



*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 Council Chambers, on Monday 29 January 2018, commencing at 5:30pm.

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

## QUALIFIED PERSONS

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

Paul West  
GENERAL MANAGER

**24 January 2018**

## February 2018

Meeting	Date	Commencement Time
Infrastructure Works & Development Committee	12 February 2018	5.30pm
Governance, Finance & Community Services Committee	19 February 2018	5.30pm
Council	26 February 2018	5:30pm

**AGENDA FOR AN ORDINARY MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 29 JANUARY 2018 AT THE COUNCIL CHAMBERS AT 5:30PM**

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Agenda of an ordinary meeting of the Devonport City Council to be held at the Council Chambers, Fenton Way, Devonport on Monday, 29 January 2018 commencing at 5:30pm.

**PRESENT**

		<b>Present</b>	<b>Apology</b>
Chair	Ald S L Martin (Mayor)		
	Ald A L Rockliff (Deputy Mayor)		
	Ald C D Emmerton		
	Ald G F Goodwin		✓
	Ald A J Jarman		
	Ald L M Laycock		
	Ald J F Matthews		
	Ald T M Milne		
	Ald L M Perry		

**ACKNOWLEDGEMENT OF COUNTRY**

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

**IN ATTENDANCE**

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

**1.0 APOLOGIES**

THE FOLLOWING APOLOGY WAS RECEIVED FOR THE MEETING.

ALD G F GOODWIN	APOLOGY
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**2.0 DECLARATIONS OF INTEREST**

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**3.0 PROCEDURAL**

**3.1 CONFIRMATION OF MINUTES**

**3.1.1 COUNCIL MEETING - 18 DECEMBER 2017**

**RECOMMENDATION**

That the minutes of the Council meeting held on 18 December 2017 as circulated be confirmed.



### 3.2 PUBLIC QUESTION TIME

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

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

File: 32161 D508022

Responses to questions raised at prior meetings are attached.

#### ATTACHMENTS

- ↓1. Response - Questions Raised - 18 December 2017 Council Meeting - Bob Vellacott
- ↓2. Response - Questions Raised - 18 December 2017 Council Meeting - Trevor Smith
- ↓3. Response - Questions Raised - 18 December 2017 Council Meeting - Malcolm Gardam
- ↓4. Response - Questions Raised - 18 December 2017 Council Meeting - Tony Butler

#### RECOMMENDATION

That the responses to questions from Mr Bob Vellacott, Mr Trevor Smith, Mr Malcolm Gardam and Mr Tony Butler at the 18 December 2017 Council meeting be noted.

Author:	Paul West
Position:	General Manager



20 December 2017

**In reply please quote:**  
File 32161

Mr Bob Vellacott  
11 Cocker Place  
DEVONPORT TAS 7310

Email: [vellacottrobert@yahoo.com.au](mailto:vellacottrobert@yahoo.com.au)

Dear Mr Vellacott

#### **QUESTIONS RAISED – DECEMBER 2017 COUNCIL MEETING**

I refer to the question raised at the 18 December 2017 Council meeting and provide the following responses:

- Q1** The estimated cost that ratepayers will be responsible for to subsidize the specialised kitchen and or other equipment for:
- The Ben Milbourne cooking school and restaurant? = \$
  - Southern Wild Distillery? = \$
  - The other business if know? = \$
- and
- Have all Aldermen been made aware of the above?

#### **Response**

As previously advised to a Question on Notice listed on the July 2017 meeting agenda there is a provision in the LIVING CITY construction budget approved by Council of \$850,000 to allow for fit-out works such as floor finishes, partition walls, ceilings and equipment. Council has entered into an operating lease for the building with Providore Place (Devonport) Pty Ltd to secure tenants and it is part of their responsibility to determine in conjunction with the tenants the amounts contributed to each specific fit-out

- Q2** Seeing that Providore Place has now taken possession of the food pavilion will Council confirm that rent and rates are now being paid?

#### **Response**

I can confirm that rent, rates and other outgoings are payable by the Lessee under the terms of the lease agreement between Council and Providore Place Pty Ltd. As with all of Council's commercial leases the details are commercial in confidence.

In regard to Council rates more broadly it should be noted that until Council receives a supplementary valuation from the Valuer-General there is no rates payable on any property development in Devonport – the same applies to Providore Place.



**Q3** As of this date – What is the situation regarding the proposed café to be situated within The Paraple Centre in regard to the overall management and whether or not a contract to lease has been signed?

**Response**

As advised at the meeting final discussions are currently taking place with an operator for the café and it is expected an announcement will be made in due course.

Yours sincerely



Paul West  
**GENERAL MANAGER**



DEVONPORT CITY COUNCIL

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19 December 2017

*In reply please quote:*

File 31424

Mr Trevor Smith  
7 Glen Court  
DEVONPORT TAS 7310

Dear Mr Smith

**QUESTIONS RAISED – 18 DECEMBER 2017 COUNCIL MEETING**

I refer to your questions raised at the 18 December 2017 Council meeting and provide the following responses.

- Q. When will the remaining manhole covers around Devonport be raised up to an acceptable Australian Standard?
- A. Included in the 2017/18 budget was an amount of \$15,000 to undertake 'lid raisings'. A contractor has been engaged and the works to lift 10 lids will occur during the next 2-3 months. There are another 11 lids identified for lifting and it is proposed that a similar budget allowance will be provided in the 2018/19 financial year to undertake this work.
- Q. With the recent kerb and channelling roadworks in Ronald Street between Parker and Madden Streets, Devonport, what have these works cost the Ratepayers of Devonport? Have these works been completed to a satisfactory standard?
- A. The budget for the project is \$186,506, however it is anticipated that the final project costs will be in the order of \$150,000 as the project contingency has not been required. The project is nearing completion and the contractor has a few minor defects to rectify.

Yours faithfully

Paul West  
GENERAL MANAGER

*The City with Spirit*





20 December 2017

**In reply please quote:**  
File No. 32161/29120

Mr Malcolm Gardam  
4 Beaumont Drive  
MIANDETTA TAS 7310

Email: [mgardam@outlook.com.au](mailto:mgardam@outlook.com.au)

Dear Mr Gardam

#### QUESTIONS – DECEMBER 2017 COUNCIL MEETING

I refer to your questions raised at the 18 December 2017 Council meeting and provide the following responses:

- Q1** Council has repeatedly refused to disclose what it self-determines to be contractual matters relating to the food pavilion head lease arrangement with Providore Place (Devonport) Pty Ltd and cites that the operational matters pertaining to tenancies resides with Providore Place; accordingly will you please clarify the following as it relates to management of the promoted markets (Providore Market):
- a. Is the procurement of stallholders the responsibility of the head leasee and therefore funded by Providore Place; or

#### Response

As advised at the meeting the responsibility for procurement of stallholders is the responsibility of the head lessee.

- b. Is it funded by ratepayers (council) either directly or indirectly and Providore Place's involvement is a deduction on the lease payments or otherwise reimbursable as a management cost to council?

#### Response

No.

- Q2** Assuming the current radio advertising relating to the Devonport Council website and encouraging shoppers to the existing CBD is directly or indirectly ratepayer funded will you please clarify the following;
- a. Why has Council determined to promote existing CBD businesses this year and what is the cost either directly or indirectly;

#### Response

Council has not determined to promote existing CBD businesses through radio advertising. There was a local radio campaign promoting the new CBD multi-level car park when it opened which could be argued as encouraging shopping locally.



- b. Has council funded either directly or indirectly a similar promotion in the last five (5) years?

**Response**

Yes – Council has in the past promoted its car parks and events through paid advertising.

**Q3** As previously reported by council the Julie Burgess is currently on the slip receiving what was described as “future proofing” and accordingly will you please provide an update as to the following:

- a. Why is it that what appears to have been a significant removal of existing planks below waterline, particularly in the bow region on both sides, with an alarming number being replaced when this is the second major plank replacement following the initial and substantial refurbishment;

**Response**

As the works have progressed further timber was identified as needing replacing.

- b. Noting that the front mast has been replaced can you confirm that the rear mast has not been identified for replacement or extensive maintenance in the next 3-4 years as well;

**Response**

Yes.

- c. Was a maritime survey taken on the then condition of the vessel before purchase;

**Response**

Refer response provided to you dated 24 January 2017. “Advice from those involved in the restoration and purchase of the vessel is that it was inspected by shipwrights and a surveyor prior to purchase at which time it was indicated that the Julie Burgess was sound and was suitable for restoration.”

- d. Are the costs to the current major repairs now known and if so what are they;

**Response**

No.

- e. Prior to further expenditure on repairs, such as the main shaft, second mast and more planks, has any consideration been given to making the vessel a static display at the Maritime Museum or elsewhere?

**Response**

No – not at this time.

Yours sincerely



Paul West  
**GENERAL MANAGER**



20 December 2017

*In reply please quote:*  
File 12374

Mr Tony Butler  
2 Drew Street  
EAST DEVONPORT TAS 7310

Dear Mr Butler

**QUESTIONS RAISED – DECEMBER 2017 COUNCIL MEETING**

I refer to your question raised at the 18 December 2017 meeting and provide the following response:

**Q1** Valley Road in Devonport, I travel it every day, school crossings are marked up on the side of the road but there is nothing across the road. On Tuesday I parked the car and watched the people cross the road, there were 27 and they crossed in 27 different places. It got the better of me so I asked a couple and they told me to shut my mouth as they will cross where they want to. What is going to happen when it does happen? All there is when you drive up there, I always thought it was sign marked - it is marked in two places but it just says crossing.

**Response**

A review of the signage in the area indicates that they are of an advisory nature only, used to alert drivers that pedestrian will be crossing the road at varying locations – they are not intended to indicate a particular safe crossing point.

There is however an allocation in the Council's future forward works program to consider the installation of a pedestrian crossing in Valley Road. The actual location of the crossing to best suit the needs of users has yet to be finalised.

Yours sincerely

Paul West  
GENERAL MANAGER





### 3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

File: 29120 D501457

#### **MR BOB VELLACOTT – 11 COCKER PLACE, DEVONPORT**

Questions on notice received from Mr Bob Vellacott on 22 January 2018 are reproduced as attachment 1.

#### **DISCUSSION**

In relation to the questions received 22 January 2018 it is proposed that Mr Vellacott be advised of the following:

**Q1** Due to the recent controversy (and to ensure fairness) re the alleged illegal dumping of material from the old hospital site:

- (a) Will Council provide a copy of the specific section(s) of the signed contract conditions for the demolition and clearing of the site in the Agenda to prove that Council had taken every precaution in the first instance to ensure the work would be carried out responsibly?

#### **Response**

The contract includes a number of clauses as follows:

#### **Removal of Asbestos**

*Removal and disposal of all asbestos located within the site in accordance with current relevant legislation and standards.*

#### **Decontamination**

*Removal of any concrete oil and silt interceptor traps, include site decontamination quality system, safety and environmental statement.*

#### **Safety Management**

*Whilst working under contract to Devonport City Council, contractors, sub-contractors and their workers must observe the requirements of all relevant government regulations as well as all Devonport City Council safe working instructions prescribed herein.*

As part of the tender submission the Contractor indicated the following:

*Asbestos and PCB waste will be transferred to the Dulverton waste centre. Brick and concrete rubble other than asbestos to be carted off site to Forth for crushing and recycling as per land owner's requirements. Steel is collected from site by recyclers.*

WorkSafe Tasmania has been actively monitoring and involved with the demolition works. To date they have not raised any issues in relation to the work undertaken by the Contractor.

A detailed Pre-Demolition HAZMAT Survey was undertaken by Environmental Service & Design. As part of the tender process the Contractor was provided with a copy of this report.

In entering into a contract the site and management of all aspects of the works become the responsibility of the contractor. However, in light of the circumstance now identified, Council is reviewing its tendering processes to ensure contractors are clear that the locations of where materials are to be

taken are areas that are not only acceptable but where all necessary approvals have been obtained.

- (b) Are Aldermen or senior staff aware of any dumping of surplus/waste materials being dumped at the Forth site by its employees or any of its directly engaged subcontractors?

**Response**

Council can confirm that its staff have not disposed of any waste at this site.

In relation to private contractors, when Council enters into contracts to undertake works, it is a requirement that the contractor becomes responsible for all aspects of the works including if necessary, disposal of any excess material. It is expected that the contractor will have all necessary approvals in relation to the locations where materials are disposed.

As a result of the recent events with the particular property at Forth, Council is aware that there was at least one other contractor undertaking works for Council that was also accessing this property for the disposal of inert materials. As soon as this was identified the contractor was advised to cease using the property immediately.

**MR MALCOLM GARDAM – 4 BEAUMONT DRIVE, MIANDETTA**

Questions on notice received from Mr Malcolm Gardam on 22 January 2018 are reproduced as attachment 2.

**DISCUSSION**

In relation to the questions received 22 January 2018 it is proposed that Mr Gardam be advised of the following:

- Q1** Council has previously advised that prior to purchase there was no independent marine survey undertaken but moreover *“Advice from those involved in the restoration and purchase of the vessel is that it was inspected by shipwrights and a surveyor prior to purchase at which time it was indicated that the Julie Burgess was sound and was suitable for restoration.”*; accordingly, can Council please advise as to the following:

- a) As restoration of boat hulls has been known to start with little more than a sound keel and ribs, please **describe the criteria that the statement “suitable for restoration” was based on** (i.e. condition, cost of restoration and identification of likely future major repairs and maintenance) and not just a subjective opinion?

**Response**

As previously advised in correspondence to you dated 24 January 2017 *“advice from those involved in the restoration and purchase of the vessel is that it was inspected by shipwrights and a surveyor prior to purchase at which time it was indicated that the Julie Burgess was sound and was suitable for restoration”*.

In December 2009 the vessel was inspected by an officer from Marine and Safety Tasmania (MAST). A guide to the works required to be undertaken to allow the vessel to be fit for its new purpose was provided on 20 December 2009. A copy of the letter is attached (**Attachment 3**).

A review of Council files has not identified a document that specifically addresses the other parts of your question.

- b) Who were the shipwrights and surveyor approached/engaged by Council to give that advice?

**Response**

Mr Rudi Dahms was appointed as the Master Shipwright to assist with the restoration of the Julie Burgess.

- c) Was the advice both requested and received by Council in writing?

**Response**

A copy of the correspondence from MAST dated 20 December 2009 outlining the works required is attached (**Attachment 3**).

- d) Did the shipwrights and surveyor belong to the group that undertook volunteer work or receive paid work as part of the restoration?

**Response**

Mr Rudi Dahms was part of the restoration project and was paid for his work.

- e) Did Council consider that having a major presence by volunteers might result in a biased outcome to the assessment?

**Response**

The Julie Burgess restoration project was heavily reliant on the participation of volunteers. At the time this involvement was considered appropriate and viewed as an opportunity for providing savings by way of labour costs. Council has and continues to actively encourage volunteers in numerous areas of its operations.

- Q2** In making the initial purchase did Council consider the limitations of successfully operating the vessel out of Devonport such as:

- a) Sustainability and conversion of a volunteer based business plan to a commercially viable enterprise?

**Response**

As advised to you in correspondence dated 24 January 2017 – “on the Council meeting agenda on 20 June 2011, a report detailing the operational outcomes and future viability, including the revenue assumptions of the Julie Burgess provided by Group Work Pty Ltd and JAFFA was presented and accepted by Council”.

As previously indicated, Council acknowledges that the Julie Burgess has not achieved the desired operational results proposed in the initial business modelling.

- b) Challenge of the home port not being a Derwent River, Tamar River or Port Phillip Bay providing calm water options but moreover significantly exposed to the elements of Bass Strait and the impacts on running a reliable scheduled offering of sailings with necessary level of passenger comfort at sea?

**Response**

There is no doubt that there are challenges in operating the Julie Burgess from the Mersey River. At the time the decision was made by Council to restore the historic fishing ketch it is understood that those involved were aware that accessing Bass Strait by the vessel would be highly dependent on weather conditions.

- c) Undertake an analysis of meteorological records to determine number of days that winds are below 11 knots (as an indicator of delivering passenger comfort) and extent of severe cold and wet days, all of which taken into account would more than likely indicate a period of about 3 months per year to operate a reliable service, assuming demand exists?

**Response**

Not known.

- d) Was advice sought from tourism experts as to viability of conducting sailing trips out of the Mersey?

**Response**

Refer to the report prepared by Group Work Pty Ltd and JAFFA.

**Q3** The recent major repairs have been described by Council as "future proofing" the vessel; accordingly, can Council please advise as to the following:

- a) Will Council make available the legislatively required "annual survey document" last received prior to the latest repairs and any subsequent survey document, or associated reports since, from the independent survey entity?

**Response**

An independent Shipwright was engaged by Council to undertake an assessment of the Julie Burgess in July 2017. This inspection identified the following:

1. *That 'Julie Burgess' not be taken to sea very far at all and, if so, only in very fine weather and that the hull not be put under any stress from sailing.*
2. *Add an external alarm connected to the bilge alarm system that can be heard some distance away in case she springs a leak while nobody is onboard.*
3. *The planking below the water line, or most of it, must be replaced. Good quality hardwood would be more affordable and available and likely more resilient than celery-top pine. However, in my experience, good quality celery-top pine does not cause problems in normal circumstances.*
4. *Investigate electrical activity around the steel pontoon to which 'Julie Burgess' is moored and the relationship between the pontoon and the boat, if any.*
5. *If charging the batteries from shore power with an electronic inverter type battery charger, the batteries should be completely isolated while being charged ie both positive and negative disconnected via a switch.*
6. *Get professional advice regarding other electrical currents in the Mersey River eg bridge cathodic protection and cathodic protection on other infrastructure in the river that may or may not have an effect. I believe such currents can be measured with the right equipment and experts do exist.*
7. *Planning ahead. Apart from sourcing good quality planking, forward planning must include equipping a facility with scaffolding and strong framework for exerting pressure on the replacement planking with acro-*

*props, jacks and the like to force it into shape. There is no longer any access to hook into the frames with clamps, the boat now being completely fitted out and lined.*

A copy of the most recent MAST 'Certificate of Survey' is attached (**Attachment 4**).

- b) Is the replacing of a further 20 or more planks to be done in the next financial year (or earlier if safety consideration so determines) indicative of the "future proofing" undertaken over Christmas?

**Response**

The future replacement of planks will be undertaken in compliance with recommendations by persons experienced and qualified in the survey of this type of vessel.

- c) Is Council aware of any further major repairs (being in excess of \$1,000) in the next 4 years?

**Response**

The future maintenance of the Julie Burgess is contingent on the periodic survey of the vessel. No guarantees can be provided as to what future maintenance costs may be over the next 4 years. It is however reasonable to expect that with the most recent repairs undertaken on the vessel that maintenance costs over the next four years may be significantly reduced.

- d) What is the total cost of the recent repairs as against the previously stated adjusted budget of \$50k for the current FY?

**Response**

A report is currently being prepared for Council in relation to the Julie Burgess which will include details of the extent of the repairs and the costs incurred. This report when completed will be listed on the public agenda.

- e) Can council reiterate the supposed benefits of the Julie Burgess and costs to ongoing "future proofing" to ratepayers other than provide a floating decoration to the projected Marina if ever built?

**Response**

This question has been taken as a statement.

- Q4** The Julie Burgess was listed to be attending the Wooden Boat Festival of Geelong with participation recently cancelled; accordingly will Council please advise as to the following:

- a) What was the budgeted contribution to overheads expected by having the vessel attend (as against referring to "profit" from singular events which is misleading as the Julie Burgess has an accumulated loss around \$500k to date)?

**Response**

The appearance fee for attendance at the Rhyll Wooden Boat festival is \$5,000. There was no appearance fee for attendance at the Wooden Boat Festival of Geelong. The ability to offer fee-paying passengers a cruise while in attendance at the respective boat festivals, while not guaranteed revenue, was considered as additional income.

- b) Why was the trip cancelled and should those reasons have been evident well in advance of the initial decision to attend being made?

**Response**

The delay in repairs and a staff resignation impacted on the ability to prepare the vessel for appearance.

- c) What elements of the "Devonport experience" was hoped to be gained by such attendance - e.g. promote Devonport in the hope of increasing demand for paying passengers on the Julie Burgess, generate interest in the so far untested "food experience" and the under construction conference centre?

**Response**

Both the Rhyll and Geelong festivals would provide an on-shore ground area for a small marquee to promote both the vessel and Devonport. It was intended current Devonport destination marketing collateral would have been displayed and distributed.

- d) Were the recent major repairs expedited over Christmas in order to attend and what was the premium paid for that work (if any)?

**Response**

No - there was a delay in accessing the slipway to allow the repairs to be undertaken. The costs associated with the repairs would have been the same no matter when they were undertaken.

- Q5** In response to previous ratepayer questions relating to how Council is intending to rectify the loss making performance of the Julie Burgess, council has offered that a review (discussion) was undertaken with the volunteers to be followed by a workshop; accordingly, can council please advise as to the following:

- a) Has a formal Council Workshop been completed by Council since 3<sup>rd</sup> October 2016 as previously advised and what were the key initiatives identified for implementation?

**Response**

The Julie Burgess was discussed as part of the development of the 2017/18 budget (refer Council meeting agenda 22 May 2017 - Workshops). It was further discussed at the Community Services Meeting on 19 June 2017 when the Business Plan was endorsed.

- b) Did or will Council ensure that experts in "boating adventure tourism" attend workshops and that recordings are taken of proceedings?

**Response**

The attendance of individuals at Council Workshops is a matter for Council. In accordance with Council policy Workshops are not recorded. An outline of matters discussed at Workshops are included in the Council agenda at each ordinary meeting.

- c) Noting that Council has previously advised "*Any increases on projected returns is predominantly influenced by increased sail offerings.*" has a revised business plan been established and if so is it and the initial plan available to ratepayers?

**Response**

The original Business Plan for the Julie Burgess prepared by Group Work Pty Ltd and JAFFA was presented to Council on 20 June 2011. An Business Plan was presented to Council at the Community Services Committee meeting on 19

June 2017. As part of the report being prepared (as earlier advised) a revised Business Plan is proposed.

- d) Considering the Annual Report 2017 stated an increase of only 22 passengers from the 2015/16 year to the 2016/17 year would Council agree that past efforts to increase returns has failed miserably?

**Response**

This question has been taken as a statement.

- e) Are the above quoted figures for "paying passengers" and how many "paying passengers" has there been up to the 31<sup>st</sup> December 2017?

**Response**

Yes. Due to the repairs there has been no paying passengers in the 2017/18 financial year to 31 December.

- f) What is the FYTD revenue received towards direct costs and overheads?

**Response**

\$2,949 (donations and merchandise sales).

- g) What is the FYTD costs and overheads?

**Response**

A report is currently being prepared for Council in relation to the costs incurred with the recently completed repairs. This report will provide the answer to this question.

- h) Is the cost of the Julie Burgess purchase price included in the previously disclosed accumulated costs/losses as at the 30<sup>th</sup> November 2016?

**Response**

No.

- Q6** Would Aldermen now agree with comments as reported in The Advocate 18<sup>th</sup> April 2012, being Alderman Perry's stinging appraisal of calling "*the whole project a farce*" and Alderman Wilson as the only dissenting vote against putting council money into the project referring to it as a "*white elephant*" and stating "*I think I said at the time this will be a millstone around the neck of council for years to come.*"; or would current council dogma have them viewed as promoting negativity and being labelled "naysayers"?

**Response**

This question has been taken as a statement.

**ATTACHMENTS**

- [↓](#) 1. Questions on Notice - Council Meeting - 29 January 2018 - Bob Vellacott
- [↓](#) 2. Questions on Notice - Council Meeting - 29 January 2018 - Malcolm Gardam
- [↓](#) 3. Julie Burgess - Reconstruction Project
- [↓](#) 4. Certificate of Survey - Julie Burgess

## RECOMMENDATION

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

Author:	Robyn Woolsey		Endorsed By:	Paul West
Position:	Executive Assistant Management	General	Position:	General Manager



(RBV Qon re Old hospital demolition Jan 2018)

**BOB VELLACOTT – RATEPAYER  
11 COCKER PLACE DEVONPORT 7310  
TASMANIA**

**To –THE GENERAL MANAGER PAUL WEST  
DEVONPORT CITY COUNCIL  
FENTON WAY DEVONPORT 7310  
TASMANIA**

**Question on Notice for DCC Ordinary Council Meeting 29th January 2018**

**Question –**

Due to the recent controversy (and to ensure fairness) re the alleged illegal dumping of material from the old hospital site:-

(a)-Will Council provide a copy of the specific section(s) of the signed contract conditions for the demolition and clearing of the site in the Agenda to prove that Council had taken every precaution in the first instance to ensure the work would be carried out responsibly?

(b)-Are Aldermen or senior staff aware of any dumping of surplus/waste materials being dumped at the Forth site by its employees or any of its directly engaged subcontractors?

Bob. Vellacott

Please include all of the above in the DCC January 2018 Agenda

21<sup>st</sup> January 2018

Devonport City Council  
17 Fenton Way  
DEVONPORT TAS 7310

Malcolm Gardam  
4 Beaumont Drive  
MIANDETTA TAS 7310  
(Mobile No: 0417 355 813)

**ATTENTION: MR. PAUL WEST – GENERAL MANAGER (MAYOR & ALDERMEN)**

**RE: JULIE BURGESS - QUESTIONS ON NOTICE FOR ORDINARY MEETING 29/01/18 – File 29120**

Dear Sir,

The following questions relate to Council's previous decision making processes and current management of the loss making Julie Burgess.

**Q1.** - Council has previously advised that prior to purchase there was no independent marine survey undertaken but moreover *"Advice from those involved in the restoration and purchase of the vessel is that it was inspected by shipwrights and a surveyor prior to purchase at which time it was indicated that the Julie Burgess was sound and was suitable for restoration."*; accordingly, can Council please advise as to the following:

- a) As restoration of boat hulls has been known to start with little more than a sound keel and ribs, please **describe the criteria that the statement "suitable for restoration" was based on** (i.e. condition, cost of restoration and identification of likely future major repairs and maintenance) and not just a subjective opinion; and
- b) Who were the shipwrights and surveyor approached/engaged by Council to give that advice; and
- c) Was the advice both requested and received by Council in writing; and
- d) Did the shipwrights and surveyor belong to the group that undertook volunteer work or receive paid work as part of the restoration; and
- e) Did Council consider that having a major presence by volunteers might result in a biased outcome to the assessment?

**Q2.** – In making the initial purchase did Council consider the limitations of successfully operating the vessel out of Devonport such as:

- a) Sustainability and conversion of a volunteer based business plan to a commercially viable enterprise; and
- b) Challenge of the home port not being a Derwent River, Tamar River or Port Phillip Bay providing calm water options but moreover significantly exposed to the elements of Bass Strait and the impacts on running a reliable scheduled offering of sailings with necessary level of passenger comfort at sea; and

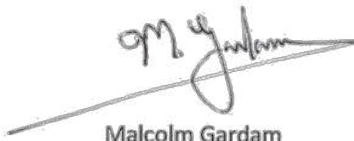
- c) Undertake an analysis of meteorological records to determine number of days that winds are below 11 knots (as an indicator of delivering passenger comfort) and extent of severe cold and wet days, all of which taken into account would more than likely indicate a period of about 3 months per year to operate a reliable service, assuming demand exists; and
  - d) Was advice sought from tourism experts as to viability of conducting sailing trips out of the Mersey?
- Q3.** - The recent major repairs have been described by Council as “future proofing” the vessel; accordingly, can Council please advise as to the following:
- a) Will Council make available the legislatively required “annual survey document” last received prior to the latest repairs and any subsequent survey document, or associated reports since, from the independent survey entity; and
  - b) Is the replacing of a further 20 or more planks to be done in the next financial year (or earlier if safety consideration so determines) indicative of the “future proofing” undertaken over Christmas; and
  - c) Is Council aware of any further major repairs (being in excess of \$1,000) in the next 4 years; and
  - d) What is the total cost of the recent repairs as against the previously stated adjusted budget of \$50k for the current FY; and
  - e) Can council reiterate the supposed benefits of the Julie Burgess and costly to ongoing “future proofing” to ratepayers other than provide a floating decoration to the projected Marina if ever built?
- Q4.** – The Julie Burgess was listed to be attending the Wooden Boat Festival of Geelong with participation recently cancelled; accordingly will Council please advise as to the following:
- a) What was the budgeted contribution to overheads expected by having the vessel attend (as against referring to “profit” from singular events which is misleading as the Julie Burgess has an accumulated loss around \$500k to date); and
  - b) Why was the trip cancelled and should those reasons have been evident well in advance of the initial decision to attend being made; and
  - c) What elements of the “Devonport experience” was hoped to be gained by such attendance - e.g. promote Devonport in the hope of increasing demand for paying passengers on the Julie Burgess, generate interest in the so far untested “food experience” and the under construction conference centre; and
  - d) Were the recent major repairs expedited over Christmas in order to attend and what was the premium paid for that work (if any).
- Q5** – In response to previous ratepayer questions relating to how Council is intending to rectify the loss making performance of the Julie Burgess, council has offered that a review (discussion) was undertaken with the volunteers to be followed by a workshop; accordingly, can council please advise as to the following:

- a) Has a formal Council Workshop been completed by Council since 3<sup>rd</sup> October 2016 as previously advised and what were the key initiatives identified for implementation; and
- b) Did or will Council ensure that experts in "boating adventure tourism " attend workshops and that recordings are taken of proceedings; and
- c) Noting that Council has previously advised "*Any increases on projected returns is predominantly influenced by increased sail offerings.*" has a revised business plan been established and if so is it and the initial plan available to ratepayers; and
- d) Considering the Annual Report 2017 stated an increase of only 22 passengers from the 2015/16 year to the 2016/17 year would Council agree that past efforts to increase returns has failed miserably; and
- e) Are the above quoted figures for "paying passengers" and how many "paying passengers" has there been up to the 31<sup>st</sup> December 2017;
- f) What is the FYTD revenue received towards direct costs and overheads; and
- e) What is the FYTD costs and overheads; and
- f) Is the cost of the Julie Burgess purchase price included in the previously disclosed accumulated costs/losses as at the 30<sup>th</sup> November 2016?

Q6. – Would Aldermen now agree with comments as reported in The Advocate 18<sup>th</sup> April 2012, being Alderman Perry's stinging appraisal of calling "*the whole project a farce*" and Alderman Wilson as the only dissenting vote against putting council money into the project referring to it as a "*white elephant*" and stating "*I think I said at the time this will be a millstone around the neck of council for years to come.*"; or would current council dogma have them viewed as promoting negativity and being labelled "naysayers"?

Please provide responses in writing and ensure inclusion in full in the next Ordinary Meeting Agenda.

Yours sincerely,



Malcolm Gardam

CC: Mayor & Aldermen

15/12/2017 D505907

244/6

Phone: (03) 62 338855  
 Mobile: 0419 002 503  
 Email: gwyn.alway@mast.tas.gov.au  
 Reference: 4023

20<sup>th</sup> December 2009

Mr. G Kent  
 Devonport City Council  
 PO Box 604  
 DEVONPORT TAS 7010

Dear Graham

### **Julie Burgess – Reconstruction Project**

Thank you for attending the meeting on 03/12/2009 to discuss the scope of the vessel reconstruction including MAST's role in the process, this letter provides a follow up from the discussion held during the meeting.

