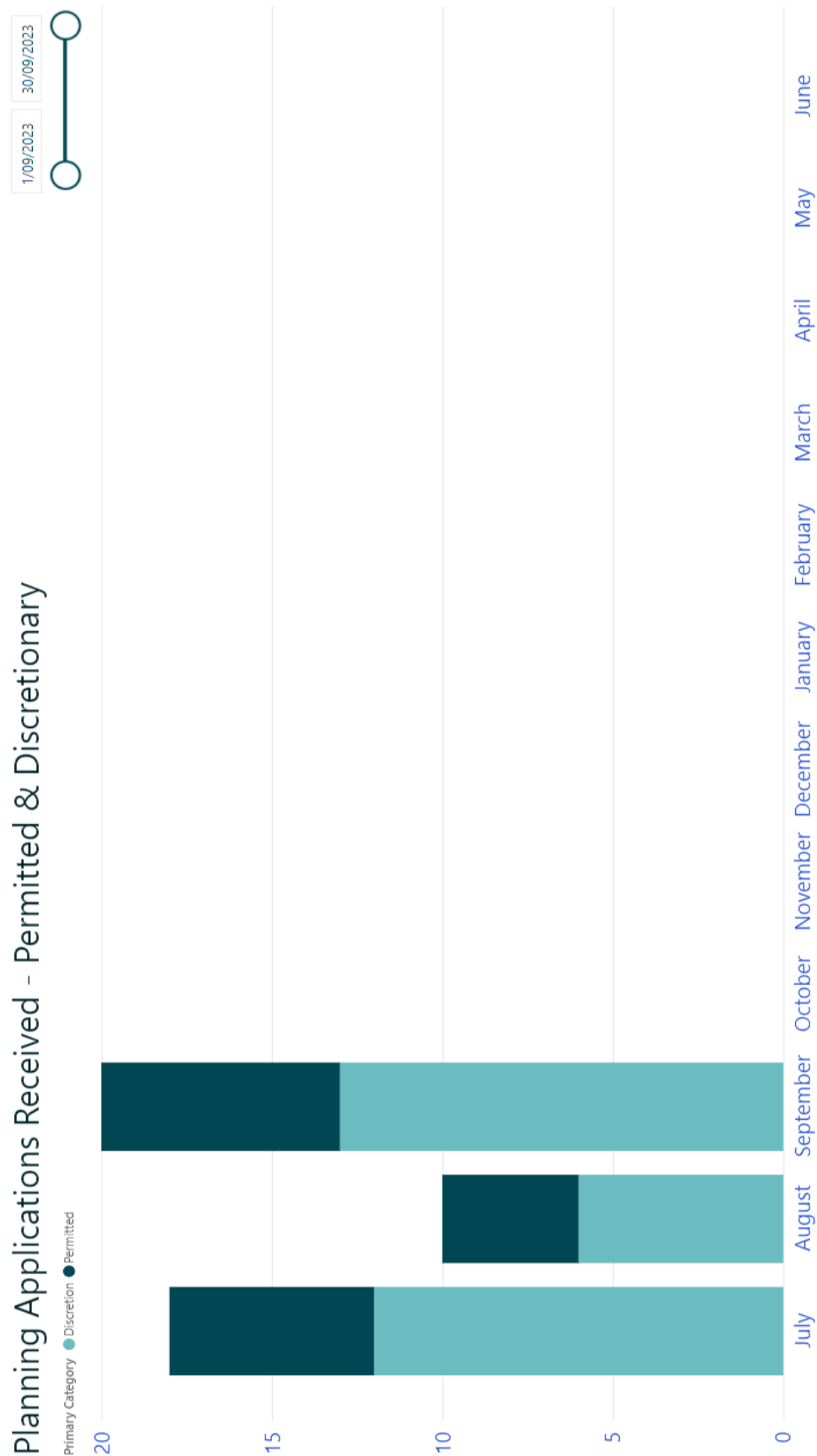
Planning Applications Received Monthly Breakdown



#### 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 September (permitted/discretionary):



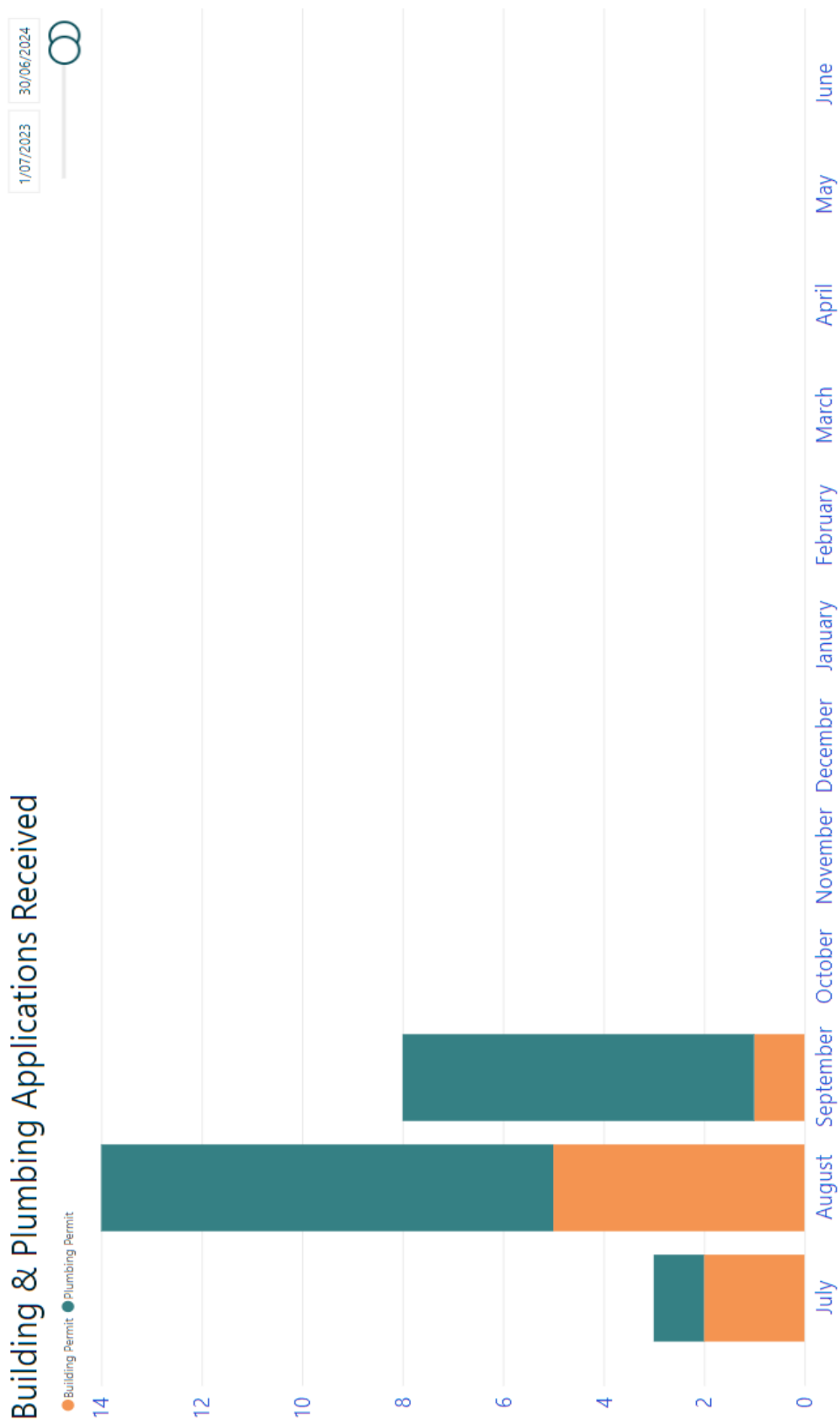
## 1.1.3. Planning Applications approved under delegation:

## Planning Applications approved for period September

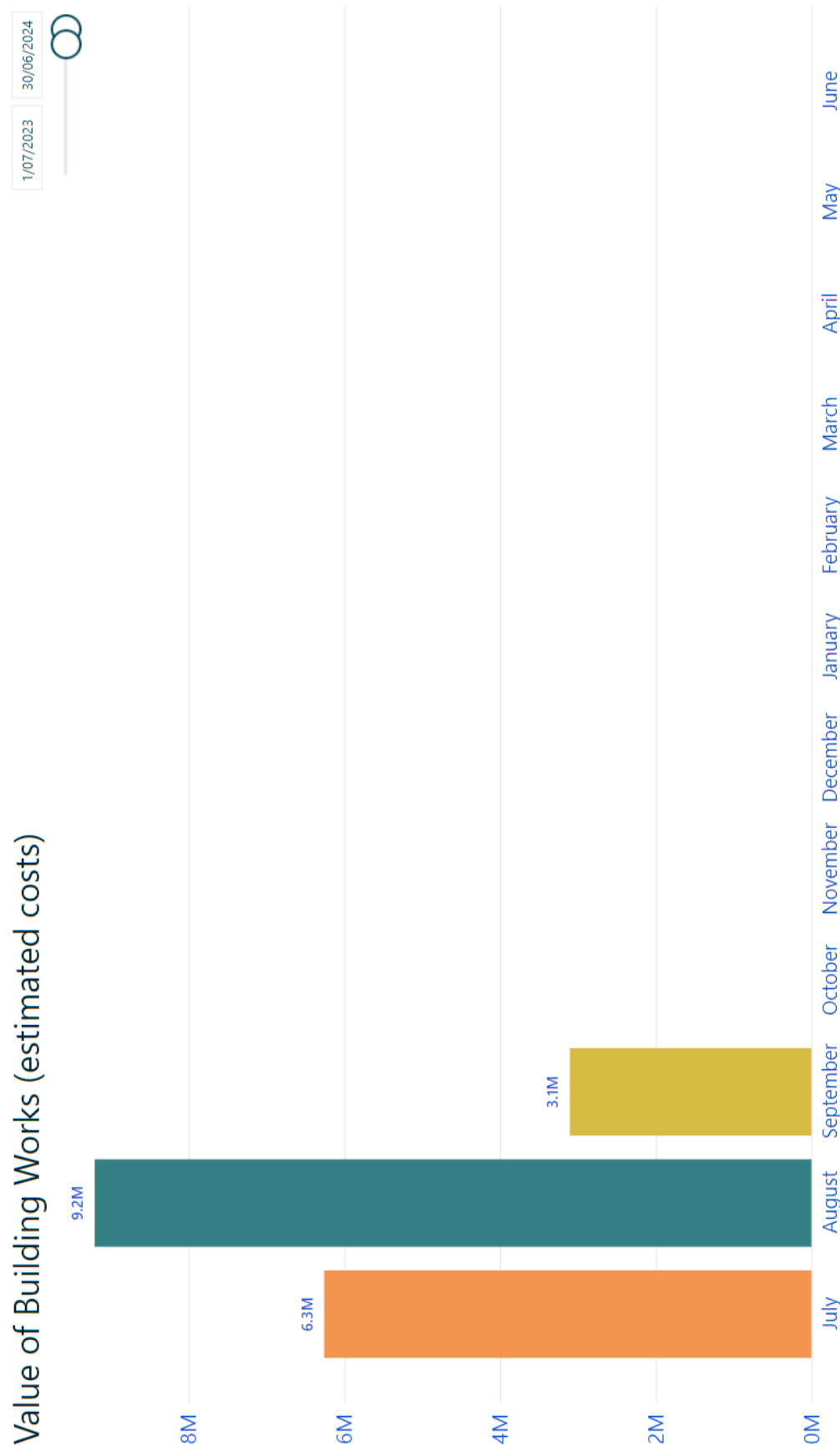
# Applications	Primary Category	Application Address	Description	Permit Approved
PA2023.0002	Discretion	158 CAROLINE ST EAST DEVONPORT TAS 7310	Subdivision (32 lots)	Tuesday, 26 September 2023
PA2023.0103	Discretion	28 GADSBY STREET STONY RISE TAS 7310	Residential (multiple dwellings x 2)	Monday, 18 September 2023
PA2023.0105	Discretion	241 WILLIAM ST DEVONPORT TAS 7310	Visitor Accommodation (2 x units)	Friday, 8 September 2023
PA2023.0106	Discretion	13 HILLWOOD RISE SPREYTON TAS 7310	Residential (outbuilding)	Wednesday, 6 September 2023
PA2023.0107	Discretion	51 DON HEADS RD DON TAS 7310	Outbuilding	Wednesday, 6 September 2023
PA2023.0112	Discretion	87 GUNN ST DEVONPORT TAS 7310	Front fence (1.8m high)	Tuesday, 12 September 2023
PA2023.0113	Discretion	221 FORTH SIDE RD FORTH SIDE TAS 7310	Resource Processing (outbuildings x 2)	Monday, 25 September 2023
PA2023.0114	Discretion	150 STEELE ST DEVONPORT TAS 7310	Business and Professional Services (dentist)	Wednesday, 20 September 2023
PA2023.0115	Discretion	105-107 BEST ST DEVONPORT TAS 7310	Residential (outbuilding)	Monday, 25 September 2023
PA2023.0116	Discretion	79 RIVER RD AMBLESIDE TAS 7310	Residential (dwelling additions)	Monday, 25 September 2023
PA2023.0119	Permitted	87-121 WATKINSON ST DEVONPORT TAS 7310	Educational and Occasional Care (outbuilding)	Wednesday, 27 September 2023
PA2023.0123	Permitted	33-61 JAMES ST DEVONPORT TAS 7310	Signage	Thursday, 28 September 2023
PA2023.0125	Discretion	78 RIVER RD AMBLESIDE TAS 7310	Residential (retaining wall)	Thursday, 28 September 2023

