



*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, 17 Fenton Way, on Monday 24 October 2016, commencing at 5:30pm (or the conclusion of the Annual General Meeting).

**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

**19 October 2016**

## November 2016

<b>Meeting</b>	<b>Date</b>	<b>Commencement Time</b>
Governance & Finance Committee	21 November 2016	5:30pm
Council Meeting	28 November 2016	5:30pm

**AGENDA FOR AN ORDINARY MEETING OF DEVONPORT CITY COUNCIL  
HELD ON MONDAY 24 OCTOBER 2016 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, 17 Fenton Way, Devonport on Monday, 24 October 2016 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**

**2.0 DECLARATIONS OF INTEREST**

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**3.0 PROCEDURAL**

**3.1 CONFIRMATION OF MINUTES**

**3.1.1 COUNCIL MEETING - 26 SEPTEMBER 2016**

**RECOMMENDATION**

That the minutes of the Council meeting held on 26 September 2016 as circulated be confirmed.

### **3.2 PUBLIC QUESTION TIME**

Members of the public are invited to ask questions in accordance with the following resolution of Council (Min Ref 54/16):

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. A maximum period of time of 30 minutes in total will be allowed for public participation.
  4. A maximum period of time of 3 minutes will be allowed for each individual.
  5. A member of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at that meeting.
  6. A member of the public will be entitled to ask questions relating to the activities of Council, giving an explanation that is necessary to give background to the question and ask supplementary or follow up questions relating to that specific matter that may come to light as a result of the answer.
  7. Questions do not have to be lodged prior to the meeting, however they would be preferably provided in writing.
  8. A question by any member of the public and an answer to that question are not to be debated.
  9. 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.
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### 3.2.1 Responses to questions raised at prior meetings

Meeting held 22 August 2016

**Reproduced below** is the response dated 29 August 2016 to Mr Trevor Smith's question, which was inadvertently missed from the 26 September 2016 Council agenda:

*"In reply to your questions raised at the August Council meeting, the following responses are provided:*

- Q1 How many motor home and caravan spaces have been provided for the tourists parking in the Devonport CBD shopping area, since the Parking Study has been completed?

*I refer you to a report presented to the Infrastructure Works and Development Committee meeting in June 2016. This report provides a summary of the car parks currently available to Recreational Vehicles (RV), caravans and other larger vehicles close to the Devonport and East Devonport CBD's and concludes that whilst Council is providing a range of RV friendly parks, many of these are not well promoted.*

*Rather than create new spaces, the short term focus will be to promote the existing opportunities with a longer term aim of considering more caravan, campervan and trailer parking in the Devonport CBD by June 2017, in accordance with the parking strategy. There will be a need to update the Parking Strategy as the building schedule for Stage 1 of LIVING CITY is now confirmed. Any updates will ensure the outcomes of the review will be ready for implementation once Stage 1 of LIVING CITY has been completed.*

*Since the adoption of the Parking Strategy in February, there have not been any additional large vehicle spaces created. There has been some minor modifications made to existing spaces, including improved signage on Formby Road.*

- Q2 Does the Devonport Council intend to push for compulsory voting for Council elections, like Hobart City Council is aiming to do? If the Council doesn't want to go down this path, what are the many reasons not to do so? Wouldn't this prove to the Ratepayers how popular you are? If they can have State and Federal elections which are compulsory, and Councils are a form of Government, I can't see a problem with it.

*As reported in the July 2016 Governance and Finance agenda, there was a motion to be considered at the Local Government Association of Tasmania's General Meeting held on 20 July that "the Local Government Association of Tasmania urge the State Government to consider making Local Government elections compulsory." At the meeting, the motion was lost due to an insufficient number of councils supporting it.*

*The Council's current adopted position on the matter remains in accordance with its resolution from 15 March 2010 in that it opposes compulsory voting for Local Government elections.*

- Q3 Do you still intend to rip out the date palms that were planted by your forebears, on Council land, at the back of the old Council Chambers?
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*The trees have been removed recently. The trees have been transplanted on private property with the owner making a donation to the Devonport Surf Life Saving Club.*

- Q4 Does the Devonport Council still intend to pull out of the Cradle Coast Authority next year, or are you having second thoughts in doing so?

*Council will be considering its ongoing membership of the Cradle Coast Authority in the near future.*

- Q5 Could you please explain why the number of short term parking spaces, has been reduced from 8 in the front of the old Council Chambers to 3 in the front of the new temporary Council building?

*As part of the relocation of the Council to its temporary premises, the number of free short term spaces was reduced to best manage vehicle movements and optimise parking availability for users of all services.*

*Parking controls are regularly reviewed and monitored to ensure the spaces provided are adequate."*

Meeting held 26 September 2016

**Reproduced below** is the response dated 29 September 2016 to Mr Bob Vellacott's question:

*"In reply to your question raised at the September Council meeting, the following response is provided:*

*Does Council include a standard clause in all road work specifications that states: "All Service access covers must be a minimum of 50mm below the surrounding road surface". If not, what is the wording in road work contracts specific to service access covers?*

*The standard clause in Council Contracts is:*

*"Supply and install new water service lids to finished surface level".*

*Obviously the intent of your question is that you have identified areas of new works where this standard has not been achieved. If that is the case, please feel free to contact Council's Infrastructure & Works Manager, Kylie Lunson to advise where there have been works undertaken in recent time where the standard clause has not been satisfactorily met so they can be followed up.*

*I note that your other questions relating to the Cradle Coast Authority and graffiti at the former hospital site were answered at the meeting by Mayor Martin."*

Meeting held 26 September 2016

**Reproduced below** is the response dated 29 September 2016 to Mr Peter Stegmann's question:

*"I refer to your question raised at the 26 September 2016 Council meeting relating to who was responsible for the resurfacing of the road outside of the Argosy Hotel at East Devonport.*

*At the meeting it was advised that it was thought the section of road referred to was the responsibility of the Department of State Growth. On review, it has been determined that in fact Council is the responsible authority for this section of road.*

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*Therefore, to respond to your question I can confirm that the resurfacing was completed as part of Council's annual reseal contract. The issue you have identified is being monitored in conjunction with the sealing contractor and it is hoped that it will settle down as the weather warms, particularly considering the large traffic volume."*

Meeting held 26 September 2016

**Reproduced below** is the response dated 30 September 2016 to Mr Trevor Smith's question:

*"In reply to your questions raised at the 26 September 2016 Council meeting, the following responses are provided:*

Q1 With regards to the file number 24198, 11039, 32161, 31710 could you please explain why my answers to questions asked, were not printed in the Agenda for 26 September 2016. I would like my replies to be included in the October Agenda please.

*Unfortunately, omitting the responses to your questions was an oversight when compiling the agenda. As requested the responses will be included in the 24 October agenda papers.*

Q2 I wish to submit this question again as you didn't give me a reply, from the question that I asked at the last Ordinary meeting in August. What are the reasons why the Devonport Council, doesn't want to go down the path for compulsory voting by Ratepayers?. A simple answer with no weasel words please.

*As previously advised, the Council's current adopted position on the matter remains in accordance with its resolution from 15 March 2010. Meetings were not audio recorded in 2010 so the debate and reasons for this resolution are not readily available. The issue has not recently been debated by Council and therefore I cannot provide any further clarity on the matter.*

Q3 I wish to submit this question about a dangerous driving incident, involving one of your workers, on the morning of 23-8-2016, and the questions will follow at the end. After doing some shopping at the East Devonport Health Shop (receipt of the day and time provided) I proceeded onto the onramp of the Bass Highway and I was about to approach the dotted lines, to merge with the traffic. I noticed a white truck sitting close to the rear of my vehicle; I proceeded slowly, about 60 KPH, well before the dotted lines. All of a sudden, the white NPR Isuzu truck with the Devonport Council logo on the side, pulled out suddenly, well before the dotted lines. I travelled along further in the right lane, as there was a build-up of traffic on the left hand side. The white Isuzu truck was on the left hand side with the traffic. I increased my speed of the car to the 110 KPH zone; all of a sudden the white Council truck was close to my tail of the car, as I was overtaking traffic. I didn't feel comfortable in this situation, so I moved over to the left lane, still doing 110 KPH, and the truck sped past me and turned off to go to the Old Coast Road off ramp. This incident happened about 9.25AM the truck was new and the registration started with the letter "F", and it had a small red crane on the left hand side. I proceeded along to Penguin, and I reported this incident to the Council front of house phone number about 9.50AM. They said they would get someone to get back to me

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after 12PM on the day, 23-8-2016; I'm still waiting for that call? I don't think this issue is something to be brushed under the carpet, if it happened to me; it can happen to other drivers in the Devonport area. There have been other instances where Ratepayers have been ignored and still waiting for replies to their questions after 3 weeks, are the departmental managers of this Council, accountable to no one but themselves. This isn't good enough for local government, but maybe this is the norm for this Council. What action do you intend to take so these incidents don't happen again with council vehicles? What action will you be taking in regards your managers replying to Ratepayers Queries? Will your council drivers undertake a safety driver program in the near future? I would like a reply without any weasel words please.