Our letter dated 19<sup>th</sup> May 2009 outlined MAST's obligations to undertake a design assessment of the vessel appropriate to its new class and level of service. In doing this the condition of the vessel will also be taken into account and the fact that it is an existing vessel with heritage and character that needs to be maintained.

MAST's role will be to approve the standard of re-construction, not to make decisions on work method of new design and rebuild, with that in mind following is a guide to the preparatory work that will be necessary to allow more detailed evaluation of the vessel's condition.

#### **Guide to preparatory work to be undertaken to allow evaluation of the vessel**

- Remove valves and through hull fittings,
- Remove external cooling pipes and transducer fittings and blocks,
- Remove masts, rigging and chain plates,
- Remove tanks and machinery, shafting, rudder and stock,
- Cut back keel *and* false keel to eliminate worm infestation,
- Stagger back and remove well planking, garboard planks, upper topside plank and covering boards,
- Remove sections of concrete ballast as necessary,
- Remove lining,
- Be prepared to remove and replace further scantlings found to be in poor condition,

A rough assessment of the major scantlings proves that various parts of the vessel are built lighter than required by Part C3 (construction) of the National Standard for Commercial Vessels.



In undertaking design and repair work, the following scantlings need to be brought up to an acceptable standard. Suggestions/comments have been included that may be helpful.

- Frame spacing is excessive causing deficient planking thickness
  - *A plus is that the transverse frames, assuming they are in good condition, are well oversize. When better access to the keelson area is provided; it may be possible to fit intermediate floor frames between the transverse frames which will provide additional support the bottom planking.*
- Deck beam spacing is excessive causing deficient deck plank thickness
  - *The actual deck area will reduce if a coach house is fitted over the well and interior layout structure can be placed to reduce beam spacing; consideration may also be given to overlaying a 20mm glued false deck which will also ensure there is no leakage caused by movement of seams in the existing deck.*
- Specifications of the middle unsupported deck beams are deficient due to the span
  - *Coach house sides, mast supporting arrangements and interior bulkheads/layout can be placed to provide additional support to deck beams.*
- In sufficient longitudinal stringers assuming one stringer per side
  - *Will require a second bilge stringer, adequately fastened and bracketed into the bow and stern if possible.*
- Floor frames don't appear to be fitted other than under the engine and mast steps
  - *This is most likely because of the heavy frame size.*

#### **Guide to hull remedial work**

As a minimum the following initial remedial work is required, method of rectifying scantling deficiencies will need to be incorporated.

- Replace worm infested sections of keel and keelson,
- Fabricate a steel slipper from the stem through to the stempost and rudder heel bearing,
- Through bolt slipper into frames, floor frames and keelson,
- Replace soft, worm infested and damaged hull planking,
- At least two bilge stringers to be fitted throughout and adequately through fastened and bracketed in the bow and stem,
- Clamp and shelf to be re-fastened?
- Refasten all plank / frame / keel rebate attachments,
- Rake and caulk,

15/12/2017 D505907

- o Further condition assessment required, particularly in way of mast steps, chain plate attachment area, stem tube, rudder tube and bracketing,

**Plans / detail required for assessment**

The following plans that detail specifications and design modifications are required at the earliest opportunity for assessment. Assuming that you are using a licensed electrician who is competent with marine installation incorporating Part C5B (electrical) of the NSCV, electrical schematic plans can be provided on completion.

- o Structure – longitudinal and transverse section,
- o Rudder and stock,
- o Propeller shaft and stem tube,
- o Watertight Subdivision,
- o Stability,
- o Machinery including systems for bilge pumping, fuel tanks & fuel system,
- o Electrical and emergency electrical,
- o Detail of loads on rigging & chain plates,
- o Passenger Accommodation / rails etc,
- o Fire Safety / Navigation Equipment / Safety Equipment,

To formalize the survey please complete the application form provided and return it to MAST, in the meantime please keep MAST informed of the time frame and arrangements to recommence work on the vessel.

Yours faithfully,



Gwyn Alway  
Manager Vessel Standards and Survey  
**MARINE and SAFETY TASMANIA**

15/01/2018 D509508



11 January 2018

DEVONPORT CITY COUNCIL  
PO BOX 604  
DEVONPORT TAS 7310

Dear Sir / Madam

**Certificate of Survey - JULIE BURGESS**

Please find attached your Certificate of Survey - valid until 30/Nov/2018 unless suspended or revoked.

The Certificate of Survey provides the evidence that a vessel has been surveyed and meets relevant standards for construction, stability and safety equipment.

The Certificate of Survey is subject to the conditions specified, which include maintaining the periodic survey regime, rectifying any identified defects and maintaining the currency of any equipment on the vessel.

If your vessel is subject to both initial survey and periodic survey, a periodic survey summary status is attached to this Certificate of Survey. An updated summary status will continue to be provided following each subsequent periodic survey.

Please note that in accordance with the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012*, the owner and master of a domestic commercial vessel commit an offence if they operate the vessel or permit the vessel to be operated by another person and the operation is not:

- \* Authorised by a Certificate of Operation
- \* Exempt from the requirement to have a Certificate of Operation

Should you require further information or documentation relating to the National System for Domestic Commercial Vessel Safety, please visit [www.amsa.gov.au/domestic](http://www.amsa.gov.au/domestic) or you may contact Marine and Safety Tasmania.

Toby Greenlees

**MANAGER - MARINE CERTIFICATION****MARINE and SAFETY TASMANIA**



15/01/2018 D509508



**Australian Government**  
**Australian Maritime Safety Authority**

## Certificate of Survey

*Marine Safety (Domestic Commercial Vessel) National Law Act 2012,  
Schedule 1*

Certificate Number T3314

Vessel Name	JULIE BURGESS		Vessel Id Number	5109	
Owner Details	DEVONPORT CITY COUNCIL		Survey Regime	USL	
Measured Length (m)	18.7	Beam (m)	5.1	Depth (m)	2.5
Survey Class	1D	Hull Material	TIMBER	Propulsion Power	112.50kws

<b>Operational Limits :</b>	
1D	1 Within designated sheltered water

Number of Persons this Vessel is Certified to Carry				
Class	Crew	Special Personnel	Unberthed Passengers	Berthed Passengers
1D	3		27	

<b>Conditions:</b>
Nil

<b>Standards Applied:</b>
1 Uniform Shipping Laws Code Uniform Shipping Laws Code
2 National Standard for Commercial Vessels

<b>Equivalent Solutions:</b>
Nil

<b>Exemptions: (Variations from USL Code)</b>
1 Dinghy carried in lieu of an open reversible life raft

<b>Periodic survey status:</b>
Refer to the current summary of periodic survey due dates

Unless suspended or revoked, this Certificate remains valid until:

30 November 2018

Date of Issue:

11 January 2018

Delegate of the National Regulator

Marine and Safety Tasmania

*(A certificate of survey is subject to the following conditions overleaf)*

15/01/2018 D509508

### CONDITIONS ON CERTIFICATE

- (a) The vessel must be surveyed in accordance with:
- (i) For a new vessel - Section 4 of NSAMS; or
  - (ii) For an existing vessel - Section 4 of NSAMS, USL Code Section 14 or the standard that applied to the vessel when it was last surveyed before 1 July 2013;
- (b) Any defect identified in any survey, including a periodic survey, must be rectified in accordance with any directions by the National Regulator;
- (c) A person who conducts a periodic survey of the vessel must give to the National Regulator a report on the condition of the vessel and the extent of its compliance with the standard that applies to the vessel;
- (d) Any certificate of currency required for any equipment on the vessel must be kept current;
- (e) The maximum number of people permitted on the vessel, or any part of the vessel, must not be exceeded;
- (f) The vessel must continue to comply with the construction, subdivision, stability and equipment standards that applies to the vessel;
- (g) The vessel must not be altered without approval by the National Regulator;
- (h) If the owner of the vessel transfers ownership to another person, the transferor must, within 14 days after the transfer, tell the National Regulator in writing
- (i) When the transfer occurred; and
  - (ii) The name and address of the transferee;
- (i) The owner of the vessel must tell the National Regulator in writing within 14 days if:
- (i) The vessel is sunk or scrapped, and when and where the sinking or scrapping occurred; or
  - (ii) The owner changes address; or
  - (iii) Any matter recorded on the certificate is no longer accurate;
- (j) The owner of the vessel must tell the National Regulator in writing at least 7 days before:
- (i) Changing the nature of its operations; or
  - (ii) Any alteration or replacement affecting the vessel's electrical system, machinery or associated systems, stability, watertight integrity or subdivision or equipment type;
- (k) The certificate must be displayed in a prominent place on the vessel, unless impracticable because of the size or use of the vessel.
- Note: Other conditions may be imposed — see, s 38(3) (b) of Schedule 1 of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012.*

\*\*\*\*\*

15/01/2018 D509508



**Australian Government**  
**Australian Maritime Safety Authority**

## Certificate of Survey

*Marine Safety (Domestic Commercial Vessel) National Law Act 2012,  
Schedule 1*

Certificate Number T3314

Vessel Name	JULIE BURGESS	Vessel Id Number	5109
Owner Details	DEVONPORT CITY COUNCIL	Survey Regime	USL
Measured Length (m)	18.7	Beam (m)	5.1
Survey Class	2C	Hull Material	TIMBER
		Depth (m)	2.5
		Propulsion Power	112.50kws

### Operational Limits :

2C 1 Within coastal water but not more than 30 nautical miles to seaward from the coast

### Number of Persons this Vessel is Certified to Carry

Class	Crew	Special Personnel	Unberthed Passengers	Berthed Passengers
2C	3			12

### Conditions:

Nil

### Standards Applied:

- 1 Uniform Shipping Laws Code Uniform Shipping Laws Code
- 2 National Standard for Commercial Vessels

### Equivalent Solutions:

Nil

### Exemptions: (Variations from USL Code)

- 1 Dinghy carried in lieu of an open reversible life raft

### Periodic survey status:

Refer to the current summary of periodic survey due dates

Unless suspended or revoked, this Certificate remains valid until:

30 November 2018

Date of Issue:

11 January 2018

Delegate of the National Regulator

Marine and Safety Tasmania

*(A certificate of survey is subject to the following conditions overleaf)*

15/01/2018 D509508

**CONDITIONS ON CERTIFICATE**

- (a) The vessel must be surveyed in accordance with:
- (i) For a new vessel - Section 4 of NSAMS; or
  - (ii) For an existing vessel - Section 4 of NSAMS, USL Code Section 14 or the standard that applied to the vessel when it was last surveyed before 1 July 2013;
- (b) Any defect identified in any survey, including a periodic survey, must be must be rectified in accordance with any directions by the National Regulator;
- (c) A person who conducts a periodic survey of the vessel must give to the National Regulator a report on the condition of the vessel and the extent of its compliance with the standard that applies to the vessel;
- (d) Any certificate of currency required for any equipment on the vessel must be kept current;
- (e) The maximum number of people permitted on the vessel, or any part of the vessel, must not be exceeded;
- (f) The vessel must continue to comply with the construction, subdivision, stability and equipment standards that applies to the vessel;
- (g) The vessel must not be altered without approval by the National Regulator;
- (h) If the owner of the vessel transfers ownership to another person, the transferor must, within 14 days after the transfer, tell the National Regulator in writing
- (i) When the transfer occurred; and
  - (ii) The name and address of the transferee;
- (i) The owner of the vessel must tell the National Regulator in writing within 14 days if:
- (i) The vessel is sunk or scrapped, and when and where the sinking or scrapping occurred; or
  - (ii) The owner changes address; or
  - (iii) Any matter recorded on the certificate is no longer accurate;
- (j) The owner of the vessel must tell the National Regulator in writing at least 7 days before:
- (i) Changing the nature of its operations; or
  - (ii) Any alteration or replacement affecting the vessel's electrical system, machinery or associated systems, stability, watertight integrity or subdivision or equipment type;
- (k) The certificate must be displayed in a prominent place on the vessel, unless impracticable because of the size or use of the vessel.
- Note: Other conditions may be imposed — see, s 38(3) (b) of Schedule 1 of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012.*

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15/01/2018 D509508



Australian Government  
Australian Maritime Safety Authority

## SUMMARY OF PERIODIC SURVEY STATUS

Vessel Name	JULIE BURGESS	Vessel Id Number	5109
Owner Details	DEVONPORT CITY COUNCIL	Survey Regime	USL

This summary is in reference to the periodic survey date status of survey certificate number T3314.

It is a condition on the certificate to maintain the periodic survey regime which includes the following survey item due dates.

Summary of Periodic Survey Item Due Dates			
Survey Item	Next survey due date	Period	Previous survey date
ANCHORS CABLES WINDLASS & CABLE LOCKER	30/Nov/2020	48	17/Oct/2016
ELECTRICAL INSULATION TEST	30/Nov/2020	48	17/Oct/2016
EQUIPMENT & MACHINERY INSPECTION	30/Nov/2018	12	01/Nov/2017
FUEL OIL TANK AFT	30/Nov/2024	144	13/Jun/2012
FUEL OIL TANK FORWARD	30/Nov/2024	144	13/Jun/2012
HULL & SHIPSIDE VALVES INSPECTION	30/Nov/2018	24	17/Oct/2016
LPG SYSTEM TEST CERTIFICATE	30/Nov/2020	48	17/Oct/2016
MACHINERY TRIAL AFLOAT	30/Nov/2019	24	01/Nov/2017
MAST & RIGGING	30/Nov/2020	96	13/Jun/2012
PROPELLER SHAFT SINGLE OR PORT	30/Nov/2021	48	01/Nov/2017
RUDDER & STOCK SINGLE OR PORT	30/Nov/2018	96	13/Jun/2011
SAFETY MANAGEMENT DOCUMENT AUDIT - LEVEL 1	30/Nov/2018	12	01/Nov/2017
STEERING GEAR INSPECTION	30/Nov/2020	96	13/Jun/2012
Life raft Survey - GLR (Sn 5161610100016)	17/Aug/2019		
Life raft Survey - GLR (Sn 5161610100065)	20/Dec/2018		

### **3.3 QUESTIONS ON NOTICE FROM ALDERMEN**

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

### 3.4 NOTICES OF MOTION

#### 3.4.1 LOBBY FOR LEGISLATION - POKER MACHINES

File: 32173 D510831

#### ATTACHMENTS

Nil

#### MOTION

"That Council in relation to the Notice of Motion 'Lobby for Legislation – Poker Machines' deferred at the Council meeting on 18 December 2017, determine that based on the subsequent release of the policies of both the major parties in the lead-up to the March 2018 State Election, that no further consideration of the issue needs to occur at this time."

#### OFFICER'S COMMENTS

At the Council meeting on 18 December 2017 the following Notice of Motion was considered:

MOVED: Ald Milne  
SECONDED: Ald Emmerton

"That the Devonport City Council lobby the Liberal Government and the Labor Opposition by forwarding the information contained in this preamble and motion to the Premier and Opposition Leader to ask them to legislate to hand control over numbers and placement of poker machines in the Devonport City Local Government area to the Devonport City Council. It is this local community most affected by the negative impacts of poker machines and it should be the leaders of this Local Government area who determine the number and placement of these addictive machines in our community.

That a copy of this motion be forwarded to the leaders of other parties, including the Tasmanian Greens, who will be contesting the next State election."

A PROCEDURAL MOTION was accepted that the matter be deferred pending the matter being discussed at a Workshop.

The matter was listed for discussion at the Workshop on 22 January 2018 at which time Council were provided with copies of the policies recently released by both the Labor Party and the Liberals. A copy of the Greens policy from 2014 was also provided.

The result of the discussion was that considering the major parties had subsequent to the meeting where the Notice of Motion had been tabled, issued their respective policies in the lead-up to the March 2018 State Election the intent of the motion had been superseded.

It is proposed that Council now consider the following:

***That Council in relation to the Notice of Motion "Lobby for Legislation – Poker Machines' deferred at the Council meeting on 18 December 2017 determine that based on the subsequent release of the policies of both the major parties in the lead-up to the March 2018 State Election that no further consideration of the issue needs to occur at this time.***

## **4.0 PLANNING AUTHORITY MATTERS**

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

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

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

- 4.1 PA2017.0146 Community Meeting and Entertainment (Alterations and Additions) - Assessment against Performance Criteria for General Residential Provisions 10.3.1, 10.3.2, 10.4.11 and Traffic Generating Use and Parking Code (fewer parking spaces than required) and Water and Waterways Code (carpark proximity to Watercourse) - 84-120 Don Road Devonport (D510516)



**4.1 PA2017.0146 COMMUNITY MEETING AND ENTERTAINMENT (ALTERATIONS AND ADDITIONS) - ASSESSMENT AGAINST PERFORMANCE CRITERIA FOR GENERAL RESIDENTIAL PROVISIONS 10.3.1, 10.3.2, 10.4.11 AND TRAFFIC GENERATING USE AND PARKING CODE (FEWER PARKING SPACES THAN REQUIRED) AND WATER AND WATERWAYS CODE (CARPARK PROXIMITY TO WATERCOURSE) - 84-120 DON ROAD DEVONPORT**

File: 34622 D510516

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

Council's Strategic Plan 2009-2030:

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

**PURPOSE**

The purpose of this report is to enable Council to make a decision regarding planning application PA2017.0146.

**BACKGROUND**

Planning Instrument:	<i>Devonport Interim Planning Scheme 2013</i>
Applicant:	Andrew Smith Architects
Owner:	Gateway Church Tasmania
Proposal:	Community Meeting and Entertainment (Alterations and Additions) - Assessment against Performance Criteria for General Residential Provisions 10.3.1, 10.3.2, 10.4.11 and Traffic Generating Use and Parking Code (fewer parking spaces than required) and Water and Waterways Code (carpark proximity to Watercourse)
Existing Use:	Church
Zoning:	General Residential
Decision Due:	29/01/2018

**ADVERTISING**

On 16/11/2017, Council received an application for the above development. Under Section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at Section 9(1) of the *Land Use Planning and Approvals Regulations 2014*, the Planning Authority fulfilled this notification requirement by:

- (a) Advertising the application in *The Advocate* newspaper on 03/01/2018;
- (b) Making a copy of the proposal available in Council Offices from 03/01/2018;
- (c) Notifying adjoining property owners by mail on 02/01/2018; and
- (d) Erecting a Site Notice for display from 02/01/2018.

The period for representations to be received by Council closed on 18/01/2018. One representation was received within the prescribed 14 day public exhibition period.

**SITE DESCRIPTION**

The site is known as the 'Gateway Church' and is identified by certificate of title 160729/302 with the property address of 84-120 Don Road, Devonport. The property has a total area of 2.954ha, is accessed from Don Road but also has a frontage to Tatiana Close that has not been developed. Located on the site is an existing church activity that has been in operation since the mid-1990s. The facility includes a commercial kitchen and occasionally operates as a function centre. The site is surrounded by residential development and adjoins a tributary of the Don River to the west of the site.

An aerial image of the site and the property's certificate of title are reproduced respectively as Figures 1 and 2.



Figure 1 - Aerial image of site and surrounds (Geocortex, 2015)

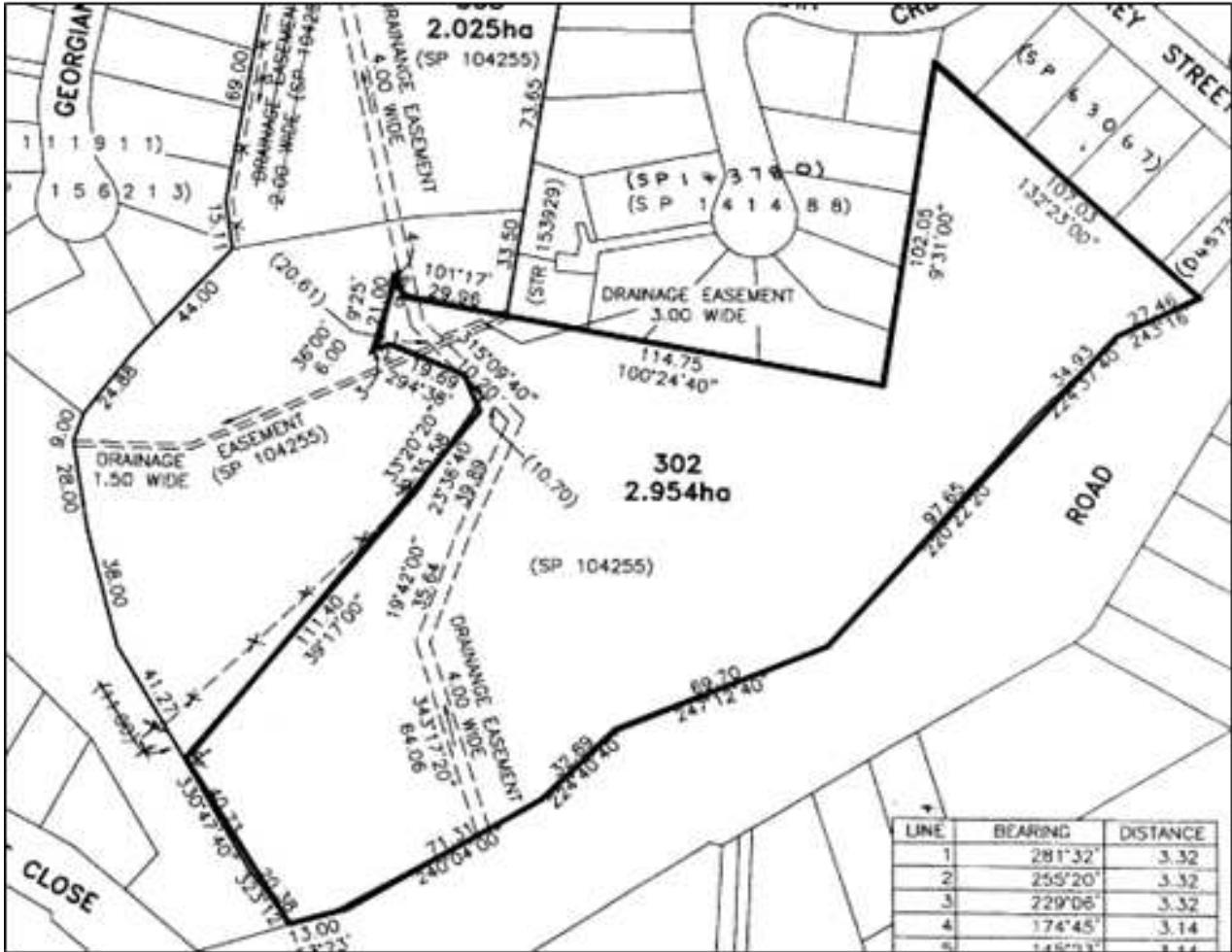


Figure 2 - Certificate of title of property - 160729/302 (the list, 2011)

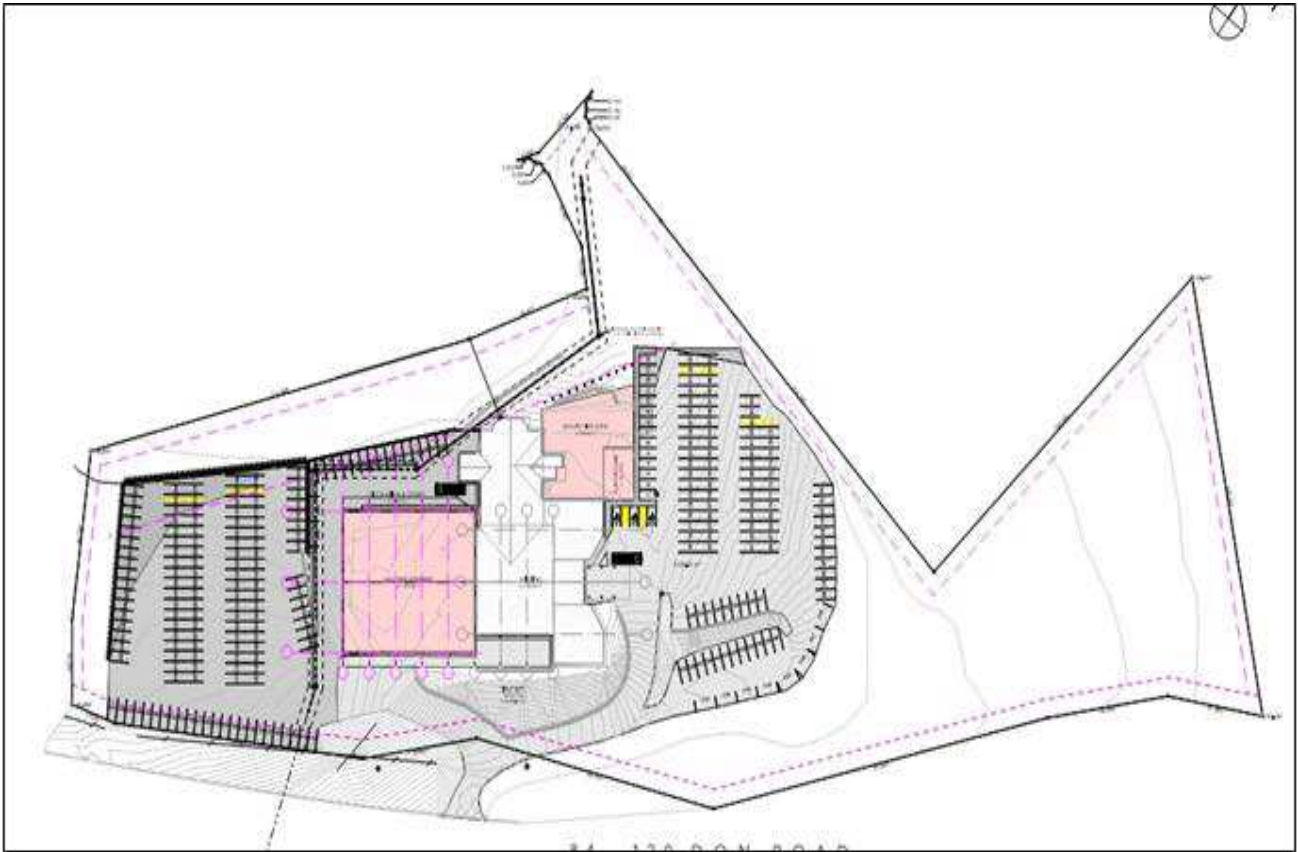
**APPLICATION**

The applicant is seeking approval to undertake a substantial redevelopment of the site.

The floor area of the church is proposed to increase from 1,755m<sup>2</sup> to 3,512m<sup>2</sup>. Most of the expansion is attained by the development of a new meeting hall. The existing meeting hall is also subject to alterations and is proposed to become the foyer. Also incorporated as part of the extension works are a kid's zone and playground. The other major component of the development is the increase in the formal car parking arrangements. Currently, the site accommodates 72 delineated parking spaces along with a 3,000m<sup>2</sup> overflow gravel carpark to the west of the building. As part of the redevelopment the existing overflow car parking will be formally delineated to provide a total of 268 spaces.

Figure 3, shown below, is a copy of the Site Plan for the proposed church redevelopment. A full copy of the application (including plans, development description and the applicant's supporting submission) is appended as Attachment 1.





**Figure 3 - Site Plan of church redevelopment (Andrew Smith Architects, 2017)**

### **PLANNING ISSUES**

The redevelopment of the Gateway Church requires the exercise of discretion (ie reliance on the Performance Criteria) on numerous development standards prescribed under the *Devonport Interim Planning Scheme 2013* (DIPS). These include standards applicable under the General Residential zone, Traffic Generating Use and Parking Code (E9) and Water and Waterways Code (E10).

### **General Residential Zone**

The site is zoned General Residential. The Zone Purpose Statements of the General Residential zone are:

“To provide for residential use or development that accommodates a range of dwelling types at suburban densities, where full infrastructure services are available or can be provided.” and;

“To provide for compatible non-residential uses that primarily serve the local community.”

(DIPS, 2013)

It is noted the church redevelopment is consistent with the zone purpose.

As required by the DIPS, all use and development must be categorised into a prescribed use class as detailed under provision 8.2. The church redevelopment can be appropriately categorised as Community meeting and entertainment. This use class is defined as follows:

“use of land for social, religious and cultural activities, entertainment and meetings. Examples include an art and craft centre, church, cinema, civic centre, function centre, library, museum, public art gallery, public hall and theatre.” (DIPS, 2013)

Report to Council meeting on 29 January 2018

The Use Table for the General Residential zone prescribes community meeting and entertainment as Permitted subject to the qualifications highlighted in Figure 4 below.

Permitted	
Use Class	Qualification
Community meeting and entertainment	If – (a) not an art gallery, cinema, concert hall, convention centre, dance hall, exhibition centre, function or reception centre, library, museum, music hall, or theatre; and (b) a gross floor area of not more than 300m <sup>2</sup>

**Figure 4 - Qualifications for community meeting and entertainment to have a permitted status within the General Residential zone (DIPS, 2013)**

In this proposal the church has a floor area in excess of 300m<sup>2</sup> and discretion is consequently conferred. It is noted that other community meeting and entertainment activities are discretionary because of their specific nature but a church requires discretionary consideration on the floor area.

The assessment process has identified the following Use and Development Standards that have to be satisfied:

- 10.3.1 A1 - *Discretionary permit use*;
- 10.3.2 A1, A2 & A3 - *Impact of Use*; and
- 10.4.11 A2 - *Location and configuration of development*

In regard to 10.3.1 the corresponding Performance Criteria (PC) are reproduced below along with comment.

**10.3.1 Discretionary Permit Use**

<b>Objective:</b>	
Use in this zone that is a discretionary permit use is to service and support the routine requirements of the local community	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b>	<b>P1</b>
There are no Acceptable Solutions	Discretionary permit use must – (a) be consistent with local area objectives; (b) be consistent with any applicable desired future character statement; and (c) minimise likelihood for adverse impact on amenity for use on adjacent land in the zone

**Figure 5 – Clause 10.3.1 - Discretionary permit use (DIPS, 2013)**

There are no AS for this development standard and as a result the PC are required to be assessed and satisfied. The application cannot be considered under Special Provision 9.2 - *Development for Existing Discretionary Uses* as the redevelopment is considered to substantially intensify the use.

In relation to P1 (a), the local area objectives have been analysed and the development is found to be satisfactorily in accordance. For example, part (c) of the Local Area Objectives of the General Residential zone state that:

*“Suburban residential areas enable opportunity for convenient access to basic level services and facilities for education, health care, retail, social, and recreation purposes.”*

(DIPS, 2013)

Report to Council meeting on 29 January 2018

The applicable desired future character statements have also been considered. It is submitted that the development satisfies the desired future character statements as the use is already existing and the proposed works are located in a manner that will not negatively impact the ability for adjacent residential development to have access to sunlight or compromise any privacy issues. Therefore (b) is satisfied.

The church has been in operation since the mid-1990s. The site is in a depression and the impact on the surrounding residential properties is considered negligible. Part (c) of the PC is considered to be met.