1.2. Building & Plumbing:

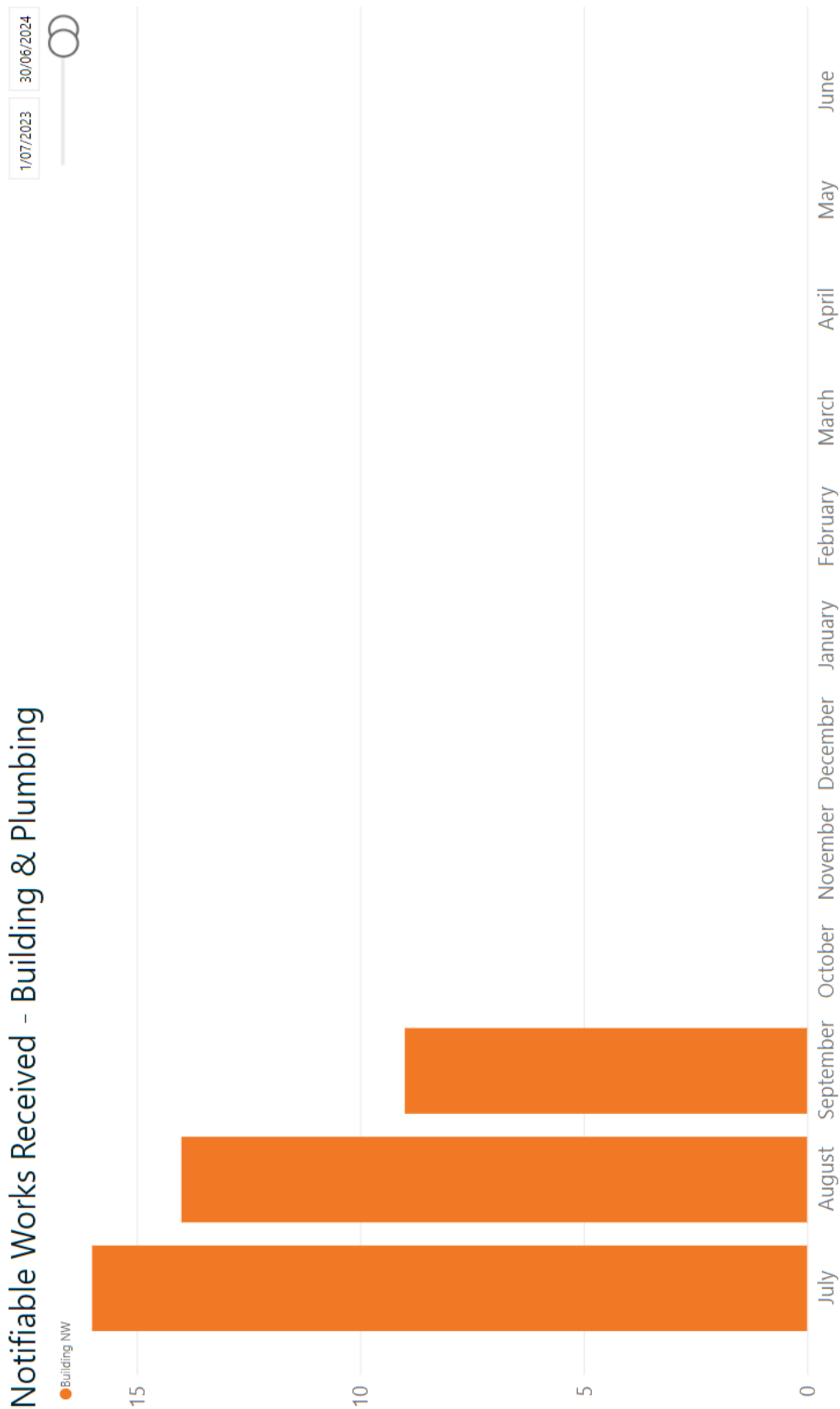
1.2.1. The following graph details the Building and Plumbing Applications received this financial year:



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

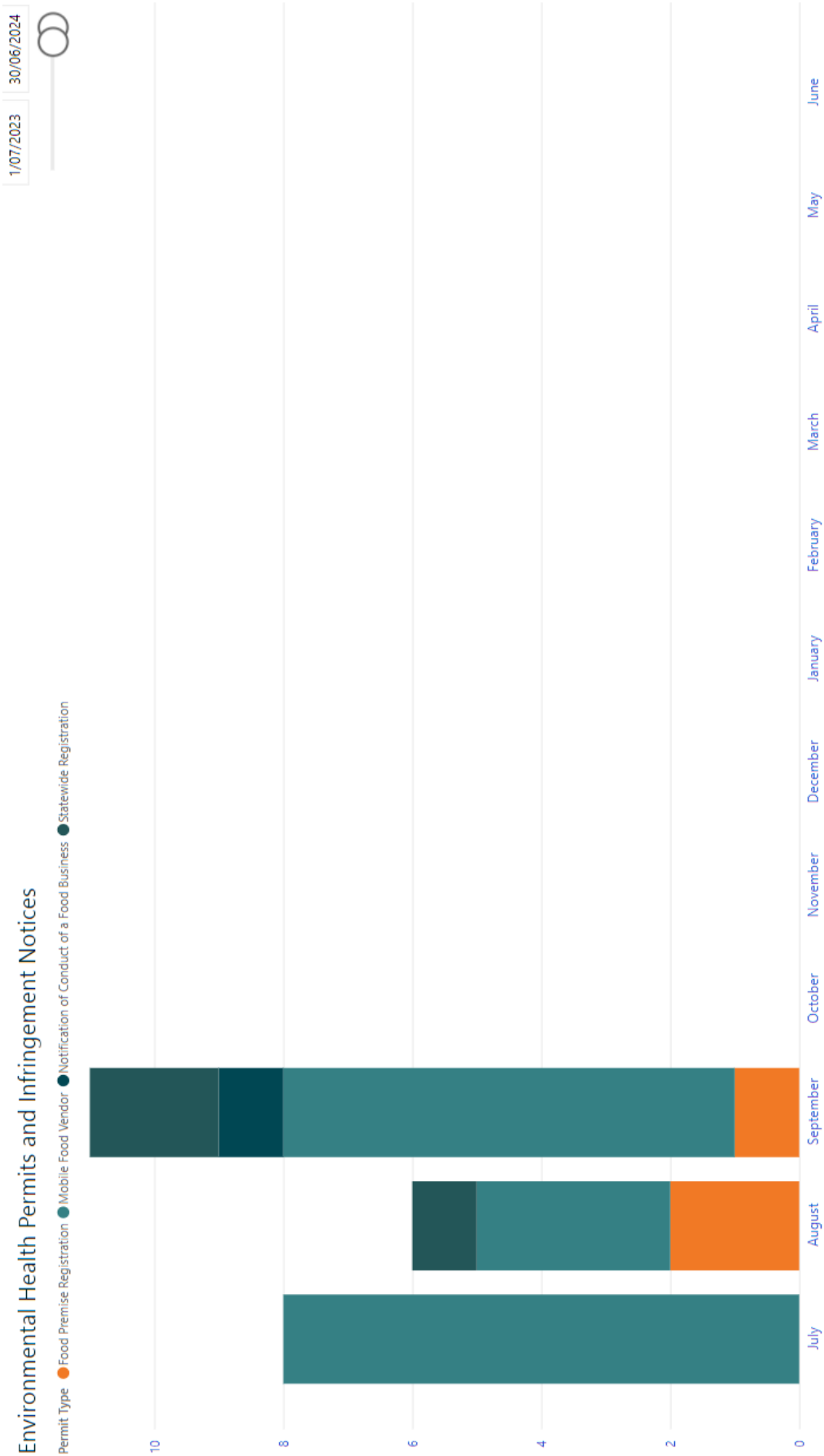


1.2.3. The following graph details the notifiable works received for building that have been issued this financial year:



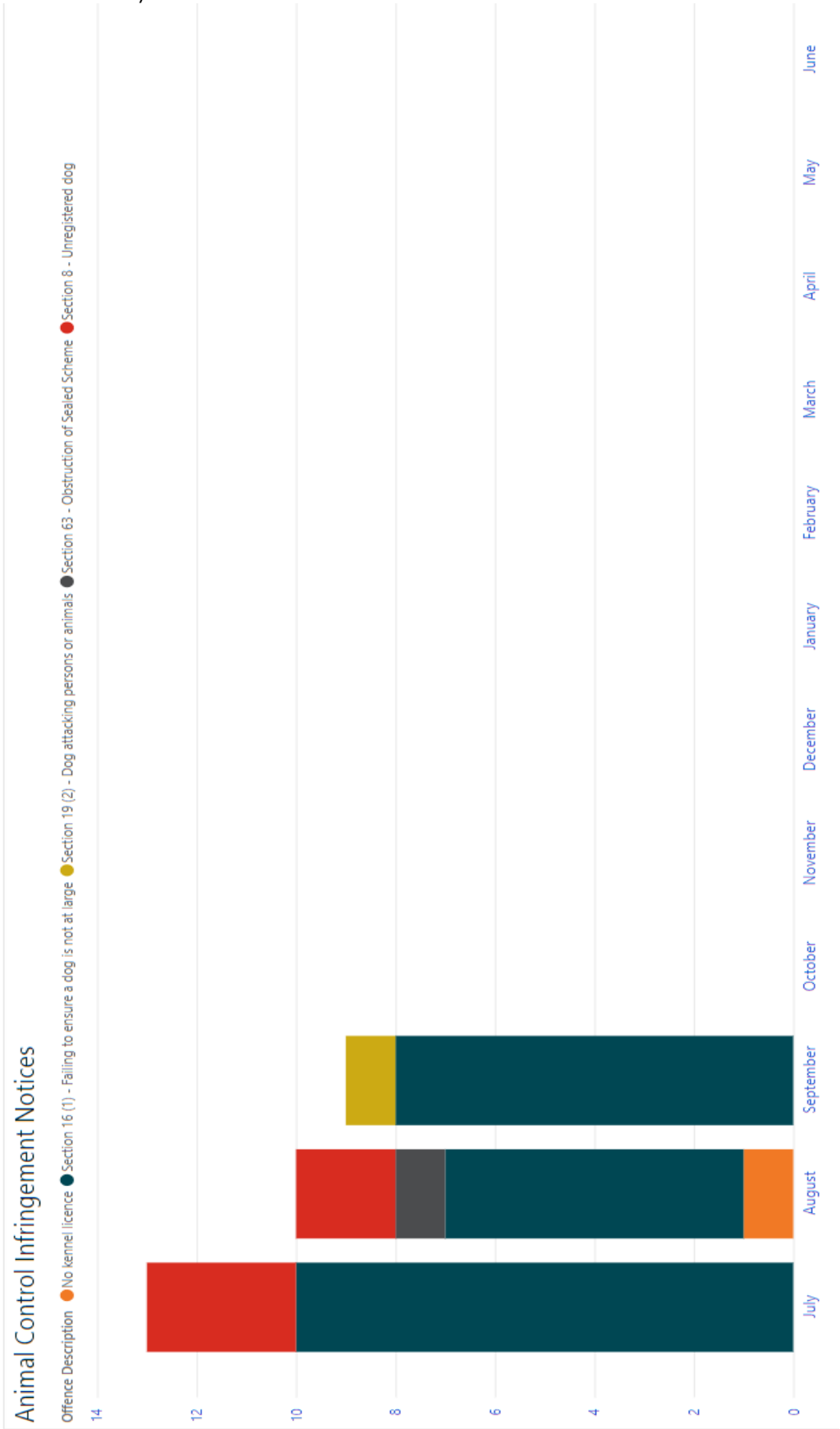


1.3. Environmental Health:  
1.3.1. Food Business Registrations:



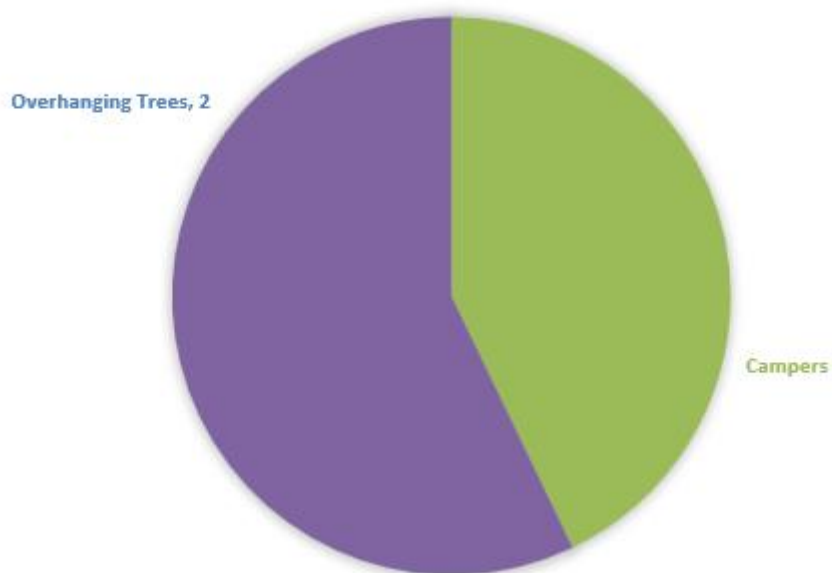
1.4. Animal Control:

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 September:

**COMPLAINTS RECEIVED BREAKDOWN**

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

Council/Public	Number Reported
☐ Council	25
☐ Property Damage	13
☐ Hazard	4
☐ Property Theft	3
☐ General Public	2
☐ Motor Vehicle	1
☐ Near Hit	1
☐ Personal Injury	1
☐ Public	10
☐ Property Damage	7
☐ Hazard	1
☐ Motor Vehicle	1
☐ Personal Injury	1
	35

## 2. INFRASTRUCTURE & WORKS:

### 2.1. Asset Maintenance:

#### Turners Lane – Crocodile cracking & Potholes



#### Old Coast Road - Drainage, Mill outs, Potholes









**Changeover of Sports Grounds** - Including Devonport Oval – Cricket Wicket and Oval scarify

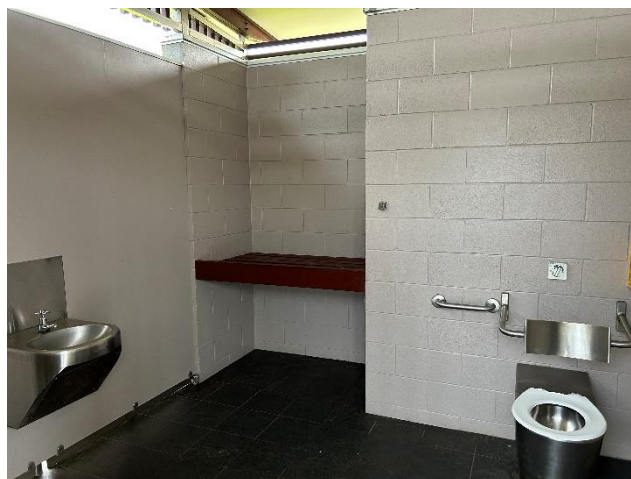


**Maidstone Park** - Grounds 1 & 2 Concrete wicket widening





### **Coles Beach Toilets – Painting internally and externally**



### **Waterfront Park – Rotunda Seats re-stain**



### **Pioneer Park Memorial**



Waste Management:  
2023 September Comparison Data

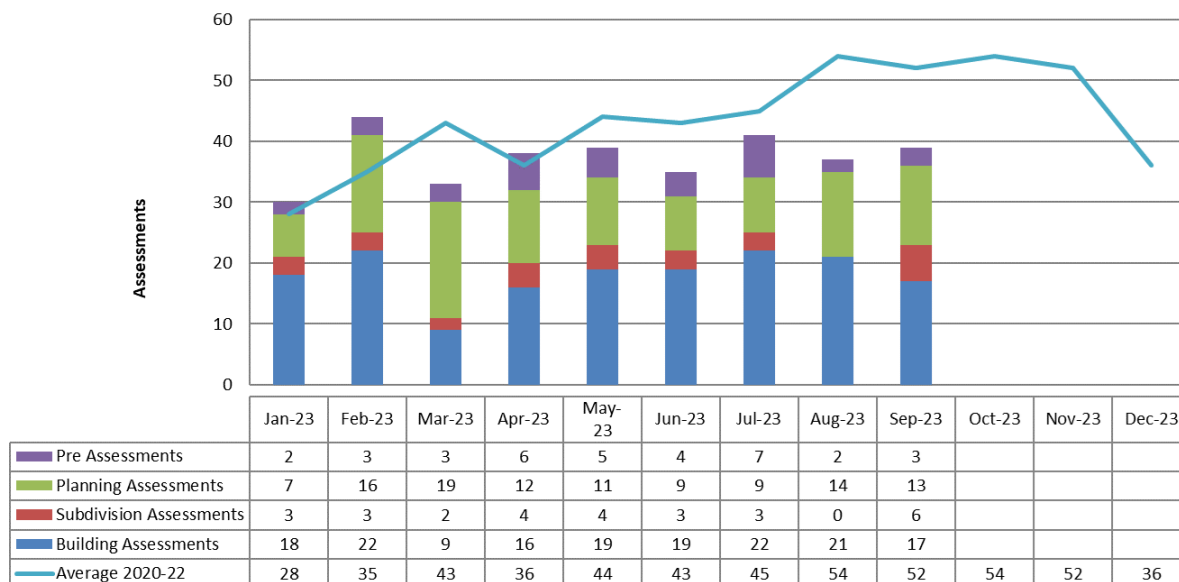




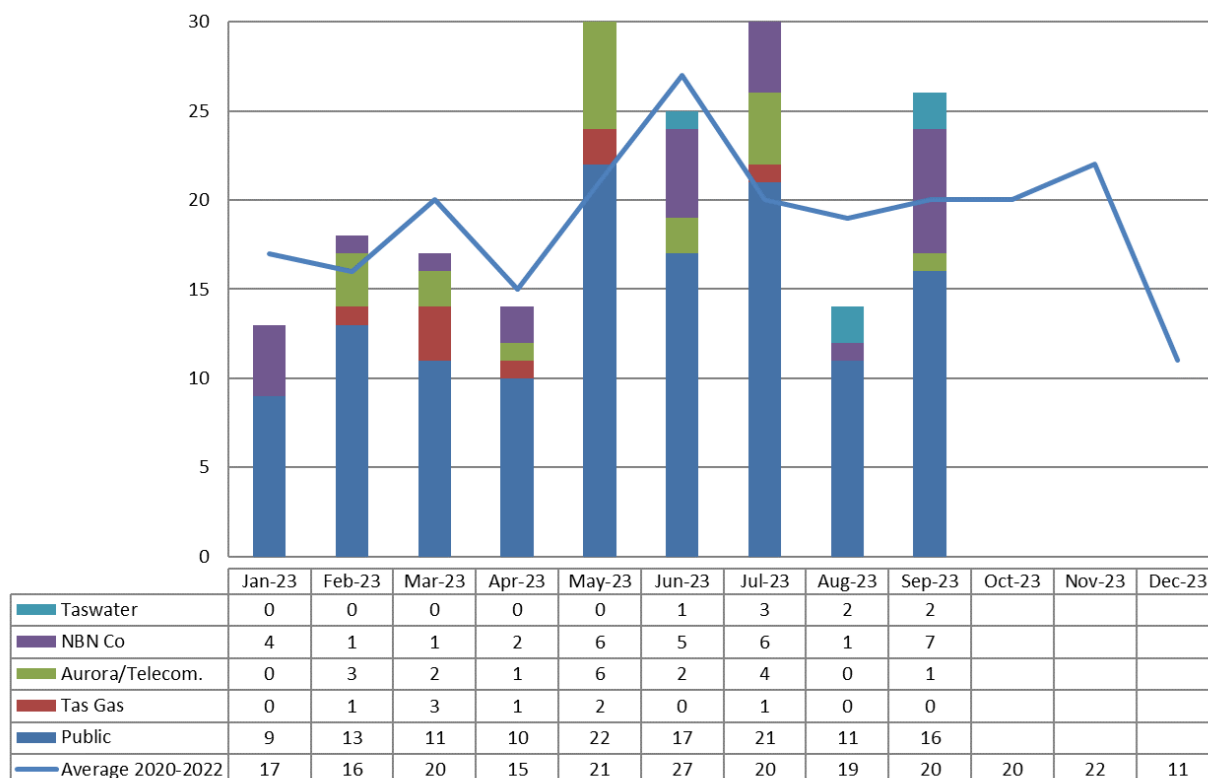
## 2.2. General Infrastructure Matters:

The following graphs detail the assessments processing through the Infrastructure Department. Each graph details the applications completed year to date, compared to a three-year average trend line.