*The original call to Council was recorded and an email with details was received by the relevant Manager at 9:56am. The vehicle tracking system was checked based on the information received in the message and the Manager, despite what you have said did attempt to return your call. The vehicle tracking system showed there were three Council vehicles which crossed the bridge that morning but none were within 30 minutes of the quoted time.*

*After attempting to return your call eight times and leaving five messages on the number provided (0429 xxx xxx), it was determined to place a note on the file detailing the investigation and wait for you to return the call to allow additional information to be provided. I refer to your question to Council on 27 April 2015 in which you objected to a Council officer contacting you on your mobile phone number. As a result of this question you were advised that your mobile phone number was deleted from Council records, therefore we had no way of checking whether the number 0429 xxx xxx was in fact correct.*

*Since receiving the additional information at the September Council meeting, the description and part registration of the vehicle has been used to confirm that it was a truck that Council had just taken delivery of and was yet to have the vehicle tracking system installed. The daily vehicle check has confirmed the first driver for that day. The incident is being addressed under Council's performance management procedures.*

*All concerns/incidents raised regarding Council staff are investigated and any action considered necessary is then taken in accordance with standard human resource policies and procedures.*

*From time to time Council does provide driver safety programs for staff, however in direct answer to your question there is nothing scheduled in the near future.*

*I note that in your questions you repeatedly refer to responses being provided without "weasel words". In responding to public questions it is my belief that full answers should be provided and where necessary some context around the responses provided particularly when the tone of the questions themselves are somewhat accusatory and/or derogatory both of Council and its staff.*

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Unfortunately considering the length and detail you provided in your Question 3, in my opinion it was deserving of a detailed response. However, to address your request please note that in the future wherever possible, I will ensure that you are provided with short and direct answers.

Please note that in reproducing this response in the agenda papers I will remove the details of your mobile phone number."

Meeting held 26 September 2016

**Reproduced below** is the response dated 30 September 2016 to Mr Malcolm Gardam's question:

*"In reply to your questions raised at the 26 September 2016 Council meeting, the following responses are provided:*

Q1. In light of the above, will the Aldermen, as ultimately being responsible for the decision to proceed with LIVING CITY Stage 1, please confirm that:

- a) Is it a reasonable measure of due diligence and decision making that the Risk Register prepared specifically for LIVING CITY was not updated to include the added ratepayers' \$50M cash and borrowings, and assess the project's changed financial risk profile prior to approving Stage 1?
- b) Is it a reasonable measure of due diligence and decision making that despite Council's statement that "the register is monitored and updated regularly." The Risk Register has still not been updated to reflect this massively changed financial risk profile some six months later, and will not be presented to Council until the December 2016 meeting?

**Response**

*The Risk Register is just one tool being used by Council to monitor risks associated with the project.*

*On page 9 of the Risk Register, the issue of Finance Risk is covered. Council is comfortable that the risk assessment and identified risks remain current.*

*Your preamble and subsequent questions aim to establish a narrow and inaccurate representation of Council's approach to managing the risks associated with LIVING CITY. From the time that the Stage 1 project was articulated in mid-2015, Council's financial exposure and risk position has been thoroughly considered. During this period, numerous briefings have been provided to Aldermen, on matters such as:*

- *funding and commercial risk;*
- *financing strategy; and*
- *interest rate risk management.*

*Similarly, the project including its finance and risk management aspects have been reported and presented to both State Government and Council's bank lender. Council's financial advisers keep Council informed as the project progresses with regular reports including both finance and risk management.*

*From July 2015, Council has had a comprehensive financial model for the Stage 1 project which has been central to decision making. The model*

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*includes all of the key parameters for the project, including development, capital, financing and operating aspects. Council has had to demonstrate that the project is sound, both to the State and to its bank lenders and is confident sound risk mitigation practices are being implemented.*

- Q2. With reference to the Mayor's comments in today's Advocate that LIVING CITY is "on track" would the Mayor (or a representative) please elaborate on how this statement aligns with the following:
- a) Considering Council advice that the AS4300 design and construct building contract has not yet been signed (albeit approval to do so was given 29/07/16) and the previous milestone date for commencement of the Food Pavilion is Monday 3<sup>rd</sup> October 2016 and Multi-purpose Building 27<sup>th</sup> October 2016, is the signing of the contract expected to delay start of on-site construction?
  - b) Under what construction contract is the current earthworks package being performed, not being part of the reported Early Works Package?
  - c) Is the Builder or the Principal carrying the time and cost risk associated with the rock and/or water in excavations?
  - d) Who is the appointed Superintendent for the current earthworks contract and previous Early Works Contract?

**Response**

*In response to all parts of your question I can confirm that early works commenced after Council approval for the project was granted. The works are being undertaken under the provisions of the proposed Construction Contract, as agreed with the builder, and within the agreed budget. The works are being conducted on a fixed price - fixed time basis, including the current bulk earthworks and rock excavation. Progress is on track, ie on program.*

*P+i, Lyons and the engineering team continues to work for Council in relation to the design and construction and delivery of the early works. Lyons and P+i are working with the Principal to fulfil the Superintendent role. As advised in my response to your letter dated 18 September, the Superintendent appointment will be confirmed upon the execution of the construction contract."*

**Reproduced below** is the response to supplementary questions from Mr Malcolm Gardam to those raised at the September 2016 Council meeting:

*"In reply to your letter date 2 October 2016 in which you raised additional questions relating to LIVING CITY as follows:*

*Regarding the composition of the Living City Reference Group, and in demonstrating broad community representation and transparency, please respond to the following:*

- a) Council has previously advised as to the composition of the membership of this group which included Stacey Sheehan (DCCI President) as an "invited member" representing local business and appearing to be a double up as it has also been acknowledged that DCCI has always been represented on this group. Is this the case and why is Stacey
-

not included on the Living City Website listing the formal group members?

**Response** – The Terms of Reference for the LIVING CITY Reference Group provides the following:

**MEMBERSHIP**

The representatives invited to be part of the LIVING CITY Reference Group are key stakeholders and include:

- two Aldermen (Mayor and one other)
- a local State Government Member – (or their nominee)
- a State Government Departmental Officer
- the local Federal Government Member - (or their nominee)
- a Devonport Chamber of Commerce and Industry (DCCI) representative
- three community representatives
- Council management – (General Manager and Deputy General Manager)

Ms Sheehan as President of the DCCI has attended the meetings since taking on the role of President in mid - 2015. Prior to this the former President, Mrs Sylvia Sayers attended the meetings. At no time has there been more than one person in attendance representing the DCCI.

b) In consideration of ensuring broad community representation can you please advise as to the specific stakeholder groups that each current member represents and in particular the residential ratepayers' representation?

**Response**

<b>Stakeholder Groups (as per Terms of Reference)</b>	<b>Representative</b>
Aldermen	Mayor Martin & Ald Perry
State Government Member	Hon Jeremy Rockliff
State Government Departmental Officer	James McKee / Dennis Hendriks – Office of the Coordinator General
Federal Government Member - (or their nominee)	No representative at present
Devonport Chamber of Commerce and Industry (DCCI)	Stacey Sheehan (President)
Community representatives	Tim Hess, Andrew Billing & Jodhi Wilkinson
Council Management	Paul West & Matthew Atkins

*There was a public expression of interest process for the appointment of the community representatives. Consideration of appointment included their ability to represent all sections of the community, including residential ratepayers.*

- c) Are there other "invited" members on the Reference Group and if so please provide a list and their stakeholder representation?

**Response** – No

*I have had the LIVING CITY Website updated to reflect the current representatives on the Reference Group."*

## **RECOMMENDATION**

That the responses to questions from Mr Trevor Smith at the August 2016 Council meeting and Mr Bob Vellacott, Mr Peter Stegmann, Mr Trevor Smith and Mr Malcolm Gardam at the September 2016 Council meeting as well as the supplemental question response to Mr Malcolm Gardam be noted.

### **3.2.2 Questions on notice from the public**

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

### **3.2.3 Question without notice from the public**

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

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

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### **3.4 NOTICES OF MOTION**

#### **3.4.1 SUPPORT - KEEP ME POSTED PLEDGE - ALD S L MARTIN - NOTICE OF MOTION**

**File: 14907 D442169**

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

#### **ATTACHMENTS**

1. Keep Me Posted- Local Council Motion
2. Keep Me Posted Pledge

#### **MOTION**

"That Council:

1. Sign up to the Keep Me Posted Pledge for the Council's communications channels;
2. Support the campaign via the Supporters page of Keep Me Posted website (inclusion of the Council's logo);
3. Assist in raising awareness about the campaign via its communications channels to the residents;
4. Assist in the local media promotion of the Council's support and the Keep Me Posted campaign;
5. Submit a motion to the next available Local Government Association of Tasmania General Meeting seeking the support of the Association for the 'Keep Me Posted' campaign."

#### **SUPPORT**

I recently attended the community meeting concerning the Keep Me Posted campaign – a campaign to stop corporates charging people who still wish to receive a paper version of information or bills. Large corporates are charging around \$2.50 each time, but their costs are only around \$0.90 under contract postage and the like.