**10.3.2 Impact of Use**

<b>Objective:</b>	
Use in this zone that is a discretionary permit use is required to serve local needs and must minimise adverse impact on the amenity of residential use	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> Permitted non-residential use must adjoin at least one residential use on the same street frontage.	<b>P1</b> Use that is not in a residential use must – (a) be consistent with local area objectives; (b) be consistent with any applicable desired future character statement; (c) be required to service and support the local community; and (d) minimise likelihood for adverse impact on amenity for residential use on adjacent land in the zone.
<b>A2</b> Permitted non-residential use must not generate more than 40 average daily vehicle movements.	<b>P2</b> Use that is not in a residential use must – (a) be consistent with local area objectives; (b) be consistent with any applicable desired future character statement; (c) be dependent on the site for provision of significant social, economic, or environmental benefit to the local community; and (d) be required to obtain vehicular and pedestrian access from a no-through road as a consequence of – (i) the effect of topography on ability to create access upon a through road; or (ii) a regulatory limit on the ability to obtain pedestrian or vehicular access upon a through road; and (iii) have minimal likelihood for unreasonable impact on amenity for residential use on adjacent land in the zone
<b>A3</b> Other than for emergency services, residential, and visitor accommodation, hours of operation must be between 6.00am and 9.00pm	<b>P3</b> Hours of operation, including for the delivery and despatch of goods and the conduct of routine cleaning, maintenance and service, must be reasonable to requirements of the use and unlikely to cause conflict or interference to the amenity of other use on adjacent land in the zone

**Figure 6 – Development standard 10.3.2 - Impact of Use (DIPS, 2013)**

In regard to development standard 10.3.2 - *Impact of Use* it is noted that the AS cannot be satisfied for A1-A3 (inclusive), therefore the PC is required to be assessed and satisfied.

Report to Council meeting on 29 January 2018

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In relation to P1, compliance with (a), (b), (c) and (d) has previously been demonstrated and the PC are deemed to be satisfied with no further commentary required.

Compliance with P2 (a) and (b) has been demonstrated. The Gateway Church has one of the largest church congregations in Devonport and the church is considered to provide a significant community benefit, as a result P2 (c) is satisfied. Conformity with (d) is also met as the site is accessed from a public road that links to other road networks. In addition, Don Road is not a residential street and is one of the municipality's major arterial roads.

The church generally operates within the operating hours to satisfy the Acceptable Solutions A3. In relation to P3 the operating hours of the church are not stated within the application, however from the church's operating history there are occasional events which conclude after 9pm (ie music concerts or charity events). Council's records indicate a history of some complaints regarding excessive noise from the facility.

It is noted the situation is satisfactorily managed by its members to mitigate noise and traffic issues which have the capacity to affect the nearby residential amenity. In summary, the social conscience of the church satisfies P3.



**Figure 7 – Image of the site looking from the north-west. The hall addition is proposed on this side of the existing building (January 2018)**



**10.4.11.1 Location and configuration of development**

<p><b>Objective:</b></p> <p>The location and configuration of a development is to –</p> <ul style="list-style-type: none"> <li>(a) provide consistent separation between the development area on adjacent sites and between development and a road;</li> <li>(b) provide consistency in the apparent scale, bulk, massing, and proportion of adjacent buildings;</li> <li>(c) provide sufficient site area for open space, service activity and vehicle parking;</li> <li>(d) provide for the facade of a residential building to remain the dominant architectural element in the streetscape; and</li> <li>(e) separate adjacent buildings to provide reasonable opportunity for daylight and sunlight to habitable rooms and to private open space areas</li> </ul>	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A2</b></p> <p>All buildings must be contained within a building envelope determined by –</p> <ul style="list-style-type: none"> <li>(a) the applicable frontage setback;</li> <li>(b) a distance of not less than 4.0m from the rear boundary or if an internal lot, a distance of 4.5m from the boundary abutting the rear boundary of the adjoining frontage site;</li> <li>(c) projecting a line at an angle of 45° from the horizontal at a height of 3.0m above natural ground level at each side boundary and at a distance of 4.0m from the rear boundary to a building height of not more than 8.5m above natural ground level if walls are setback –             <ul style="list-style-type: none"> <li>(i) not less than 1.5m from each side boundary; or</li> <li>(ii) less than 1.5m from a side boundary if –                 <ul style="list-style-type: none"> <li>a. built against an existing wall of an adjoining building; or</li> <li>b. the wall or walls –                     <ul style="list-style-type: none"> <li>i. have the lesser of a total length of 9.0m or one-third of the boundary with the adjoining land;</li> <li>ii. there is no door or window in the wall of the building; and</li> <li>iii. overshadowing does not result in 50% of the private open space of an adjoining dwelling receiving less than 3 hours of sunlight between 9:00am and 3:00pm on 21st June.</li> </ul> </li> </ul> </li> </ul> </li> <li>(d) in accordance with any building envelope shown on a sealed plan of subdivision</li> </ul>	<p><b>P2</b></p> <p>Building height and location of a building in relation to a frontage and site boundaries must –</p> <ul style="list-style-type: none"> <li>(a) minimise likelihood for overshadowing of a habitable room or a required minimum area of private open space in any adjacent dwelling;</li> <li>(b) minimise the apparent scale, bulk, massing and proportion relative to any adjacent building;</li> <li>(c) be consistent with the streetscape;</li> <li>(d) respond to the effect of the slope and orientation of the site; and</li> <li>(e) provide separation between buildings to attenuate impact</li> </ul>
<p><b>A4</b></p> <p>A garage, car port or external parking area and any area for the display, handling, or storage of goods, materials or waste, must be located behind the primary frontage of a building</p>	<p><b>P4</b></p> <p>A, garage, carport or an external car parking area and any area for the display, handling, or storage of goods, materials or waste, must –</p> <ul style="list-style-type: none"> <li>(a) be consistent with the streetscape;</li> <li>(b) be required by a constraint imposed by size, shape, slope, orientation, and topography on development of the site; and</li> <li>(c) provide durable physical screening to attenuate appearance of the parking or loading area from a frontage and adjacent land</li> </ul>

**Figure 8 - Development standard 10.4.11 - Location and configuration of development – applicable standards (DIPS, 2013)**



The church redevelopment does not satisfy the AS for 10.4.11.1 A2 & A4 - *Location and configuration of development*. This is because the proposal has a height greater than the building envelope threshold of 8.5m for the General Residential zone (approximate height of proposed hall is 13m) and car parking is located along the frontage of the site.

Figure 7 demonstrated earlier in this report highlights that the additions and alterations of the proposed hall are located in a position that will not interfere with the amenity of residential properties taking into account overshadowing impacts or visual bulk concerns. The PC for P2 of this standard is comfortably satisfied.

In relation to car parking areas being visible from the frontage, it is observed that existing car parking on the north-eastern side of the church is partly obscured due to the existence of several substantial trees. The topography, which includes a land depression, also obscures the site and lessens the off site impact.

However, the new sealed car parking area (currently a gravel overflow parking area) will be visible from the Don Road frontage. To satisfy the Performance Criteria a condition will be included in the recommendation to provide a form of landscape treatment to screen the parking location when viewed from the Don Road frontage. This may require the car park location and configuration to be slightly amended where it adjoins the road.

**Traffic Generating Use and Parking Code (E9)**

Provision E9.5.1 - *Provision of Parking* prescribes the minimum number of parking spaces required for use and development. In respect of this development, Figure 9 below demonstrates the applicable parking spaces to satisfy the AS.

Use Class	Minimum Parking Space Requirement	Minimum Loading Area Requirement
Community meeting & entertainment	a) 15 x spaces / 100m <sup>2</sup> gross floor area; or b) 1 x space per 3 seats  whichever is the greater	1 x >small rigid truck space / 1,500m <sup>2</sup> gross floor area

**Figure 9 – Applicable number of carparking spaces for a community meeting and entertainment use (DIPS, 2013)**

In this particular proposal the building footprint is just over 3,500m<sup>2</sup> with the meeting hall component having a capacity of 660 arranged seats. The Code calculation from the figures indicates the following requirements:

- 525 parking spaces based on the floor area of the church; or
- 220 parking spaces based on 1 space per 3 seats of the meeting hall.

The greater amount of parking spaces based on floor area of the facility is required to satisfy the AS however only a total of 268 spaces are proposed for the overall site. This includes a reconfiguration of the existing area to provide 117 spaces and the additional 121 proposed on the western end of the site.

Because the AS cannot be achieved, the application is required to be tested against the PC for E9.5.1 - *Provision for Parking* to determine if the shortfall of 257 spaces can be favourably considered. These PC and some commentary are reproduced on the following page.

**E9.5.1 Provision for parking**

<b>Objective:</b>	
Provision is to be made for convenient, accessible, and usable vehicle parking to satisfy requirements for use or development without impact for use or development of other land or for the safety and operation of any road	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></p> <p>Provision for parking must be –</p> <p>(a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code;</p>	<p><b>P1</b></p> <p>(a) It must be unnecessary or unreasonable to require arrangements for the provision of vehicle parking; or</p> <p>(b) Adequate and appropriate provision must be made for vehicle parking to meet –</p> <p>(i) anticipated requirement for the type, scale, and intensity of the use;</p> <p>(ii) likely needs and requirements of site users; and</p> <p>(iii) likely type, number, frequency, and duration of vehicle parking demand</p>

**Figure 10 - Development standard E9.5.1 – Provision for Parking (DIPS, 2013)**

The application is required to be assessed against the merits of P1(b) to determine if it is unnecessary and not reasonable for the church to provide the compliant 525 parking spaces.

As part of the supporting planning submission, the applicant has put forward that the amount of parking spaces is more than adequate for the church redevelopment based on current activities and the actual number of persons at gatherings such as specific community meetings or events.

It is submitted that the users of this facility frequently travel to meetings and events in the family vehicle and that the gathered persons will either be located within the meeting hall during a service or be in the foyer area before and after a service.

The applicant has also produced calculations based on the building code requirements. In general terms the meeting hall will have a maximum allowable capacity of 785 people based on 1 person per 1m<sup>2</sup> of floor area but due to the arrangements of seats a lesser number of 660 seats will be provided. The 268 parking spaces for 660 seats equates to less than 1 space per 3 seats but seems reasonable based upon the church activities and the likely numbers of occupants per car.

In summary the applicant has provided comprehensive reasons how the lesser number of spaces satisfies the PC. As mentioned earlier, the site has been observed as being well managed by its members providing guidance and advice on parking availability upon arriving at an event. Anecdotally it appears that since the informal overflow carpark was created all vehicles can now be accommodated on the site without parking along Don Road or the Don Service Road. It is acknowledged that while the expansion of the church facility may increase the congregation numbers the ability for the church to host larger events is also controlled by the building code requirements for occupancy. Overall the applicant has satisfactorily demonstrated that the PC can be satisfied.

**Water and Waterways Code (E10)**

This Code applies to the development as the proposed car park at the south-western side of the church facility is located within 30m of a tributary to the Don River.

The purpose of the Water and Waterways Code is:

“...to assist protection and conservation of a water body, watercourse, wetland, or coastal shoreline area for –

- (a) ecosystem diversity and habitat value of native flora and fauna;
- (b) hydraulic capacity for water quality, yield, water table retention, flood flow, and waste water assimilation;
- (c) economic and utility importance to primary industry, settlement, industrial, irrigation and energy generation purposes; and
- (d) aesthetic and recreational use.”

(DIPS, 2013)

Provision E10.6.1 - *Development in proximity to water body, watercourse or wetland* is the applicable development standard for any development within 30m of a watercourse. This standard is reproduced below as Figure 11 along with comment.

**E10.6.1 Development in proximity to a water body, watercourse or wetland**

<b>Objective:</b>	
Development within 30m of or located in, over, on or under a water body, water course or wetland is to have minimum impact on –	
(a) the ecological, economic, recreational, cultural significance, water quality, and physical characteristic of a water body, watercourse or wetland;	
(b) the hydraulic capacity and quality of a water body, watercourse or wetland for ecological viability, water supply, flood mitigation, and filtration of pollutants, nutrients and sediments;	
(c) function and capacity of a water body, watercourse or wetland for recreation activity; and	
(d) aesthetic features of a water body, watercourse or wetland in the landscape	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b>	<b>P1</b>
There is no acceptable solution	Development must –
	(a) minimise risk to the function and values of a water body watercourse or wetland [R37] , including for –
	(i) hydraulic performance;
	(ii) economic value;
	(iii) water based activity;
	(iv) disturbance and change in natural ground level;
	(v) control of sediment and contaminants;
	(vi) public access and use;
	(vii) aesthetic or scenic quality;
	(viii) water quality management arrangements for stormwater and sewage disposal;
	(ix) modification of a natural drainage channel;
	(x) biodiversity and ecological function;
	(xi) level of likely risk from exposure to natural hazards of flooding and inundation; and
	(xii) community risk and public safety; and

	<p>(b) be consistent with any advice or decision of a relevant entity administering or enforcing compliance with an applicable protection and conservation regulation for –</p> <p>(i) impact of the development on the objectives and outcomes for protection of the water body, watercourse or wetland; and</p> <p>(ii) any condition or requirement for protection of the water body, water course or wetland</p>
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**Figure 11 – Development Standard E10.6.1 – Development in proximity to a waterbody, watercourse or wetland (DIPS, 2013)**

In relation to this standard there are no AS and thus the PC are required to be satisfied. The PC can be justified to some extent because new carpark will be sealed and drained to an approved and regulated connection. This will ensure that the objective of maintaining water quality by minimising sediment input is achieved. Similarly, but to a lesser degree the roof water from the building additions will require a plumbing permit assessment. No further commentary is submitted

### REPRESENTATIONS

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

The issues raised in the representation can be generally summarised as objecting to excessive noise emanating from the site and also drainage issues.

A copy of this representation is appended as **Attachment 2**.

### DISCUSSION

The issue of excessive noise occurring from the site appears to be the primary purpose for the representation. The representation alleges that the church in its current operation is causing a noise nuisance and that further intensification may exacerbate the situation.

A condition can be included in the recommendation to ensure the development incorporates passive noise mitigation construction materials and methods however the management of the use is the preferred option to fully alleviate excessive noise. Other legislation is available to address any reaction to a potential noise nuisance however the ongoing site management is considered reasonable to ensure any curfew is followed.

In relation to drainage concerns, this matter has been assessed as a standard referral practice by Council's Engineering Department. Their comments have been installed as conditions and notes in the final recommendation. In summary the matter can be addressed by a properly designed system.

In accordance with the requirements of the Water and Sewerage Industry Act 2008 the application was referred to TasWater who subsequently issued a Submission to Planning Authority Notice. In accordance with section 56P (1) of the Water and Sewerage Industry Act 2008 this notice forms part of the planning permit conditions.

### CONCLUSION

In summary, this report has provided an assessment of the proposal against the requirements of the DIPS and in particular those matters where the exercise of discretion has been required to be favourably considered by the Planning Authority.

## ATTACHMENTS

1. Current application - PA2017.0146 - 84-120 Don Road Devonport
2. Representation - Daniel Turner - PA2017.0146 - 84-120 Don Road Devonport
3. TasWater Submission to Planning Authority Notice - PA2017.0146 - 84-120 Don Road Devonport

## RECOMMENDATION

That Council, pursuant to the provisions of the *Devonport Interim Planning Scheme 2013* and Section 57 of the *Land Use Planning and Approvals Act 1993*, approve application PA2017.0146 and grant a Permit to use and develop land identified as 84-120 Don Road, Devonport for the following purposes:

- Community meeting and entertainment (alterations and additions) - assessment against performance criteria for General Residential provisions 10.3.1, 10.3.2, 10.4.11 and Traffic Generating Use and Parking Code (fewer parking spaces than required) and Water and Waterways Code (car park proximity to watercourse)

Subject to the following conditions:

### Planning & Environmental Conditions

1. Unless otherwise specified by a condition of this permit, the use and development is to proceed generally in accordance with the endorsed plans and supporting submission referenced as Additions & Alterations - Gateway Church Complex by Andrew Smith Architects, copies of which are attached and endorsed as documents forming part of this Planning Permit.
2. Prior to the applicable building and plumbing permit documentation being lodged, a screening plan of appropriate plantings and materials is to be submitted demonstrating how the visual appearance of parking areas is minimised along the Don Road frontage. The screening is to be implemented as part of the development (refer to note).
3. The developer is to incorporate appropriate acoustic materials and finishes into the building specifications.
4. The developer is to provide documentation for consideration on the mitigation measures proposed to the south-west of the site to prevent the ingress of sediment and building litter. This information should be submitted prior to or at the time of the building and plumbing permit applications (refer to note).
5. Any external site lighting proposed as part of the development is to be directed to avoid any light spillage that may cause a loss of amenity to neighbouring residential properties (refer to note).

### Engineering Conditions

6. The developer is to engage a suitably qualified engineer to design the stormwater management for the site to be submitted for approval by the City Engineer prior to submitting any subsequent building and plumbing permit applications. As part of the design stormwater discharge from the proposed development is to be adequately hydraulically detailed and designed for all storm events up to and including a 100-year Average Recurrence Interval (ARI) and for a suitable range of storm durations to adequately identify and control peak discharge flows. In

addition, the engineer is to identify the proposed discharge location(s) and methodology, and submit their detailed design and calculations for approval by the City Engineer prior to installation.

7. Concentrated stormwater is to be collected and discharged in accordance with the current National Construction Code.
8. The proposed extension to the existing sealed carparking is to have an all-weather surface and be generally constructed in accordance with the submitted drawings.
9. Any existing Council infrastructure impacted by the works is to be reinstated in accordance with the relevant standards.
10. A permit to work within the road reserve must be sought and granted prior to any works being undertaken within the road reserve.

**TasWater Condition**

11. The developer is to comply with the conditions contained in the Submission to Planning Authority Notice which TasWater has required to be included in the planning permit, pursuant to section 56P(1) of the *Water and Sewerage Industry Act 2008* – refer to **Attachment 3**.

Note: The following is provided for information purposes.

In relation to condition 2, screening is required to satisfy the Performance Criteria for 10.4.11.1 (P4) – *Location and configuration of development*.

In relation to condition 4, the developer should consider the recommendations in the *Wetlands and Waterways Works Manual* by the Department of Primary Industries, Parks, Water and Environment (DPIPWE).

In relation to condition 5, examples include directional signage and any external lighting for car parking areas.

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

Author:	Alex Mountney	Endorsed By:	Brian May
Position:	Planning Officer	Position:	Development Manager

Office use

Application no. \_\_\_\_\_

Date received: \_\_\_\_\_

Fee: \_\_\_\_\_

Permitted/Discretionary

### Devonport City Council

Land Use Planning and Approvals Act 1993  
Devonport Interim Planning Scheme 2013

## Application for Planning Permit

### Use or Development Site

Street Address: **84 - 120 DON RD  
DEVONPORT**

Certificate of Title Reference No.: **160729 / 302**

### Applicant's Details

Full Name/Company Name: **ANDREW SMITH  
ARCHITECTS**

Postal Address: **PO BOX 369  
PERUWIA TAS 7316**

Telephone: **0410034501**

Email: **asarchitects@bigpond.com**

### Owner's Details (if more than one owner, all names must be provided)

Full Name/Company Name: **GATEWAY CHURCH TASMANIA INC.**

Postal Address: **100 DON RD  
DEVONPORT TAS 7310**

Telephone: **04241636**

Email: **reception@gatewaychurch.net.au**



117-119  
 PO Box 634  
 117 Roper Way  
 Devonport TAS 7310  
 Telephone 03 4242411  
 Email  
 council@devonport.tas.gov.au  
 Web  
 www.devonport.tas.gov.au

Applications may be lodged by email to Council - [council@devonport.tas.gov.au](mailto:council@devonport.tas.gov.au) The following information and plans must be provided as part of an application unless the planning authority is satisfied that the information or plan is not relevant to the assessment of the application:

**Application fee**

**Completed Council application form**

**Copy of certificate of title, including title plan and schedule of easements**

KENT

**Demonstration of compliance with performance criteria and relevant codes**

**A site analysis and site plan at an acceptable scale on A3 or A4 paper (1 copy) showing:**

- The existing and proposed use(s) on the site
- The boundaries and dimensions of the site
- Topography including contours showing AHD levels and major site features
- Natural drainage lines, watercourses and wetlands on or adjacent to the site
- Soil type
- Vegetation types and distribution, and trees and vegetation to be removed
- The location and capacity of any existing services or easements on the site or connected to the site
- Existing pedestrian and vehicle access to the site
- The location of existing adjoining properties, adjacent buildings and their uses
- Any natural hazards that may affect use or development on the site
- Proposed roads, driveways, car parking areas and footpaths within the site
- Any proposed open space, communal space, or facilities on the site
- Main utility service connection points and easements
- Proposed subdivision lot boundaries, where applicable
- Details of any proposed fencing

**Where it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 on A3 or A4 paper (1 copy) showing:**

- The internal layout of each building on the site
- The private open space for each dwelling
- External storage spaces
- Car parking space location and layout
- Major elevations of every building to be erected
- The relationship of the elevations to natural ground level, showing any proposed cut or fill
- Shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites
- Materials and colours to be used on roofs and external walls

YES INC TOILET STAGE STORAGE

COLOURBAND

**A plan of the proposed landscaping including:**

- Planting concept
- Paving materials and drainage treatments and lighting for vehicle areas and footpaths
- Plantings proposed for screening from adjacent sites or public spaces

**Details of any signage proposed**

If all of the above information is not provided to Council at the time of lodgement the application will not be accepted.



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Value of use and/or development


\$ 1.1 M.

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Notification of Landowner/s (s.52 Land Use Planning and Approvals Act, 1993)

If land is not in applicant's ownership

I, ANDREW SMITH declare that the owner  
/each of the owners of the land has been notified/will be notified within 7 days from date of making  
this permit application.

Applicant's signature: 

Date: 31/7/17

~~If the application involves land owned or administered by the Devonport City Council~~

~~Devonport City Council consents to the making this permit application.~~

~~General Manager's signature:~~

~~Date:~~

If the application involves land owned or administered by the Crown

Consent must be included with the application.

---

Signature

I apply for consent to carry out the development described in this application. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected;
- more information may be requested within 21 days of lodgement; and
- The application may take 42 days to determine.

PUBLIC ACCESS TO PLANNING DOCUMENTS

I, the undersigned understand that all documentation included with this application will be made available for inspection by the public. Copies of submitted documentation, with the exception of plans which will be made available for display only, may be provided to members of the public, if requested.

Applicant's signature:

Date:

PRIVACY ACT

The personal information requested on this form is being collected by Council for processing applications under the Land Use and Planning Approvals Act 1993 and will only be used in connection with the requirements of this legislation. Council is to be regarded as the agency that holds the information.

---

Fee & payment options – Please pay fee when lodging your completed application form

Payment in Person

Customer Service hours are between 8.30am and 5.00pm, Mon-Fri. Payment may be made by cash, credit card, cheque or EFTPOS.

Payment by Mail

Cheques should be made payable to Devonport City Council and posted to The General Manager, Devonport City Council, PO Box 404, Devonport, TAS, 7310.

Credit Card Payment by Phone

Please contact the Devonport City Council offices on 6424 0511.

Customer Service hours are between 8.30am and 5.00pm, Monday to Friday.

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Sufficient information must be provided with an application to demonstrate compliance with all applicable standards, purpose statements in applicable zones, codes and specific area plans, any relevant local area objectives or desired future character statements.

Please provide one copy of all plans with your application.

---

**Assessment of an application for a Use or Development**

What is proposed?:

REFER ATTACHED

Description of how the use will operate:

REFER ATTACHED

Use Class (Office use only):

**RESULT OF SEARCH**

RECORDER OF TITLES

*Issued Pursuant to the Land Titles Act 1980*

## SEARCH OF TORRENS TITLE

VOLUME 160729	FOLIO 302
EDITION 1	DATE OF ISSUE 31-Jan-2011

SEARCH DATE : 31-Jul-2017

SEARCH TIME : 03.32 PM

DESCRIPTION OF LAND

City of DEVONPORT  
 Lot 302 on Sealed Plan 160729  
 Derivation : Part of Lot 5063, 63A-2R-0P Gtd. to James Sayer  
 Prior CT 104255/2

SCHEDULE 1

B658259 & C867750 GATEWAY CHURCH TASMANIA INC Registered  
 20-Aug-2008 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
 SP160729 EASEMENTS in Schedule of Easements  
 SP102679, SP104255 COUNCIL NOTIFICATION under Section 468(12)  
 of the Local Government Act 1962  
 SP104255 FENCING PROVISION in Schedule of Easements  
 C867752 MORTGAGE to Commonwealth Bank of Australia  
 Registered 20-Aug-2008 at 12.02 PM

UNREGISTERED DEALINGS AND NOTATIONS

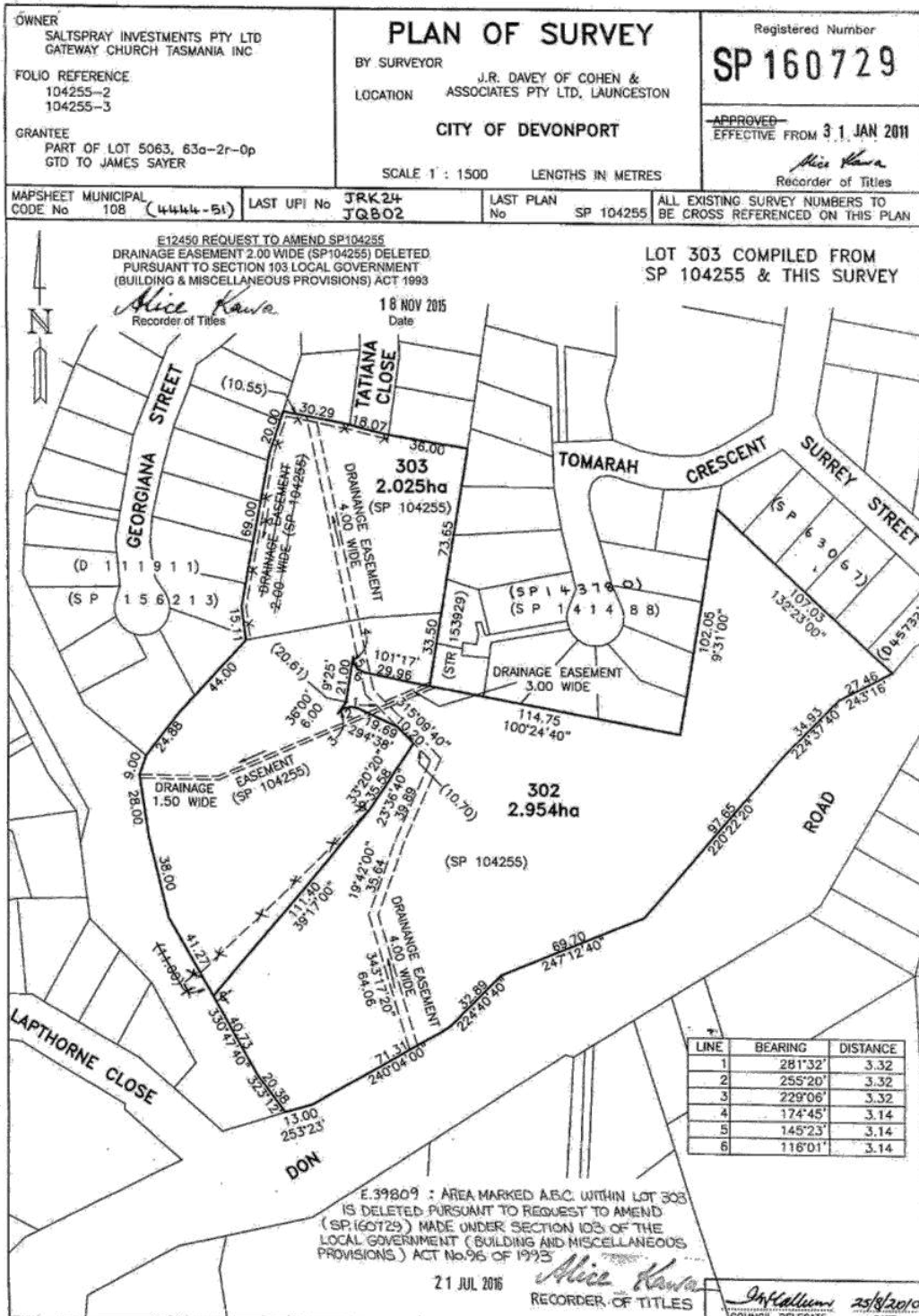
No unregistered dealings or other notations



**FOLIO PLAN**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980







**SCHEDULE OF EASEMENTS**

RECORDER OF TITLES

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<b>SCHEDULE OF EASEMENTS</b>	Registered Number
<b>NOTE:</b> THE SCHEDULE MUST BE SIGNED BY THE OWNERS & MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.	<b>SP 160729</b>

PAGE 1 OF 2 PAGE/S

EASEMENTS AND PROFITS

Each lot on the plan is together with:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits a prendre described hereunder.

Each lot on the plan is subject to:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits a prendre described hereunder.

The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.

~~Lots 302 and 303 are together with and subject to the Fencing Provisions and Easements as set out in SP104255.~~

~~The owner of Lot 303 on the Plan covenants with the Devonport City Council that no further development of the part of the Lot marked "ABC" on the Plan without first removing the uncontrolled fill and obtaining the consent of the Devonport City Council.~~

COVENANTS CONTINUED ON PAGE 2

EASEMENTS

Lots 302 and 303 on the Plan are subject to a Right of Drainage in favour of Tasmanian Water & Sewerage Corporation North West Region over the DRAINAGE EASEMENT 4.00 WIDE as shown on the Plan.

Lot <sup>and 303</sup> 302 on the Plan is subject to a Right of Drainage in favour of Tasmanian Water & Sewerage Corporation North West Region over the DRAINAGE EASEMENT 3.00 WIDE as shown on the Plan.

EASEMENTS CONTINUED ON PAGE 2

**NO OTHER** covenants, easements or profits a prendre are created to benefit or burden the Lots shown on the Plan.

Signed for and on behalf of SALTSPRAY INVESTMENTS PTY LTD (ACN 097 733 107) the Registered proprietor of the land comprised in Folio Of the Register Volume 104255 Folio 3 by its Attorney GREGORY BRIAN O'ROURKE under Power of Attorney No. PA29114 (and the said GREGORY BRIAN O'ROURKE Declares that he has not received notice of Revocation of the said Power) in the presence of:

Witness Signature *bdobson*

Law Clerk  
O'Rourke & Kelly  
1 Rooke Street  
Devonport Tas 7310

(USE ANNEXURE PAGES FOR CONTINUATION)

SUBDIVIDER: SALTSPRAY INVESTMENTS PTY LTD GATEWAY CHURCH TASMANIA INC	PLAN SEALED BY: CITY OF DEVONPORT
FOLIO REF: 104255-2	DATE: <u>25/8/2010</u>
SOLICITOR & REFERENCE: O'ROURKE & KELLY	SA 2010: 0006
	REF NO. <i>Inflallum</i> Council Delegate
<b>NOTE:</b> The Council Delegate must sign the Certificate for the purposes of identification.	



SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>ANNEXURE TO SCHEDULE OF EASEMENTS</b> PAGE 2 OF 2 PAGES	Registered Number <b>SP 160729</b>
SUBDIVIDER: SALTSPRAY INVESTMENTS PTY LTD GATEWAY CHURCH TASMANIA INC FOLIO REFERENCE: 104255-2 104255-3	

The Common Seal of  
 GATEWAY CHURCH TASMANIA INC  
 the registered proprietor of the land  
 Comprised in Folio of the Register  
 Volume 104255 Folio 2 was  
 hereunto affixed in the presence of  
 and accordance with a resolution of  
 the committee



*Dance*  
 Lee Dance  
 Public Officer

Right of drainage hereon deleted by me pursuant to Request to Amend No. E12450 made under Section 103 of the Local Government (Building & Miscellaneous Provisions) Act 1993

18 / 11 / 2015 *Mice Kawa*  
 Recorder of Titles

Restrictive covenant hereon deleted by me pursuant to Request to Amend No. E39809 made under Section 103 of the Local Government (Building & Miscellaneous Provisions) Act 1993

21 / 7 / 2016

*Mice Kawa*  
Recorder of Titles

**EASEMENTS**

Lots 302 & 303 on the plan are each subject to a Right of Drainage (appurtenant to the land in Conveyance No. 57/0097) over the land marked Drainage Easement 1.50 wide on the plan.