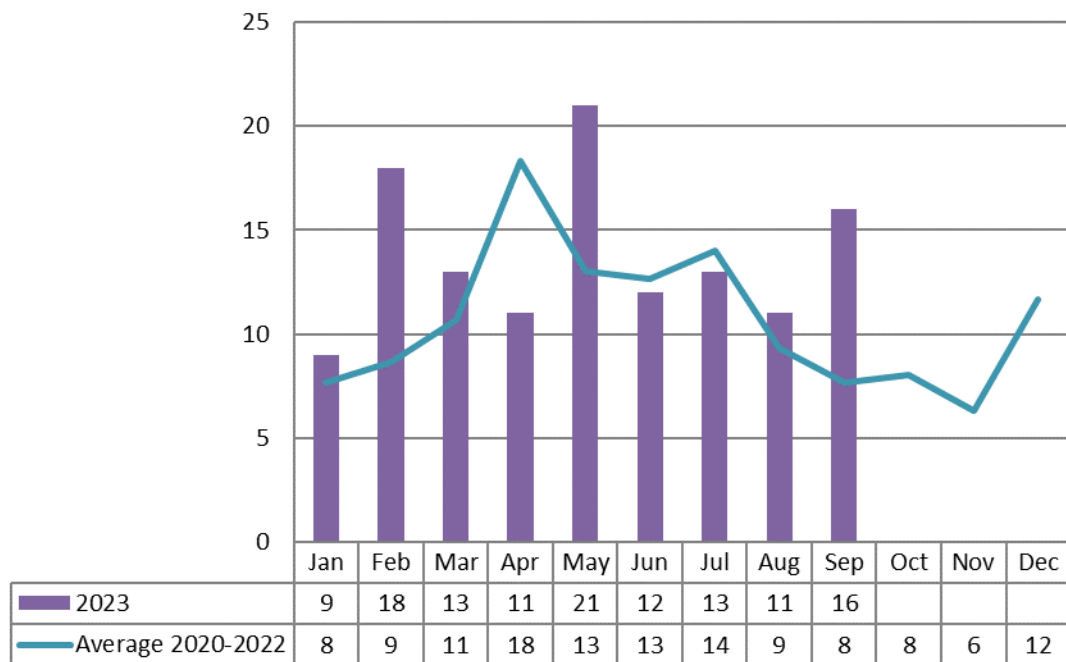
### 2.2.1. Engineering Assessments for Development Applications



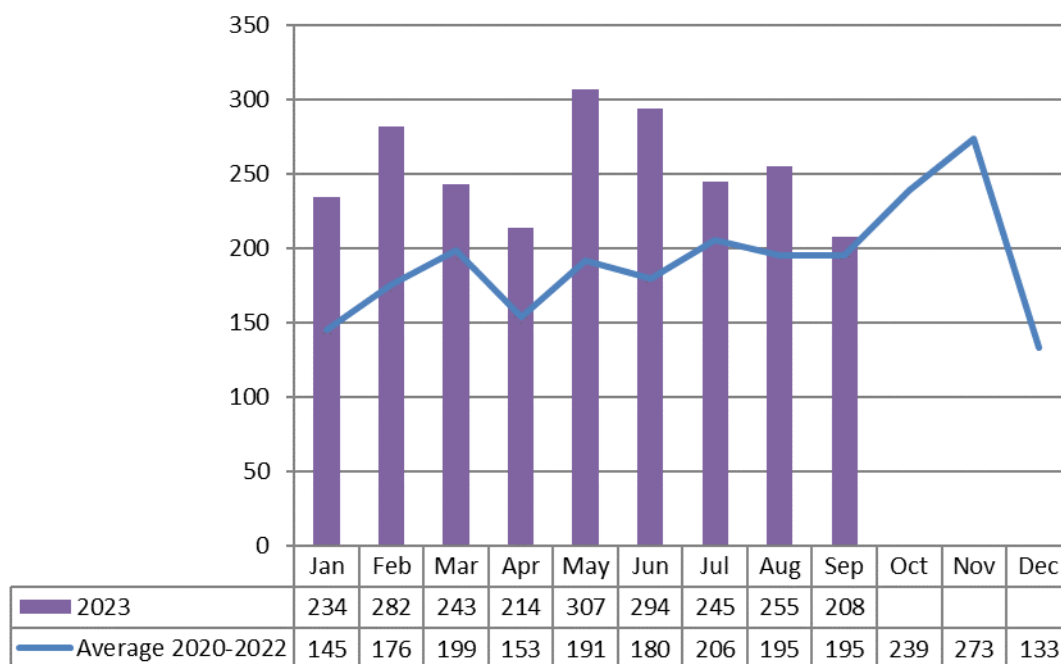
### 2.2.2. Road Reserve Permit Assessments



### 2.2.3. National Heavy Vehicle Regulator Assessments



### 2.2.4. Dial Before You Dig Requests



### 3. COMMUNITY SERVICES:

#### 3.1. Community Development

##### 3.1.1. Mem Fox discusses literacy with the Devonport Community

Renowned children's author Mem Fox visited Devonport in September, marking her fifth visit to the community since her inaugural trip in 2016.

During her recent visit, Mem engaged with the local community in various ways to promote literacy and the joys of reading.

Mem spent the day with children at East Devonport Primary School, at family-based activities at the East Devonport Child and Family Learning Centre, followed by an evening at the Devonport paranapple centre speaking to educators, parents and caregivers.

The evening event was opened by Hellen Gower with an Acknowledgement of Country. Mayor Alison Jarman welcomed Mem back to Devonport, followed by a Question-and-Answer session with Jo Coates, highlighting the importance of pre-literacy and reading children's books like singing songs, to the 80 attendees.

Mem has left a lasting impression on the Devonport community, with parents stopping by the East Devonport Child and Family Learning Centre to express gratitude for the tips Mem offered during her previous visits, and children reciting the books aloud as she read them.



*Mem Fox at the East Devonport Primary School, East Devonport Child and Family Learning Centre, and at the paranapple centre.*

### 3.1.2. Financial Assistance Scheme

Applications for Round One of the 2023-2024 Grant Scheme were assessed during the month of September, with Letters of Offer going to successful Major/Minor Grant Applicants, and new rates notices going to successful Rate Remission applicants.

Council Officers note that already this Financial Year, Council have received more Individual Development Grants than the previous 7 years.

Six applications were received in September with seventeen applicants received since July.

Individual Development Grants provide assistance to individuals who are performing, competing or representing the Devonport local government area at national or international competitions, conferences and events. Support has been provided to applicants this financial year to attend:

- National Youth Touch Football Championships QLD;
- Australian Darts Championships – NSW;
- National Indoor Bowls Championship – QLD;
- National Hockey Championships – Hobart; and
- Basketball Junior Country Cup – VIC.

### 3.1.3. Emergency Evacuation Training

Council Officers attended Red Cross Emergency Evacuation Centre Training at the East Devonport Recreation and Function Centre, facilitated by Red Cross. The three-day training empowered staff to establish, manage and operate an evacuation centre.

Training covered:

- The evacuation context
- Roles and responsibilities
- Evacuation centre set up and operations
- Registration in evacuation
- Human needs and expectations
- Communication and reporting
- Handover and mobilisation

### 3.1.4. Working Groups:

Access and Inclusion Working Group

The group heard from Speak Out's Julie Butler on the planned SpeakOut Disability Expo (10 October paranable convention centre) and Danielle Harvey – Devonport City Council Customer Services Coordinator on:

- Australian Disability Parking Permit entitlements
- EasyPark App
- Concession Parking
- Passes for Non-Profit Organisations
- How information is communicated to the public

East Devonport Job Forum Committee met in September to progress planning of the Forum. The group is made up of representatives of the East Devonport Working Group and local Employment Assistance agencies and employers.

The event is scheduled for Thursday 19 October 4.30-6.30pm at the East Devonport Primary School gym.



East Devonport Jobs Forum flyers

### 3.2. Active Communities:

#### 3.2.1. Recreation Centre Participation Data:

Devonport Recreation Centre		
	Bookings	User Groups
Judo	26	1
Meeting Room	5	3
Sauna	161	1
Squash	18	6
Stadium Court 1	78	9
Stadium Court 2	82	9
Table Tennis	51	4
Youth Centre	82	11
Total	503	44

East Devonport Recreation and Function Centre		
	Bookings	User Groups
Stadium	53	10
Community Room	8	4
Total	61	14

#### Recreation Centre User Numbers:

Devonport Recreation Centre	
Squash Centre	2,327

Stadium	10,920
Youth Centre	5,447
Table Tennis	2,705

## 3.2.2. September Sporting Events

Event		Dates	Venue
1	Touch Football School Series	1 September	Meercroft Park
2	NWHSSA Basketball Gala Day	6 and 20 September	Devonport Recreation Centre
3	Sassafras & Sprent Primary Tennis Day	8 September	Devonport Recreation Centre
4	DJSA High School Gala Day	15 September	Meercroft Park
5	Tai Chi	23-24 September	Devonport Recreation Centre
6	Cricket Tasmania Community Coaching Course	24 September 24	Devonport Recreation Centre

- a) Touch Football School Series – Hosted by Touch Football Tasmania, this event saw schools from the Devonport region compete against each other to determine the top Touch Football school.
- b) NWHSSA Basketball Gala Day – The North West High Schools Sports Association hosted it's basketball competition across two days at the DRC in September.
- c) Sassafras & Sprent Primary Tennis Day – As part of Tennis Australia's school program, students from Sassafras and Sprent Primary Schools got the opportunity to experience and learn the skills of tennis, thanks to this skills session hosted at the DRC.
- d) DJSA High School Gala Day – The Devonport Junior Soccer Association hosted a Gala Day at Meercroft Park on September 15, providing the opportunity for school students to participate and engage in the sport.

## 3.2.3. Upcoming Sporting Events:

Event		Dates	Venue
1	Cricket Tasmania - Intrastate Youth Play	5 & 6 October	Don Oval
2	PFD Expo	10 October	Devonport Recreation Centre
3	BTAS U/10 State Tournament	21 & 22 October	Devonport Recreation Centre
4	Cold Climate Classic	28 & 29 October	Meercroft Park
5	Netball State Carnival	30 October	Spreyton Netball Centre



### 3.3. Events:

#### 3.3.1. Expo of Everything:

Devonport celebrated life-long learning a little differently this year. Instead of the month-long Festival of Learning, Council hosted the *Expo of Everything*.

Local community groups and organisations were invited to present stalls, demonstrations and come and try sessions in a five- hour event held in the paranapple centre - levels 1, 2 and 3, plus exhibitors outdoors in Market Square.

44 separate organisations registered to be part of the event and stalls and activities ranged from table-top games to lace making, fitness to collecting memorabilia, croquet to scouting, dance to community singing, and growing bonsai to flying drones. There was certainly something for everyone!

The public was encouraged to come along and experience a wide range of activities, arts, crafts and hobbies. Hundreds of people of all ages took the opportunity to learn something new, make connections, join a club, learn a new skill, take up a new hobby. There has been great feedback from stall holders, with many expressing an interest in being part of this event in 2024.



*2023 Expo of Everything*

#### 3.3.2. Citizenship Ceremony 15 September

A Citizenship Ceremony was held in the paranapple convention centre to welcome 26 new citizens, ranging from toddlers to teenagers and adults.

New Citizens originated from the Philippines, China, New Zealand, Ireland, England, Vietnam, Nepal, Bangladesh, India, Bulgaria, the Russian Federation and Ukraine.

Community Services was contacted the day before the event, with notification that the Australian Prime Minister, Hon. Anthony Albanese would be attending the ceremony. This surprise added an extra layer of significance to the day.

Prime Minister Albanese made an address welcoming the new citizens and extolling the virtues of choosing Australia as their home. Federal Member for Braddon, Gavin Pearce MP delivered the Minister's Message and Senator Anne Urquhart also addressed the audience.