A copy of the background material provided by the Keep Me Posted, a consumer advocacy group is attached.

The draft motion proposed for the LGAT is:

*That the Local Government Association of Tasmania on behalf of its membership:*

- (a) endorse the activities of the Keep Me Posted Campaign, which is raising awareness about the tendency of large corporates charging people who still wish to receive a paper version of information or bills: and*
- (b) support the campaign via the Supporters page of Keep Me Posted website and through media opportunities which may arise.*

## **OFFICER'S COMMENTS**

Council where possible is moving towards the provision of electronic distribution of information including accessing processes like BPay View and Post Bill Pay. This has been in part due to increased costs associated with postage. Understanding though that a number of people still prefer to receive information in "hard copy" the policy is for residents to opt in to receive electronic communications.

There are some parts of Council operations that impose a charge for posting hard copy information, such as tickets, and this is done on a cost recovery basis.

To ensure that the motion can be considered at the 4 November 2016 General Meeting it has recently been submitted to the LGAT. If the proposal is not supported by Council at the Council meeting the motion can be withdrawn.



## Keep Me Posted – Local Council Motion

Support and raise awareness for the Keep Me Posted Campaign

Motion
Submitted by:
Motion
That Council:
<ol style="list-style-type: none"> <li>1. Sign up to the Keep Me Posted Pledge for the Council's communications channels;</li> <li>2. Support the campaign via the Supporters page of Keep Me Posted website (inclusion of the Council's logo);</li> <li>3. Assist in raising awareness about the campaign via its communications channels to the residents;</li> <li>4. Assist in the local media promotion of the Council's support and the Keep Me Posted campaign.</li> </ol>

### **Introduction**

The Council has been contacted by Keep Me Posted, a consumer advocacy campaign who is lobbying that every Australian should be able to choose, without penalty, how they prefer to be communicated to via banks, utility companies and other services providers.

### **Background**

Keep Me Posted is a campaign representing advocate groups, charities, consumer groups, employer and employee representatives, industry and political representatives who believe in the right to choose for consumer the way companies communicate with them.

With recent trends from corporations to charge a fee for paper based statements it is the most vulnerable people across Australia that carry the greater burden:

- In Australia if you are disabled, in a low-income household or dependent on a parenting payment, an age pension, disability support pension or a Newstart allowance, then the likelihood of having no Internet at home is twice to almost five times higher than the national average.
- Only 51% of Australians over 65 are internet users.
- Access to the internet falls to just 57% for households with an income less than \$40,000.

### **Keep Me Posted**

PO Box 5231, Burnley VIC 3121

ABN: 83 161 552 192 T: 03 9421 2209 W: [keepmeposted.org.au](http://keepmeposted.org.au)



The campaign was launched in April in Canberra with bipartisan support from MPs and Senators and is now seeking to gather supporters from the wider community, including Local Councils.



***Keep Me Posted Pledge***

- Offer all Australians the choice of receiving information through their preferred delivery option digital or paper without a fee penalty.
- Refrain from penalising in any way, any Australian for preferring to receive information through paper correspondence. This includes:
  - No extra charge
  - No change of frequency
  - No difficulty to revert back to paper correspondence
  - Require prior consent from citizens before ceasing to send documents in their preferred way.

***Conclusion***

Keep Me Posted objectives are consistent with Council concerns that the most vulnerable of our residents are not left behind. Therefore, I recommend to support the Keep Me Posted campaign.

***Attachments:***

Keep Me Posted Pledge

Keep Me Posted fast facts on the digital divide

**Keep Me Posted**

PO Box 5231, Burnley VIC 3121

ABN: 83 161 552 192 T: 03 9421 2209 W: [keepmeposted.org.au](http://keepmeposted.org.au)

# Keep Me Posted The Pledge



Keep Me Posted is a campaign representing advocate groups, charities, consumer groups, employer and employee representatives, industry and political representatives who believe in the right to choose the way companies communicate with Australians.

With recent trends from corporations to charge a fee for paper based statements it is the most vulnerable people across Australia that carry the greater burden. In Australia if you are disabled, in a low-income household or dependent on a parenting payment, an age pension, disability support pension or a Newstart allowance, then the likelihood of having no Internet at home is twice to almost five times higher than the national average.

**We call upon Australian organisations to adopt the Keep Me Posted Pledge to:**

- ▶ Offer all Australians the choice of receiving information through their preferred delivery option digital or paper without a fee penalty.
- ▶ Refrain from penalising in any way, any Australian for preferring to receive information through paper correspondence.

**This includes:**

- ▶ No extra charge
- ▶ No change of frequency
- ▶ No difficulty to revert back to paper correspondence
- ▶ Require prior consent from citizens before ceasing to send documents in their preferred way.

**Kellie Northwood**  
Executive Director  
Keep Me Posted - Australia

#### **4.0 PLANNING AUTHORITY MATTERS**

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

## 5.0 REPORTS

### 5.1 TENDER REPORT CONTRACT CT0166 FORMBY ROAD AND WESTPORT ROAD INTERSECTION RECONSTRUCTION

File: 32572 D439290

#### 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 CT0166, Formby Road and Westport Road Intersection Reconstruction to Kentish Construction & Engineering Company Pty Ltd (trading as Treloar Transport).

#### BACKGROUND

This report considers tenders received for "Devonport Road Formby Road and Westport Road Intersection Upgrade" listed within the 2016/17 capital expenditure budget.

The objective of this project is to renew the key section of road that links Devonport and East Devonport with Quoiba, Spreyton, Railton, Sheffield and Cradle Mountain. The intersection also provides access to the western port area of Devonport. It is a key tourist, freight and commuter link. It is currently in poor condition and any further deterioration would pose a risk to users.

#### 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 two companies. Both tenders received were conforming tenders and are summarised in table 1.

**TABLE 1**

No.	Tender	Status	Tender Price (ex GST)	Revised Tender Price (ex GST)
1	Kentish Construction and Engineering Company Pty Ltd	Conforming	\$777,910	\$706,090
2	Hardings Hotmix Pty Ltd	Conforming	\$1,208,490	N/A

As highlighted in the above table, Kentish Construction and Engineering Company Pty Ltd tender of \$777,910 is the lowest priced. The Tender Planning and Evaluation Committee have considered the two tenders against each of the selection criteria, these being:

- Relevant Experience
- Quality, Safety and Environmental Management

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**Report to Council meeting on 24 October 2016**


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- Methodology
- Price

The evaluation by the committee indicates that Kentish Construction and Engineering Company 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.

The project design was reviewed after the tender evaluation. A number of scope reductions and efficiencies were identified. The best value for money tenderer, Kentish Engineering and Construction Company Pty Ltd, provided a revised tender price of \$706,090.

### **COMMUNITY ENGAGEMENT**

A public advertisement calling for tenders was placed in the Advocate Newspaper on 20 August 2016 and tenders were also advertised on Council's website.

Consultation has been undertaken during the design phase of the project with adjacent property owners. Extensive consultation has also been undertaken with utility owners including Tasrail, Viva Energy, Tas Gas and Tas Networks as there are multiple strategic assets within the work site. The project has been designed to minimise impact on these utilities.

Construction is scheduled to start in November 2016 and finish in January 2017. This has been set to align with the Cement Australia (Railton) shutdown in January as the rail work can only feasibly be undertaken during this period. Specific construction activities are also scheduled to avoid times when the Viva Energy fuel lines are active.

### **FINANCIAL IMPLICATIONS**

The 2016/17 capital expenditure budget includes an allocation for the "Devonport Road Formby Road and Westport Road Intersection Upgrade" project of \$800,000. The revised tender received from Kentish Construction and Engineering Company Pty Ltd is \$706,090

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

**TABLE 2**

<b>No.</b>	<b>Tender</b>	<b>Tender Price (ex GST)</b>
1	Contract CT0166 price (revised price)	\$706,090
2	Project management/administration	\$38,000
3	Tas Networks works	\$15,000
4	Tas rail signal relocation works (estimated)	\$7,000
5	Tas rail track works (estimated)	\$15,000
6	Construction contingency	\$105,000
	<b>TOTAL</b>	<b>\$886,090</b>

The contingency allowance for this project is 15% of the contract price. The risk of unforeseen variations is moderate due the complex work site with high traffic volumes and interfaces with multiple utility owners. A contingency of 15% (\$105,000) is predicted to be appropriate for this project.

It is hoped that the predicted over expenditure on this project will be offset on savings on other projects later in the financial year, however, this cannot be guaranteed. Therefore, an increase in the approved budget for this project of \$86,090 is required. This may be reduced if the project contingency is not fully utilised or offset if savings are realised on other projects.