~~Lot 303 on the plan is subject to a Right of Drainage in favour of Devonport City Council over the land marked Drainage Easement 2.00 wide on the plan.~~

**COVENANTS**

~~The owner of Lot 303 on the plan covenant with the Devonport City Council to the intent that the burden of this covenant shall run with and bind the covenantor's lot and each and every part thereof and the benefit shall be in favour of the said Devonport City Council to observe the following stipulations, namely:~~

~~Not to allow any further development of the part of the Lot marked ABC on the plan without first removing the uncontrolled fill and obtaining the consent of the Devonport City Council.~~

**NOTE:** Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.





**SURVEY NOTES**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>SURVEY NOTES</b> SHEET 1 OF 1 SHEETS	Registered Number <b>SP 160729</b>	SURVEY CERTIFICATE I, <b>JOHN RICHARD DAVEY</b> of <b>LAUNCESTON</b> in Tasmania a Registered Land Surveyor HEREBY CERTIFY that: (a) this survey is based upon the best evidence that the nature of the case admits (b) the survey notes have been truly compiled from surveys made by me or made under my supervision; and (c) this survey and accompanying survey notes comply with the relevant legislation affecting surveys and are correct for the purpose required.  Date: <u>28/05/2010</u> Signature: Surveyors Reference: <b>5948 17/09</b>
CROSS REFERENCE PLAN NUMBERS USED AS PART OF THIS SURVEY	DESCRIBE BY REPORT THE EVIDENCE USED TO DETERMINE BOUNDARIES	
All boundaries are open unless otherwise stated. All corner marks are CP's unless otherwise stated. D/S = Deck Spike		
LOT 303 IS COMPILED FROM <del>SP104255</del> + THIS SURVEY.		

**REPORT:-**

- SURVEY DATUM IS MGA94 VIA SPM 6920.
- SURVEY CARRIED OUT WITH RTK GPS.
- ESTIMATE OF POSITIONAL UNCERTAINTY FOR CALC'D COORDS IS ±0.05  
- SEE [29] + [33]
- POINT SCALE FACTOR 0.99963908 } ∴ COMBINED S.F.  
HEIGHT CORRECTION 0.99999372 } 0.99963280.
- SURVEY COMMENCED & COMPLETED 26/05/10.
- BOUNDARY FIX:- SEE COMPARISON A TO FIX [20], [37] + [38].  
- SEE COMPARISON B TO FIX [34], [35] + [36].  
- [34] TO [38] ALONG DON RD. IS COMPILED + ADOPTED  
+ ADJUSTED PER SP104255, ACCORDING TO [37] + [38].  
SURVEY DIRECTIONS 3,2,3. - SEE COMPARISON C.

**REPORT:-**

- (A) - (2)  
299° 34' 52" 148.477 - OBSD.  
289° 46' 55" 148.504 - SP141488  
+ 9° 47' 57" 0.027  
ADPT TO FIX [20] PO FROM (2)  
+ ALSO [37] + [38] FROM [20] PER SP141488
- (B)  
(1) - SPM 2181  
228° 28' 53" 125.240 - OBSD.  
228° 29' 03" 125.229 - R/151453  
- 10" 0.011  
ADPT TO FIX [34] CALC'D PER CONNECTIONS FROM R/151453.  
+ ALSO [35] + [36] PER R/151453
- (C)  
[34] - [36]  
34° 04' 35" 325.624 - C  
24° 16' 50" 325.619 - SP104255  
+ 9° 47' 45" 0.005  
COMPILED + ADJUSTED ALONG DON RD.  
ADOPTED (SEE REPORT)

Our Ref: 00619

Tuesday, 26 September 2017

Devonport City Council  
PO Box 604  
DEVONPORT, TAS 7310

Attention: Planning Authority

84 – 120 DON ROAD – ADDITIONS TO EXISTING DISCRETIONARY  
USE – COMMUNITY MEETING & ENTERTAINMENT FACILITY

Please find enclosed the following documents for this application;

- Permit Application Form
- 00619 DA Issue 170727 E, Architectural concept drawings
- LIST Folio plan and associated title documents for the site

The proposal is for the additions to an existing discretionary Community Meeting & Entertainment use in Zone 10.0, General Residential.

The site is defined by title reference 160729 / 302, comprising 29,536 sqm.

The general site formation is similar to a quarry, being a depressed area below existing ridgelines and Don Rd as it rises up to the east.

The site as surveyed by PDA surveyors has its main building floor level at approximately 33.81m AHD.

The frontage to Don Road site rises nearly 30m in elevation from its lowest point, the southwest corner of the site at 31m AHD, up to the east to a level of 60m AHD.

The northern most corner of the site, approaching Tomarah Crescent has an elevation of around 58.5m AHD.

The northwest narrow strip approaching Tatiana Close falls slightly to a level below 30m AHD.

The existing Community Meeting & Entertainment use on the site is a discretionary use from clause 10.2 of the Devonport Interim Planning Scheme 2013 (DIPS 2013), as the floor area is greater than 300 sqm.



andrew smith  
architects

ABN 71 114 598 506

CC2762M

P.O. Box 369  
Penguin  
TAS 7316

M: 0410 034 501  
T: 0364 370 913  
F: 0364 370 839



TASMANIA REGISTERED  
ARCHITECT NO. 569







The current building gross floor area as surveyed is 1,755 sqm, with 145 sqm of that to be demolished for proposed works.

The current onsite parking facilities as surveyed have defined parking spaces for 72 vehicles, with an overflow parking area of over 3,000sqm, to the west of the existing structure.

The proposal is to convert the existing main meeting area to a large open foyer space, and extend the main ridgeline to the west with the creation of a new meeting hall.

The proposal also incorporates a replacement and enlargement of an existing structure to the northern corner of the existing foyer.

The proposed additions are single storey.

The kids play area is a high space to accommodate the play equipment.

The proposed gross floor area incorporating the retained existing areas is 3,512sqm.

The surveyed height of the existing main ridgeline is approximately 41.96m AHD, being around 18m below the eastern natural surface level of the site.

The existing ridge apex is setback at least, 56.8m from the northwest boundary to other residential sites, 81.4m to the northeast boundary to other residential sites, 112.64m to the western boundary to other residential uses and at its closest 37.4m to the south to the Don Road.

The proposed new meeting area has a roofline that matches the existing roof pitch and ridgeline orientation, being an extrusion to the west. The new meeting area is wider to accommodate storage, circulation and services spaces.

These areas have been included to provide additional separation and insulation for the meeting area.

The wider structure has its ridgeline at a level of approximately 46.31m AHD, being 13.9m below the eastern natural surface level of the site.

The proposed new meeting area ridge apex is at its closest; 47.8m from the northwest boundary to other residential sites, 97.74m to the northeast boundary to other residential sites, 75.35m to the western boundary to other residential uses and at its closest 37.4m to the south to the Don Road.





The purpose of Devonport Interim Planning Scheme 2013 (DIPS 2013) is to coordinate sustainable use or development, and settlement growth through a balance of infill redevelopment and expansion of established centres.

The current facility is well established and forms a key local centre for residents to meet and be socially part of the community.

The site provides for the daily needs of local residents without compromising the regional model of business and retail centres.

The site has existing and adequate utilities and community services.

The Devonport Strategic Plan 2009-2030 (2014 Review) at goal 4 states,

‘The quality of life enjoyed by the community depends largely on its connectedness, access to a range of community services and facilities, and the degree to which people feel safe, secure and included. Provision of education and health services are vital to the well-being of the community, as are recreational and community facilities for sport and individual pursuits, cultural activities which assist people to connect and engage with each other in developing a strong sense of belonging, community spirit and quality of life.’

The proposed redevelopment of this existing facility follows this goal, and the purpose of the DIPS 2013.

The General Residential zone has at clause 10.1.1.2 of the DIPS 2013 its purpose statement of

‘To provide for compatible non-residential uses that primarily serves the local community.’

The existing use is well established, compatible and serves the local community, complying with the zone purpose statement.

Clause 10.1.2 of the DIPS 2013, Local Area Objectives lists the following;

- (a) Suburban residential area make efficient use of land and optimise available and planned infrastructure provision through a balance between infill and redevelopment of established residential areas and incremental release of new land

The redevelopment of this existing community centre only supports these objectives. The proposed redevelopment makes efficient use of land in a suburban fringe area that is not ideal as residential lots due to the topography and proximity to a major service road and non-residential uses beyond.



- (b) Suburban residential areas provide equivalent opportunity for single dwelling and multiple dwelling developments and for shared and supported accommodation through private, public and social investment

The redevelopment of this existing community centre only supports these objectives. The proposed works do not impact on this objective.

- (c) Suburban resident convenient access to basic level services and facilities for education, health care, retail, social, and recreation purposes;

The redevelopment of this existing community centre only supports these objectives.

- (d) Suburban residential areas provide small-scale employment opportunities in home occupation and home based business.

The redevelopment of this existing community centre only supports these objectives. The proposed works offer meeting and socialising opportunities for such small scale and home businesses, within this local area.

- (e) The amenity and character of suburban residential use is commensurate with the location of housing and support activity within a shared urban setting, and is to take into account –

- (i) The likely impact on residential use from the occurrence and operation of non-housing activity;

The redevelopment of this existing community centre is to provide better facilities for the users and to improve on the insulation and separation of functions from the adjoining residential uses.

The new works will offer better acoustic and visual privacy to improve the amenity and lessen any likely impacts on the adjoining residential use.

The redevelopment follows this objective.

- (ii) The effect of location and configuration of buildings within a site on –
- a. Apparent bulk and scale of buildings and structures;
  - b. Opportunity for on-site provision of private open space and facilities for parking of vehicles;
  - c. Opportunity for access to daylight and sunlight;
  - d. Visual an acoustic privacy of dwellings; and
  - e. Consistency of the streetscape; and







The depressed quarry like form of the site, and the large setbacks to frontages and adjoining residential uses, which are well in excess of the prescribed minimums reduces the apparent bulk and scale of the structures on the site. The rooflines are generally viewed from above and the structures are nestled into the site.

The site has opportunity for on-site private open space and facilities for parking of vehicles.

The proposed works do not have any affect on the opportunity for access to daylight and sunlight to surrounding residential uses.

The proposed works will improve the construction and insulation of the main areas to improve the visual and acoustic privacy of users on adjacent residential sites.

The proposal maintains the current streetscape and setback that is well in excess of that required in this zone.

The frontage setback reduces slightly to 20.7, from the current 22.6m, due to the varying bearings of the Don Rd boundaries.

The current setback to the adjoining residential sites to the northwest is 21m (4m setback permitted), with new works setback further from these sites, confirming the proposal is maintaining and or improving the visual and acoustic amenity of the adjoining residential uses.

The redevelopment follows these objectives.

- (iii) The relationship between new sensitive use and the use of land in an adjoining zone

The proposal is not a sensitive use.

Clause 10.1.3, Desired future character statements, advises;

- (a) that housing is predominant, but not to be exclusive for development
- (b) choice and diversity in the design, construction and affordability of buildings;
- (c) buildings that are typically one or two storeys;
- (d) buildings that are set apart from adjacent buildings to –
  - (i) reduce apparent bulk and scale;
  - (ii) enable each an opportunity for access to sunlight; and
  - (iii) assist visual and acoustic privacy between adjoining dwellings;



- (e) a streetscape in which buildings are setback consistently from the frontage;
- (f) site coverage that retains sufficient external ground for recreation, service activity, and vehicle parking; and
- (g) an ordered pattern of lots and a well-connected internal road network



The proposal follows these statements.

The separation of the proposal from the adjoining sites and their structures where developed, follows statement 10.1.3 (d) of the DIPS 2013, and reduces the bulk and scale from their viewpoint, does not hinder access to daylight or sunlight and maintains and or improves the visual and acoustic privacy of dwellings outside the development site.

The Community Meeting & Entertainment use on the site as the main use and function for the local community is as a place of gathering and support for the community and its members, and it is not one of the facilities listed in the qualifications;

- Art Gallery
- Cinema
- Concert Hall
- Convention Centre
- Dance hall
- Exhibition Centre
- Function or reception Centre
- Library
- Museum
- Music Hall or Theatre.

This use is discretionary only as the floor area is larger than 300 sqm.



Clause 10.3.1 of the DIPS 2013 discretionary uses, requires the following performance criteria to be met;

P1

Discretionary permit use must –

- (a) be consistent with local area objectives; (refer to discussion of clause 10.1.2 above),
- (b) be consistent with any applicable desired future character statement; (refer to discussion of clause 10.1.3 above); and
- (c) minimise likelihood for adverse impact on amenity for use on adjacent land in the zone

The proposal makes efficient use of existing land that is not ideal for small lot residential subdivision, due to the topography of the site.

The redevelopment of this well established existing community use on this site maintains and supports the opportunity for convenient access for the local community to education, social and recreation services provided at this facility. This existing community support facility, shares its suburban setting in a manner that is commensurate with the location of the surrounding housing developments, and the redevelopment of this facility is in response to the need and growth of users of this facility, from the local community.

The existing main meeting areas are in the order of 900sqm, with the proposal relocating existing functions to improve the use of the centre. The proposed new main meeting area is in the order of 785sqm, with the dedicated kids zones equating to 589sqm.

The main area is for coordinated community meetings. This area is predominately used as the Gateway Church.

The enlargement of the foyer and relaxation areas is to provide adequate internal all weather areas for the users to assemble prior to the meetings and to retire to after meetings to socialise and foster the community of the area.

In essence the users move from area to area, and do not occupy all areas at one time.

The expansion of the service and circulation areas is to properly cater for the current level of the community groups that use this facility and a moderate anticipation of future growth.





The size of the groups that attend a meeting require sufficient amenities and service areas for a single occasion, and the proposed replanning and growth of these service function areas is to allow for the current user level and anticipated future growth in a manner that meets or exceeds the Building Code of Australia requirements.



To allow for users to enjoy the meetings and socializing, larger areas have been set-aside for the children of the users attending the meeting to have secure safe and adequate facilities to play and learn.

While the gross floor area has nearly doubled the main meeting hall and the user level has not intensified. The users are to be offered better facilities in this important regional centre.

The key aspects of the local area objectives and desired future character statements are that new works are set apart to reduce the apparent bulk and scale, and maintain access to sunlight, and assist visual and acoustic privacy between adjoining dwellings, these aspects are discussed above, and show how the proposed works meets or exceeds the local area objectives and or desired future character statement provisions.

The performance criteria of clause 10.3.1 P1 of the DIPS 2013 are met or exceeded.

Clause 10.3.2 of DIPS 2013, Impact of Use, has an its objective;

Use in this zone that is a discretionary permit use is required to serve local needs and must minimise adverse impact on the amenity of residential use.

The development follows this objective, and as shown above meets the performance criteria P1, with its separate access from Don Rd not via residential streets, P2 and its existing operations meet the requirements of A3 & P3.

Clause 10.4.1 through to 10.4.10 of the DIPS 2013, relate to single and or multiple dwelling developments only, and therefore do not apply to this development.

Clause 10.4.11 of the DIPS 2013, Development other than a single or multiple dwelling, provides the development standards for this proposal.

The location and configuration of the existing and proposed structures well exceed the boundary and privacy setbacks minimums of acceptable solution A1 of this clause.

The existing and proposed building height exceeds the 8.5m building envelope height limit from natural surface level.





The setbacks and location of structures to the south and or below other residential sites prevents and or minimises the likelihood of overshadowing.

The depressed building plateau of the site compared to the frontage and residential sites to the northeast and east, renders the height of the buildings below the surface levels of most adjoining sites. This minimises the apparent scale, bulk, massing and proportion relative to any adjacent buildings.

The main structures in this section of Don road are commercial large shed structures, closer to their frontages, with residential site elevated on the service road further to the south of Don Rd.

The development is constrained by the existing excavated area, site slope and orientation.

The development is well separated from adjacent buildings.

The proposal meets or exceeds the performance criteria P2 of this clause.

The site coverage will be approximately 12%, which again is well below the permitted density of 50%, complying with acceptable solution A3 of this clause.

The external car parking areas exist, and the proposal is to delineate the overflow area to define the number and separation of spaces in this area, in accordance with AS2890.

The parking is generally behind the primary frontage, with small sections that are not behind the primary frontage, screened from view, by the topography of the site and or landscaping treatment. Meeting the requirements of A4 and or P4 of this clause.

There are no garages or carports in the frontage elevation, rendering A5 / P5 of this clause not applicable.

The existing and proposed setbacks well exceed the requirements of clause 10.4.11.2 Visual and acoustic privacy for residential development.

The proposal does not incorporate a frontage fence.

Code E2 Airport Impact Management Code, of the DIPS 2013 applies to the site as it is within the 107.OAS.15 Operational Airspace overlay.

This places the site within Areas and vertical dimensions of the Obstacle Limitation Surfaces and PANS-OPS for Devonport Airport, of 15m.

The application of this code forms discretion for this application.

The existing structures and proposed development are less than 15m in height, and are well below the existing surface levels of ridgelines to the southwest, southeast and northeast.

Lighting of car parking areas and security lighting of the perimeter of buildings will be directed downwards to the immediate area, and be at worst 12m above the depressed plateau surface levels.

Document Groups:asarchitects:JOBS:699:00619:DCC:00619 DA01 170925.docx





Table to clause E2.5.1, Use Class Acceptable to Forecast Noise Exposure Levels, of the DIPS 2013, places the use, Community Meeting & Entertainment in Group 2.

The Community Meeting & Entertainment use is acceptable with conditions for ANEF of up to 25.

The building ridgeline above the already excavated building plateau is 12.5m, which does not exceed the 15m requirement of this code.

The proposal has no impact on the Devonport airport or its operations.

The site is not within the Devonport Airport public safety area.

Code E9.0, Traffic Generating Use and Parking Code, applies to this development.

Table E9.1 Provision of Parking Spaces and Loading Areas, for the Community Meeting & Entertainment use requires either 15 spaces / 100sqm of gross floor area or 1 space / 3 seats, whichever is the greater, and 1 small rigid truck space (SRT) for every 1,500 sqm of gross floor area.

As explained above, the facility caters for groups attending a specific community meeting or event.

The gross floor area does not determine the number of persons at such a gathering.

The capacity of the meeting area renders the number of persons being catered for and therefore the parking provisions required.

The existing meeting areas (main hall & studio) have a combined floor area of around 900 sqm. This floor area is catered for by 72 defined car spaces, and a 3,000 sqm unmarked overflow area with an approximate capacity of 130 spaces, when the provisions of AS2890 are applied to this area.

Application of Table E9.1 Provision of Parking Spaces and Loading Areas, on the existing 900 sqm (900 seat capacity under the BCA) would render car parking of 135 by the floor area method, or 300 using the seat capacity method.

While 300 spaces would be applicable as the higher figure, the 900sqm of existing meeting space is not physically able with seat spacing's, aisles and circulation areas to accommodate that number of persons.

The users of this Community Meeting & Entertainment facility are generally family groups that travel to meetings and or events in the family vehicle.

The proposed relocated main meeting area will have a seating capacity of nom 785 persons under the BCA, at 1 person per sqm of floor area.

Again this number of will not be likely on a normal basis, as exemplified by the arrangement of seats rendering a total of 660.



The proposal is to delineate the existing and redevelop the overflow area and delineate parking to achieve the maximum the site topography and existing structures will permit.

This will achieve in the order of 268 car spaces, which exceeds the 1 space per 3 seats for the floor area of 785sqm.

This large group of persons would move throughout the gross floor area prior to and after the meeting or event as previously explained.

Clause E9.5.1 Provision for parking, states as its objective;

Provision is to be made for convenient, accessible, and usable vehicle parking to satisfy requirements for use or development without impact for use or development of other land or for the safety and operation of any road

The acceptable solution A1 to this clause requires application of Table E9.1 Provision of Parking Spaces and Loading Areas.

The performance criteria P1 of this clause require the following;

P1

- (a) It must be unnecessary or unreasonable to require arrangements for the provision of vehicle parking; or
- (b) Adequate and appropriate provision must be made for vehicle parking to meet -
  - (i) anticipated requirement for the type, scale, and intensity of the use;
  - (ii) likely needs and requirements of site users; and
  - (iii) likely type, number, frequency, and duration of vehicle parking demand

The parking spaces proposed are the maximum reasonably able to be provided on this site considering the topography and location of existing structures and services, which follows the performance criteria of P1 (a).

The parking spaces proposed are adequate and appropriate for the;

- Anticipated requirement for the type, scale, and intensity of the use;
- Likely needs and requirements of site users; and
- Likely type, number, frequency, and duration of vehicle parking demand

The proposed parking provisions are based on the long-term use on the site and type of gathering for meetings and events in the main meeting hall area.

The proposed parking provisions are based on the performance criteria P1 (b) of this clause.



We therefore seek Councils approval of this development, with the following discretions;

- Zone 10, General Residential, 10.2 Use table, a Community Meeting & Entertainment use with a gross floor area greater than 300 sqm.
- Zone 10, General Residential, clause 10.4.11.1 Location and configuration of development, Performance Criteria P2, building height.
- Code E2, Airport Impact Management Code, for a site being within the 107.OAS.15 Operational Airspace overlay.
- Code E9.0, Traffic Generating Use and Parking Code, provision of car parking spaces, performance criteria P1 (b).

Please call if you have any queries.

Yours faithfully



Andrew Smith RAIA  
Registered Architect  
Managing Director  
Email: [asarchitects@bigpond.com](mailto:asarchitects@bigpond.com)





## CSE TASMANIA PTY LTD

civil &amp; structural engineering

27<sup>th</sup> of September 2017

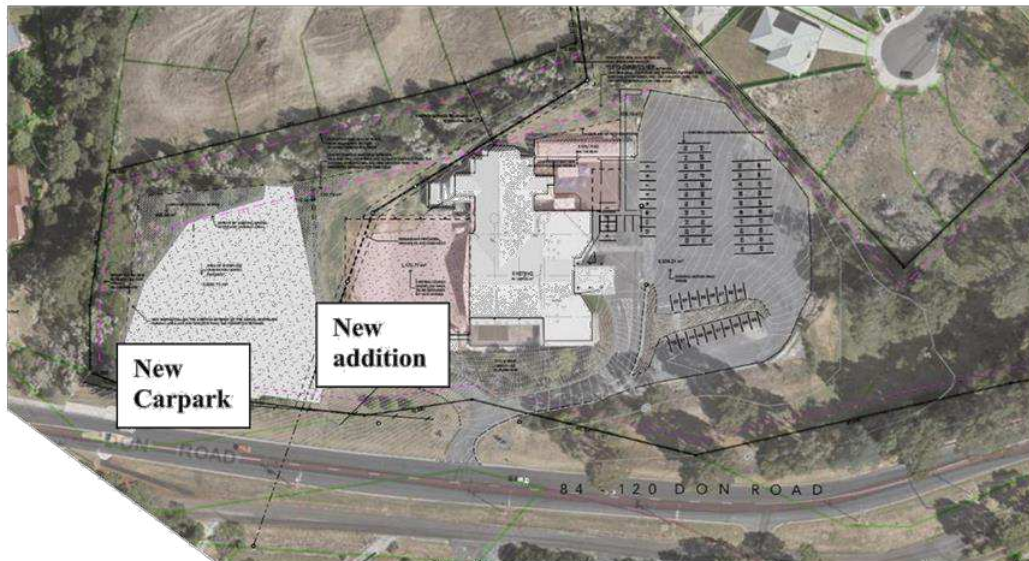
Mr Brett Whitely

Forwarded by email [60brettwhiteley@gmail.com](mailto:60brettwhiteley@gmail.com)

**Traffic Assessment and Engineering Advice for Proposed Expansion  
Gateway Church 84 – 120 Don Road Devonport**

Dear Brett,

As requested I have reviewed the development works proposed for your church building expansion and Councils request for additional information associated with this use intensification. This report supplements Andrew Smith Architects letter of 26<sup>th</sup> of September and supplies additional engineering related details requested by Council.



The project involves additions to the existing community meeting and entertainment facilities and expansion and formalization of the carpark.

ABN 98 118 678 667

p 03 6428 3994 • m 0429 418 739 • [chris@csetas.com.au](mailto:chris@csetas.com.au)

Office Address – 127 Leith Road, Leith • Mailing Address PO Box 49, Turners Beach 7315

Council have raised a number of issues in their email (Alex Mountney) of 12<sup>th</sup> of September which require engineering input prior to council finalizing the planning application. Specifically issues can be summarised as:-

**Stormwater**

- Increase in impervious area and water to the existing watercourse – how will stormwater be managed on site
- Compliance with the NCC and Urban Drainage Act

**Traffic**

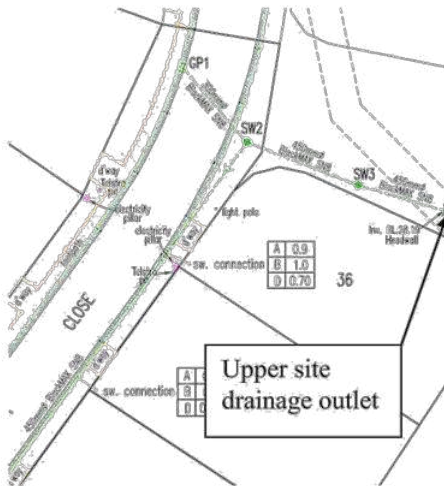
- Concerns associated with the increased traffic generated by the development
- Confirm that the number of car parks is adequate for the proposed use
- Review of the existing access to handle the level of traffic associated with the intensification of use
- Review vehicle circulation pathways
- Certify that the final carpark layout will be in accordance with the relevant Australian Standards.

Each of these matters is dealt with below with the exception of the last point which will be certified during the detailed design process. A condition of the permit can be provided that the carpark layout be designed in accordance with AS2890.1.

**Stormwater Management**

The carpark proposed for the development adds an additional approx. 0.35Ha of impervious area into the catchment which extends from a culvert under the Don River Railway south to Hillcrest Road. The total catchment is about 52Ha. Refer to catchment boundary on next page.

The proposed building extension (nominally 34m x 38m or 1300m<sup>2</sup>) converts a gravelled semi pervious area to an impervious area.



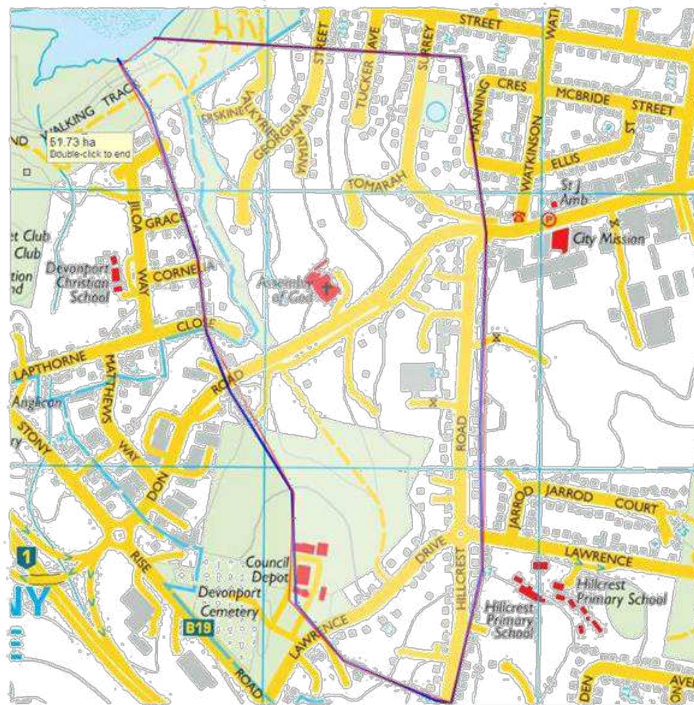
Buildings on site are drained via a piped network around the buildings to an open drain to the upper site outlet which is then piped through the recently completed Tatiana Drive Subdivision –refer As Constructed drawing excerpt for this development to the left.

The new building additions will be connected to the piped network. Detailed design will check that the existing pipe network can handle the 1 in 5 year event flow and that overflow from the site for less frequent larger events is directed overland away from the subdivision. Stormwater outlets for the site are down the piped system in Tatiana Close for the eastern side of the site or west of the development to the existing natural water course.

Andrew Smith outlines in his submission that the site coverage is 12%. This is considerably less than I would use in design of residential developments where a figure of 70% is representative.

Stormwater from the proposed sealed lower carpark which is presently gravelled, sheet flows from the carpark into the bush and then into the existing natural water course. As it sheet flows it does not concentrate water and no erosion issues are presently evident or expected from the sealed carpark.





Water from the lower carpark must not flow north towards the residential subdivision. Design level changes may be required during detail design to ensure that the proposed car sheet flows in a south west direction to the existing natural water course. The architectural drawings show a 10m buffer which will remain as heavily vegetated on the western boundary. This screens the church activities from the neighbours and provides a suitable discharging medium for the sheet flow stormwater from the carpark.



The proposed increase in non permeable area could be argued to have detrimental effects downstream if:-

- built infrastructure was not capable of containing flows
- housing could potentially be flooded
- erosion of the natural surface was occurring.

From assessment of the aerial photo and from personal knowledge associated with developing the three subdivisions north of this site none of these issues are going to be compromised by progressing this development as proposed.

I am aware that in the last few years a culvert under the Don Railway suffered damage during a storm event and was replaced – I believe this was the culvert draining this catchment. This is the only infrastructure thought to be impacted by the increase in flow intensity. The contribution of this site to the flow at that outlet would be negligible 0.363ha/52ha at about 0.7% of the total catchment changing to impermeable.



### Traffic Management

#### Geometry

Don Road in the vicinity of the development is 12.3m from face of kerb to face of kerb in width. No parking is required on Don Road in these locations as there are no residences fronting the road. This provides good widths to allow right turn vehicles to prop and turn across oncoming traffic while other traffic passes the propped vehicle.



The New South Wales Roads and Transport Authority (RTA) Guide to Traffic Generating Developments is the key document providing advice on vehicle movement from developments.

For 101 to 300 car parking spaces its table 6.2 provides guidance that a type 3 or 4 driveway is required. Table 6.1 then outlines that an entry width of 6 to 8 meters is required for this volume. A kerb radius of between 2 and 9m is nominated depending on heavy vehicle access requirements.

#### Traffic Generation

Andrew Smith outlines that traffic generation based on accepted calculation methods should be between 135 and 300 for the existing main hall and studio which have a combined floor area of about 900m<sup>2</sup>.

Table E9.1 of the planning scheme – Provision of Parking Spaces and Loading Areas nominates that 135 car spaces are required using the floor area method. The BCA nominates seating capacity at 1 person per m<sup>2</sup> which equates to 900 in the current configuration. I have been advised that a usual service presently occupies up to 470 seats.

72 car parks and a 3000 m<sup>2</sup> unmarked overflow carparking area with approximate capacity of 130 spaces (assuming parking to AS2890.1) cater for the current development. Total spaces is therefore 202 spaces.

The Guide to Traffic Generating developments provides no guidance on the volume of traffic expected from a church or the number of car spaces required. As church is usually a family activity the average house occupancy of about 2.5 would be a reasonable assumption.

At 3 people per car 900 people would require 300 spaces which is still considerably higher than what is provided on site now at 202 spaces.