*Citizenship Ceremony 15 September 2023*

### 3.3.3. External Events held in September

Event		Dates	Venue
1	DJSA High School Gala Day - Devonport Junior Soccer Association	16 August	Meercroft Park

### 3.3.4. Upcoming Council Events

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

- Spring Fling Fair – Haines Park – 22nd October  
This event includes 11 food stalls, 17 producer and information stalls, pony rides, face painting, chill out area, Henna art, live music, roaming characters, Zumba demonstrations, lawn games, baby care area, toddler play area, Coast FM Radio, Sauce & Spread Showdown cooking competition, and a car boot sale.
- The Spirit of Christmas – parnaple precinct, Devonport CBD, Rooke Street Mall, and Fourways – 27 November – 25 December  
The Christmas Retail Promotions organised by Council include an augmented reality walk, a scavenger hunt competition which includes bespoke podcasts featuring local retailers, Secret Santa giveaways, and new Christmas banners for Haines Park.
- Devonport Christmas Parade – 8th December  
Mersey SES have been confirmed to assist. Parade Registration forms are now available.
- Eve in the City – Aikenhead Point – 31st December  
SeaRoad has confirmed sponsorship for the two fireworks displays.

### 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/>



Events currently being processed for October:

	Event	Dates	Organisation	Venue
1	PFD Trade Show	10 October	PFD Food Services	Devonport Recreation Centre
2	All Aboard the Choo Choo Express	15 October	Don Railway	Don Reserve
3	East Devonport Jobs Forum	19 October	Devonport City Council and others	East Devonport Primary School Gym
3	Kelcey Tier Bioblitz	20 – 21 October	Devonport City Council	Kelcey Tier Reserve
4	Spring Fling Fair	22 October	Devonport City Council	Haines Park
5	Stories in Songs... the 1 <sup>st</sup> Thousand Days	27 October	East Devonport Child and Family Learning Centre	Market Square
6	Cold Climate Classic	27 – 29 October	Touch Football Australia	Meercroft Park

### 3.4 Natural Resource Management

The Friends of Don Reserve contributed the following in September:

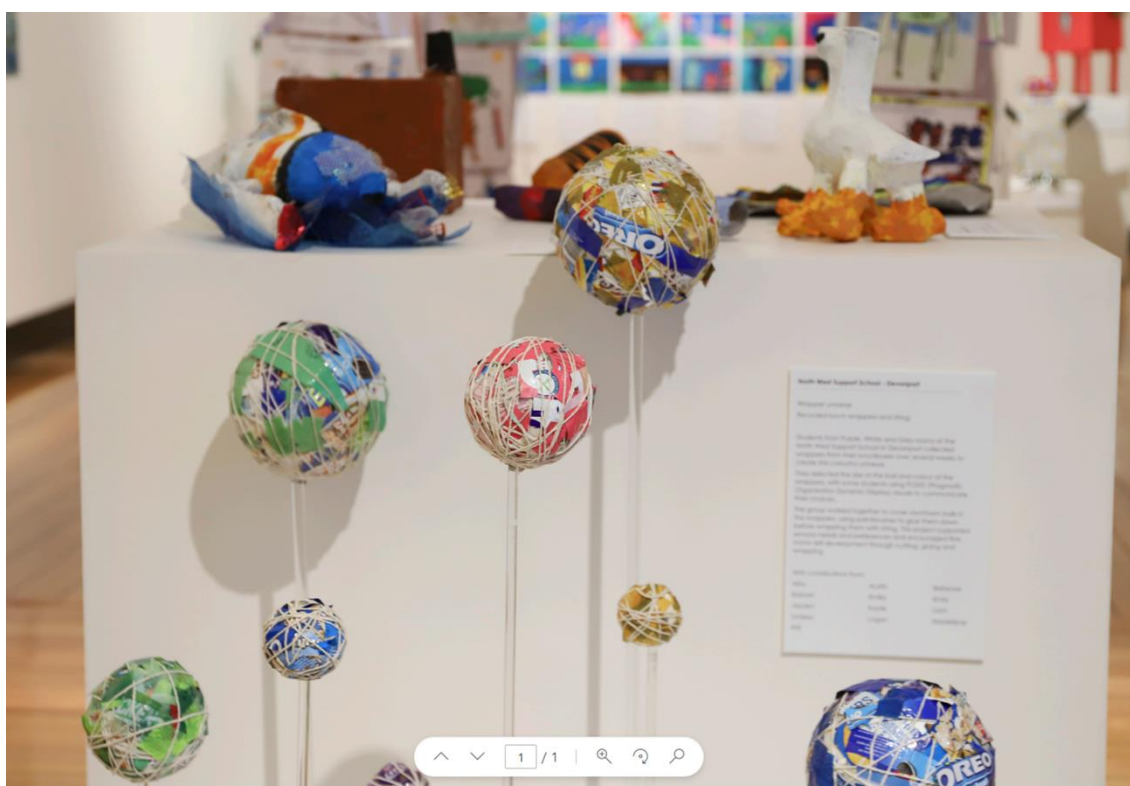
- Number: 7 individuals.
- Total activity hours: 24 hours.
- 12/9/2023 - 300 tubestock (low growing coastal plants) planted alongside Don River mouth/end Coles Beach Road. These works will assist with bank stabilisation.
- 26/9/2023 - 175 tubestock (trees) planted along Don River on the newly opened walking track to Tugrah.

#### 4. CURRENT FACILITIES:

##### 4.1. Devonport Regional Gallery:

###### 4.1.1. Gallery Program

Exhibition	Date
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



*This is Us: The Future*

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

Event	Participation	Date
Reece High School Grades 8-9-10 Gallery tour of ArtRage	36	1-Sep
Outreach - exhibition project support at Devonport Primary	40	6-Sep
Outreach - exhibition project support at East Devonport Primary	20	6-Sep
Create & Make Wednesday T3 session 3	14	6-Sep
Create & Make Thursday T3 Homeschool group session 2	18	7-Sep
Create & Make Wednesday T3 session 3	13	7-Sep
Giant Steps Blue Room tour	15	8-Sep
Latrobe High School Artrage tour	37	8-Sep
Devonport High School ArtRage tour	35	11-Sep

Event	Participation	Date
Outreach - Pathway Shed Youth group	10	11-Sep
Devonport High School Artrage tour	20	12-Sep
Indie school Artrage guided tour	12	12-Sep
Private	14	13-Sep
Don College Artrage tour	10	14-Sep
Create & Make Thursday T3 Homeschool group session 3	17	14-Sep
Create & Make Wednesday T3 session 4	15	14-Sep
Havenview Primary P-1 - Possum Magic Art workshop	20	15-Sep
Books + Art	5	18-Sep
Create & Make Wednesday T3 session 5	13	20-Sep
Create & Make Thursday T3 Homeschool group session 4	14	21-Sep
Create & Make Wednesday T3 session 5	13	21-Sep
This is Us: The Future Devonport Primary Schools exhibition opening	70	23-Sep
Devonport Primary School year 2/3s view This is Us	45	27-Sep
Create & Make Wednesday T3 session 5	9	27-Sep
Create & Make Thursday T3 Homeschool group session 4	18	28-Sep
Create & Make Wednesday T3 session 5	10	28-Sep
<b>TOTAL</b>	<b>543</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 Sep

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

Event	Participation	Date
Coal River Coaches	13	13-Sep
Crossroads Disability Tours	35	15-Sep
TasTafe	16	16-Sep
<b>TOTAL</b>	<b>64</b>	

#### 4.3. paranaple arts centre

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

Production	Patrons	Date
Devonport Eisteddfods	1,595	7-Sep
Arj Barker	271	8-Sep
The Broadway I Love	110	9-Sep
Possum Magic	795	15-Sep
Turning the Tide: Documentary Film Screening	60	29-Sep
<b>TOTAL</b>	<b>2,831</b>	



*Possum Magic at the Town Hall Theatre*

#### 4.3.2. Visitor number data:

Facility	Visitors September
paranaple arts centre	4,535
Bass Strait Maritime Centre	684
<b>TOTAL</b>	<b>5,219</b>

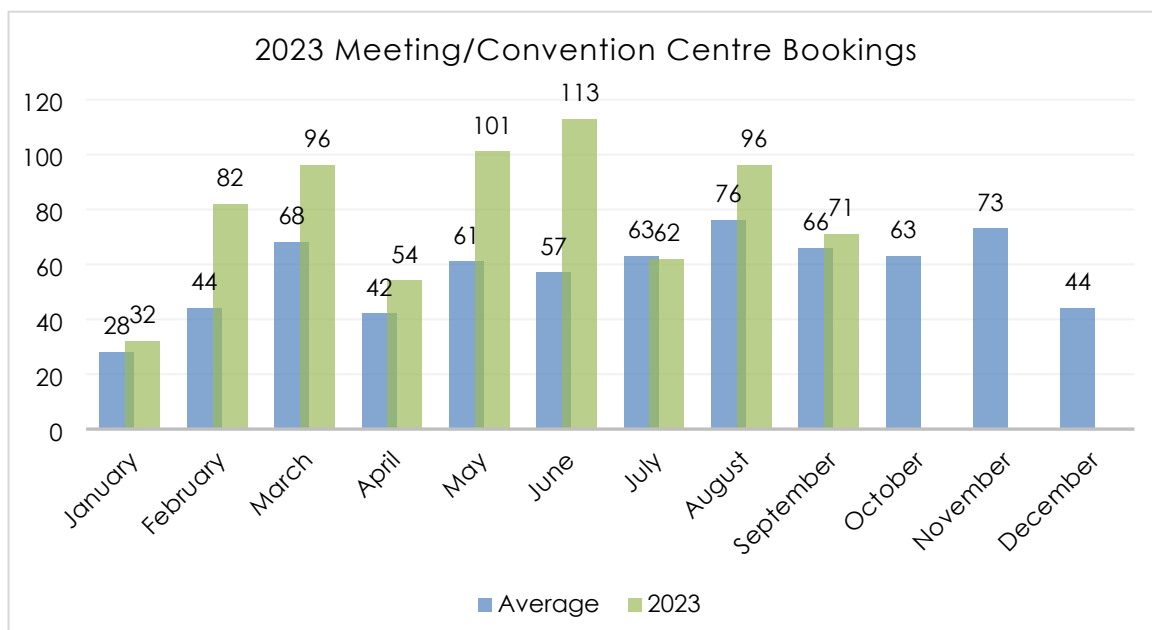
#### 4.4. Convention Centre & Market Square:

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

For September 2023, the DCC meeting rooms held 62 events, 9 events in the convention centre. Total attendance of 1,865 patrons.