**RISK IMPLICATIONS**

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

**CONCLUSION**

Taking into account the selection criteria assessment, the Tender Planning and Evaluation Committee has determined that Kentish Construction and Engineering Company Pty Ltd meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract CT0166 Formby Road and Westport Road Intersection Reconstruction.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That Council, in relation to Contract CT0166 – Formby Road and Westport Road Intersection Reconstruction:

- a) award the contract to Kentish Construction and Engineering Company Pty Ltd for the revised tendered sum of \$706,090 (ex GST);
- b) note that design, project management and administration for the project are estimated to cost \$38,000 (ex GST);
- c) note that the utility cost for the project are estimated to cost \$37,000 (ex GST);
- d) note that a construction contingency of \$105,000 (ex GST) is included in the budget; and
- e) authorise the additional expenditure of \$86,090 to be provided to the budget for the project.

Author: Position:	Shannon Eade Project Management Officer	Endorsed By: Position:	Matthew Atkins Deputy General Manager
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## **5.2 TENDER REPORT - CONTRACT 1313 - DURKINS ROAD RECONSTRUCTION**

File: 32613-03 D442364

### **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 1313 - Durkins Road Reconstruction to CBB Contracting Pty Ltd.

### **BACKGROUND**

This report considers tenders received for "Durkins Road Reconstruction".

During the severe rain event in early June 2016, major damage occurred to Durkins Road. A section of Durkins Road was eroded leaving a steep drop off and part of one lane eroded. As a result, Durkins Road has been reduced to one lane since June. Durkins Road is the sole access for approximately 80 properties.

This project is not included in Council's 2016-17 Capital Works program. However, the extent of damage and the consequences of further damage require the works to be completed as soon as practical this financial year.

The project has been tendered as a design and construct contract, meaning that the successful tenderer is required to undertake the detailed design of the project as well as constructing the works. This delivery model was selected as design and construction of retaining structures is quite specialised and there a number of products and construction options available. The constraints of the site, including the narrow road width and access difficulties may also impact the design and preferred construction method. A design and construct contract is likely to provide Council with the best value for money outcome.

A two stage tender process was selected. In the first stage, companies submitted an expression of interest, before being short listed to submit a design and construct tender. The process of a design and contract tender can be costly for tenderers and having a short list allows Council to receive a small number of high quality tenders.

The project is eligible for partial funding from the Commonwealth Government's Natural Disaster Relief and Recovery Arrangements (NDRRA). To access this financial assistance Council must apply through the State Government and the application is required to meet a number of criteria. Discussions with the Tasmanian Flood Recovery Taskforce have indicated that the Durkins Road Reconstruction will qualify for funding.

### **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 both the expressions of interest and the design and construct tenders received.

Expressions of interest were sought and submissions were received from six companies. Submissions received are shown in table 1.

**TABLE 1**

No.	Company	Status
1	CBB Contracting Pty Ltd	Conforming
2	Hardings Hotmix Pty Ltd	Conforming
3	Gradco	Conforming
4	Kentish Construction & Engineering Company Pty Ltd (Trading as Treloar Transport)	Conforming
5	MDG Contracting	Conforming
6	Civilscape Contracting Tasmania	Conforming

The Tender Planning and Evaluation Committee have considered the six submissions against each of the selection criteria, these being:

- Relevant construction experience
- Relevant design experience
- Construction program

The evaluation by the committee indicates that the two highest scoring submissions were received from CBB Contracting Pty Ltd and Hardings Hotmix Pty Ltd. These two companies were then invited to submit a design and construct tender for the works.

Both tenders received were conforming tenders and are summarised in table 2.

**TABLE 2**

No.	Company	Status	Tender Price (ex GST)
1	CBB Contracting Pty Ltd	Conforming	\$340,928
2	Hardings Hotmix Pty Ltd	Conforming	\$362,000

As highlighted in the above table, CBB Contracting Pty Ltd tender of \$340,928 is the lowest priced. The Tender Planning and Evaluation Committee have considered the two tenders against each of the selection criteria, these being:

- Quality, Safety and Environmental Management
- Methodology
- Price

The evaluation by the committee indicates that, CBB Contracting 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 tenders for the expression of interest was placed in the Advocate Newspaper on 23 July 2016 and expression of interest was also advertised on Council's website.



Residents of Durkins Road, Wrenswood Drive and Blackwood Lane have been kept informed of progress with the project since the damage occurred. This will continue throughout the project.

Specific consultation has been undertaken with the property owner whose property encompasses part of the eroded area and the proposed work site. Council will need to acquire part of the property as part of this project. Preliminary discussions have occurred regarding the acquisition, but until the design is finalised, negotiations cannot proceed.

**FINANCIAL IMPLICATIONS**

The tender received from CBB Contracting Pty Ltd is \$340,928.

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

**TABLE 2**

No.	Tender	Tender Price (ex GST)
1	Contract 1313 price	\$340,928
2	Site works – first response and essential maintenance	\$ 14,000
4	Preliminary design/project management/administration	\$ 16,000
5	Construction contingency	\$ 51,000
	<b>TOTAL</b>	<b>\$421,928</b>

The contingency allowance for this project is 15% of the contract price. The risk of unforeseen variations is moderate. The nature of the project and site conditions require a contingency of 15%. The compensation for the acquisition of property will also need to be funded.

The NDRRA conditions require that Council self-fund a portion of the total repair cost across all sites:

- Up to \$45,000 – 100% Council funded
- Between \$45,000 and \$79,000 – 50% Council funded
- Above \$79,000 – 25% Council funded

Based on these thresholds, Council's contribution is estimated to be in the order of \$150,000.

It is proposed that this expenditure be offset by reducing the budget allocation of the capital work project "Buster Road renewal – West of Don River stage 1". As a staged project, elements of the work can be deferred and included in a future stage.

**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*.

There is a risk that if the repair works are not carried out that the road will continue to erode to the point that Durkins Road will no longer be trafficable. In this situation a large number of properties will be isolated as there is no alternative route.

**CONCLUSION**

Taking into account the selection criteria assessment, the Tender Planning and Evaluation Committee has determined that CBB Contracting Pty Ltd meets Council's requirements and is therefore most likely to offer "best value" in relation to Contract 1313 Durkins Road Reconstruction.

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That Council, in relation to Contract 1313 – Durkins Road Reconstruction:

- a) award the contract to CBB Contracting Pty Ltd for the tendered sum of \$340,928 (ex GST);
- b) note that first response works and essential maintenance cost \$14,000 (ex GST);
- c) note that preliminary design, project management and administration is estimated to cost \$16,000 (ex GST);
- d) note that a construction contingency of \$51,000 (ex GST) is included in the budget
- e) note that Council's contribution to the project is estimated to be in the order of \$150,000;
- f) note that property acquisition will be an additional cost of this project; and
- g) note that the budget for "Buster Road renewal – West of Don River stage 1" is to be reduced by \$150,000.

Author:	Shannon Eade	Endorsed By:	Matthew Atkins
Position:	Project Management Officer	Position:	Deputy 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
03/10/2016	Julie Burgess Update	An overview of the performance of the vessel over the four years it has been operating.
	Fenton Villas	Discussion on future options for Fenton Villas.
	Baseball – Australian Masters Games	The Masters Games have requested that Council give consideration to upgrading the baseball ground at Maidstone Park to allow the sport to be played there during the 2017 Games.
	Devonport Agricultural and Pastoral Society – Financial Assistance Grant	The subject of the grant application received from the Society was referred to Workshop.
	Cradle Coast Authority – Board Update	The Chairman and Chief Executive Officer attended the Workshop to provide a presentation on the Authority's activities.
	Parking Issues at Bluff	A delegation from the Surf Club, Mrs Jones, Drift and the Caravan Park attended the Workshop to discuss their concerns regarding car parking in the precinct.
	Lease Policy Update – Presentation by Meercroft Park Development Committee (MPDC)	A delegation from the MPDC attended the Workshop to discuss Council's proposed lease agreement as it relates to the building.
04/10/2016	Sporting infrastructure and activities	Discussion around the opportunities that may be available for improving sporting opportunities in Devonport.