The proposed building modifications provide for:-

- a new meeting with floor area of 785m<sup>2</sup>
- a large foyer for mixing before and after the service
- a dedicated kids zone with area of 589sqm.

It is argued that capacity for larger events is reduced with amenity being improved for the existing users of the facility.

Despite this the proposed redevelopment will increase car parking from approx. 202 spaces (many of which were gravel surfaced) to provide for new sealed and delineated car parks numbering 268 spaces.

#### *Sight Lines*

A brief review of the sight lines for vehicles entering and exiting the site shows that the shortest sight line is for west bound traffic on the east side of the access. Sight distance on this side is about 110m. Safe Intersection Sight Distance for a design speed of 60km/hr is 114m. The minimum required sight line, termed Safe Stopping Distance, is 73m for this speed. Clearly sight lines are adequate.

#### *Traffic Flow*

The works proposed for the upgrade of the building are to accommodate parishioners spending more time together at the facility. Senior members of the church outlined that traffic to and from the site is significantly staggered with the following approximate arrivals typical of their site usage:-

- 8am to 9am about 90 people involved with the service arrive
- 9am to 10am about 50 to 60 people arrive early
- 9.30am to 10am most people arrive (based on 470 maximum this would be 320 people)
- 11.30am the service finishes and all people depart by about 1pm. Many people stay and use the coffee shop facility or mingle.

Other major event facility uses include community events such as:-

- Downs Syndrome Ball
- Funerals
- Cancer Council Dinner – with up to 250 people attending.
- Friday nights are a youth night with up to 200 teenagers attend – most being dropped off and picked up again by their parents.

Church services and other community uses do not generally occur during peak hour traffic on weekdays and therefore the development does not affect capacity of the road network.

During major events the Church provides up to 10 site inducted traffic controllers to improve safety and ensure orderly parking occurs. This level of self-management has been occurring for a number of years and is unique to event based thinking and will ensure all parties negotiate their parking during major events without issue.

*Vehicle Circulation Pathways and Carpark design*

Australian Standard 2890.1 Off-Street Car Parking is the standard applicable for this development.

Section 2.5.2 nominates that straight two-way roadways should be 5.5m minimum width between kerbs. Curved roadways require an increase in width of separation kerb or centre line marking.

Intersections should be designed for the required turning paths.

It is noted that while these matters may not comply directly with the code that these matters are relevant to carparks like shopping centres where incoming and outgoing vehicles movements occur at more or less random times.

For this site incoming vehicles typically arrive until the service or event commences then all leave the event with little opportunity for opposite direction clashing. The site has operated for many years without incident. Internal traffic controllers additionally improve safety for issues associated with these geometric constraints during larger events.

*Accident Data*

Crash data provides valuable information on road safety performance. Existing road safety deficiencies can be highlighted through the examination of crash data, which can assist in determining whether traffic generation from the proposed development may exacerbate any identified issues.

The Department of State Growth DSG accident database collects all accident data in the state from 2003.

The Manager of Crash Data provided the following recorded history of crash data in the area over the last 5 years.

Crash_No	Crash_Date	Severity	Description	Visibility	Surface	Light_Cond	km /hr	Unit_Types	Traffic_Co
30079300	23/01/2012 13:57 MON	Serious	120 - Wrong side/other head on (not overtaking)	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
30079300	23/01/2012 13:57 MON	Serious	120 - Wrong side/other head on (not overtaking)	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
30061477	01/02/2012 11:00 WED	Property Damage	110 - Cross traffic	Clear	Dry	Daylight	60	Light Vehicle	Give way
30061477	01/02/2012 11:00 WED	Property Damage	110 - Cross traffic	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
30148939	27/06/2012 07:10 WED	Minor	184 - Out of control on carriageway	Clear	Icy	Daylight	50	Motorcycle	Not controlled
30106321	09/01/2013 09:30 WED	Property Damage	139 - Other same direction (including vehicle rolling backwards)	Clear	Dry	Daylight	50	Light Vehicle	Not controlled
30106321	09/01/2013 09:30 WED	Property Damage	139 - Other same direction (including vehicle rolling backwards)	Clear	Dry	Daylight	50	Light Vehicle	Not controlled

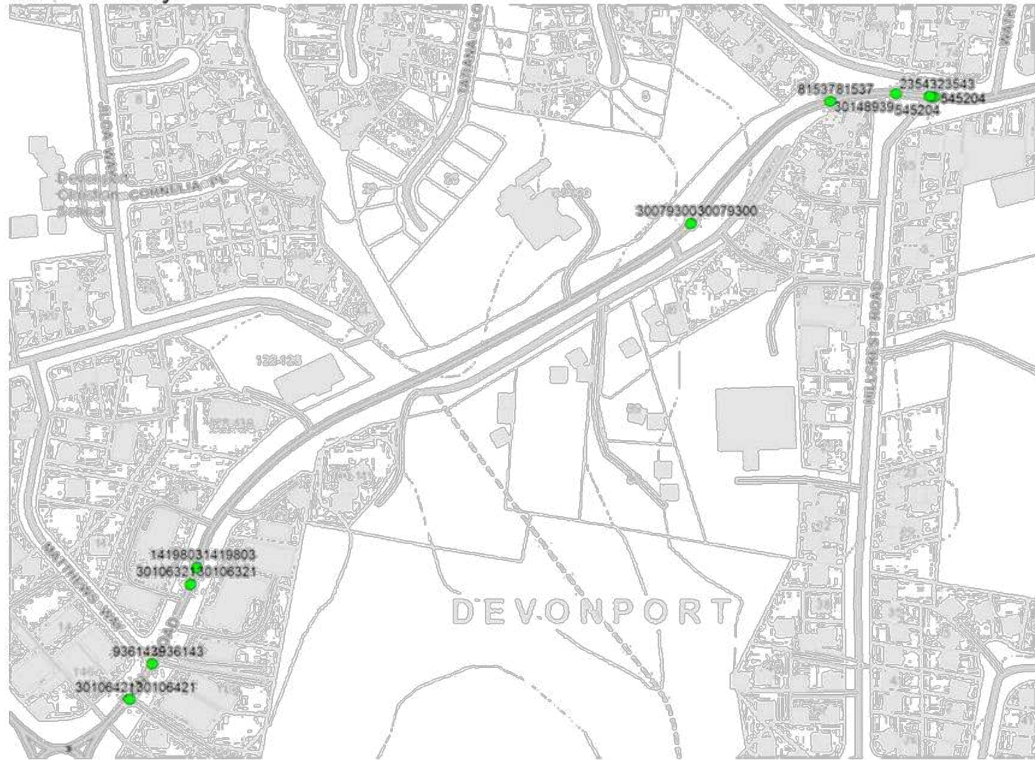
30106421	03/04/2013 12:30 WED	Property Damage	132 - Vehicles in same lane/ right rear	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
30106421	03/04/2013 12:30 WED	Property Damage	132 - Vehicles in same lane/ right rear	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
23543	22/05/2013 20:40 WED	Property Damage	113 - Right near	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
23543	22/05/2013 20:40 WED	Property Damage	113 - Right near	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
81537	02/07/2013 14:30 TUE	Property Damage	169 - Other on path	Light rain, drizzle	Wet	Daylight	50	Light Vehicle	Not controlled
81537	02/07/2013 14:30 TUE	Property Damage	169 - Other on path	Light rain, drizzle	Wet	Daylight	50	Light Vehicle	Not controlled
390218	12/09/2014 08:45 FRI	Minor	174 - Out of control on carriageway	Clear	Dry	Daylight	60	Motorcycle	Not controlled
545204	29/03/2015 18:10 SUN	Property Damage	130 - Vehicles in same lane/ rear end	Clear	Dry	Daylight	Not kno wn	Light Vehicle	Give way
545204	29/03/2015 18:10 SUN	Property Damage	130 - Vehicles in same lane/ rear end	Clear	Dry	Daylight	Not kno wn	Light Vehicle	Give way
936143	31/08/2015 08:35 MON	Property Damage	132 - Vehicles in same lane/ right rear	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
936143	31/08/2015 08:35 MON	Property Damage	132 - Vehicles in same lane/ right rear	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
1419803	18/02/2016 14:00 THU	Property Damage	140 - U turn	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
1419803	18/02/2016 14:00 THU	Property Damage	140 - U turn	Clear	Dry	Daylight	60	Light Vehicle	Not controlled
1426644	20/02/2016 12:10 SAT	Property Damage	139 - Other same direction (including vehicle rolling backwards)	Clear	Dry	Daylight	50	Light Vehicle	Not controlled
1426644	20/02/2016 12:10 SAT	Property Damage	139 - Other same direction (including vehicle rolling backwards)	Clear	Dry	Daylight	50	Light Vehicle	Not controlled
1829879	30/06/2016 18:20 THU	Property Damage	110 - Cross traffic	Heavy rain, hail	Wet	Dawn / Dusk	60	Light Vehicle	Not controlled
1829879	30/06/2016 18:20 THU	Property Damage	110 - Cross traffic	Heavy rain, hail	Wet	Dawn / Dusk	60	Light Vehicle	Give way

Most accidents are two vehicle accidents and none indicate any issues associated with the intersection in question. The nearest accident was 30079300 which was listed and serious due to a vehicle crossing into an oncoming lane at about 2pm on Monday afternoon.

The incidents in the vicinity of the access are focussed around the Hillcrest Road intersection and the internal accesses near Mathews Way to the south west.



Inherent issues with the road based correspond with the increases in accident data at the Hillcrest Road intersection and at the increase in traffic movement near Mathews Way.



### Conclusion

Internal stormwater design review and carparking compliance and circulation road issues can and should be reviewed as part of the detail design process.

There are no engineering issues that prevent approval of the works associated with this application.

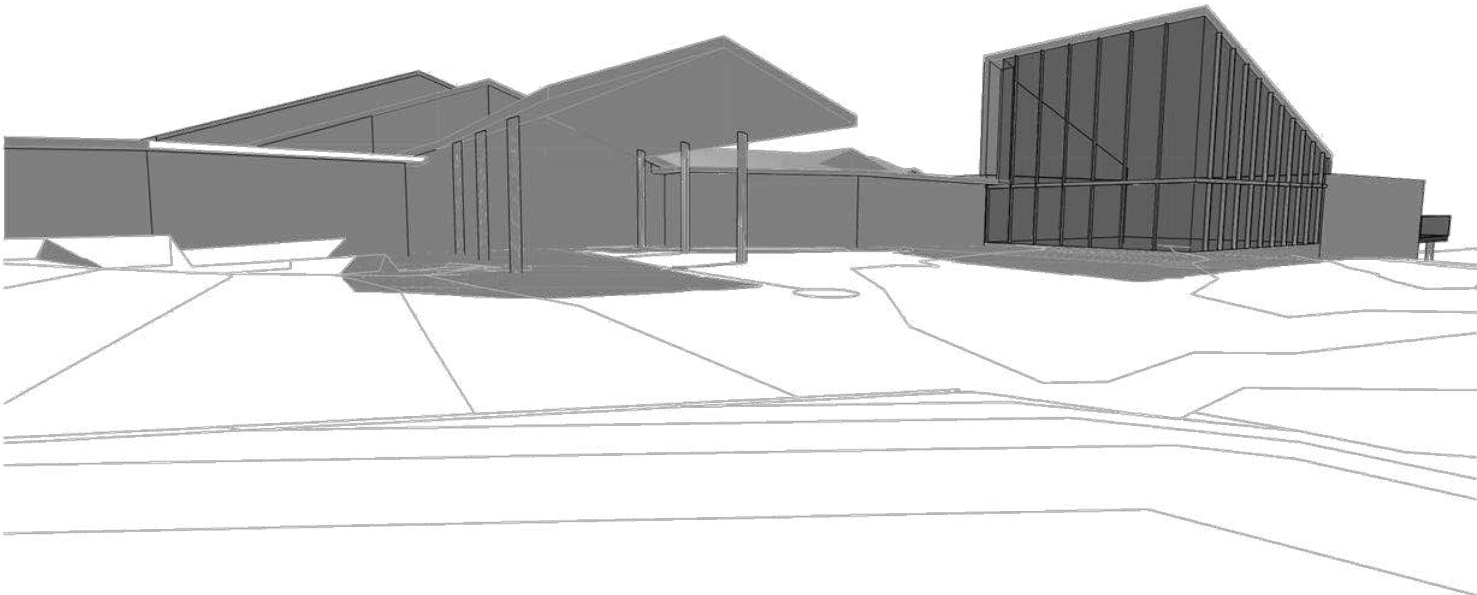
Should you have any queries please do not hesitate to give me a call.

Yours sincerely

Chris Martin BE(Hons), MBA (Tech Mgt), MIEAust, CPEng

Senior Civil & Structural Engineer  
Director – CSE Tasmania Pty Ltd

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ADDITIONS & ALTERATIONS  
 GATEWAY CHURCH COMPLEX  
 DON RD PROPERTY INC.  
 84-120 DON ROAD DEVONPORT  
 2018  
 06/19/18

00619-H



andrew smith  
 architects  
 CONSULTING ARCHITECTS  
 100 RIVERVIEW AVENUE  
 SUITE 100  
 DEVONPORT, TASMANIA 7310  
 PH: 03 9333 1111  
 WWW.ASARCHITECTS.COM.AU

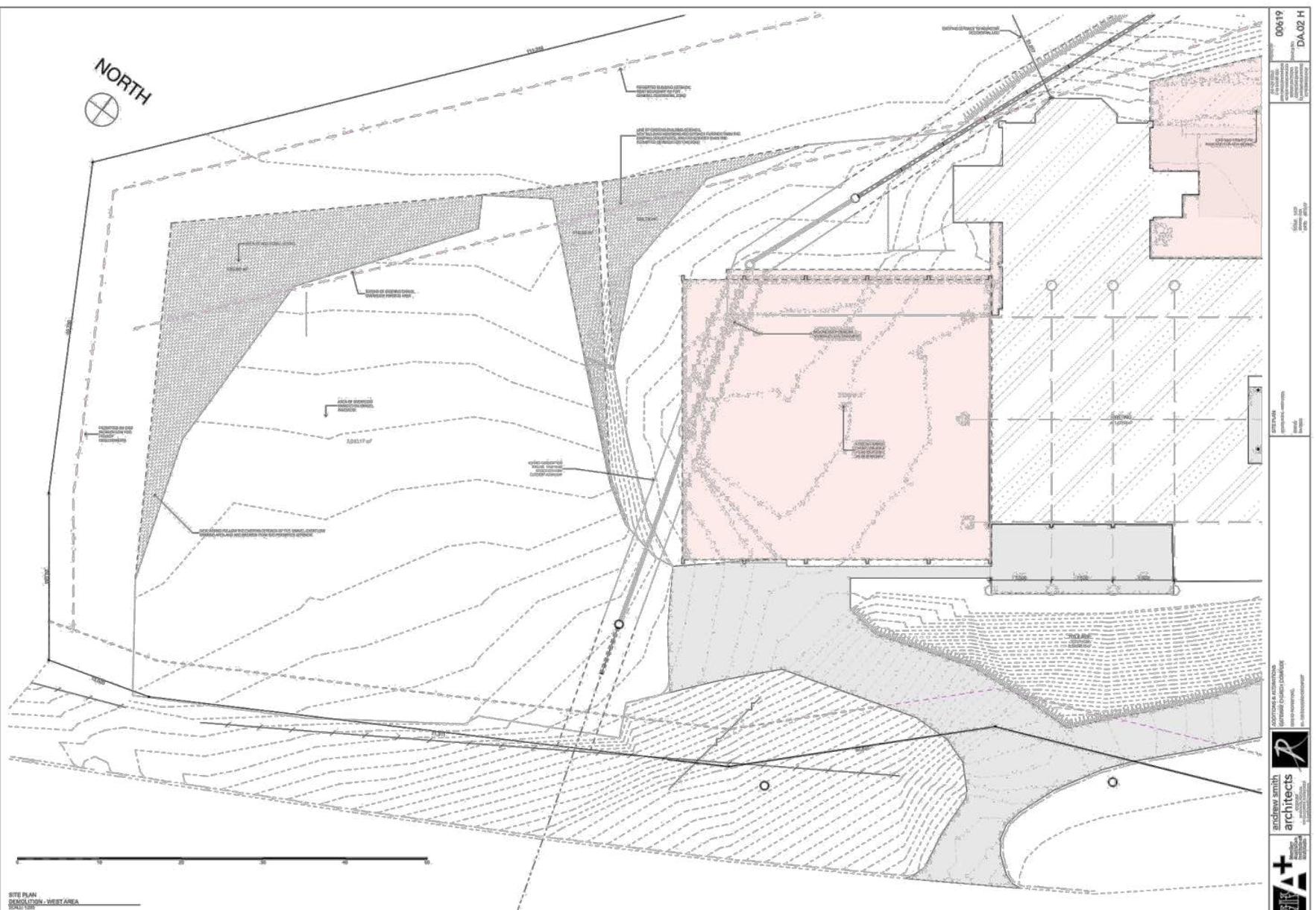


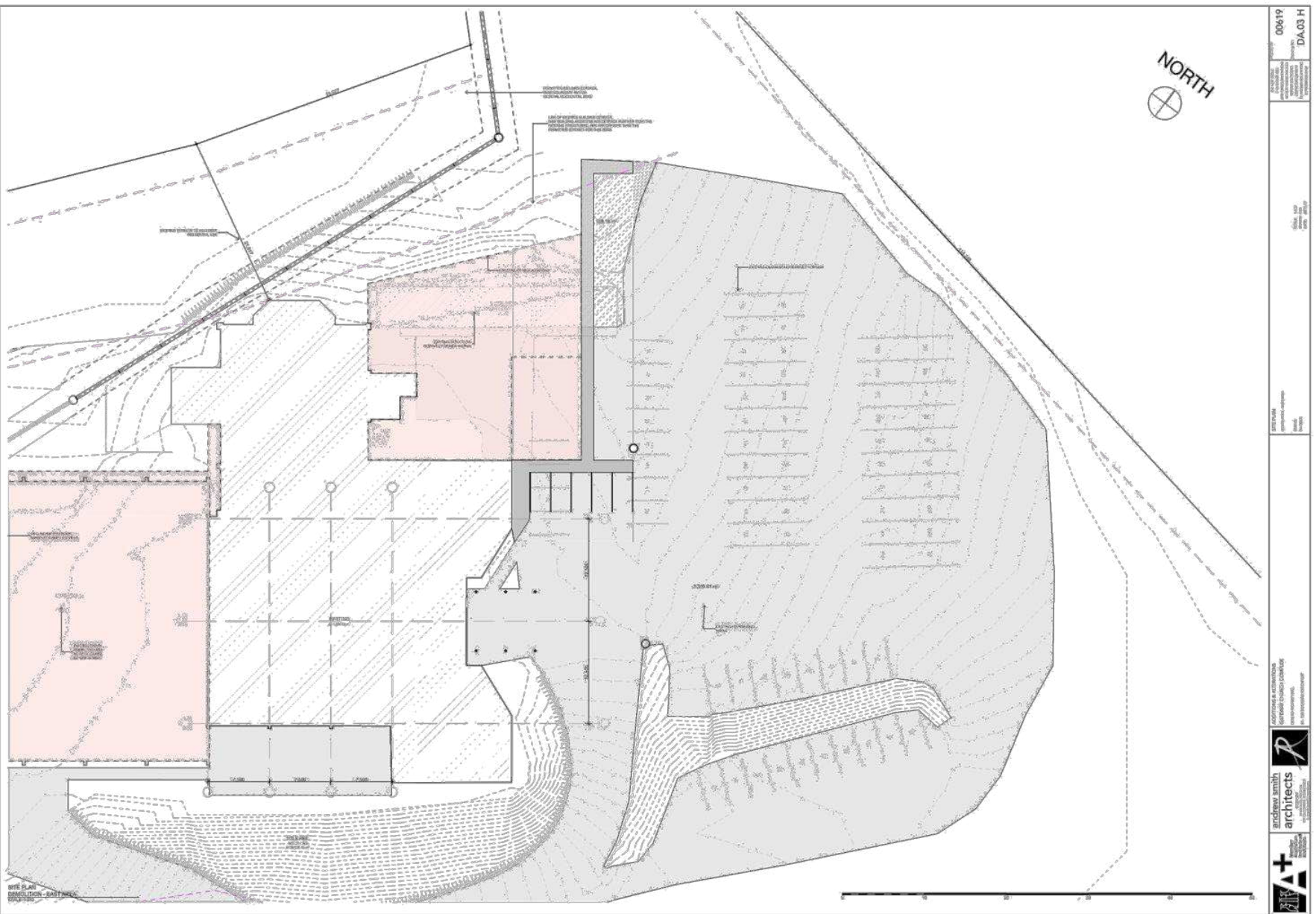




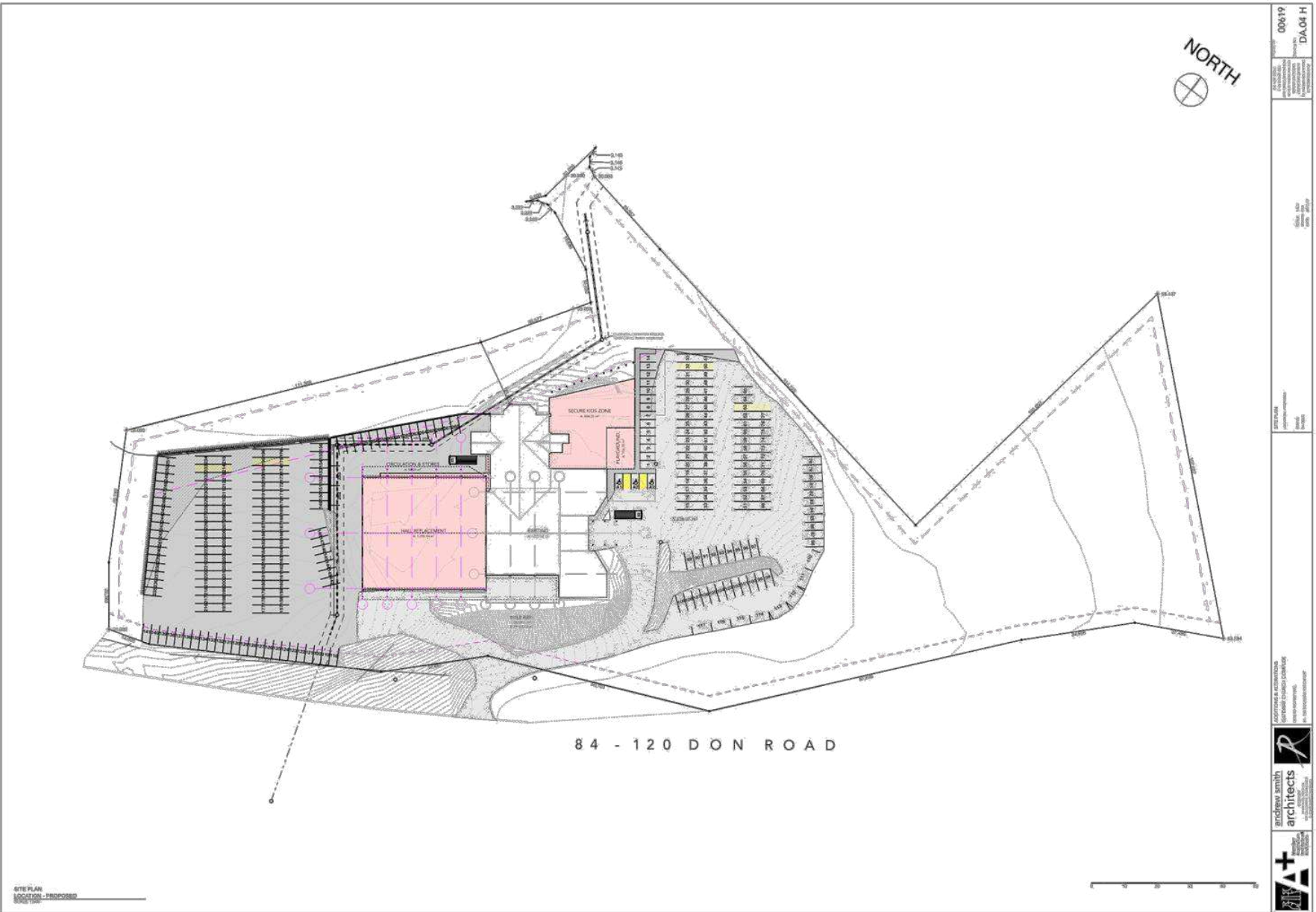
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LOCATION - EXISTING CONDITIONS WITH AERIAL  
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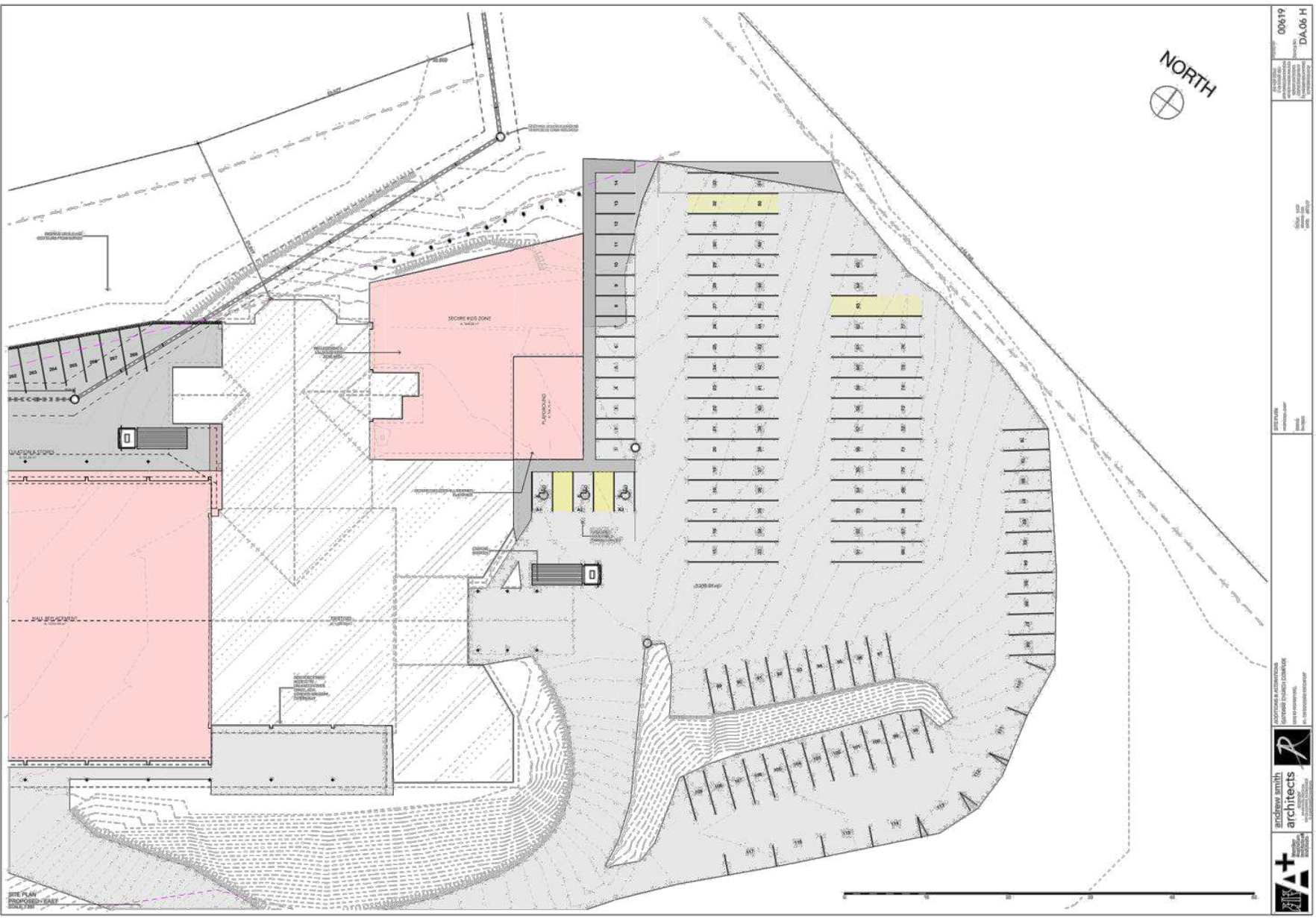