Event: Convention Centre	Presented By	Attendance
Expo of Everything	Devonport City Council	200
LG Professionals Conference	Local Government Professionals	53 / 2 days
Illuminate The Day Workshop	Monash University	60
Armageddon Time Film Screening	North-West Film Society	70
PIA Tasmanian State Conference	Planning Institute of Tasmania	130 / 2 days

Citizenship Ceremony	Devonport City Council	65
Memorial Foundation Dinner	The Simon Monk Memorial Foundation	79
The Gideons International in Australia National Convention	The Gideons International in Australia	237 / 3 days
DCCI Annual Dinner	Devonport Chamber of Commerce & Industry	69

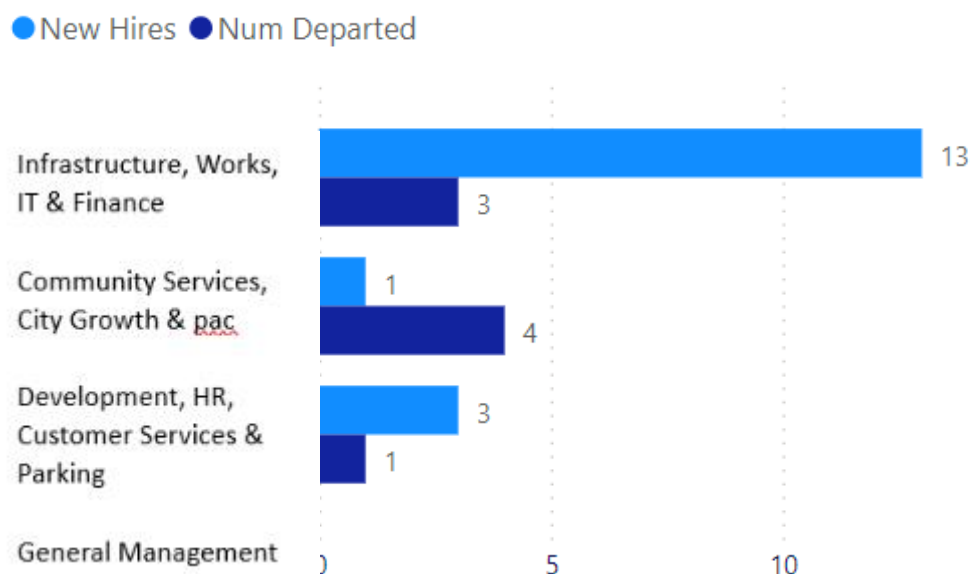


*The Gideons International in Australia National Convention*

## 5. CORPORATE SERVICES:

### 5.1. Human Resources:

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



### 5.2. Communications:

5.2.1. Website and social media statistics and data:

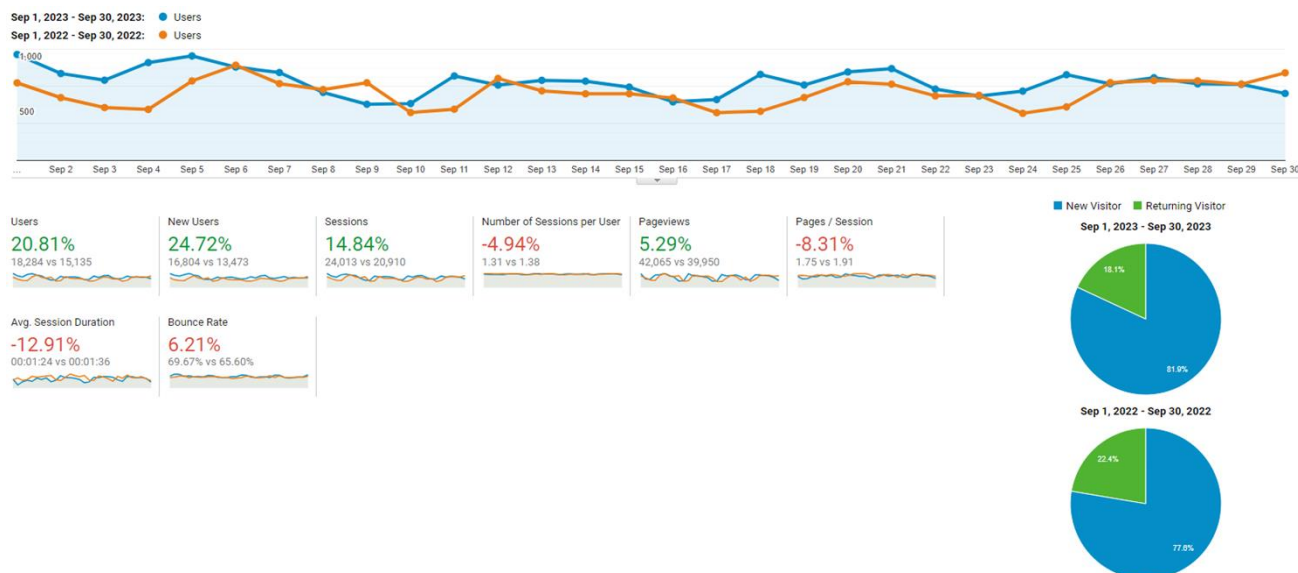
#### Devonport City Council Website

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	September 2023
<ol style="list-style-type: none"> <li>1. Contact Us</li> <li>2. Advertised Planning Permit Applications</li> <li>3. Forms and Payments</li> <li>4. Waste Transfer Station</li> <li>5. News and Media</li> <li>6. Cemetery Search</li> <li>7. What's Devonport</li> <li>8. Make Request</li> <li>9. Minute &amp; Agendas</li> <li>10. Parking in Devonport</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.	



## 6.4 Monthly Operational Report - September 2023



Website statistics taken from Google Analytics  
September (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.

### 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 September 2023:

Facebook	12,168 up by 68
LinkedIn	1,240 up by 18
Twitter	684

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

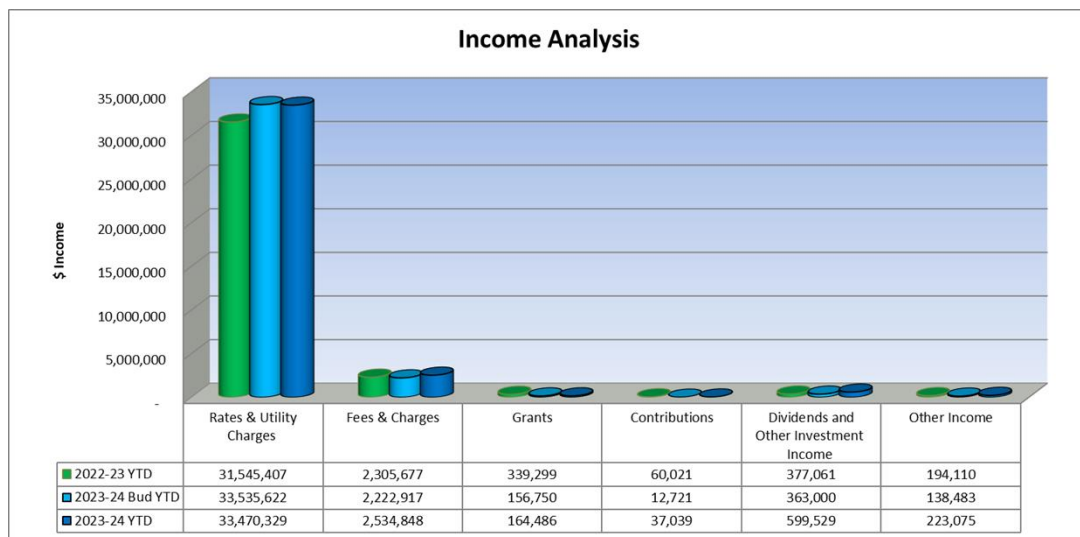
DCC Corporate Facebook Page Statistics	September 2023
<b>Facebook Average Monthly Reach:</b> Number of Facebook users who have seen content associated with the page during the period.	70,976TY (24,170LY)

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

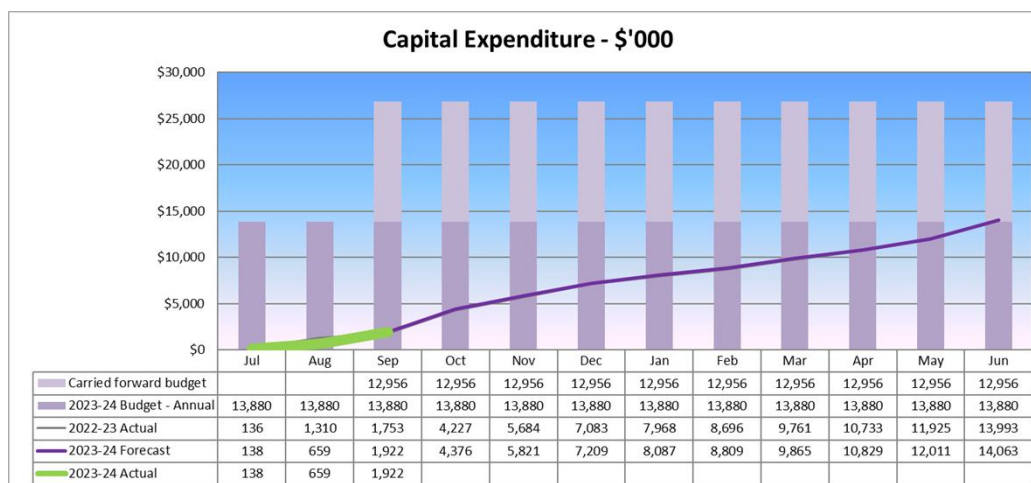
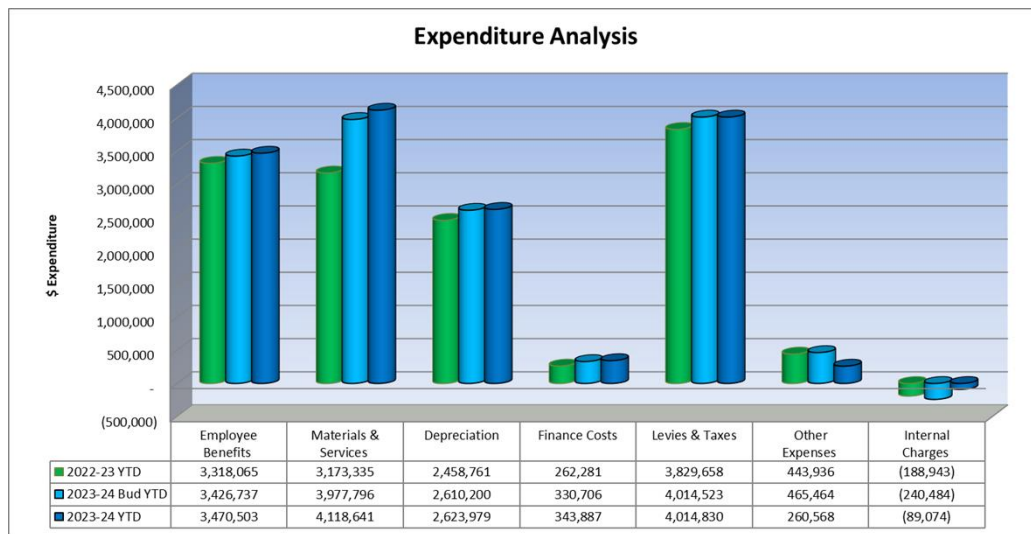
September 2023	
1.	Top Tourism Town – Award Ceremony, 14/09/2023, 36.2k
2.	Congratulations Queenstown - Top Small Tourism Town 2023, 14/09/2023, 20.4k
3.	LIVING CITY Waterfront photo, 12/09/2023, 18.5k
4.	Parks Team – Shout Out, 14/09/2023, 18.1k
5.	Maidstone Park Safety Netting, 14/09/2023, 15.1k
6.	Expo Of Everything Promotion, 1/09/2023, 4.9k
7.	Citizenship Ceremony, 20/09/2023, 3.8k
8.	Mandylights wins national award & Sound and Light Show update, 18/09/2023, 3.3k
9.	Victorious Weekend for Devonport's Sports Teams, 25/09/2023, 3k
10.	Turn Your Clocks Forward on Sunday, 1 October 2023, 30/09/2023, 2.9k

### 5.3. Finance:

The operating result for the financial year to the end of September 2023 is favourable with actual revenue being higher than budget by \$599K and actual expenses being higher than budget by \$158K, resulting in an overall favourable variance of \$441K. The forecast operating surplus for the financial year is \$3.4M, 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 \$2.8M.