## 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 Administration Officer	Endorsed By: Position:	Paul West General Manager
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## 6.2 MAYOR'S MONTHLY REPORT

File: 22947 D442340

### 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 September 2016.

### 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 of September 2016:

- Learning Communities Special Interest Group
- Chat n Choose
- Lucy Byrne, Healthy Tasmania
- Lori Hocking, TAS Tafe – Hobart
- Patsy Jones, Children's Book Council of Australia – Hobart
- Mitch De Jong, Australian Army Band Tasmania – Hobart
- Tasmanian Olympian Welcome Home Function – Hobart
- Jack Crawford, Don College student
- Council Workshop
- Devonport Eisteddfod
- Anita Dixon, Fitwitz Gym
- Financial Assistance Grants Committee
- Stacey Sheehan President DCCI, Debbie Grice President D&CCTA joint media event Mersey Hospital
- Living City on site YouTube video community update
- Radio 7AD interviews
- Spreyton Primary School, Science Open Day
- West Devonport Women's Hockey Grand Final (Premiers) – Launceston
- Third Horizon Consultancy, CCA shared services
- Festival of Learning, Trade Challenges
  - TAS Tafe – construction
  - St Brendan Shaw – hairdressing
  - Gateway Church – cooking
- Mayor's Charity Trust Committee
- Ald Tammy Milne
- Mersey Leven Emergency Management Committee
- Cradle Coast Authority, shared services workshop
- CBMC Breakfast
- Sue Milbourne, President EDFC

Report to Council meeting on 24 October 2016

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- Festival of Learning, Living Lightly Expo
- "Keep me Posted" forum, Devonport Bowls Club
- Ald Alison Jarman
- Governance & Finance Committee
- Get Set For Work in the Disability Sector function, Devonfield
- Building Families Special Interest Group
- Devonport Regional Gallery Strategic Planning Session
- Resident meeting
- Brian Carlton, Tasmanian Broadcasting interview
- Peter Friel, Devonport Airport Manager
- Cradle Coast Authority Representatives meeting – Burnie
- Annual Spudathon Glee Club
- Dr Peter Arvier, Rural Doctor's Assoc. of Tasmania
- Deputy Mayor Annette Rockliff
- Devonport Youth Accommodation & Land Supply Project sod turning
- Jason Schmidt, Costas
- Council Ordinary Meeting
- Community Development Strategic Special Committee
- ABC Radio Northern TAS interview
- Daniel Abel, Spreyton Cricket Club
- Citizenship Ceremony, 6 new citizens
- Mersey Community Hospital stakeholders meeting
- Sport & Recreation Special Interest Group
- Don River Railway & Devonport Arboretum proposal forum
- Vanessa Goodwin, Minister for Justice – Hobartw
- Stephen Farquer, Qantaslink – Hobart
- Mayor Jan Bonde, Central Coast Council – Ulverstone
- Devonport Regional Gallery Exhibition Opening
  - "Shapeshifters 3D Printing the Future" by Australian Design Centre Touring Exhibition
  - "Conspicuous Craft" by Mae Finlayson

**ATTACHMENTS**

Nil

**RECOMMENDATION**

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

## 6.3 GENERAL MANAGER'S REPORT - OCTOBER 2016

File: 29092 D408097

### 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, 21 September to 18 October 2016. 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 a number of 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 a number of internal staff and management meetings.
- 1.2. Attended Workshops, Section 23 Committee and Council Meetings as required.
- 1.3. Met with representatives of Belgravia Leisure for presentation of their annual update relating to the operations of the Devonport Splash Aquatic Centre for the financial year 2015/16. During the year Belgravia returned a small surplus resulting in approximately \$11,000 being provided to Council under the profit share component of their contract with Council.
- 1.4. With the Mayor met with Susan Law. Susan provided a presentation to the Local Government Association of Tasmania Conference in Hobart in July. She was visiting Tasmania and offered to outline her experience in relation to local government rationalisation and service improvements. Susan has experience at senior levels in the United Kingdom, New Zealand and more recently New South Wales.
- 1.5. Met with a recruitment consultant seeking to expand their services into Tasmania. The purpose of the meeting was for them to provide an outline of the services available and the experience offered in the executive recruitment space.

#### 2. LIVING CITY

- 2.1. Attended a meeting with representatives of the Office of the Coordinator General and the Department of Treasury & Finance to assist in finalising the

Development Agreement between the State Government and Council for LIVING CITY Stage 1. The finalised Development Agreement is provided to Council in Closed Session for consideration. Following endorsement by both Council and the State Government, a joint announcement will be made publicly.

- 2.2. In line with Council's instructions continued negotiations in relation to the operations of the new Food Pavilion. An announcement on the operator is expected to be made in the near future following Council's formal approval of lease arrangements.
- 2.3. Attended a meeting of the Development Control Group for LIVING CITY. This is an operational group consisting of representatives from Council and the Development Managers, P+i Group.
- 2.4. The contract with Fairbrother's for Stage 1 construction has now been finalised and will be signed in the near future following finalisation of the State Government Development Agreement and the Food Pavilion Head Lease Agreement.

3. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

- 3.1. With the Mayor met with residents of Woodrising Avenue, Spreyton regarding their desire for the gaps in the footpath on the street to the gates of the Golf Club to be completed. Presently there are no plans for this work to be completed in the five-year capital works schedule however the residents are likely to submit a request for works to be brought forward as part of the budget consultation process in 2017.
- 3.2. Met with representatives of the Devonport Chamber of Commerce & Industry (DCCI) to further discuss their community grant funding application towards their proposed Main Street Program. As a result of these discussions the matter was listed on the Community Services Committee agenda for decision.
- 3.3. Met with local residents to discuss a stormwater drainage issue they have at their property. The impacts of the large amount of rainfall over recent months has exacerbated issues with localised flooding at their property.
- 3.4. Attended the "50-year Ratepayer Luncheon" organised by Council. This event was proposed by a community member at the Council's 2015 Annual General Meeting. It was held during senior's week at the Devonport RSL Club. Approximately 60 residents who have been paying rates in Devonport for more than 50 years attended together with a number of Aldermen.
- 3.5. Met with the President of the Meercroft Park Development Committee to further discuss the lease agreement between the Committee and Council.

4. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

- 4.1. Attended a meeting of the Cradle Coast General Managers Group. The main purpose of the meeting was to be briefed by the Executive Commissioner of the Tasmanian Planning Commission on the proposed new Statewide Planning Scheme, in particular the local provisions that are to apply to individual council areas. Other items discussed included:
  - Shared Services study currently being undertaken by Third Horizon
  - Cradle Coast Representatives Meeting outcomes

- Cradle Coast Waste Management Group

- 4.2. Attended a Special Meeting of TasWater Representatives. The meeting was to discuss the decision by the TasWater Board to reduce the amount available to be paid to councils as dividends effective from 1 July 2018.

The Chairman of the Board, Mr Miles Hampton provided a detailed presentation on the decision and the Board's rationale for why it was necessary. Mr Hampton specifically addressed a number of questions relating to the consultation process, the extent of the revised capital works program and what measures the Corporation was taking for efficiency improvements.

Generally, it was agreed by those in attendance that the process followed in communicating the decision to owner councils could definitely have been improved upon and the Chairman accepted this was the case and that in future the Board would endeavour to ensure that its communication with owners would be improved.

A clarification was made in relation to the distributions provided to councils insofar as there is a view in the community that all payments are dividends derived from operating profits. Approximately 50 per cent of the current amount received from TasWater are tax equivalents and loan guarantee fees. In a normal Corporation these funds would be paid to Government in the form of taxation. As TasWater is owned by councils the funds are required by legislation to be paid to councils.

A copy of the information provided at the meeting was circulated to Aldermen under separate cover.

- 4.3. Attended the 2016 Local Government Professional Annual General Meeting and Conference. The theme for this year's event was "Rocking the Cradle" and focussed on local government in the past typically being seen as a reasonably steady and conservative deliverer of services to the community. In the future it was suggested that local government needed to be more innovative and proactive in how it goes about its business. There was a varied group of speakers focussing on areas such as innovation and continuous improvement, tourism and marketing, social media and community service.

As part of the Annual General Meeting, Karen Hampton presided over her last official duty as President. Karen took on the role of President in 2014 and was the first female in the role and the first non-General Manager. Karen has represented the industry and more particularly Devonport City Council in an exemplary manner during her tenure as President.

5. STATE AND FEDERAL GOVERNMENT PROGRAMS

- 5.1. With the Mayor attended the 'sod turning event' for the Affordable Housing project to be developed in Devonport. The project will consist of 23 fully serviced residential lots, a youth accommodation centre and a group home for people living with disability. The supported youth accommodation centre will be home to 25 young people aged 16 to 25, on low incomes, or are homeless, or at risk of homelessness.
- 5.2. Met with the local Police Inspector to discuss the issue of abandoned vehicles and in particular those 'clamped' by Police.



**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. Action Report on Council Resolutions - October 2016
2. CONFIDENTIAL - Action Report on Council Resolutions - October 2016 Confidential

**RECOMMENDATION**

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

Author:	Paul West
Position:	General Manager

**DEVONPORT CITY COUNCIL**  
**ACTION REPORT ON COUNCIL RESOLUTIONS - OCTOBER 2016**

OPEN SESSION						
MEETING DATE	RESOLUTION NO	TOPIC	RESOLUTION/ITEM	STATUS	COMMENTS	RESPONSIBLE OFFICER
September 2016	170/16	Funding & Assistance – Home Hill – NOM – Ald Laycock	Seek to develop stronger relationship with the Australian Councils of National Trusts (ACNT)/National Trusts of Australia to explore opportunities for funding and assistance available to complete actions within the Home Hill strategic plan	In progress	Discussions have commenced with Tom Perrigo with a further meeting expected in November.	EM(CC&B)
	171/16	Welcome Event – Devonport Based Sea Road Bass Strait Cargo Vessel – NOM – Ald Laycock	Acknowledge importance of new cargo vessel to regional economy and work with the DCCI and other interested parties to facilitate a welcome event.	In progress	A Working Party has been formed to plan and deliver a suitable welcome event.	EM(CC&B)
	172/16	Future Funding Arrangements – Mersey Community Hospital – NOM – Ald Martin	Authorise Mayor to travel to Canberra – meet and lobby Federal representatives re future funding arrangements for Mersey Community Hospital	In progress	Mayor has been in discussion with other local Mayors, including attending a meeting with the Health Minister, Michael Ferguson.	GM
	173/16	AM2016.02 & PA2016.0009 – 83 Stewart Street, 114-116 William Street and 118 William Street	a) Forward copy of report to Tasmanian Planning Commission b) Amend Planning Permit PA2016.0009 by modifying condition 3	Completed	TPC will now arrange hearings to consider the views of the representors. Meeting scheduled for 9 November 2016.	DGM
	174/16	Membership of Cradle Coast Authority	a) Request Authority to amend its Rule No 55 b) Providing agreement to rule change is confirmed in writing – Council withdraw its Notice of Withdrawal.	Completed	Advice provided to the Authority.	GM
	176/16	Financial Assistance – Round One 2016/2017	a) Approve Major Grants, Minor Grants, Rate Remissions and Donations through the 2016/2017 Community Financial Assistance budget as recommended;	In progress	Advice provided in line with Council's decision. Payment currently being processed	EM(CC&B)