ITEM 4.1

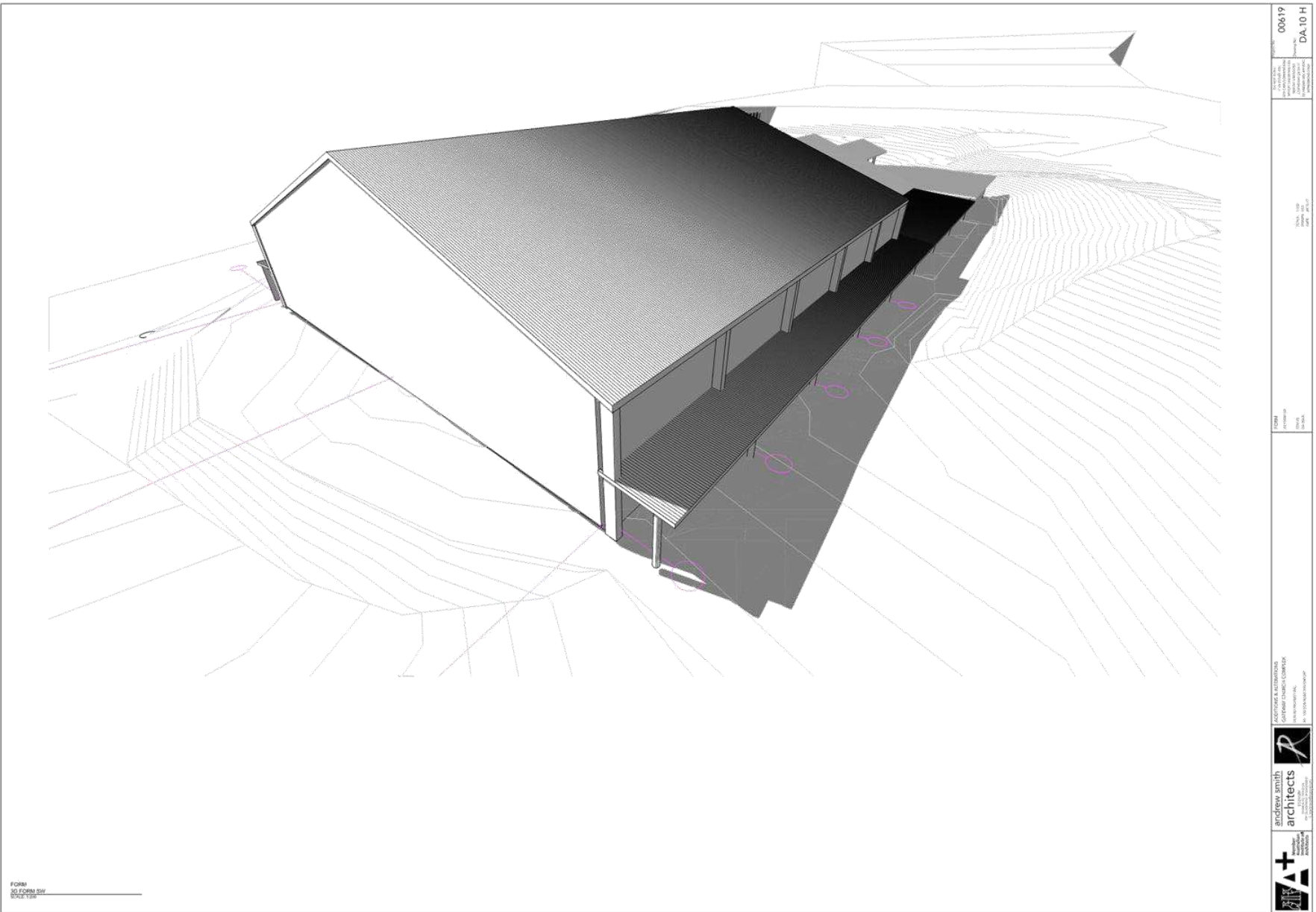


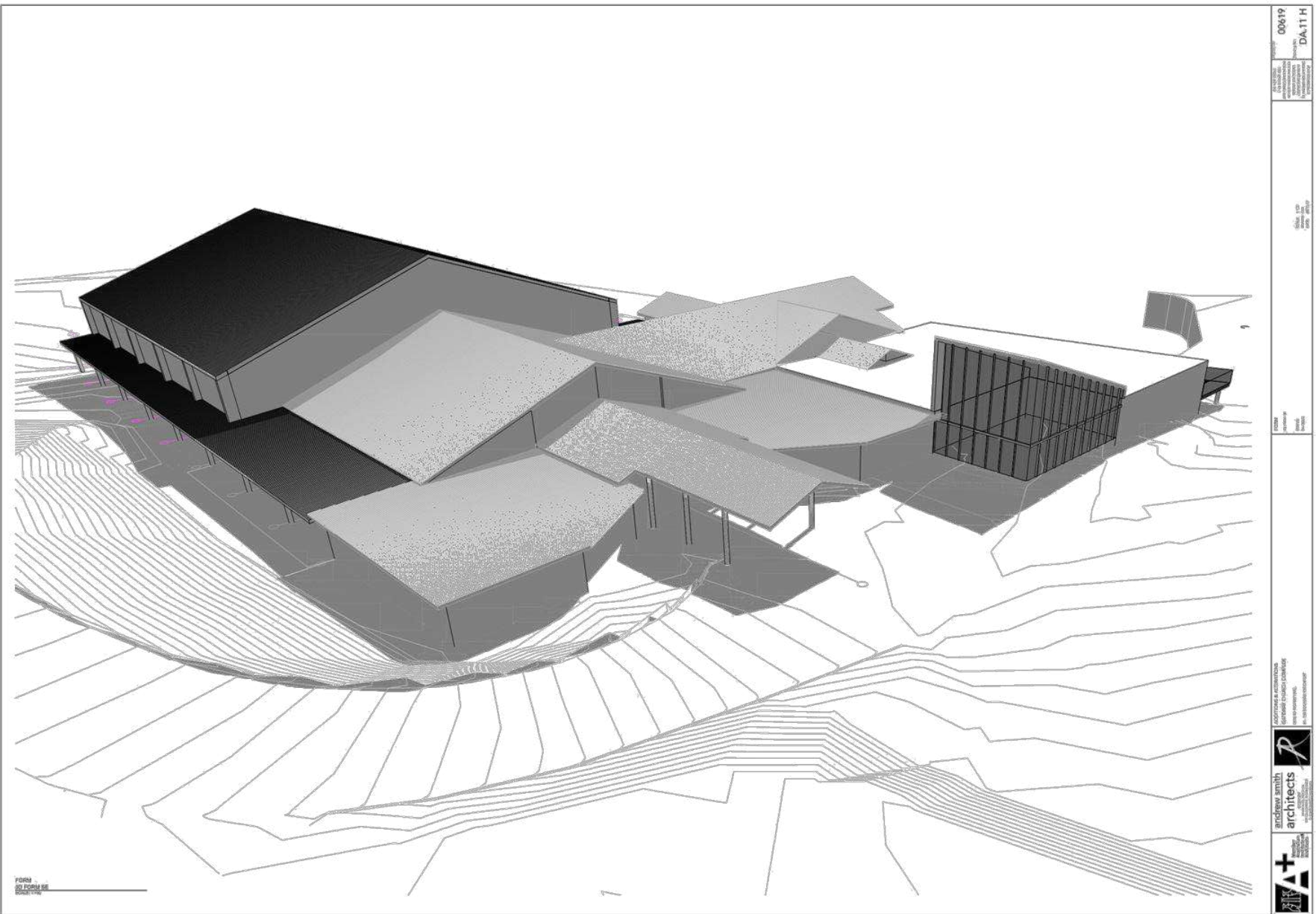




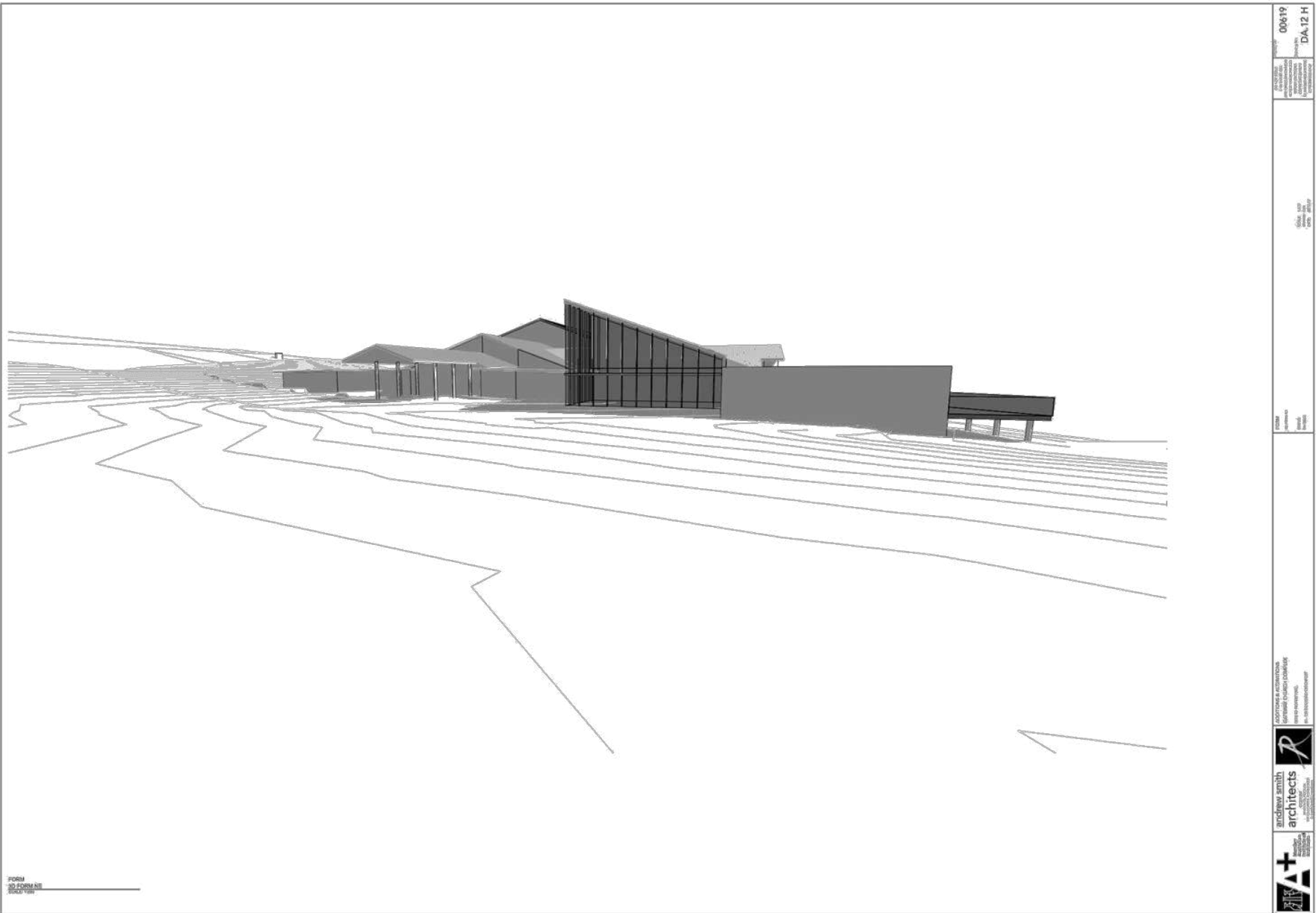








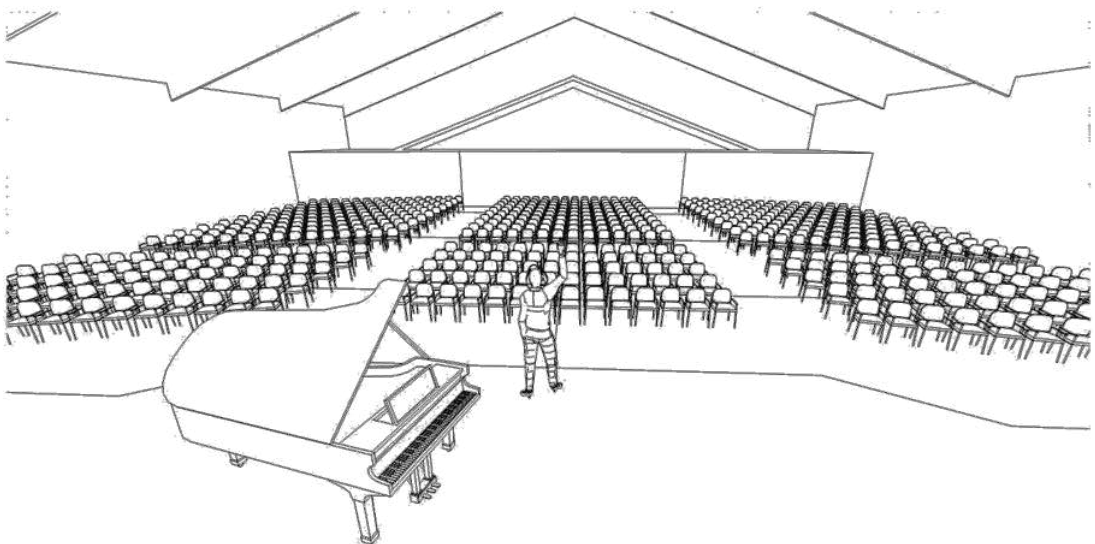




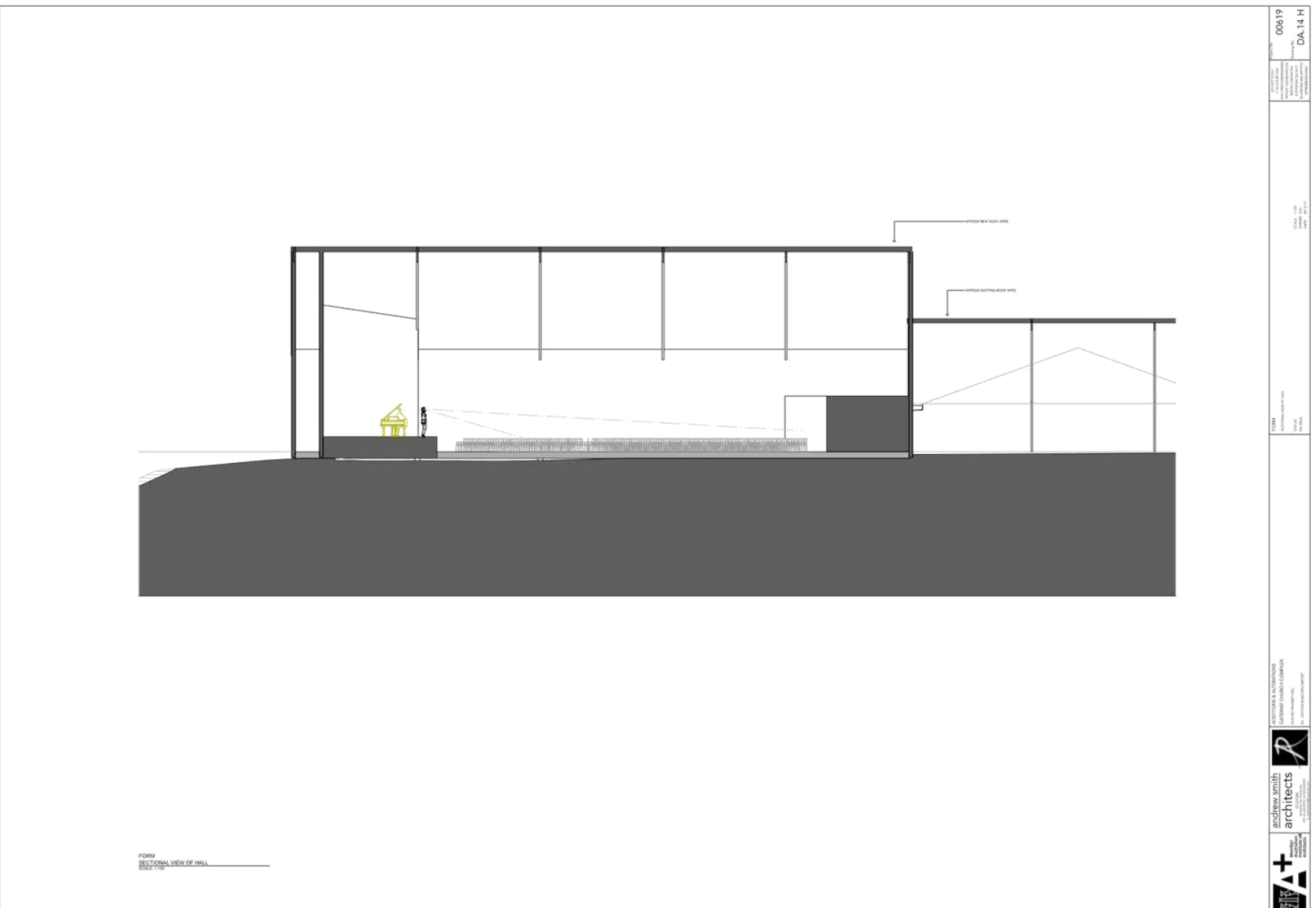
DA12 H	Project Name	61900	Project Number
0000	Project Date	2017/01/16	Project Date
61900	Project Location	84-120 Don Road	Project Location
DA12 H	Project Status	Current application	Project Status
0000	Project Type	PA2017.0146	Project Type
61900	Project Description	84-120 Don Road Devonport	Project Description
DA12 H	Project Designer	architects	Project Designer
0000	Project Engineer	plus landscape	Project Engineer
61900	Project Consultant	architects	Project Consultant
DA12 H	Project Client	architects	Project Client
0000	Project Contact	plus landscape	Project Contact

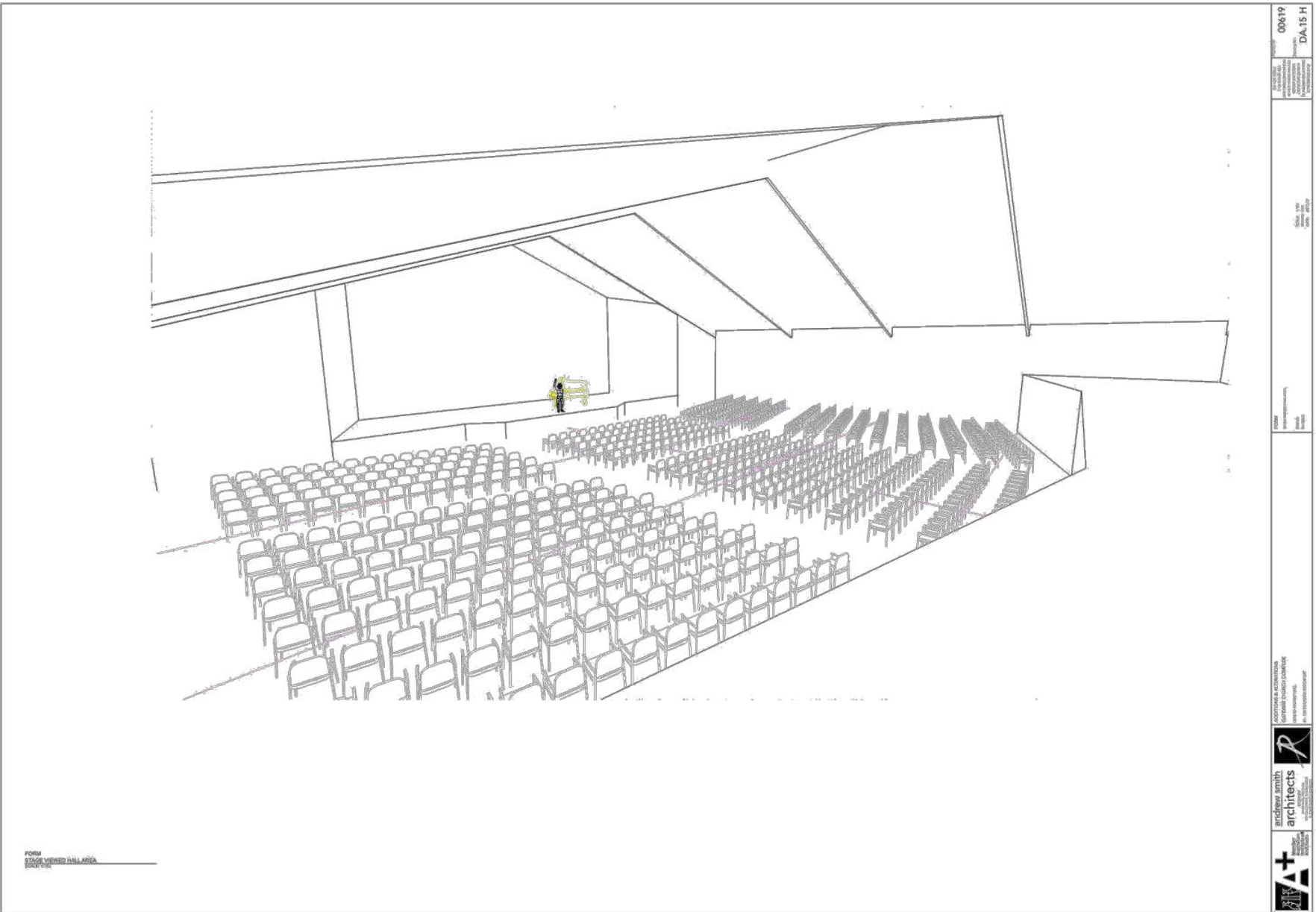
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61900 DA13	Project Name 61900 DA13	Project Number 61900 DA13	Project Location 61900 DA13	Project Status 61900 DA13	Project Description 61900 DA13	Project Date 61900 DA13	Project Author 61900 DA13	Project Reviewer 61900 DA13	Project Approver 61900 DA13
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FORM  
VIEW FROM STAGE (1)  
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**From:** daniel turner <dazza1431@hotmail.com>  
**Sent:** Thursday, 18 January 2018 1:54 PM  
**To:** council  
**Subject:** General Manager File: 34622

To whom it may concern,

I am writing in regards to file: 34622.

With this application for the planning permit I have received late last week I have read through the application and in regards I would like to ask for the following to be considered for the residential area of Tatiana Close which is below the "Community meeting and Entertainment".... Church.

Noise.

I have been in my house for five weeks now. The noise that comes from this "Community meeting & entertainment" Church is appalling. I am talking about the music they play I can hear inside my house which is bricked with double glazed windows. Last night the 17/01/18 for instance it was 9pm I could hear it. Sunday mornings this starts at 8.30 am to the point it wakes myself up. And Friday nights I may as well be trying to sleep upstairs of a night club!

So if this development was to go ahead I wish for two of the following to be taken into consideration since the church is on higher ground and the residential streets are on lower grounds so it's noise goes through the valley.

1. Sound proofing of the hall extension
2. Sound proof fence e.g. what you would see on a highway behind residential areas.

Drainage.

I have seen that the plans has shown improvement to the current drainage situation. Which is great because the current spoon drain set up it terrible and does drain off strait into my yard. How ever I have only seen drainage for the new car park and nothing for along the side of their boundary? Which seems to be the problem at the present.

I am unsure if this is enough of a representation but due to work commitments and the time frame of when i received this notice. But i hope it is enough to be taken into consideration.

Kind regards  
Daniel Turner

Ph: 0457 899 931  
E: dazza1431@hotmail.com



## Submission to Planning Authority Notice

Council Planning Permit No.	PA2017.0146	Council notice date	16/11/2017
<b>TasWater details</b>			
TasWater Reference No.	TWDA 2017/01816-DCC	Date of response	19/12/2017
TasWater Contact	Amanda Craig	Phone No.	03) 6345 6318
<b>Response issued to</b>			
Council name	DEVONPORT COUNCIL		
Contact details	council@devonport.tas.gov.au		
<b>Development details</b>			
Address	84-120 DON RD, DEVONPORT	Property ID (PID)	3082398
Description of development	Meeting and entertainment (alterations and additions)		
<b>Schedule of drawings/documents</b>			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Andrew Smith Architects	00619 DA.01 H	--	20/10/2017
Andrew Smith Architects	00619 DA.02 H	--	20/10/2017
Andrew Smith Architects	00619 DA.16 H	--	28/11/2017
<b>Conditions</b>			
Pursuant to the <i>Water and Sewerage Industry Act 2008</i> (TAS) Section 56P(1) TasWater imposes the following conditions on the permit for this application:			
<b>CONNECTIONS, METERING &amp; BACKFLOW</b>			
1. A suitably sized water supply with metered connection / sewerage system and connection to the development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit.			
2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost.			
3. Prior to commencing construction/use of the development, any water connection utilised for construction/the development must have a backflow prevention device and water meter installed, to the satisfaction of TasWater.			
<b>ASSET CREATION &amp; INFRASTRUCTURE WORKS</b>			
4. Plans submitted with the application for Engineering Design Approval must, to the satisfaction of TasWater show, all existing, redundant and/or proposed property services and mains.			
5. Prior to the issue of any permit to construct, the developer must provide a design by suitably qualified professional engineer to the satisfaction of TasWater's Development Assessment Manager of the proposed sewer diversion, incorporating advice from TasWater regarding final location, diameter, and permissible depth of sewer.			
6. Prior to applying for a Permit to Construct new infrastructure the developer must obtain from TasWater Engineering Design Approval for new TasWater infrastructure. The application for Engineering Design Approval must include engineering design plans prepared by a suitably qualified person showing the hydraulic servicing requirements for sewerage to TasWater's satisfaction.			



7. Prior to works commencing, a Permit to Construct must be applied for and issued by TasWater. All infrastructure works must be inspected by TasWater and be to TasWater's satisfaction.
8. In addition to any other conditions in this permit, all works must be constructed under the supervision of a suitably qualified person in accordance with TasWater's requirements.
9. Prior to the issue of a Certificate of Water and sewerage Compliance (Building and/or Plumbing) all additions, extensions, alterations or upgrades to TasWater's water and sewerage infrastructure required to service the development, generally as shown on the concept servicing plan "Andrew Smith Architects, DA.16 H dated 28/11/2017", are to be constructed at the expense of the developer to the satisfaction of TasWater, with live connections performed by TasWater.
10. After testing, to TasWater's requirements, of newly created works, the developer must apply to TasWater for connection of these works to existing TasWater infrastructure, at the developer's cost.
11. At practical completion of the water and sewerage works and prior to TasWater issuing a Consent to a Register Legal Document / applying to TasWater for a Certificate of Water and Sewerage Compliance (Building and/or Plumbing), the developer must obtain a Certificate of Practical Completion from TasWater for the works that will be transferred to TasWater. To obtain a Certificate of Practical Completion:
  - a. Written confirmation from the supervising suitably qualified person certifying that the works have been constructed in accordance with the TasWater approved plans and specifications and that the appropriate level of workmanship has been achieved;
  - b. A request for a joint on-site inspection with TasWater's authorised representative must be made;
  - c. Security for the twelve (12) month defects liability period to the value of 10% of the works must be lodged with TasWater. This security must be in the form of a bank guarantee;
  - d. As constructed drawings must be prepared by a suitably qualified person to TasWater's satisfaction and forwarded to TasWater.
12. After the Certificate of Practical Completion has been issued, a 12 month defects liability period applies to this infrastructure. During this period all defects must be rectified at the developer's cost and to the satisfaction of TasWater. A further 12 month defects liability period may be applied to defects after rectification. TasWater may, at its discretion, undertake rectification of any defects at the developer's cost. Upon completion, of the defects liability period the developer must request TasWater to issue a "Certificate of Final Acceptance". The newly constructed infrastructure will be transferred to TasWater upon issue of this certificate and TasWater will release any security held for the defects liability period.
13. The developer must take all precautions to protect existing TasWater infrastructure. Any damage caused to existing TasWater infrastructure during the construction period must be promptly reported to TasWater and repaired by TasWater at the developer's cost.
14. Ground levels over the TasWater assets and/or easements must not be altered without the written approval of TasWater.
15. A construction management plan must be submitted with the application for TasWater Engineering Design Approval. The construction management plan must detail how the new TasWater infrastructure will be constructed while maintaining current levels of services provided by TasWater to the community. The construction plan must also include a risk assessment and contingency plans covering major risks to TasWater during any works. The construction plan must be to the satisfaction of TasWater prior to TasWater's Engineering Design Approval being issued.





#### FINAL PLANS, EASEMENTS & ENDORSEMENTS

16. Prior to a Certificate of Water and sewerage Compliance (Building and/or Plumbing) being issued pipeline easements, to TasWater's satisfaction, must be created over any existing or proposed TasWater infrastructure and be in accordance with TasWater's standard pipeline easement conditions.

#### 56W CONSENT

17. Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater the applicant or landowner as the case may be must make application to TasWater pursuant to section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of the development which is built within a TasWater easement or over or within two metres of TasWater infrastructure.

The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) must show footings of proposed buildings located over or within 2.0m from TasWater pipes and must be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans must also include a cross sectional view through the footings which clearly shows;

- a. Existing pipe depth and proposed finished surface levels over the pipe;
- b. The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and;
- c. A note on the plan indicating how the pipe location and depth were ascertained.

#### TRADE WASTE

18. Prior to the commencement of operation the developer/property owner must obtain Consent to discharge Trade Waste from TasWater.
19. The developer must install appropriately sized and suitable pre-treatment devices prior to gaining Consent to discharge.
20. The Developer/property owner must comply with all TasWater conditions prescribed in the Trade Waste Consent.

#### DEVELOPMENT ASSESSMENT FEES

21. The applicant or landowner as the case may be, must pay a development assessment fee of \$343.55 to TasWater, as approved by the Economic Regulator and the fee will be indexed, until the date it is paid to TasWater. The payment is required within 30 days of the issue of an invoice by TasWater.

#### Advice

##### Asset Creation and Infrastructure Works

- TasWater is expecting delivery of a calibrated hydraulic model of the sewer infrastructure in this catchment in early January 2018. Under peak wet weather flow, the hydraulic grade line of the subject sewers may have implications for the allowable depths of manholes in any sewer deviation.
- Where the sewer model recommends upgrading the diameter of the trunk sewer though the diversion, TasWater will contribute the marginal cost of upgrading the sewer to a larger diameter.

##### Trade Waste

Prior to any Building and/or Plumbing work being undertaken, the applicant will need to make an application to TasWater for a Certificate for Certifiable Work (Building and/or Plumbing). The Certificate



for Certifiable Work (Building and/or Plumbing) must accompany all documentation submitted to Council. Documentation must include a floor and site plan with:

- Location of all pre-treatment devices i.e. grease arrestor;
- Schematic drawings and specification (including the size and type) of any proposed pre-treatment device and drainage design; and
- Location of an accessible sampling point in accordance with the TasWater Trade Waste Flow Meter and Sampling Specifications for sampling discharge.

Details of the proposed use of the premises, including the types of food that will be prepared and served; and

The estimated number of patrons and/or meals on a daily basis.

At the time of submitting the Certificate for Certifiable Work (Building and/or Plumbing) a Trade Waste Application form is also required.

If the nature of the business changes or the business is sold, TasWater is required to be informed in order to review the pre-treatment assessment.

The application forms are available at <http://www.taswater.com.au/Customers/Liquid-Trade-waste/Commercial>

#### General

For information on TasWater development standards, please visit <http://www.taswater.com.au/Development/Development-Standards>.

For application forms please visit <http://www.taswater.com.au/Development/Forms>

#### Service Locations

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.

A copy of the GIS is included in email with this notice and should aid in updating of the documentation. The location of this infrastructure as shown on the GIS is indicative only.

- A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater
- TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit [www.taswater.com.au/Development/Service-location](http://www.taswater.com.au/Development/Service-location) for a list of companies
- TasWater will locate residential water stop taps free of charge
- Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

#### Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

#### Authorised by

**Jason Taylor**  
Development Assessment Manager

#### TasWater Contact Details





Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

## **5.0 REPORTS**

### **5.1 ANNUAL PLAN PROGRESS REPORT - JULY-DECEMBER 2017**

File: 26469 D504282

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

Council's Strategic Plan 2009-2030:

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

#### **SUMMARY**

To provide an update on the progress of the 2017/18 Annual Plan as at 31 December 2017.

#### **BACKGROUND**

Council adopted its 2017/18 Annual Plan on 26 June 2017. The Annual Plan outlines the actions to be undertaken this financial year to work towards achieving Council's strategic goals.

#### **STATUTORY REQUIREMENTS**

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

#### **DISCUSSION**

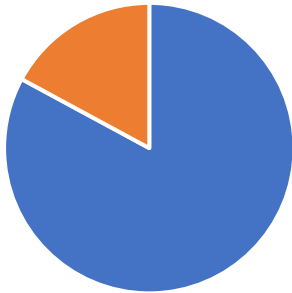
The Annual Plan has been developed to guide Council in its actions to ensure the future aspirations of the Devonport community can be achieved.

Key activities noted in the Progress Report attached include:

- Relocation of the Devonport Regional Gallery and visitor information services underway with works being commenced at the Devonport Entertainment and Convention Centre
- Traffic Impact Assessment to be undertaken for Mersey Bluff precinct
- Established and convened the "Harmony Day Working Group" to deliver a cultural festival at Pioneer Park in March 2018
- International Women's Day Working Group formed and developing a week long program of events in conjunction with community networks

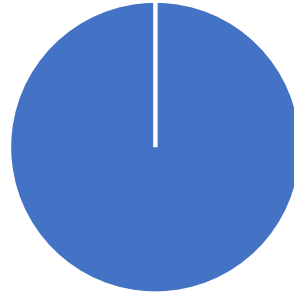
Progress comments are provided for each action in the Progress Report. Below is a graphical snapshot of Council's performance against each Strategic Goal and against actions overall across the organisation.