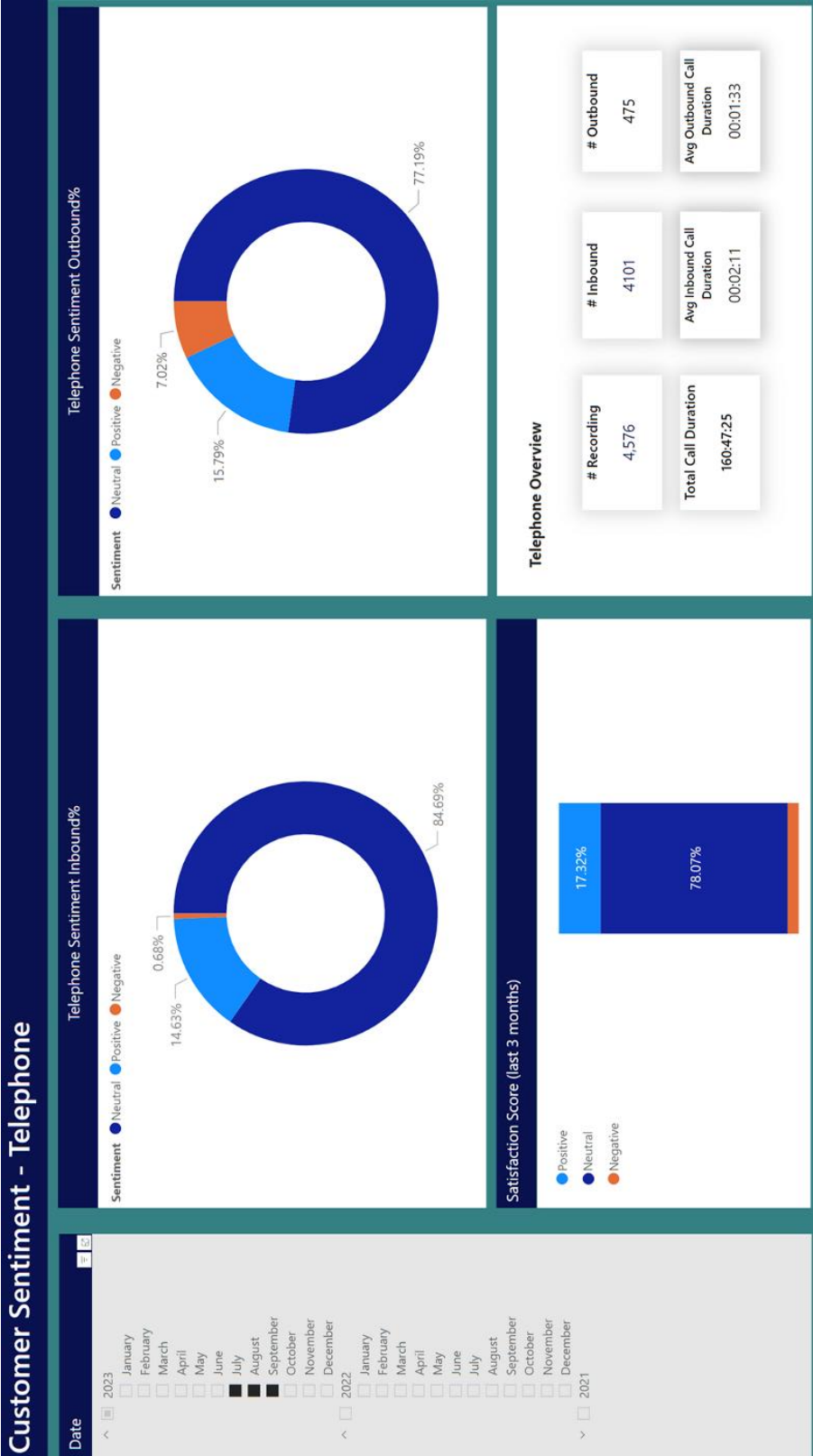


For further information please refer to the attached finance report.

5.4. Customer Service:

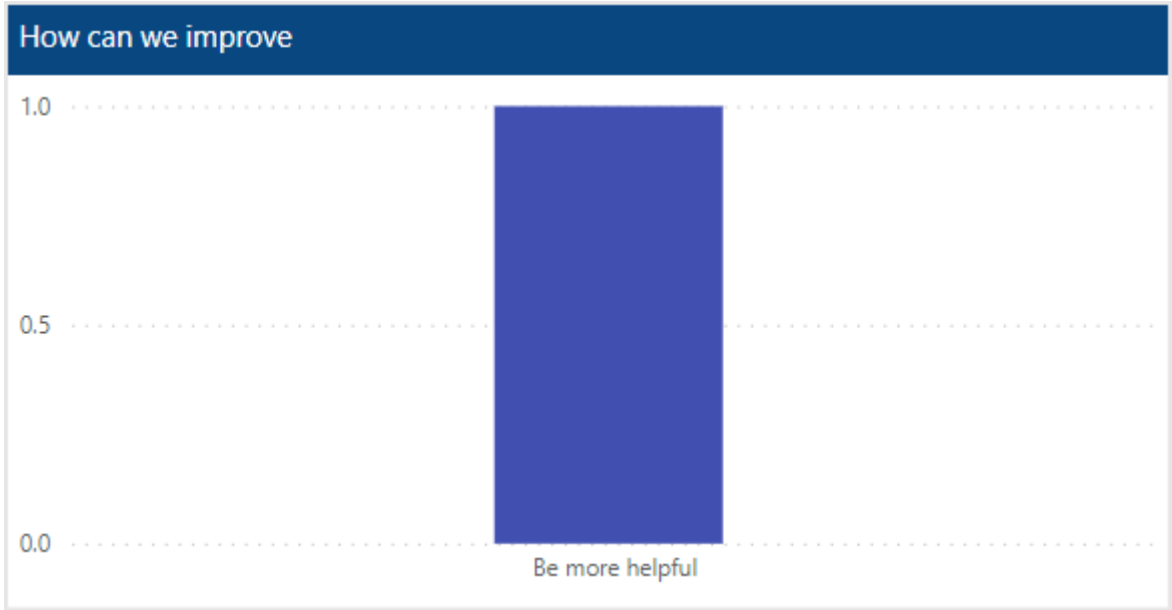
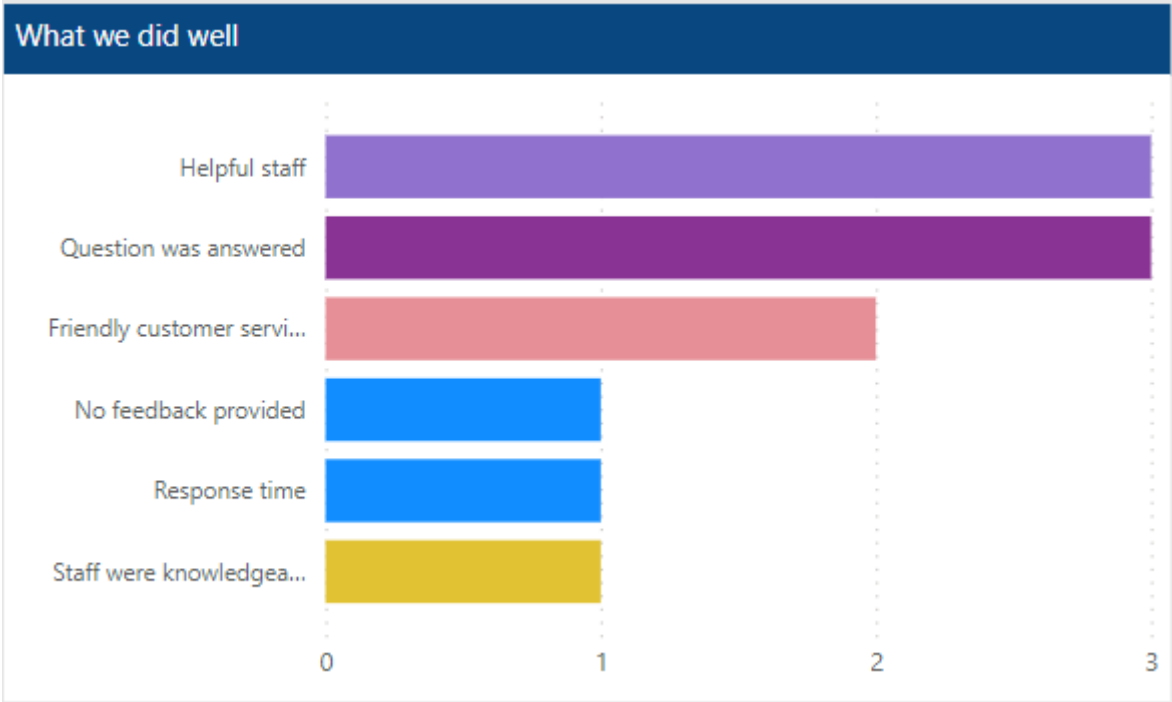
5.4.1. The following graph shows the breakdown of customer sentiment for inbound and outbound calls to Council's Customer Service YTD:

**NOTE:** Customer Sentiment Stats along with other useful Council reports can be found on Council's website at [Your Council Dashboards | Devonport City Council](#)