MEETING DATE	RESOLUTION NO	TOPIC	RESOLUTION/ITEM	STATUS	COMMENTS	RESPONSIBLE OFFICER
September 2016	176/16 (cont.)	Financial Assistance – Round One 2016/2017 (cont.)	b) Note funding for the DCCI, Ten Days on the Island and Parkrun Inc is subject to further discussions.	Completed	Report provided to the Community Services Committee on 17 October 2016. Discussed at Workshop on 3 October 2016.	EM(CC&B)
			c) Devonport Agricultural Society application be referred to a Council Workshop.	Completed		
	177/16	Christmas Parade Route 2016	Maintain existing Christmas Parade route for 2016.	Completed	Planning underway for event based on existing route.	EM(CC&B)
	181/16	Governance & Finance Committee Meeting – 19 September 2016	<p><b>Pay by Phone Parking Technology - Review</b> Undertake an expression of interest process for pay by phone technology to be maintained in Council car parks.</p> <p><b>Annual General Meeting</b> 2016 Annual General Meeting be held in the Council Chambers on Monday 24 October 2016 at 5:00 pm (prior to Council's ordinary meeting).</p> <p><b>Tiagarra - Lease to Six Rivers Aboriginal Corporation</b> Report relating to transfer of building and the lease of land known as "Tiagarra" to Six Rivers Aboriginal Corporation be noted and the General Manager be authorised to execute Lease and Deed of Transfer.</p> <p><b>DIGITAL DEVONPORT: Devonport City Digital Strategy 2017-2021</b> Endorse the release of the Devonport City Digital Strategy 2017-2021 for a 30 day public consultation period.</p> <p><b>TasWater - Dividends to Councils</b> a) will have reduced dividend payment from TasWater of approx \$546,000 per annum from 1 July 2018 for a period of seven years, noting that this is on top of previous freeze placed on dividends since 1 July 2015.</p>	In progress	Documentation being prepared.	EM(CC&B)
				Completed		GM
				Completed	Transfer and lease executed and forwarded to solicitors for finalisation	GM
In progress				Strategy released for public comment – closing 2 November 2016.	EM(CC&B)	
Completed		GM				

MEETING DATE	RESOLUTION NO	TOPIC	RESOLUTION/ITEM	STATUS	COMMENTS	RESPONSIBLE OFFICER
September 2016	181/16 (cont.)	Governance & Finance Committee Meeting – 19 September 2016	b) in lead up to developing 2018/19 budget review options to address this shortfall through either increased revenue and/or reduced expenditure/programs. <b>Annual Financial Statement - 30 June 2016</b> a) receive Annual Financial Report and note that it will be included as an Appendix in 2016 Annual Report; and b) adjust carried forward capital works projects budget as listed in report to value of \$2,142,465.	Completed		GM

Previous Council Resolutions - still being actioned						
MEETING DATE	RESOLUTION NO	TOPIC	RESOLUTION/ITEM	STATUS	COMMENTS	RESPONSIBLE OFFICER
August 2016	159/16	Infrastructure Works & Development Committee Meeting - 8 August 2016	<b>Master Builders Tasmania Park Seat Request</b> Offer of donation and installation of seat and plaque along Victoria Parade marking 125 <sup>th</sup> year celebrations be accepted.	In progress	Arrangements being finalised with MBT.	DGM
	161/16	Community Services Committee Meeting - 15 August 2016	<b>Minutes of the Community Development Strategic Special Committee Meeting</b> Council endorse the Living + Learning Brand Logo and Associated Brand Book and approve an interpretation panel being designed and installed near the avenue of Cherry Blossoms planted on Formby Road commemorating 20 <sup>th</sup> Anniversary of Sister City relationship with Minamata. <b>Eastside Village Branding Proposal</b> Supports <i>Eastside Village</i> rebranding proposal and undertakes rebranding of signage during 2016/2017.	In progress  In progress	Sister Cities Association have provided information for sign for consideration.  Signage for the change to East Side Village has been ordered.	EM(CC&B)
July 2016	134/16	LIVING CITY Stage 1 Construction Contract and Financial Close	<ol style="list-style-type: none"> <li>1. Authorise execution of modified AS4300 with Fairbrother Pty Ltd based on a guaranteed maximum price contract sum of no more than \$59,440,000 (ex GST).</li> <li>2. Adopt Value Management design revisions.</li> <li>3. Note status of State Government funding agreement; and</li> <li>4. Note final executed documents are anticipated to result in improved financial outcome for Stage 1 funding model, details being released publically once confirmed.</li> </ol>	In progress	Financial close documentation being prepared for execution.	DGM
June 2016	111/16	LIVING CITY Finance Approval	Received and noted report and authorised the General Manager to take required action.	Completed	Loan documentation signed.	DGM

MEETING DATE	RESOLUTION NO	TOPIC	RESOLUTION/ITEM	STATUS	COMMENTS	RESPONSIBLE OFFICER
June 2016	123/16	Community Services Committee Meeting - 20 June 2016	<p><b>Minutes of the Arts Culture and Tourism Strategic Special Committee Meeting - 26 March 2016</b></p> <p>Support Devonport Maritime and Heritage Special Interest Group submitting an Expression of Interest in being host location for Australia Maritime Museums Council bi-annual conference, either pre or post Australian Wooden Boat Festival 2019.</p> <p><b>Partnership Agreements</b></p> <p>Finalise agreements with</p> <ul style="list-style-type: none"> <li>• Devonport Community House</li> <li>• City of Devonport Brass Band</li> <li>• Carols by Candlelight</li> </ul> <p>Tasmanian Arboretum</p> <p><b>Devonport Food Connection Project Status</b></p> <p>Recommend revised Devonport Food Security Network be established to address food security challenges.</p>	In progress  Completed  In progress	Letter has been written to the Australian Maritime Museum Council in relation to Devonport being the host location for 2019 Conference. No response received to date.  All agreements signed and completed.  North West Coalition to be formed. First network meeting yet to be organised.	EM(CC&B)
May 2016	88/16	Land - 260 Steele Street - Application from Devonport Choral Society	Offer subjectively Devonport Choral Society Inc and Devonport Repertory Society joint occupancy of storage space located on 260 Steele Street.	In progress	Awaiting approval from Crown Lands Services regarding the sub-lease.	DGM
March 2016	54/16	Governance and Finance Committee Meeting - 15 March 2016	Public Wi-Fi Expansion Agreed to proceed with provision of free Wi-Fi services to include the Fourways, East Devonport Shopping Precinct, expanded CBD area and Mersey Bluff within existing budget allocation.	In progress	Equipment received. Locations finalised. East Devonport first area to be actioned with installation scheduled for late October.	EM(CC&B)

## **6.4 UNCONFIRMED MINUTES - CRADLE COAST AUTHORITY - REPRESENTATIVES MEETING - 22 SEPTEMBER 2016**

File: 31710 D442239

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

Council's Strategic Plan 2009-2030:

Strategy 5.1.4 Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure

### **SUMMARY**

To provide Council with the unconfirmed minutes of the Cradle Coast Authority Representative's meeting which was held on 22 September 2016.

### **BACKGROUND**

As a member of the Cradle Coast Authority, Council is provided with a copy of the minutes.

### **STATUTORY REQUIREMENTS**

There are no statutory requirements which relate to this report.

Under the Authority's Rules, minutes of Representatives meetings and the Annual General meeting can be considered by Council in open session.

### **DISCUSSION**

The unconfirmed minutes of the Cradle Coast Authority Representatives meeting which was held on 22 September 2016 are attached for consideration.

Items of interest from the Representatives meeting which relate to Devonport Council:

- 2.1 Chairperson's Report – advised that Devonport City Council will be making a decision about their withdrawal at the Council meeting being held on 26 September 2016.
- 3.2 Review of Cradle Coast Authority Board (Governance Review) – briefing note presented. Representatives noted and endorsed the findings and recommendations of the Review of the Cradle Coast Authority Board Report.
- 4.1 Governance Review Implementation – report was noted, appointments of Directors to the Board of Cradle Coast Authority were approved and recommendations including proposed mechanisms for implementation and responsibility were endorsed.
- 6.1 Devonport City Council Withdrawal Risk Assessment – Representatives noted the report outlining the risks arising from the withdrawal of Devonport City Council.