**2017/18 AP Actions - Organisation**



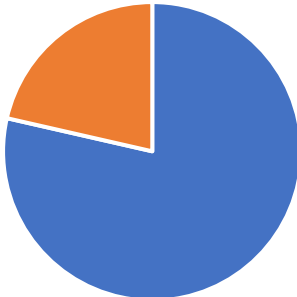
■ On Track - 82.89% ■ Off Track 17.11%

**Goal 1 - Living Lightly on Our Environment**



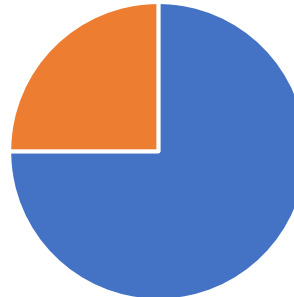
■ On Track - 100% ■ Off Track 0%

**Goal 2 - Building a Unique City**



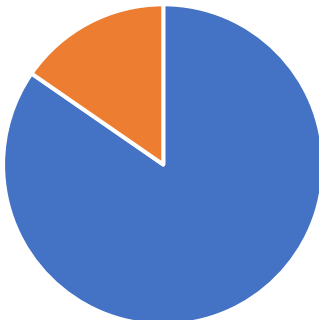
■ On Track - 78.57% ■ Off Track 21.43%

**Goal 3 - Growing a Vibrant Economy**



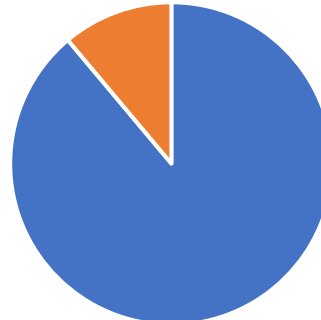
■ On Track - 75% ■ Off Track 25%

**Goal 4 - Building Quality of Life**



■ On Track - 84.62% ■ Off Track 15.38%

**Goal 5 - Practicing Excellence in Governance**



■ On Track - 88.89% ■ Off Track 11.11%

**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

All Annual Plan actions have been assigned a risk rating of Low, Medium, High or Extreme. Risk ratings are shown alongside each action in the attached progress report. Annual Plan actions also form part of Council's Risk Register.

**CONCLUSION**

The 2017/18 Annual Plan Progress Report as at 31 December 2017 is provided for the information of the Aldermen and community.

**ATTACHMENTS**

- [1.](#) Annual Plan Progress Report - July-December 2017

**RECOMMENDATION**

That it be recommended to Council that the 2017/18 Annual Plan Progress Report for the period ended 31 December 2017 be received and noted.

Author: Position:	Karen Hampton Governance Coordinator	Endorsed By: Position:	Paul West General Manager
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***Devonport City Council***  
***Strategic Plan Progress Report***

Period: 17/18



**Strategic Plan Progress Report**

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

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.1.1 Lead and actively promote the adoption of practices that support the sustainable use of energy and other natural resources by Council, businesses and the community						
1.1.1.1 Implement energy efficiency actions as outlined in the Environmental Sustainability Strategy	Medium	In Progress	66%	29 of 74 actions in the Energy Efficiency Strategy have been completed to date. 15 are ongoing; 3 are in progress; 15 require future budget allocation; and 12 will not proceed due to changes in operational requirements or design restrictions. Energy efficiency actions will be reviewed as part of the development of the second Environmental Sustainability Strategy to commence in February 2018.	Executive Officer Community Services	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.2.1 Support the conservation and maintenance of biodiversity corridors including coastal landscapes and preserve areas of remnant vegetation						
1.2.1.1 Support the establishment of local groups and schools to assist with conserving biodiversity	Medium	In Progress	32%	East Devonport Primary School students have been involved in native frog habitat awareness sessions and surveying at the Mary Street Wetland. Over 50 Hillcrest Primary School and Our Lady of Lourdes students were involved in monitoring workshops for the Central North Burrowing Crayfish in December.	Executive Officer Community Services	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"						
1.3.1.1 Establish an Environmental Committee of Council, comprising	Low	Not Started	0%	This action not due to commence until the first quarter of 2018.	Executive Officer Community Services	30/06/2018



## Strategic Plan Progress Report

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

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.3.1 Identify and implement initiatives to educate and encourage our community on opportunities to "live lightly"						
community stakeholders						

**Outcome:** 1.4 Our waste and pollution is reduced

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.4.2 Facilitate, and where appropriate, undertake improvements in waste and recycling collection, processing services and facilities						
1.4.2.1 Implement improved waste management collection arrangements in the commercial/industrial areas of the City	High	In Progress	70%	The new level of service is being rolled out progressively for all commercial properties	Infrastructure & Works Manager	31/03/2018

**Outcome:** 1.5 Water is actively conserved

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 1.5.1 Lead and promote water conservation and re-use initiatives within Council and the community						
1.5.1.1 Investigate water meter consolidation opportunities on Council owned or controlled land	Medium	In Progress	26%	A review of water connections at Devonport Oval and at The Bluff is underway	Technical Support Supervisor	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.2 Provide high quality, consistent and responsive development assessment and compliance processes						
2.1.2.1 Consider the accuracy and effectiveness of the interpretation and application of the new Tasmanian Planning Scheme and Local Provisions Schedule	Low	In Progress	40%	Introduction of the State Scheme and Local Planning Schedules (LPS) delayed by lack of direction and mapping by State. Preparation of Devonport Draft Local Schedules has commenced	Development Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.1.3 Work in partnership with neighbouring councils, State Government and other key stakeholders on regional planning and development issues						
2.1.3.1 Develop the Local Provisions Schedule for Devonport in accordance with Tasmanian Planning Scheme requirements	Low	In Progress	40%	An information session for North West Coast planners was conducted on 28th November. Minor progress on some aspects has commenced. Delivery of LPS anticipated in 2018. No precise month can be predicted at this time	Planning Coordinator	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.2.2 Develop an integrated approach to local branding in partnership with business and community groups						
2.2.2.1 Investigate the development of a new interactive website for visitors	Low	Not Started	0%	This action not due to commence until the first quarter of 2018	Marketing & Events Coordinator	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards						



**Strategic Plan Progress Report**

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards</b>						
2.3.1.1 Investigate and consider options for drivers to access details of their infringements on Council's website	Low	Not Started	0%	This action not due to commence until the first quarter of 2018	Customer Services Coordinator	30/06/2018
2.3.1.1 Develop and adopt Street Design Guidelines for urban streets	High	In Progress	75%	The street hierarchy and design palettes were adopted by Council in December.	Infrastructure & Works Manager	31/01/2018
2.3.1.2 Review unpaid infringement follow up process, including payment options	Medium	In Progress	50%	Ongoing process	Customer Services Coordinator	30/06/2018
2.3.1.2 Undertake the reconstruction of identified roads, including Buster Road, Torquay Road, Saleyard Road, Bishops Road, Formby Road and Devonport Road	Medium	In Progress	60%	Projects to be delivered in accordance with Capital Works Program.  Projects at Buster Road, Torquay Road and Devonport Road are complete. Work is scheduled to start on the Formby Road project in January. Tenders have been called for the Saleyard Road project. The Bishops Road project is on hold due to the presence of threatened species but the design is substantially complete.	City Engineer	30/06/2018
2.3.1.3 Review zone parking (Loading Zones, Taxi Zones, Truck Only Zones) including time limits, provision and location, and provision of motor bike parking	Low	Not Started	0%	This action not due to commence until the first quarter of 2018	Customer Services Coordinator	30/06/2018
<b>Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards</b>						
2.3.2.1 Continue to develop hydraulic	Medium	In Progress	48%	Surveys of existing stormwater system have	City Engineer	30/06/2018





**Strategic Plan Progress Report**

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.3.2 Provide and maintain stormwater infrastructure to appropriate standards</b>						
modelling for the stormwater network				been completed and modelling of survey information is progressing.  Survey of East Devonport and CBD catchments are complete with hydraulic modelling of East Devonport catchments underway with consultant report due by March 2018.		
2.3.2.2 Continue to review and update Council's Stormwater Strategy	Medium	In Progress	50%	Review of existing Stormwater Strategy is progressing	City Engineer	31/12/2017
2.3.2.3 Undertake Stage 7 of the William Street stormwater catchment upgrade	Medium	In Progress	30%	Contract has been awarded and construction commenced in January 2018.	City Engineer	30/06/2018
<b>Strategy: 2.3.4 Provide accessible and sustainable parks, gardens and open spaces to appropriate standards</b>						
2.3.4.1 Review and update the Pioneer Park Master Plan	Medium	In Progress	73%	First stage of public consultation has closed with 247 people providing input. First draft of plan underway.	Executive Officer Community Services	28/02/2018
<b>Strategy: 2.3.5 Develop and maintain long term Strategic Asset Management Plans and Capital Improvement Program</b>						
2.3.5.1 Continue to review and update Council's Asset Management Plans and develop a summary document to provide a high-level overview of Council's assets	High	In Progress	48%	Asset Management plan for roads being prepared for review	Technical Support Supervisor	30/06/2018

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



**Strategic Plan Progress Report**

**Goal:** 2 Building a unique city

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.4.1 Develop and implement a CBD Master Plan aligned to the key LIVING CITY principles based on community engagement outcomes</b>						
2.4.1.1 Relocate the Devonport Regional Gallery and visitor information services into an upgraded facility within the Devonport Entertainment and Convention Centre	High	In Progress	26%	Commenced demolition on site 27/12/2017.	Project Manager	30/06/2018
2.4.1.1 Develop an implementation action plan for the conference centre facility including pricing structure and marketing strategies	High	In Progress	50%	A draft pricing structure has been developed, along with associated documentation, including hire agreements. A staffing structure is being developed to be considered through the 2018/19 budget process	Convention and Arts Centre Manager	30/06/2018
2.4.1.2 Finalise construction of LIVING CITY Stage 1 in accordance with funding model and agreed design parameters	Medium	In Progress	70%	Construction of Stage 1 continuing, with progressive completion of various sections from December 2016 until July 2018	Deputy General Manager - Infrastructure, Works and Development	30/06/2018
<b>Strategy: 2.4.2 Lobby and attract Government support to assist with the implementation of LIVING CITY Master Plans</b>						
2.4.2.1 Identify opportunities to attract Government funding to advance the LIVING CITY Waterfront Precinct	Medium	In Progress	47%	Concept design completed and community consultation undertaken. Further traffic modelling as requested by Council has occurred. Applying for suitable grant opportunities as they arise.	Deputy General Manager - Infrastructure, Works and Development	30/06/2019
<b>Strategy: 2.4.3 Implement initiatives to encourage private investment aligned with the outcomes of the LIVING CITY Master Plans</b>						
2.4.3.1 Following an Expression of Interest (EOI) process, select a suitable developer for the proposed waterfront hotel and negotiate suitable terms for the sale of the land	Medium	In Progress	50%	Agreement signed with Fairbrother Pty Ltd as Preferred Proponent for waterfront hotel	Deputy General Manager - Infrastructure, Works and Development	31/12/2018



**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.1 Market and promote the City and its potential as a regional business hub</b>						
3.1.1.1 Identify opportunities to develop a business incubator hub for Devonport	Low	Not Started	0%	No progress to date	Deputy General Manager - Infrastructure, Works and Development	30/06/2018
3.1.1.1 Identify and pursue opportunities to form collaborative relationships with business and retailers	Medium	In Progress	60%	Delivered Christmas retail marketing activities in conjunction with the Devonport Chamber of Commerce and Industry.	Marketing & Events Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.2 Manage strategic urban development initiatives that supports the importance of the CBD and reduces fragmentation</b>						
3.1.2.1 Progress retail stages of the LIVING CITY Master Plan	Medium	In Progress	48%	Discussions progressing with Harris Scarfe regarding relocation into retail precinct.	Deputy General Manager - Infrastructure, Works and Development	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.1 Support tourism through the provision of infrastructure and facilities</b>						
3.2.1.1 In accordance with the Digital Strategy, create or promote digital resources and services that benefit the retail, tourism and hospitality sectors	Low	In Progress	20%	Digital Ready program promoted to retailers. Virtual Reality demonstration held at the East Devonport Recreation Centre on 17 December attracting over 300 people.	Executive Officer Community Services	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>						
3.2.2.1 Consider actions from the Destination Marketing Plan	Medium	In Progress	40%	Tas Ports were briefed on the Plan in December. The DAP leadership group will meet again in the new year	Convention and Arts Centre Manager	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.2 Support regional tourism development through productive relationships with regional partners and State and Federal Government</b>						
3.2.2.2 Review current and potential booking systems to maximise productivity and increase revenue at the Visitor Information Centre	Medium	In Progress	50%	The Devonport Visitor Information Centre will adopt Book Easy as its primary booking system. This system is likely to be live mid-2018, rolling out in the quieter winter period and in-line with the relocation of the VIC to new premises. Book Easy is currently being used by the majority of the Tasmanian Visitor Information Centre network and has the scope for shared services and inventory	Convention and Arts Centre Manager	31/03/2018
3.2.2.3 Work with relevant partners to provide and encourage industry operators to take part in familiarisation, skills development and training	Low	In Progress	50%	Current Visitor Information Centre staff and volunteers conducted an industry famil in November. As the VIC prepares to move to the co-located site at the paranple arts centre, staff and volunteers will conduct further famils with existing operators	Convention and Arts Centre Manager	30/06/2018
<b>Strategy: 3.2.3 Facilitate a pro-active approach by business to embrace tourism opportunities</b>						
3.2.3.1 Engage and promote North West Tasmanian artists in delivering public programs and showcasing work in Council facilities	Medium	In Progress	50%	The Devonport Regional Gallery assists and promotes North West Tasmanian artists through a variety of programs, including: Solo and Group shows in the Main and Little Gallery; engaging professional artists to lead youth projects and creative learning programs; and promoting the North West Art Circle, as an annual exhibition	Convention and Arts Centre Manager	30/06/2018
<b>Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities</b>						
3.2.4.1 Develop dedicated boat trailer and RV parking in Victoria Parade	Medium	Completed	100%	Boat ramp car park has been constructed. Some additional works has been completed	City Engineer	31/10/2017





**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.4 Promote our natural environment including rivers, coast and the port to underpin tourism opportunities</b>						
				as a result of feedback from the public.		

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.5 Support festivals, events and attractions that add value to the City's economy</b>						

3.2.5.1 Assess current event sites and potential future event site options to meet future requirements	Low	In Progress	50%	Provided feedback on additional power access installed at the Bluff Promenade area and provided input on the Pioneer Park Master Plan to supply infrastructure that encourages more events.	Marketing & Events Coordinator	30/06/2018
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3.2.5.2 Develop investment frameworks for all Council run events	Low	Completed	100%	Sponsorship was secured for Council's New Year's Eve event and Devonport Food and Wine Festival. State Government committed to provide funds towards marketing 2018 Jazz	Marketing & Events Coordinator	30/06/2018
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Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.2.6 Provide visitor information and interpretive services through well designed and managed facilities</b>						

3.2.6.1 Investigate options for an information database for customer service	Medium	In Progress	32%	Investigation commenced to determine which company can provide the best database for a Council Customer Service Centre. Information also gathered from other Council's about what they use.	Customer Services Coordinator	31/12/2017
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**Outcome:** 3.3 Access in to, out of, and around the City is well planned and managed

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.1 Improve the City's physical access and connectivity</b>						

3.3.1.1 Conduct an audit of the very high and high walkability areas within the City	High	In Progress	70%	Audit of the CBD area has been completed. Work has commenced on auditing the remaining very high use footpaths	City Engineer	31/12/2017
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**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.3.1 Improve the City's physical access and connectivity</b>						
3.3.1.2 Investigate and develop improved traffic management for locations within the road network with known access and connectivity issues	Medium	In Progress	40%	Investigation and work on a concept design for traffic improvements around Don College is underway in conjunction with potential changes to bus routes.  Investigation is underway into the extension of the pedestrian and bike path on Stony Rise Road, between Middle Road and Spreyton.  Council has agreed to a traffic improvement assessment to be undertaken for the Bluff Precinct.	City Engineer	31/03/2018
<b>Strategy: 3.3.2 Develop and maintain a high profile City entrance and streetscape that enhances and maintains its character</b>						
3.3.2.1 Consider improvement options that will enhance entrances to the City	Medium	In Progress	30%	Work has commenced on a report to Council to consider options	Technical Support Supervisor	31/03/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.4.1 Advocate for state of the art Information Communication Technology (ICT) infrastructure development</b>						
3.4.1.1 As part of the development of the new Multi-Purpose Building, work with other tenants to ensure ICT is coordinated and based on best use of resources	Low	In Progress	50%	ICT Working Group involving all tenants has been established and progressing requirements	Deputy General Manager - Infrastructure, Works and Development	30/06/2018

**Outcome:** 3.5 Our economic progress continuously improves



**Strategic Plan Progress Report**

**Goal:** 3 Growing a vibrant economy

**Outcome:** 3.5 Our economic progress continuously improves

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.5.1 Work in partnership with industry and government to pursue opportunities, which address impediments and foster economic development in the area</b>						
3.5.1.1 Actively participate in the development of a Futures Plan by the Cradle Coast Authority	Medium	In Progress	11%	The Federal Government announced that the Cradle Coast Authority was successful in its application for an \$80,000 grant to develop a Futures Plan. Preliminary scoping has begun with Cradle Coast Authority to brief Councils in February regarding the work plan	Project Officer	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.5.4 Develop and support a culture of excellence in innovation and life long learning to enhance employment opportunities</b>						
3.5.4.1 Support initiatives that encourage learning	Low	In Progress	50%	Festival of Learning Project Delivered. Readers Cup program being progressed	Governance Coordinator	30/06/2018

ITEM 5.1



**Strategic Plan Progress Report**

**Goal: 4 Building quality of life**

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.1 Provide sport, recreation and leisure facilities and programs to meet the needs of the community</b>						
4.1.1.1 Facilitate and develop health and wellbeing programs for senior citizens	Low	In Progress	70%	Ageing Stronger, Active Longer - 2 x 8 Week Health and Wellbeing Programs commenced. Liveable City grant applied for to extend the Ageing Stronger, Active Longer Pilot. This program is included in the 2018 schedule	Sport & Recreation Development Coordinator	30/06/2018
4.1.1.1 Progress the opportunity for staging the inaugural Tasmanian Masters Games in 2018	Medium	Completed	100%	Council resolved to progress with the staging of this event. Planning meetings with stakeholders have been scheduled for December and January	Sport & Recreation Development Coordinator	31/10/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.2 Enhance and increase the utilisation of sport and recreation facilities</b>						
4.1.2.1 Increase visitor and participation numbers at Council's Recreation Centres	Low	In Progress	66%	Visitor and participant numbers have increased slightly at both facilities mainly due to the increase in community programs at the centres	Sport & Recreation Development Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.3 Promote passive recreational usage including walking, bike paths, trails, parks and playspaces</b>						
4.1.3.1 Develop an outdoor gymnasium in East Devonport (subject to securing grant funding)	Medium	In Progress	40%	Public consultation has been completed and design work has commenced for the preferred location at the end of Melrose Street.	Infrastructure & Works Manager	28/02/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.4 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities</b>						
4.1.4.1 Utilise the Sporting Precinct Master Plan to prioritise for future grant opportunities relating to sporting infrastructure	Medium	In Progress	60%	The Devonport Oval and Kelcey Tier Working Groups have identified priorities for these precincts	Sport & Recreation Development Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

<b>Strategy: 4.1.5 Encourage multi use of open space and facilities to ensure the terms and conditions of any licences or user agreements achieve a positive outcome for the community</b>						
<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
4.1.5.1 Develop a Mersey Bluff Precinct Plan	Medium	In Progress	42%	Report presented to December Council meeting - Traffic Impact Assessment to be undertaken for Bluff Precinct	Governance Coordinator	30/06/2018
4.1.5.1 Review and update sports grounds and reserves booking procedure	Medium	In Progress	85%	Sports Grounds and Public Reserves bookings will form part of an online sporting portal. Several software options are being investigated	Sport & Recreation Development Coordinator	31/12/2017
4.1.5.2 Review and update user group manual for Council's Recreation Centres	Low	In Progress	91%	A review of forms, procedures and evacuation plans at both Centres is almost complete	Sport & Recreation Development Coordinator	31/12/2017
<b>Strategy: 4.1.6 Build capacity of the sport and recreation sector and ensure community involvement in planning sport and recreation facilities</b>						
4.1.6.1 Develop and implement an online sporting portal, providing the community with relevant information regarding sport and recreation opportunities in Devonport	Low	In Progress	30%	A working group of Council officers has been formed. Several software options are being investigated	Sport & Recreation Development Coordinator	30/06/2018

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

<i>Actions</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage</b>						
4.2.1.1 Investigate a cultural festival to recognise cultural diversity and to bring together different cultures in accordance with the East Devonport Community Plan	Medium	In Progress	24%	Established and convened the "Harmony Day Festival Working Group" to deliver a cultural festival at Pioneer Park	Governance Coordinator	30/04/2018
4.2.1.1 Prepare a conservation plan for the Pioneer Park Cemetery	High	In Progress	40%	Consultants have been approached to prepare submissions.	Technical Support Supervisor	28/02/2018
4.2.1.2 Exhibit emerging and early career	Low	In Progress	50%	The Little Gallery prioritises Emerging and	Gallery Director	30/06/2018





**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.1 Acknowledge, preserve and celebrate local art, culture and heritage</b>						
artist exhibitions, including one children's focussed exhibition				Early Career artist exhibitions. Throughout the financial year the Gallery will present seven separate emerging artists; Ashley Bird, Amber Koroluk-Stephenson, Angela Casey, Gina, Mike Singe, Zoe Greg and Richard Griffiths		
4.2.1.3 Deliver four public programs which promote and engage participants in Devonport's rich cultural heritage	Low	In Progress	75%	Evening talk "Finlayson Bros: The Family and the Business" held November 28 with 74 attendees	BSMC Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations</b>						
4.2.2.1 Develop a city-wide creative strategy	Medium	Not Started	0%	This action not due to commence until the first half of 2018	Governance Coordinator	31/12/2018
4.2.2.2 Exhibit five state and national touring exhibitions	Medium	In Progress	50%	The Gallery's 2017/18 Artistic Program includes five state and national touring exhibitions: Tony Ameneiro - Head over Head; RACT Tasmanian Portrait Prize; New Alchemists; National Photographic Portraiture Prize; Play on: The Art of Sport, ten years of the Basil Sellers Art Prize	Gallery Director	30/06/2018
4.2.2.3 Investigate options for the former Devonport Regional Gallery building following relocation to a new facility	High	Not Started	0%	This action has not started. This project will be initiated in the new calendar year once the vacating date of the current Gallery in Stewart Street is identified	Convention and Arts Centre Manager	30/06/2018
4.2.2.4 Develop a branding and marketing strategy for the new contemporary Arts Centre	High	In Progress	90%	A branding strategy has been finalised, with the word paranple chosen as the overarching title for the precinct (paranple centre, paranple arts centre, paranple convention	Convention and Arts Centre Manager	30/09/2017





**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.2.2 Cultural facilities and programs are well planned and promoted to increase accessibility and sustainability, active engagement and strong participation for the benefit of current and future generations						
				centre). A style guide is being finalised.		
4.2.2.5 Provide exhibitions at the Bass Strait Maritime Centre which encourage repeat visitation	Medium	In Progress	50%	"Finlayson Bros: The Family and the Business" exhibition installed in November 2017	BSMC Coordinator	30/06/2018
4.2.2.6 Support the development of a cultural heritage interpretation trail	Low	In Progress	44%	The Devonport Maritime and Heritage Special Interest Group is progressing this item at their bi-monthly meetings	BSMC Coordinator	31/03/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.4.2 Provide and promote effective management of animals within the community						
4.4.2.1 Assist the community with control of domestic animals through education and enforcement as appropriate	Low	In Progress	48%	Council website is to be reviewed and updated to provide information to dog owners relating to responsible ownership including registration, kennel licences, breeding restrictions, suitable containment areas, behaviour at dog park and other dog friendly areas. Training is to be provided to After Hours staff on appropriate procedures and measures relating to Animal Control	Risk Management & Compliance Coordinator	30/06/2018
<b>Strategy:</b> 4.4.3 Support activities that encourage safe and responsible community behaviour						
4.4.3.1 Develop a master plan for the park in Morris Avenue/Chichester Drive area focussed on increasing community use	Medium	In Progress	52%	First stage of public consultation has closed with 268 people providing input. First draft of plan underway.	Executive Officer Community Services	31/03/2018



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.4.4 Facilitate and support a collaborative approach to community safety						
4.4.4.1 Review existing permanent camera locations for suitability and identify areas for future growth of the network including upgrading where required, in accordance with CCTV Strategy	High	Completed	100%	Meeting held with Devonport Police to audit existing locations and identify potential new locations. A Government grant has been received to upgrade cameras and work will now focus on replacing equipment in existing locations	IT Coordinator	31/05/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.5.1 Support the provision of facilities and services that encourage lifelong learning, literacy and meet the information needs of the community						
4.5.1.1 Raise awareness of, or expand the role of, community facilities/services and other relevant public infrastructure to act as key digital hubs to increase skills and access emerging technology in line with Digital Strategy	Low	In Progress	10%	The Devonport LINC and Devonport Online Access Centre are two services aiming to increase Devonport's digital literacy rate. Both agencies will continue to deliver programs from the paranapple centre.	Executive Officer Community Services	30/06/2018
4.5.1.2 Deliver Festival of Learning	Medium	Completed	100%	Festival of Learning delivered and evaluated	Governance Coordinator	31/10/2017

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.6.3 Development of partnerships between all levels of government, the private and not for profit sectors that deliver innovative solutions to complex needs and issues in conjunction with the community						
4.6.3.1 Continue to deliver Read Devonport Literacy Program	Medium	In Progress	44%	Devonport Readers Cup program in progress. Books for Babies and Great 100 Book Challenge project being developed	Governance Coordinator	30/06/2018



**Strategic Plan Progress Report**

**Goal: 4 Building quality of life**

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.7.1 Develop and implement a Community Development Framework that strategically strengthens community ties and opportunities</b>						
4.7.1.1 Develop a Community Development Framework	Medium	Not Started	0%	This action not due to commence until the first quarter of 2018	Governance Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.7.2 Encourage and provide information and opportunities for active participation in community life</b>						
4.7.2.1 Develop and deliver Seniors Week, Volunteer Week, Harmony Week and International Women's Day activities and events	Medium	In Progress	75%	Harmony Day working group formed to plan and develop a cultural festival for 2018, community partnered program planned 21 March at Pioneer Park. International Women's Day working group has been formed - planning and developing a full week program of events in conjunction with community networks	Community Development & Volunteer Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.7.3 Attract and promote equitable distribution and sharing of financial and other resources throughout the community</b>						
4.7.3.1 Operate a merit based community financial assistance grants program	Medium	In Progress	50%	Round One - Minor, Major and Rates Remissions grants approved through Council. Ongoing assessment of donations and individual development grants occurring Round Two advertised from 1 January 2018	Governance Coordinator	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that assist the frail, aged, people with disabilities and their carers to engage in all aspects of community life</b>						
4.7.4.1 Ensure the adequate provision of disabled parking bays in convenient locations within the City	High	In Progress	80%	New car park has significantly increased number of available disabled bays. Review to commence following opening of new car park. Progress is in place for the installation of two additional accessible parking spaces installed	Customer Services Coordinator	28/02/2018



**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.4 Advocate for and provide access to quality services, facilities, information and activities that assist the frail, aged, people with disabilities and their carers to engage in all aspects of community life						
				in the north west corner of the Formby Road car park.		
4.7.4.2 Review pricing for Disabled Parking bays	High	In Progress	16%	Report to be presented to future Council meeting	Customer Services Coordinator	31/10/2017
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.7.5 Support initiatives that foster community harmony and which values and celebrates diversity						
4.7.5.1 Develop an initiative that engages artists living with a disability	Low	In Progress	50%	The Gallery has conducted a pilot program, Out There, with Orana Respite Day Centre, operated by Bapcare. This program involves items from the Permanent Collection being used as impetus for conversation and art making. Initial conversations have been held with Munnew Day Centre, Meercroft, to deliver a similar program	Gallery Director	30/06/2018
4.7.5.2 Recognise and promote the indigenous culture and art of the region	Low	In Progress	50%	The Devonport Regional Gallery is working in partnership with Contemporary Art Tasmania to present a Forum and presentation in Devonport. Indigenous and non-indigenous artists from across the state will be invited to attend and local indigenous artists and arts workers will present at the Forum. In addition, the Gallery has made initial plans to curate a local indigenous artist exhibition in 2018	Gallery Director	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy:</b> 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership						





**Strategic Plan Progress Report**

**Goal:** 4 Building quality of life

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.8.1 Promote programs that encourage youth participation, engagement in decision making, development and leadership</b>						
4.8.1.1 Develop an art initiative that engages young people to deliver a public art piece or creative event	Low	Completed	100%	Two workshops completed in July & August with artist mentor Megan Walch and Devonport Regional Gallery's young members (Droogs) designing a new mural for Rooke Lane. Mural installed by Megan and Droogs 22 - 24 September on the back wall (Rooke Lane) of 65-67 Rooke Street Devonport	Convention and Arts Centre Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.8.3 Assist in the development, promotion and celebration of youth</b>						
4.8.3.1 Promote National Youth Week through the delivery of workshops and the annual Reclaim the Lane event	Low	In Progress	20%	This action not due to commence until January 2018, however preliminary actions have been undertaken in preparedness	Convention and Arts Centre Manager	31/05/2018

ITEM 5.1





## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.1 Promote open communication and cooperation with local and state governments in regional initiatives</b>						
5.1.1.1 Be an active participant at the regional level through input into programs and activities facilitated through the Cradle Coast Authority	Low	In Progress	50%	Continued to participate at the regional level on a range of issues	General Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.2 Pursue opportunities for cooperative initiatives including resource sharing with other councils, organisations and community groups</b>						
5.1.2.1 Consider outcomes from the Cradle Coast Shared Services Project	Medium	In Progress	50%	Final report considered by Council at its meeting on 18 December 2017	General Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.3 Represent and promote Council at Regional, State and National forums</b>						
5.1.3.1 Be an active participant at the state level through the Local Government Association of Tasmania	Low	In Progress	50%	Continued to participate at the state level. Mayor Martin is a member of the General Management Committee (GMC) of LGAT	General Manager	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.2.1 Review policies and implement initiatives to ensure meaningful, two-way communication and consultation with the community</b>						
5.2.1.1 Undertake community consultation where appropriate to ascertain views and input to Council decision making	Low	In Progress	56%	Consultation undertaken on matters as required. Community consultation has been undertaken regarding the preferred location for outdoor fitness equipment in East Devonport and the Don Reserve & Kelcey Tier Bushfire Management Plans.	Media and Communications Officer	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community</b>						



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.2.2 Develop an integrated approach to promoting, marketing and supporting a culture of "volunteerism" in our community</b>						
5.2.2.1 Develop and deliver a volunteer recruitment marketing campaign	Medium	Deferred	56%	The "Julie Burgess" identified as an area of need in consultation with internal stakeholders. Due to the extended time of the Julie Burgess being in dry dock which has reduced the operational time to January 2018 for approximately 12 weeks, and new management, this will now not be a requirement for this year	Community Development & Volunteer Coordinator	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.1 Review and amend governance structures, policies and procedures to adapt to changing circumstances</b>						
5.3.1.1 Develop a program to raise awareness of the Integrity Commission's 'Speak Up' campaign which encourages ethical workplace behaviour, using recommendations from the 'Fostering Integrity: Report on the Implementation of the Speak Up in the Tasmanian Public Sector'	Low	Not Started	0%	This action not due to commence until the first quarter of 2018	Governance Coordinator	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.3 Encourage increased community participation in Council elections</b>						
5.3.3.1 Develop an awareness campaign for Council elections due in October 2018	Medium	Not Started	0%	This action not due to commence until March 2018	Governance Coordinator	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.6 Integrate business excellence principles and continuous improvement behaviours into the culture of the organisation</b>						