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



**5.5. Parking:**

## 5.5.1. Parking statistics YTD:

## Budget v Revenue Period to Date



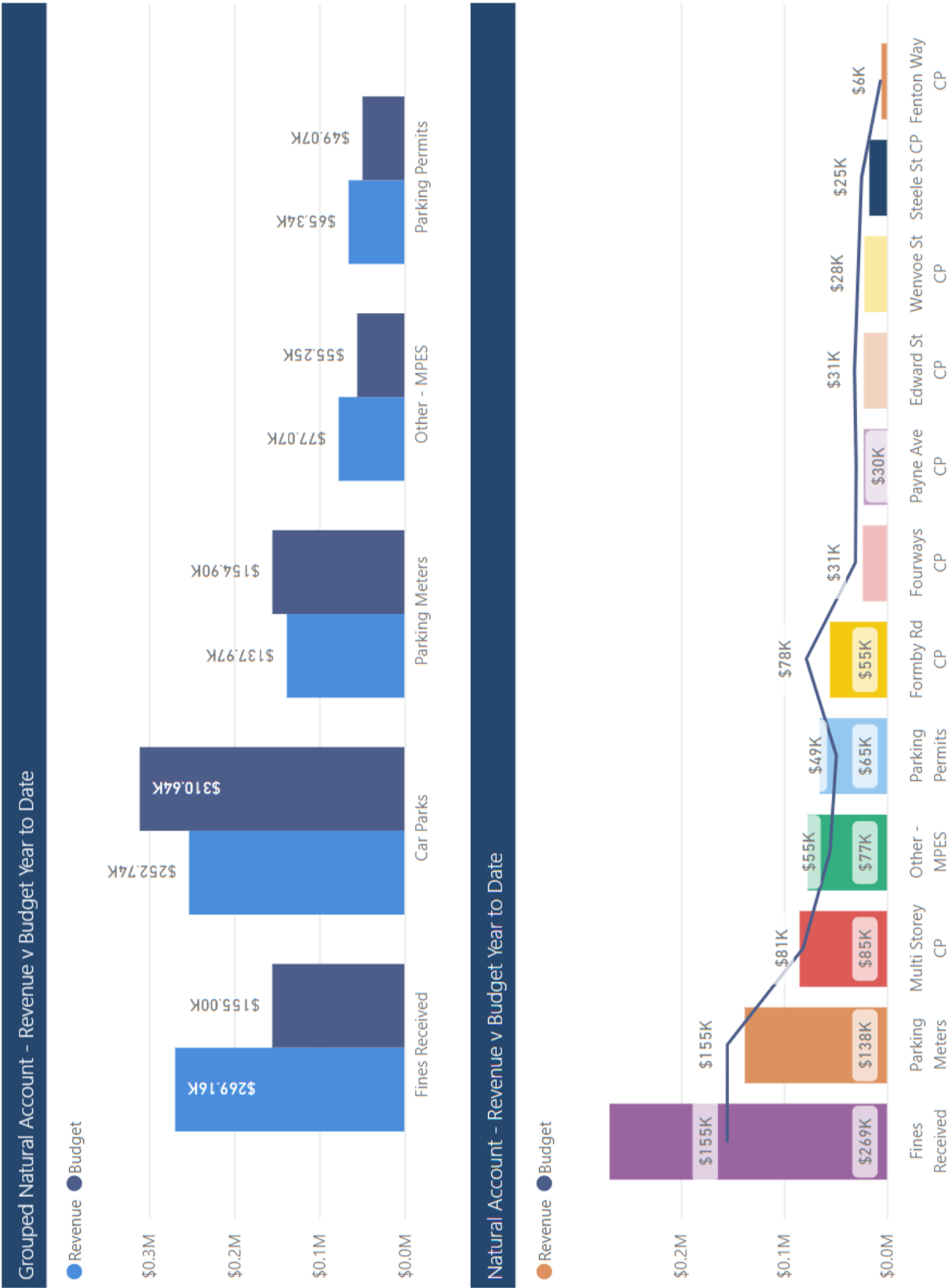
## Revenue/Budget Period to Date

Description	Budget \$	Revenue \$	Variance \$	Variance %
Edward St CP	\$31,425.51	\$22,501.01	(\$8,924.50)	-28%
Fenton Way CP	\$6,346.74	\$5,295.89	(\$1,050.85)	-17%
Fines Received	\$155,000.02	\$269,164.58	\$114,164.56	74%
Formby Rd CP	\$78,324.24	\$55,314.89	(\$23,009.35)	-29%
Fourways CP	\$30,576.24	\$23,467.08	(\$7,109.16)	-23%
Multi Storey CP	\$81,346.26	\$84,722.83	\$3,376.57	4%
Other - MPES	\$55,250.01	\$77,067.96	\$21,817.95	39%
Parking Meters	\$154,896.94	\$137,973.03	(\$16,923.91)	-11%
Parking Permits	\$49,066.26	\$65,343.90	\$16,277.64	33%
Payne Ave CP	\$29,930.25	\$22,571.21	(\$7,359.04)	-25%
Steele St CP	\$24,639.00	\$17,098.74	(\$7,540.26)	-31%
Wenvoe St CP	\$28,053.99	\$21,772.26	(\$6,281.73)	-22%
<b>Total</b>	<b>\$724,855.46</b>	<b>\$802,293.38</b>	<b>\$77,437.92</b>	<b>11%</b>

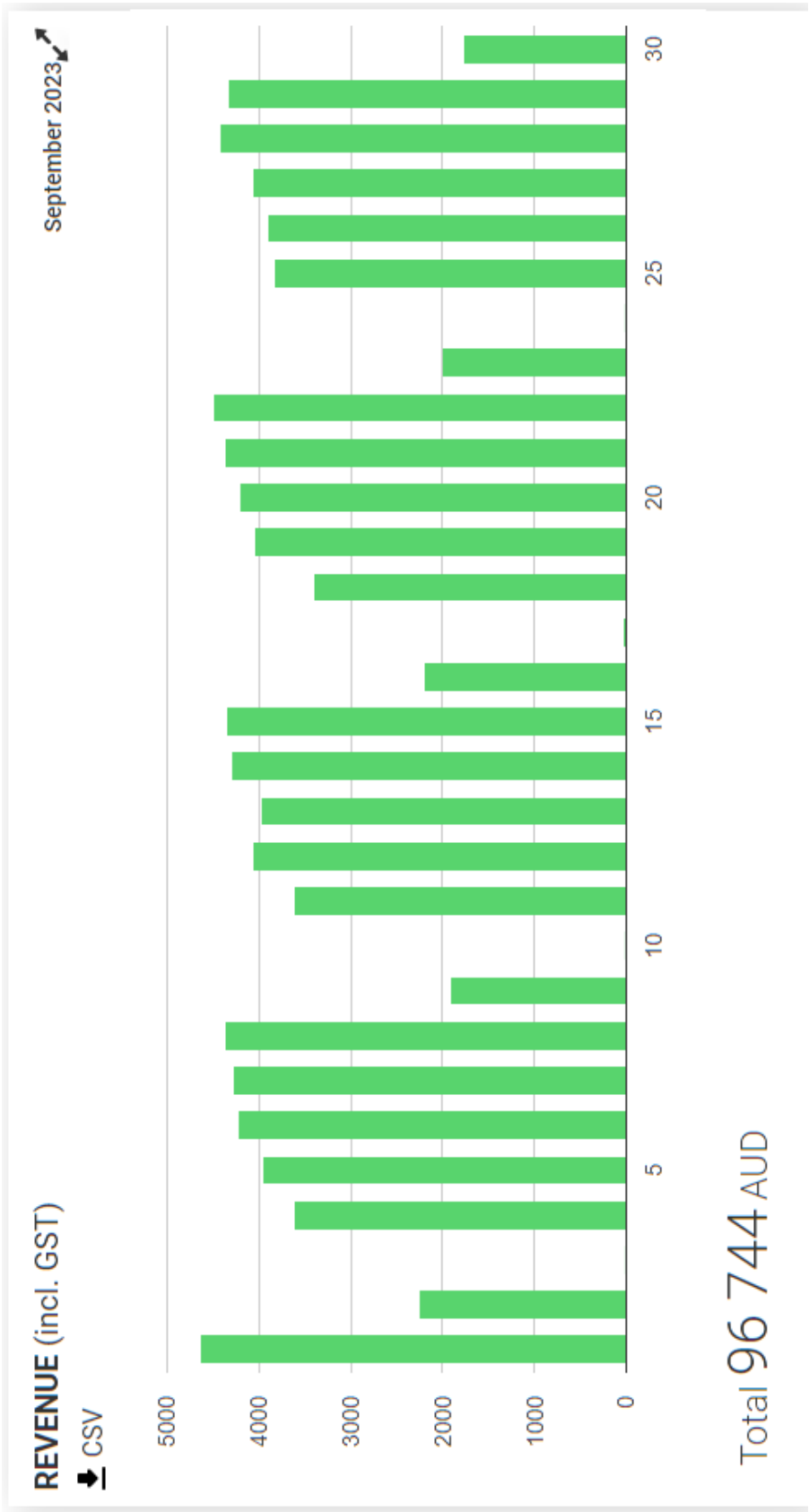
## Previous Years Revenue

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

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

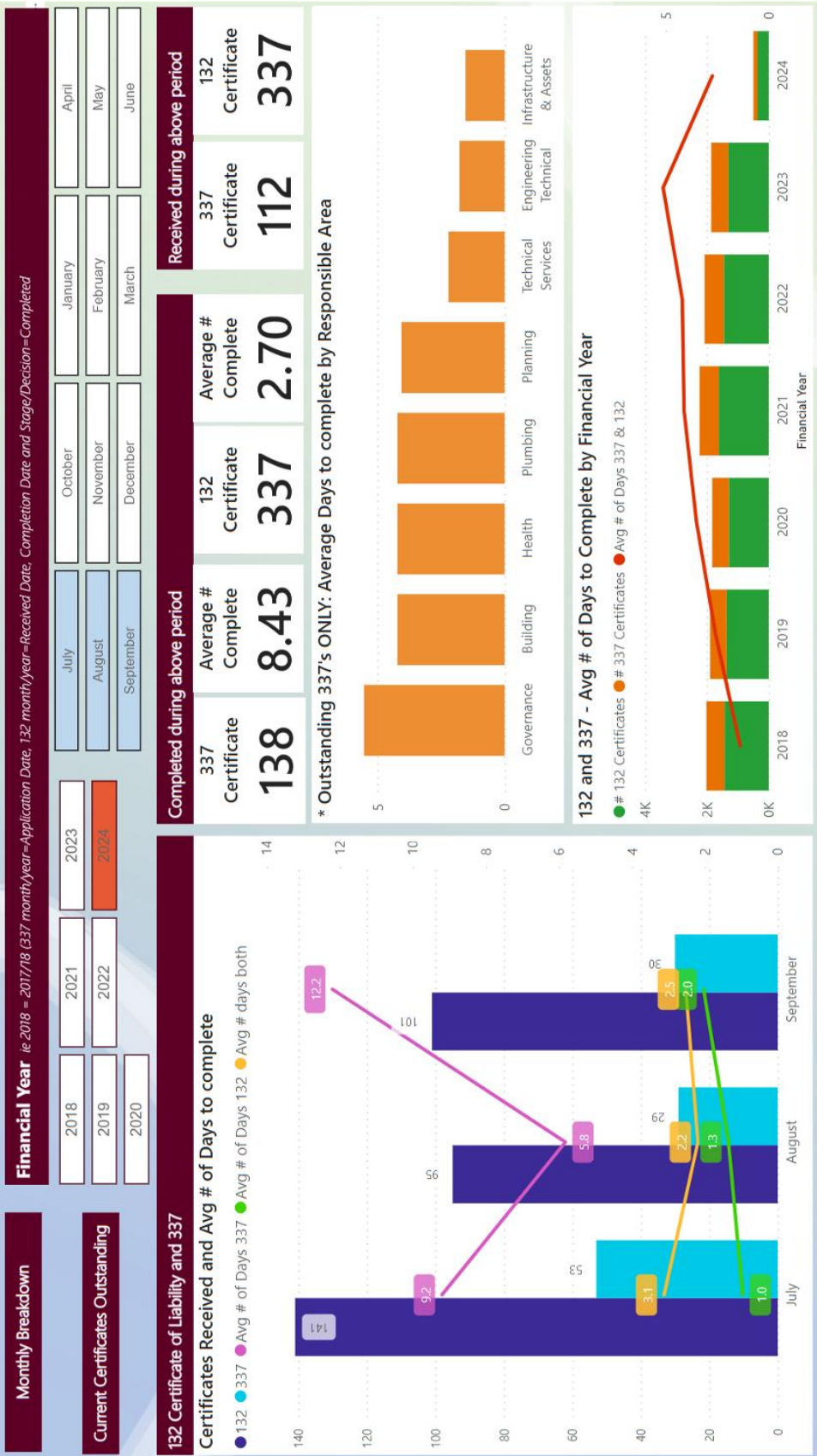


EasyPark statistics:



Section 132 & 337 Certificates:

5.5.3. Statistics on completed certificates:





**5.6. Annual Plan Action Update:**

5.6.1. Current status as at 30 September 2023:



5.6.2. Action Highlights:

**Formalise agreement with new site recovery operator and plan for commencement at Waste Transfer Station**

Council are currently working with the new Recovery Operator on the draft agreement.

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

A first draft of regional supply and demand data was presented to the Project Team for review during July 2023. Council Officers have provided feedback and input into the next stage of this project, including an update of land supply data for the Devonport municipality based on recent subdivision and development activity.

**Develop a Master Plan and Concept Design for Council owned land in Fenton Way and explore development opportunities**

Design concepts of the western portion of the precinct are complete. Design briefing and options analysis for the western portion of the site commenced during August 2023.

**Implement TechnologyOne Customer Request Management**

A case has been lodged with TechnologyOne to commence implementation to fully integrate TechnologyOne Customer Request Management through to work order management system streamlining current request management processes and benefiting the community.

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

### **6.1. Minutes:**

There are no minutes to table for the month of September 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. 20230930 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 – 25 September 2023	15(2)(g)
3.2	Application for Leave of Absence	15(2)(h)
4.1	Confidential Attachments	15(2)(g)

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## **8 CLOSURE**