### **COMMUNITY ENGAGEMENT**

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

**CONCLUSION**

The unconfirmed minutes of the Cradle Coast Authority Representatives meeting which was held on 22 September 2016 are presented.

**ATTACHMENTS**

1. Minutes - Cradle Coast Authority - Representatives Meeting - 22 September 2016

**RECOMMENDATION**

That the unconfirmed minutes of the Cradle Coast Authority Representatives meeting which was held on 22 September 2016 be received and noted.

Author:	Robyn Woolsey	Endorsed By:	Paul West
Position:	Administration Officer	Position:	General Manager



## MEETING MINUTES REPRESENTATIVES MEETING



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Date: 22 September 2016  
Time: 10:00am  
Location: Cradle Coast House, 1-3 Spring St, Burnie.

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### 1. STANDING ITEMS

#### 1.1. Welcome / Apologies / Proxies

Deputy Chief Representative and Meeting Chair, Mayor Jan Bonde, opened the meeting at 10:03 am, welcoming attendees and observers, and noting apologies.

The Attendees, Observers and Apologies list is at Attachment 1.

#### 1.2. Confirmation Of Minutes Of 26 May 2016

Minutes of the 26 May 2016 Representatives Meeting were provided with the Agenda.

##### **Motion**

That Representatives ENDORSE the minutes of 26 May 2016 Representatives Meeting.

Moved: Alderman Goodwin / Seconded: Deputy Mayor Duniam / CARRIED

#### 1.3. Confirmation Of Minutes Of 7 July 2016

Minutes of the 7 July 2016 Representatives Meeting were provided with the Agenda.

##### **Motion**

That Representatives ENDORSE the minutes of 7 July 2016 Representatives Meeting.

Moved: Deputy Mayor Boyd / Seconded: Mayor Martin / CARRIED

#### 1.4. Activity Register

A schedule of activities was presented at item 1.4 of the Agenda.

#### 1.5. Correspondence

A Briefing Note was presented at Item 1.5 of the Agenda.

##### **Motion**

That the Representatives NOTE the Correspondence.

Moved: Mayor Dow / Seconded: Mayor Thwaites/ CARRIED

## 2. CRADLE COAST AUTHORITY UPDATE

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### 2.1. Chairperson's Report

CCA Chairman, Ms Cheryl Fuller spoke to a presentation with the following information and discussion noted.

- The CCA Chairman, acknowledged the passing of Mr Peter Reid, former West Coast Council Deputy Mayor and recognised his time as a Representative.
- Mayor Thwaites queried the commitment from the Australian Masters Games Advisory Board.

**Action:** CEO to follow up with Mr Scott Wade from Australian Masters Games.

- Mayor Dow raised an issue in relation to legislation being considered in the Tasmanian Upper House regarding the use of disused rail corridors and recommended that contact be made with members of the legislative council to explain regional projects associated with the corridors.

**Action:** CEO to arrange for a deputation to meet with members of the legislative council.

- The CCA Chairman acknowledged the time and effort by NRM staff on flood recovery.

Mayor Freshney commended NRM for the mapping of the flood impacts, using satellite imagery, saying that it is incredible and the timeframe in which they have done the work has been outstanding.

Mayor Jan Bonde, endorsed Mayor Freshney's comments and thanked the NRM staff for the work done for the landowners within the Leven River catchment.

- The CCA Chairman advised that CCA representatives, both Directors and management, will visit Council at least 5 times per year.
- The CCA Chairman acknowledged and thanked the NRM and Tourism Committee members who have recently left the respective Board sub-committees.

The CCA received a large number of applications for both committees.

The CCA Chairman acknowledged feedback that the process could be improved and undertook to have a new process developed.

**Action:** The Board is to discuss the process for Committee membership appointments.

- Mr Igor Van Gerwen and Ms Claire Smith were thanked for preparing the briefing note on the Risk Assessment of Devonport City Council Withdrawal.

The CCA Chairman advised that Devonport City Council will be making a decision about their withdrawal at the Council meeting being held on 26 September 2016.

## 2.2. Quarterly Report – April To June 2016

A briefing note was presented at Item 2.2 and a discussion was held at Item 2.1 of the Agenda.

### Motion

That the Representatives RECEIVE the Quarterly Report.

Moved: Mayor Martin / Seconded: Mayor Freshney / CARRIED

*Mr Ian Waller, Manager Regional Tourism left the meeting at 10.45am.*

## 3. FOR INFORMATION

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### 3.1. Australian Masters Games Update

Mr Scott Wade was unable to attend the meeting to give an update.

The CCA Chairman provided a brief update at Item 2.1 of the Agenda.

### 3.2. Review Of Cradle Coast Authority Board (Governance Review)

A briefing note was presented at Item 3.2 of the Agenda.

Mr Michael Stretton provided the Representatives with an overview of the Review of the Cradle Coast Authority Board Report.

Mr Gerald Monson, Mayor Bonde and Mayor Dow congratulated Mr Stretton and the sub-committee on the review and report.

### Motion

That the Representatives NOTE and ENDORSE the findings and recommendations of the Review of the Cradle Coast Authority Board Report.

Moved: Deputy Mayor Duniam / Seconded: Mayor Martin / CARRIED

## 4. FOR DECISION

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### 4.1. Governance Review Implementation

A briefing note was presented at 4.1 of the Agenda.

Deputy Mayor Duniam queried Items 10 & 11 (page 98), noting that the *Responsibility* should read *Representatives not Board*.

Mayor Thwaites requested change to Item 10 (page 98), to read *changed* instead of *increased*.

**Motion**

The Representative's

- a) NOTE this report;
- b) APPROVE by Special Resolution the appointment of the following Directors to the Board of the Cradle Coast Authority:
  - Ms Cheryl Fuller to a position allocated to Independent Directors until 31 December 2016
  - Mayor Anita Dow and Mayor Duncan McFie in the positions allocated to Representatives
  - Mr Michael Stretton in the position allocated to General Managers
- c) ENDORSE the implementation of the recommendations in Table 1<sup>1</sup> attached including proposed mechanisms for implementation and responsibility.

Moved: Mayor Martin / Seconded: Mayor Freshney / CARRIED

*Ms Nani Clark, Regional Development Project Officer joined the meeting at 11.20am.*

**5. FOR DISCUSSION**

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**5.1. Chongming (China) Sister City Relationship**

A briefing note was presented at Item 5.1 of the Agenda Papers.

Representatives viewed the Chongming District presentation provided by the Chongming delegates at the meeting of 23 August 2016.

**Action:** CEO to prepare a report for the Representatives' 24 November 2016 meeting recommending a delegation of Representatives travel to Chongming, the appropriate time to visit and how the costs will be met. The Industry Reference Group to be invited to send representatives of their industry to join the delegation of CCA Representatives in visiting Chongming.

**Motion**

That the Representatives NOTE this report and ENDORSE the following:

- The Authority advises Chongming that it agrees in-principle to establishing a relationship and agrees to accept an invitation to visit Chongming for the purpose of exploring the contra-opportunities
- That a working group including local and Tasmanian government and targeted industry and community leaders be established to identify specific opportunities of mutual benefit that could be explored in more detail during the visit to Chongming.

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<sup>1</sup> Attachment 2 to these Minutes

- That following the delegation a report with recommendations in relation to the opportunities and execution or otherwise of a formal arrangement be submitted to Representatives.

Moved: Mayor Dow / Seconded: Councillor Carpenter / CARRIED

*Mr Tony Smart and Mr Michael Stretton left the meeting at 11.30am.*

*Ms Nani Clark left the meeting at 11.48am.*

## **6. FOR NOTING**

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### **6.1. Devonport City Council Withdrawal Risk Assessment**

A briefing note was presented at 6.1 of the Agenda.

Mayor Martin provided the Representatives with the three options to be considered by Devonport City Council at its meeting on Monday 26 September 2016.

The options were:

1. seek to extend its withdrawal period by another year to provide an opportunity to gauge the impacts of any changes made in the governance review;
2. confirm its intention to withdraw from the Authority effective 30 June 2017; or
3. withdraw its Notice of Withdrawal altogether.

The consensus was that the other councils were looking for the matter to be resolved and would not support an extension of the decision.

#### **Motion**

That the Representatives NOTE the report outlining the risks arising from the withdrawal of Devonport City Council.

Moved: Alderman Goodwin / Seconded: Deputy Mayor Duniam / CARRIED

### **6.2. Education and Training Strategy**

A briefing note was presented at 6.2 of the Agenda.

#### **Motion**

That the Representatives NOTE the report and the continuation of the Authority's work in education and training.

Moved: Alderman Goodwin / Seconded: Mayor Dow / CARRIED

### **6.3. Quarterly Financial Report**

A briefing note was presented at 6.3 of the Agenda.