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.3.6 Integrate business excellence principles and continuous improvement behaviours into the culture of the organisation</b>						
5.3.6.1 Undertake training to support and promote continuous improvement activity and philosophy across the organisation	Low	In Progress	50%	Training for Continuous Improvement facilitators and Council management undertaken	Governance Coordinator	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.1 Provide timely, efficient, consistent and quality services which are aligned with and meet our customers needs</b>						
5.4.1.1 Investigate sending rate reminder notices via electronic means	Low	Completed	100%	Ratepayers able to receive reminders via email or text SMS. Forms available online	Executive Manager - Organisational Performance	30/06/2018

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.4.2 Monitor and evaluate Council's service standards</b>						
5.4.2.1 Investigate self-serve customer service options	Low	In Progress	56%	iPad being investigated as an option with compatible software options	Customer Services Coordinator	30/06/2018
5.4.2.2 Investigate and develop measures for reporting on efficient and effective customer service	Medium	In Progress	50%	Measures and methods being investigated	Customer Services Coordinator	31/12/2017

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements</b>						
5.5.1.1 Review and update direct debit payment arrangements	Low	In Progress	50%	All credit card and fixed amount direct debit rate payers have been written to	Revenue Coordinator	30/06/2018
5.5.1.2 Implement Australian Taxation	Low	In Progress	60%	TechnologyOne in process of developing	Accountant	30/06/2018



**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.5.1 Provide financial services to support Council's operations and meet reporting and accountability requirements</b>						
Office reporting requirements in regard to government grants and payments				software to facilitate Council meeting ATO reporting requirements. Discussions have taken place with relevant staff, and software testing will be conducted once software is available. TechOne software for the above process is anticipated to be available in a future release		
<b>Strategy: 5.5.2 Ensure comprehensive financial planning to meet sustainability requirements</b>						
5.5.2.1 Review Council's Long Term Financial Strategy	Medium	Not Started	0%	Review will occur in conjunction with the 2018/19 budget	Executive Manager - Organisational Performance	30/06/2018
<b>Strategy: 5.5.3 Ensure revenue modelling meets Council's funding requirements to provide equitable pricing relevant to services delivered</b>						
5.5.3.1 As part of the annual budget process, review fees and charges and rate modelling processes	Medium	Not Started	0%	This action not due to commence until the first quarter of 2018	Executive Manager - Organisational Performance	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.1 Ensure safe work practices through adherence to Work Health and Safety standards</b>						
5.6.1.1 Review identified improvement areas in the Health Management System	Medium	In Progress	48%	Draft scope of improvement being developed and to be reviewed in February to progress into specific actions for the overall continuous improvement required for the system	Safety Officer	30/06/2018
<b>Strategy: 5.6.3 Integrate risk management principles into all business practices</b>						





**Strategic Plan Progress Report**

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.6.3 Integrate risk management principles into all business practices</b>						
5.6.3.1 Assess and implement where appropriate, recommendations from the Municipal Association of Victoria (MAV) Annual Risk Service	Medium	In Progress	48%	Property Audit Action Plan has been recently updated to reflect improvements implemented.	Risk Management & Compliance Coordinator	30/06/2018
<b>Strategy: 5.6.4 Provide internal and external audit functions to review Council's performance, risk management, financial governance and reporting</b>						
5.6.4.1 Develop and implement an internal safety auditing process in accordance with the Safety Management Plan	Medium	In Progress	48%	Awareness sessions for Managers, Supervisors and Coordinator about the adopted Safety Management System will commence in February. Training material being developed by Risk Department.	Safety Officer	30/06/2018
5.6.4.1 Support the activities of Council's Audit Panel	Low	In Progress	50%	Ongoing support is provided to the DCC and Shared Audit Panel. The Panels met on 7 August and 20 November 2017	Executive Manager - Organisational Performance	30/06/2018

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.7.1 Provide opportunities for the development of Council employees</b>						
5.7.1.1 Develop a training calendar focussed on employee skill development	Low	In Progress	50%	Council's IT team are working on setting up a training calendar system with appropriate permissions. IT anticipate ready for testing towards the end of January, in addition we are currently testing online bookings for internal training through Technology One system.	HR Coordinator	30/06/2018

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





## Strategic Plan Progress Report

**Goal:** 5 Practicing excellence in governance

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

Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.8.1 Provide efficient, effective and secure information management services that support Council's operations</b>						
5.8.1.1 Implement Asset Management software linked to Council's Long Term Financial Strategy	High	In Progress	40%	A working group has commenced scoping the requirements for the software	Infrastructure & Works Manager	30/06/2018
Actions	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements</b>						
5.8.2.1 Review all relevant rating forms and transition to electronic based documents available on website	Low	In Progress	25%	Review of forms and electronic documents underway. This is being considered as a Council wide initiative to digitise paper based forms	Revenue Coordinator	30/06/2018



## 5.2 TENDER REPORT CONTRACT CT0207 SALEYARD ROAD RENEWAL

File: 33882 D508895

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 2.3.1 Provide and maintain roads, bridges, footpaths, bike paths and car parks to appropriate standards

### SUMMARY

This report seeks Council's approval to award Contract CT0207 Saleyard Road Renewal to Hardings Hotmix Pty Ltd.

### BACKGROUND

This report considers tenders received for "Saleyard Road Renewal" listed within the 2017/18 capital expenditure budget.

Saleyard Road is an important part of the local freight network, providing access to the recently upgraded SRT Logistics distribution centre and the Quoiba sale yards. Over 150 heavy vehicles use the road daily. The condition of the road is poor and has deteriorated quickly.

The project involves the renewal of pavement and seal to withstand the current and future traffic loads. A consultant has provided expert advice on the pavement design for this project.

During the design phase of the project, it was identified that the road is too narrow for heavy vehicles to pass safely. Some widening of the road is required to improve safety, which includes replacement of sections of kerb and relocation of services near the intersection of Saleyard Road and Devonport Road. Work to improve the alignment of the main access to SRT Logistics is also included, subject to an agreement being reached between Council and SRT Logistics. The scope of work is shown in figure 1.

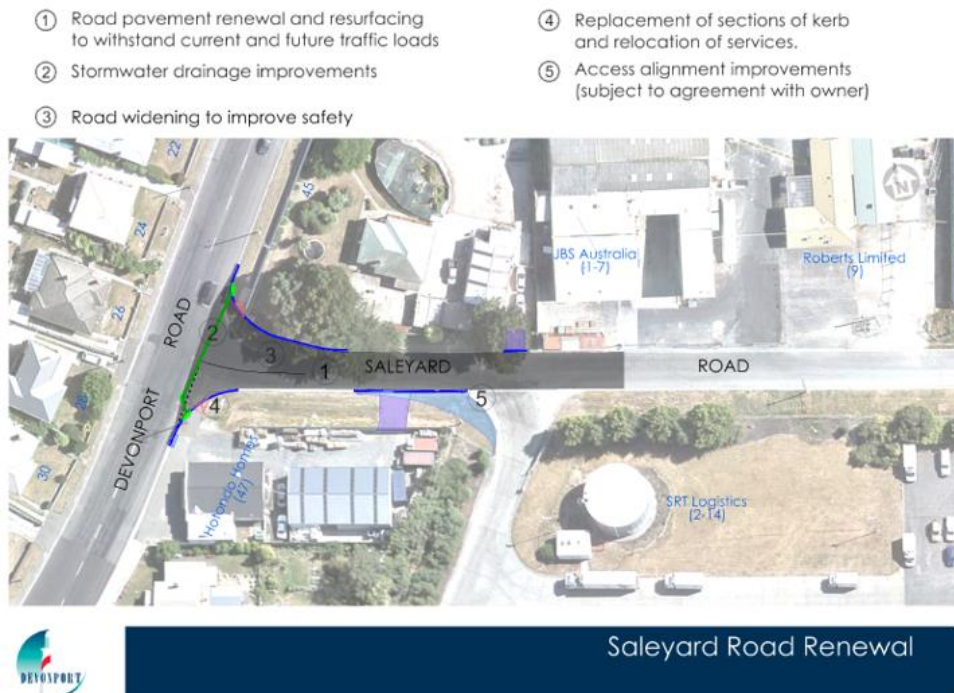


Figure 1: Saleyard Road

**STATUTORY REQUIREMENTS**

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

**DISCUSSION**

In accordance with Council's Code of Tenders and Contracts, a Tender Planning and Evaluation Committee was formed to evaluate the tenders received.

Tenders were received from four companies. All tenders received were conforming tenders and are summarised in table 1.

**TABLE 1**

No.	Tender	Status	Tender Price (ex GST)
1	Hardings Hotmix Pty Ltd	Conforming	\$202,423
2	Kentish Construction and Engineering Company Pty Ltd	Conforming	\$209,811
3	ATM Civil Contracting Pty Ltd	Conforming	\$223,093
4	Civilscape Contracting Tasmania Pty Ltd	Conforming	\$237,881

As highlighted in the above table Hardings Hotmix Pty Ltd tender of \$202,423 is the lowest price. The Tender Planning and Evaluation Committee has considered the tenders against each of the selection criteria, these being:

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

The evaluation by the committee indicates that Hardings Hotmix Pty Ltd scored highest overall against the selection criteria and therefore offers Council the best value for money.

The Tender Planning and Evaluation Committee minutes were prepared, and confidential copies can be made available upon request by Aldermen.

**COMMUNITY ENGAGEMENT**

A public advertisement calling for tenders was placed in the Advocate Newspaper on 9 December 2017 and tenders were also advertised on Council's website.

Key stakeholders (SRT Logistics, Roberts Limited, JBS Australia, Hotondo Homes and residents) have been engaged during the design phase of the project and further consultation will be required with the same group regarding road closures during the construction phase.

**FINANCIAL IMPLICATIONS**

The 2017/18 capital expenditure budget includes an allocation for the "Saleyard Road Renewal" project of \$300,000. The tender received Hardings Hotmix Pty Ltd is \$202,423.

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

**TABLE 2**

No.	Tender	Price (ex GST)
1	Contract CT0207	\$202,423
2	Project management/administration (\$27,000 to date)	\$36,000

Report to Council meeting on 29 January 2018

3	Service relocation	\$13,000
4	Construction contingency	\$20,240
	<b>TOTAL</b>	<b>\$271,663</b>

The contract sum includes the work to alter the SRT Logistics access. This work will be paid for by SRT Logistics which will offset Council's expenditure. The details of this contribution are available to Alderman upon request.

The risk of unforeseen variations on this project is low and the contingency allowance has been set at 10% of the contract amount.

**RISK IMPLICATIONS**

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

**CONCLUSION**

Taking into account the selection criteria assessment, the Tender Planning and Evaluation Committee has determined that Hardings Hotmix Pty Ltd meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract CT0207 Saleyard Road Renewal.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That it be recommended to Council, that in relation to Contract CT0207 Saleyard Road Renewal:

- a) award the contract to Hardings Hotmix Pty Ltd for the tendered sum of \$202,423 (ex GST);
- b) note that design, project management and administration for the project are estimated to cost \$36,000 (ex GST);
- c) note that the service relocation works for the project are estimated to cost \$13,000 (ex GST);
- d) note a construction contingency allocation of \$20,240 (ex GST).

Author:	Shannon Eade	Endorsed By:	Paul West
Position:	Project Management Officer	Position:	General Manager

## 5.3 CRADLE COAST AUTHORITY - REPRESENTATIVE APPOINTMENT

File: 31710 D508906

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.1.3 Represent and promote Council at Regional, State and National forums

### SUMMARY

This report is provided to assist Council in formally appointing a Representative to the Cradle Coast Authority (CCA) to replace the Mayor following his recent appointment to the Board.

### BACKGROUND

At its meeting on 27 June 2016 the Council considered a report relating to changes proposed for the Cradle Coast Authority (CCA) governance arrangements. It was noted that the CCA had endorsed the following:

1. *The Mayor and General Manager from each participating council be the representatives on the Cradle Coast Authority;*
2. *Two Mayors be appointed as Directors on the Board of the Authority;*
  - a. *one from Devonport, Central Coast or Burnie; and*
  - b. *one from Latrobe, Kentish, West Coast, Waratah-Wynyard, King Island or Circular Head;*
  - c. *that Board Fees not be paid to Mayors on the Board*
3. *That General Managers nominate a Director for the Board from within their ranks and that Board Fees not be paid;*

### STATUTORY REQUIREMENTS

The CCA is a Joint Authority created under the provisions of Section 30 of the *Local Government Act 1993*.

### DISCUSSION

Council accepted the proposal and the Mayor and General Manager were appointed as Council's Representatives.

Initially the Mayor of Burnie, Ald Anita Dow was appointed to the Board. As a result of Ald Dow's resignation from Burnie City Council the Mayors determined that Mayor Martin should be appointed to the Board to replace Ald Dow – this decision was ratified at the Representatives meeting in November 2017.

The Mayor is unable to be a Board member and a Representative at the same time and therefore it is necessary for the Council to appoint an alternate person to the role.

The proposed Rules currently being finalised outline the following:

The Mayor or the General Manager of a participating council is appointed as a director under Rule 24(2)(a) or Rule 24(2)(b), that participating council must nominate its Deputy Mayor as one of its representatives instead of relevantly, the Mayor or General Manager.



**COMMUNITY ENGAGEMENT**

There was no community engagement undertaken.

**FINANCIAL IMPLICATIONS**

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

**RISK IMPLICATIONS**

There are no risk implications associated with this report.

**CONCLUSION**

It would be appropriate for the Council to formally appoint the Deputy Mayor, Ald Rockliff as a Representative to the CCA.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That Council determine that due to the appointment of Mayor Martin as a Director on the Cradle Coast Authority Board that the Deputy Mayor, Ald Rockliff be formally appointed as a Representative to the Authority.

Author:	Paul West	Endorsed By:	Paul West
Position:	General Manager	Position:	General Manager

## 6.0 INFORMATION

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

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
22/01/2018	Presentation IC4 Developments	Presentation to Aldermen.
	Lobby for Legislation – Poker Machines	Discussion on Council's position on this matter.
	62 Stewart Street - Former Community Legal Centre	Discussion on future possible uses for this vacant Council owned property.
	Councillor Allowances	Provision of Issues Paper to Aldermen.
	80-82 River Road, Ambleside	Update to Aldermen – Proposed to address zoning as part of Local Planning Scheme under State Planning Scheme.

## RECOMMENDATION

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

Author: Position:	Robyn Woolsey Executive Assistant General Management	Endorsed By: Position:	Paul West General Manager
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## 6.2 MAYOR'S MONTHLY REPORT

File: 22947 D498979

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

This report details meetings and functions attended by the Mayor.

### BACKGROUND

This report is provided by the Mayor to provide a list of meetings and functions attended by him for the month of December 2017.

### STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

### DISCUSSION

In his capacity as Mayor, Alderman Steve Martin attended the following meetings and functions during the month December 2017:

- ABC Radio Leon Compton interview
- Tasmanian Broadcasting John Fabris interview
- Resident meetings
- Deputy Mayor Annette Rockliff
- Sea FM Radio interview
- Radio 7AD interviews
- Bunnings Devonport – Official Opening
- Hill Street Grocers – Book signing Kevin Sheedy
- Nixon Street Primary School – Minamata school project exchange
- International Volunteer Day breakfast – Devonport Bluff with Deputy Mayor Rockliff, Ald Jarman & Ald Laycock
- St Brendan Shaw Presentation Night
- Fitwitz Health & Fitness
- Old Maternity Hospital site
- Devonport Agricultural & Pastoral Society – Meaghan Shearer
- Braddon Labor candidates Anita Dow & Danielle Kidd
- Mersey Community Care Christmas function – Bells Parade
- Multi-storey car park – First vehicle in
- Devonport Christmas Parade
- Premier Will Hodgman – announcement Bass Strait Ferries
- Christmas in the East
- Santa Run
- Carols by Candle Light
- Premier Will Hodgman – Christmas luncheon, Burnie
- Infrastructure, Works & Development Committee
- Mersey Leven Emergency Management Committee briefing
- Dave Race - General Manager Devonport Airport
- Southern Cross TV interview – Airport master plan
- ABC Radio interview

Report to Council meeting on 29 January 2018

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- Meg Webb – Anglicare Manager Social Action & Research Centre
- Children's University Graduation – Burnie
- Victoria Parade boat ramp visit and discussions
- Providore Place walk through
- Dame Enid Lyons Trust – recipient visit
- Mr Noel Harrington
- Child & Family Health Centre Christmas celebrations
- ANZ Bank Christmas celebrations
- Heaven's Kitchen Christmas celebrations
- Street Eats, southern Rooke Street
- Devonport High School Presentation evening
- paranapple – media launch of logo
- Reece High School Presentation Assembly
- Providore Place Market – soft opening
- Spreyton Primary School Presentation Assembly
- Devonport Primary School Presentation Assembly
- Miandetta Primary School Presentation Assembly
- Inspector Stuart Wilkinson TAS Police
- Hillcrest Primary School Presentation Assembly
- Nixon Street Primary School Presentation Assembly
- Breakfast in the Park
- Deputy Premier Jeremy Rockliff at old maternity hospital site

**ATTACHMENTS**

Nil

**RECOMMENDATION**

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

## 6.3 GENERAL MANAGER'S REPORT - JANUARY 2018

File: 29092 D498955

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

- Strategy 5.8.2 Ensure access to Council information that meets user demands, is easy to understand, whilst complying with legislative requirements

### SUMMARY

This report provides a summary of the activities undertaken by the General Manager, 14 December 2017 to 24 January 2018. It also provides information on matters that may be of interest to Aldermen and the community.

### BACKGROUND

The report is provided on a regular monthly basis and addresses several management and strategic issues currently being undertaken by Council. The report also provides regular updates in relation to National, Regional and State based local government matters as well as State and Federal Government programs.

### STATUTORY REQUIREMENTS

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

### DISCUSSION

#### 1. COUNCIL MANAGEMENT

- 1.1. Attended and participated in several internal staff and management meetings.
- 1.2. Met with the General Manager of Central Coast Council to discuss and develop a draft work plan for the Council's Shared Audit Panel. The draft plan will be considered by the Audit Panel at its March 2018 meeting.
- 1.3. Participated in a number of interview panels for vacant staff positions including the Executive Manager Corporate Services; Community Services Manager and Community Development and Recreation Officer. As a result it can be confirmed that Mr Jeffery Griffith has been appointed to the role of Executive Manager Corporate Services and will commence with Council on 5 February 2018. Mrs Karen Hampton was the successful candidate for the role of Community Services Manager. Karen will transition to the role from her current position with Council over the coming weeks.
- 1.4. Spent considerable time considering and responding to issues relating to the disposal of material from the former Maternity Hospital site. As a result of issues raised a review of Council's tendering processes to better understand and control where private contractors dispose of unwanted/surplus material from projects is to be undertaken.



2. LIVING CITY

- 2.1. Participated in a LIVING CITY Working Group meeting. This is a regular meeting where Council officers and representatives of P+i Group discuss progress and activities associated with the project.
- 2.2. Attended the Project Control Group (PCG) meeting on site with representatives of Fairbrothers, P+i Group (Development Managers), Architect, Council and the Independent Superintendent.
- 2.3. Met with representatives of Fairbrothers Pty Ltd to receive an update on the proposed hotel. Under the agreement with Council there is to be a quarterly update provided on progress. An update will be provided to Council at an upcoming Workshop.

3. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 3.1. Attended a number of community Christmas celebration events.
- 3.2. Met with a property owner to discuss concerns with the delay in achieving settlement due to the issuing of titles where rights-of-way have been altered or removed.
- 3.3. Met with the owner and consultant planners relating to a potential rezoning of land in the Devonport area. The meeting was to allow preliminary planning advice to be provided by Council planners. Also in attendance was a representative of the Tasmanian Planning Commission.
- 3.4. With the Mayor met with a resident of East Devonport who had concerns regarding the establishment of the Bandido's in Devonport. As a result a follow up discussion with Inspector Stuart Wilkinson from Tasmania Police occurred.
- 3.5. Met with a consultant on behalf of Youth Family and Community Connections to discuss aspects relating to the YFCC arrangement with Council for occupation of the building on the corner of Stewart and Fenton Streets. The recently vacated property at 62 Stewart Street was also discussed.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 4.1. The Tasmanian Government have made changes to the *Dog Control Act 2000*. A copy of the Information Sheet provided to Council is attached. The main changes include:
  - *allowing greyhounds that have graduated from an approved suitability assessment program to go without a muzzle while on a lead in a public place;*
  - *allowing councils to declare areas of council controlled land from which dogs are restricted permanently;*
  - *clarifying that commercial dog minding services require kennel licences;*
  - *requiring a dog owner to inform a council of their dog's microchip number;*
  - *providing for a mandatory requirement that a dog owner is to inform the relevant council when a dangerous dog is transferred to its municipal area;*
  - *extending the time required to respond to a destruction of a dangerous dog notice from 14 to 28 days in line with the Magistrates Court (Administrative Appeals Division) Act 2001;*
  - *clarifying the Act to allow councils to seize and/or destroy a dog;*

- *clarifying the effective control requirements for greyhounds, dangerous and restricted breed dogs, and all other dogs; and*
- *providing clarity that persons carrying out primary production activities relating to livestock on rural land can destroy any dog found at large on that land.*

5. OTHER

- 5.1. Met with a representative of Tas Gas to be briefed on the future delivery of gas to Council facilities and likely impacts of pricing in the future.
- 5.2. The Tasmanian Industrial Commission have released an Issues Paper relating to Councillor Allowances in Tasmania. The Terms of Reference for the review are:
  - a. *The statutory roles of the respective offices of mayor, deputy mayor and councillor;*
  - b. *The appropriateness of setting allowances by council type/size given the need to ensure good governance while balancing councils' financial sustainability and the interests of ratepayers;*
  - c. *Any significant changes to the role or functions of local government since the last review;*
  - d. *The method of indexing allowances each year;*
  - e. *Whether an additional allowance should be made available to councillors who undertake training in governance relevant to local government or who have recognised experience in governance relevant to local government;*
  - f. *The capacity of local government to attract potential future candidates; and*
  - g. *Any factors considered relevant.*

The Board is to have regard to the range of allowances it will recommend being effective for a period of four years and are to report to the Minister for Local Government by 2 April 2018.

A copy of the Issues Paper can be found <http://www.tic.tas.gov.au/councillor-allowances-board-of-inquiry-2017-18>

**COMMUNITY ENGAGEMENT**

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

**FINANCIAL IMPLICATIONS**

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

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

**RISK IMPLICATIONS**

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

**CONCLUSION**

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

**ATTACHMENTS**

- 1. Information Sheet - Summary of the changes under the Dog Control Amendment Act 2017
- 2. Current and Previous Minute Resolutions Update - January 2018
- 3. CONFIDENTIAL - Current and Previous Minute Resolutions Update - Confidential January 2018

**RECOMMENDATION**

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

Author:	Paul West
Position:	General Manager

# DOG CONTROL AMENDMENT ACT 2017

INFORMATION SHEET  
December 17

This information sheet covers the changes to the *Dog Control Act 2000* that have resulted from the *Dog Control Amendment Act 2017*.

## Background

The Tasmanian Parliament passed the *Dog Control Amendment Act 2017* (Amendment Act) on 30 November 2017. The Amendment Act responds to feedback from local councils, TasRacing, dog rehoming organisations and the Tasmanian community regarding the operation of the *Dog Control Act 2000*.

## Why are the changes being made?

Most of the changes provide clarity to assist local government in the implementation of the Act.

A key new provision allows greyhounds that have been assessed through a suitability program, approved by the Director of Racing, to go without a muzzle while on a lead in a public place.

## When do the changes start?

The amendments come into force from 20 December 2017.

## What are the main changes?

### Recording microchip number (section 15A)

- A new provision requires the owner of a dog over the age of six months to notify the relevant council of the dog's microchip number.

### Greyhounds and muzzles (section 18 and section 18A)

- A new provision enables greyhounds to go without a muzzle while on a lead in a public place if they have graduated from an approved suitability program to train and assesses greyhounds for the suitability to without a muzzle in a public place when on a lead.
- A new provision provides that the Director of Racing is able to approve suitability programs.

### Permanently restricted areas (section 23)

- A new provision enables councils to restrict dogs permanently from a declared area controlled by council.

Department of Premier and Cabinet  
Local Government Division



**Transfer of dangerous dog (section 34BA)**

- A new provision requires the owner of a dangerous or restricted breed dog who is transferring the dog permanently to another municipal area to notify the relevant council within 14 days of the dog's transfer.
- A new offence provision for failure to notify the relevant municipality within the 14 day period is also included.

**Appealing a dangerous dog notice (section 39A)**

- The owner of a dangerous dog served with a destruction notice may appeal the decision to a Magistrates Court within 28 days from the serving of the notice. This was changed from 14 days to be consistent with other legislation.

**Seize and destroy (section 42)**

- Section 42 provides clarification that a dog can be seized and destroyed if injured or has injured or killed another person/animal.

**Effective control of dogs (section 4), greyhounds (section 18) and dangerous or restricted breed dogs (section 32)**

- The Act now separates the effective control of dogs, greyhounds and dangerous or restricted breed dogs to provide clarity.
- Section 18 provides information related to the control of greyhounds which includes those who are able to be without a muzzle as per new provisions.

**Primary production and dogs at large (section 41)**

- Primary production, city and livestock have been defined to provide clarification about when a dog at large can be destroyed.

**Collection of DNA (section 19AA and section 19)**

- A new provision is included to enable appropriately trained council authorised officers who are responsible for investigating and gathering evidence related to dog attacks to collect a DNA sample from a dog that is suspected of being involved in an attack.
- Subsection 19(8) now enables councils to recover costs from the owner of a dog who has a DNA sample collected when it is suspected of and proven to be involved in an attack.

**Removal of dog faeces (section 45)**

- Tenants of rented premises now have the same exemption from removing faeces immediately as do owners of dogs who live in private premises.

**Kennel licences (sections 50, 51, 55 and 59)**

- Clarification has been provided so that businesses such as 'doggy day care' or commercial dog minding services, which look after various dogs for various amounts of time during the day, are required to have a kennel licence.

Disclaimer: Advice on legislation or legal policy issues contained in this paper is intended for information and general guidance only. Such advice is not professional legal opinion

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Tasmanian  
Government



## Current and Previous Minute Resolutions Update

<b>OPEN SESSION Current Resolutions</b>	
<b>Resolution Title:</b>	<b>Lobby for Legislation – Poker Machines – Notice of Motion – Ald T M Milne (D502123)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	242/17
<b>Status:</b>	In progress
<b>Responsible Officer:</b>	Governance Coordinator
<b>Officers Comments:</b>	To be discussed at workshop 22 January 2018.
<b>Resolution Title:</b>	<b>Adventure 'Nature-Based' Playground – Notice of Motion – Ald A L Rockliff (D504424)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	243/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Deputy General Manager
<b>Officers Comments:</b>	Added to brief for next phase of Waterfront Park design
<b>Resolution Title:</b>	<b>Bushfire Management Plans – Don Reserve and Kelcey Tier Greenbelt (D474248)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	244/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Executive Officer Community Services
<b>Officers Comments:</b>	Adopted plans have been placed on Council's website
<b>Resolution Title:</b>	<b>Cradle Coast Shared Services Report – Final (D498951)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	245/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	General Manager
<b>Officers Comments:</b>	Advice provided to Cradle Coast Authority of Council's position in relation to being prepared to further consider shared services.
<b>Resolution Title:</b>	<b>Multi-Purpose Building – Furniture Procurement (D501139)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	246/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Deputy General Manager
<b>Officers Comments:</b>	Orders placed with relevant suppliers.

<b>Resolution Title:</b>	<b>Mersey Bluff Precinct (D504218)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	248/17
<b>Status:</b>	In progress
<b>Responsible Officer:</b>	Governance Coordinator
<b>Officers Comments:</b>	Discussions held with City Infrastructure to progress a Traffic Impact Assessment.
<b>Resolution Title:</b>	<b>Cradle Coast Authority – Shared Use Request from Burnie City Council (D504668)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	249/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Governance Coordinator
<b>Officers Comments:</b>	Cradle Coast Authority advised of Council's decision.
<b>Resolution Title:</b>	<b>Payne Avenue Toilet Block Renewal (D499662) (IWC 46/17 – 11 December 2017)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	256/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Deputy General Manager
<b>Officers Comments:</b>	Quotes for design works are being sourced for an East Devonport facility instead.
<b>Resolution Title:</b>	<b>Street Design Guidelines (D500289) (IWC 47/17 – 11 December 2017)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	256/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Deputy General Manager
<b>Officers Comments:</b>	Adopted design pallets are being used for this year's CAPEX projects.
<b>Resolution Title:</b>	<b>Draft Waste Strategy 2018-2023 (D494176) (IWC 48/17 – 11 December 2017)</b>
<b>Date:</b>	18 December 2017
<b>Minute No.:</b>	256/17
<b>Status:</b>	In progress
<b>Responsible Officer:</b>	Executive Officer Community Services
<b>Officers Comments:</b>	Public consultation period on draft closes 29 January 2018.

Previous Resolutions Still Being Actioned	
<b>Resolution Title:</b>	<b>Devonport Food and Wine Festival 2017 Review (GFC 30/17 – 20 November 2017)</b>
<b>Date:</b>	27 November 2017
<b>Minute No.:</b>	234/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	General Manager
<b>Officers Comments:</b>	The Food and Wine Committee met in December to formulate a structure for the 2018 event.
<b>Resolution Title:</b>	<b>Mersey Bluff Cemetery (IWC 35/17 – 9 October 2017)</b>
<b>Date:</b>	23 October 2017
<b>Minute No.:</b>	213/17
<b>Status:</b>	In progress
<b>Responsible Officer:</b>	Deputy General Manager
<b>Officers Comments:</b>	Graphics for signage being developed.
<b>Resolution Title:</b>	<b>Formby Road Car Park – Review of Accessible Spaces (IWC 38/17 – 9 October 2017)</b>
<b>Date:</b>	23 October 2017
<b>Minute No.:</b>	213/17
<b>Status:</b>	Completed
<b>Responsible Officer:</b>	Deputy General Manager
<b>Officers Comments:</b>	Works has been completed.
<b>Resolution Title:</b>	<b>Disability/Equal Access and Inclusion (D491448)</b>
<b>Date:</b>	25 September 2017
<b>Minute No.:</b>	181/17
<b>Status:</b>	In progress
<b>Responsible Officer:</b>	Community Services Manager
<b>Officers Comments:</b>	Disability/Equal Access and Inclusion Plan to be developed.
<b>Resolution Title:</b>	<b>Funding &amp; Assistance – Home Hill – NOM – Ald Laycock</b>
<b>Date:</b>	26 September 2016
<b>Minute No.:</b>	170/16
<b>Status:</b>	In progress
<b>Responsible Officer:</b>	Governance Coordinator
<b>Officers Comments:</b>	Landscape Management plan was presented to Council officers in December by National Trust's Consultants.

## 8.0 CLOSED SESSION

### RECOMMENDATION

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

<b>Item No</b>	<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
8.1	Application for Leave of Absence	15(2)(i)
8.2	Unconfirmed Minutes - Joint Authorities	15(2)(g)
8.3	Bass Strait Maritime Centre Cafe Lease	15(2)(c)

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## OUT OF CLOSED SESSION

### RECOMMENDATION

That Council:

- (a) having met and dealt with its business formally move out of Closed Session; and
- (b) resolves to report that it has determined the following:

Item No	Matter	Outcome
8.1	Application for Leave of Absence	
8.2	Unconfirmed Minutes - Joint Authorities	Noted
8.3	Bass Strait Maritime Centre Cafe Lease	

## 9.0 CLOSURE

There being no further business the Mayor declared the meeting closed at <insert time> pm.

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