Ms Claire Smith, Corporate Services Manager provided an update of the outcome of the Audit, adding that the Auditors were impressed with the Authority's systems and procedures and were able to finalise the process very quickly as a result.

**Motion**

That the Representatives ACCEPT and NOTE the Quarterly Financial Statements for June 2016.

Moved: Alderman Goodwin / Seconded: Mayor McFie / CARRIED

**7. LOCAL GOVERNMENT UPDATE**

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Representatives of each Council provided a verbal update.

**8. GENERAL BUSINESS**

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- Meeting notifications - CEO asked for Representative's assistance by accepting or declining meeting invitations ensuring they choose the option to *send the response now* so that RSVP'S can be tracked.
- Backpacker Tax – it was requested that the CCA write to elected representatives in relation to the importance and potential impact of the proposed "backpacker tax" on local industries that rely on overseas travellers for seasonal work.

**Motion**

That the Representatives ENDORSED the CEO to correspond with elected representatives regarding the backpacker tax.

**9. MEETING CLOSE**

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The next general meeting will be held on Thursday, 24 November 2016 at Cradle Coast House.

The CCA Annual General Meeting will be held on Thursday, 24 November 2016 at Cradle Coast House.

Meeting closed at 12.50 pm.

**Confirmed:**

\_\_\_\_\_  
**Chief Representative**

\_\_\_\_\_  
**Date**

**Attachment 1: Attendees, Observers and Apologies****Representatives**

Mayor Anita Dow	Burnie City Council
Deputy Mayor Alwyn Boyd	Burnie City Council
Mayor Jan Bonde	Central Coast Council – Deputy Chief Representative
Cr Garry Carpenter	Central Coast Council
Ms Jan Bishop	Circular Head Council
Mayor Steve Martin	Devonport City Council
Ald Grant Goodwin	Devonport City Council
Mayor Don Thwaites	Kentish Council
Mayor Duncan McFie	King Island Council
Mayor Peter Freshney	Latrobe Council
Mr Gerald Monson	Latrobe Council
Deputy Mayor Mary Duniam	Waratah-Wynyard Council
Deputy Mayor Shane Pitt	West Coast Council

**Cradle Coast Authority**

Ms Cheryl Fuller	Director
Mr Igor van Gerwen	Director
Mr Rod Stendrup	Director
Mr Brett Smith	Chief Executive Officer
Ms Sarah Cairns	Executive Assistant
Ms Claire Smith	Finance and Corporate Services Manager
Mr Ian Waller	Regional Tourism Manager
Ms Nani Clark	Project Officer, Regional Development

**Observers**

Ms Sandra Ayton	Central Coast Council
Deputy Mayor Kath Downie	Central Coast Council
Mr Tony Smart	Circular Head Council
Mr David Laughler	King Island Council
Mr Michael Stretton	Waratah Wynyard Council
Mr Dirk Dowling	West Coast Council

**Apologies**

Mr Andrew Wardlaw	Burnie City Council
Mayor Daryl Quilliam	Circular Head Council – Chief Representative
Deputy Mayor Tim Wilson	Kentish Council
Cr Jim Benn	King Island Council
Mayor Robby Walsh	Waratah Wynyard Council
Mayor Phil Vickers	West Coast Council
Mr Bob Calvert	Director, CCA
Mr Malcolm Wells	Director, CCA
Mr Scott Wade	Australian Masters Games
Mr Richard Ingram	Executive Officer NRM, CCA

Attachment 2 – Table 1: Adopted and Proposed Recommendations

Recommendations	Mechanism for Implementation	Responsibility	Comment
<b>Adopted from Representatives Meeting 26 May</b>			
1. The Mayor and General Manager from each participating council be the representative on the Cradle Coast Authority	Amendment to Rules	Representatives	
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	Special Resolution of Representatives	Representatives	Completed
3. That General Managers nominate a Director for the Board from within their ranks and that Board Fees not be paid;	Special Resolution of Representatives	General Managers Representatives	Completed
4. The Chief Executive Officer will prepare the Agenda for Representatives meeting in collaboration with the Chief Representative;	Agreed new convention	CCA CEO	
5. General Managers will prepare a briefing paper from a regional perspective for Mayors to distribute to elected members on the: CCA Strategic Plan; Annual Plan and Budget; and an Agenda Overview within seven days of receiving the Agenda;	Agreed new convention	General Managers	
6. Consideration be given to modifying the Rules to one vote per participating council; and	Amendment to Rules	Representatives	
7. A review of the Board, with regard to process of appointments, adequacy and spread of skill sets and frequency of board meetings, be undertaken by the Representatives.	NA	Working Group	Completed & presented as Review of Cradle Coast Authority Board Review report (see next)



Recommendations	Mechanism for Implementation	Responsibility	Comment
8. That, in addition to the implementation of the proposed governance arrangements, the governance review be extended to include an engagement process with individuals councils to understand the Council expectation of its Authority and to identify any changes to the rules, strategy, annual plan and/or governance to best deliver on their expectations	NA		Completed & presented as Review of Cradle Coast Authority Board Review report (see next)
<b>Proposed from Review of Cradle Coast Authority Board Report</b>			
1. Board meetings are to be initially reduced to eight (8) times per year with the potential of reducing them to six (6) times a year (or even further) within twelve months.	Agreed new convention	Board & Representatives	
2. Detailed Board papers are to be presented between Board meetings on operational and financial progress towards the Annual Plan and strategic initiatives.	Agreed new convention	Board	
3. The Representatives are to review the Rules and the Strategic Plan of the Authority and need to clearly define and articulate the roles of the Board and Directors. Such a review would provide a process for sharpening the focus of the Authority, improving communication with the Representatives and for improving the understanding of the respective roles and responsibilities of all stakeholders.	Amendment to Rules & agreed new convention	Working Group	
4. The format of Representative meetings be reviewed to include provision for Board participation. This may include a workshop session between Representatives and directors to discuss strategic regional matters or the introduction of strategic discussions at Representative meetings or some other similar opportunity/forum.	Agreed new convention	Working Group	
5. An induction process be commenced for all new Representatives in order for them to have a clear understanding of the Board's role and responsibility in the future.	Agreed new convention	CCA	

Recommendations	Mechanism for Implementation	Responsibility	Comment
6. The Chief Representative is to be invited to, and attend Board meetings on a frequent basis.	Agreed new convention	CCA	
7. The Board and Representatives should engage in an annual planning process, which should also include the General Managers and senior staff from the member Councils.	Agreed new convention	CCA/Representatives	
8. The Representatives need to undertake a process to define regionalism, including defining principles, which should then be included as the front page of future Representative Agenda papers.	Agreed new convention	CCA/Representatives	
9. The organisation needs to develop a formal and robust executive reporting framework.	Agreed new convention	Board	
10. The frequency of Board Performance reviews should be increased from the current annual requirement under to Rules, to say, a 3 year period which is similar to that utilised by the Dulverton Waste Management Authority.	Amendment to Rules	Board	
11. A review of Director remuneration should be carried out following the completion of the current Board review process.	NA	Representatives	It is recommended that the Board review & make a recommendation to the Nov Reps meeting in order for the recruitment of new Directors to commence immediately thereafter
12. A review of the Board composition should be carried out to determine if there is a need to add another Director with specific experience in regional economic development and/or whether to appoint the chairs of the NRM and Tourism Committee to the Board or to have them as participants in Board meetings.	NA	Representatives	

## 6.5 UNCONFIRMED MINUTES - CRADLE COAST WASTE MANAGEMENT GROUP - 12 SEPTEMBER 2016

File: 29119 D442359

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

Strategy 5.1.4 Develop and maintain partnerships and advocate for improved service provision, funding and infrastructure

### SUMMARY

To provide Council with the unconfirmed Minutes of the Cradle Coast Waste Management Group (CCWVG) meeting which was held on 12 September 2016.

### BACKGROUND

As a member of the Cradle Coast Authority, Council is provided with a copy of the Waste Management Group minutes.

### STATUTORY REQUIREMENTS

There are no statutory requirements which relate to this report.

### DISCUSSION

The unconfirmed minutes of the Cradle Coast Waste Management Group meeting which was held on 12 September 2016 are attached for consideration.

### COMMUNITY ENGAGEMENT

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

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

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

### CONCLUSION

The unconfirmed minutes of the Cradle Coast Waste Management Group meeting which was held on 12 September 2016 are presented for information.

### ATTACHMENTS

1. Minutes - Cradle Coast Waste Management Group - 12 September 2016

### RECOMMENDATION

That the unconfirmed minutes of the Cradle Coast Waste Management Group meeting which was held on 12 September 2016 be received and noted.

Author: Position:	Matthew Atkins Deputy General Manager	Endorsed By: Position:	Paul West General Manager
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## CRADLE COAST WASTE MANAGEMENT GROUP

**UNCONFIRMED MINUTES**

Meeting held Monday, 12 September 2016 at 10.30 am  
Cradle Coast Authority, 1-3 Spring Street, Burnie

**1. WELCOME AND APOLOGIES**

The Chair, Ms. Sandra Ayton, opened the meeting at 10:35 am and welcomed attendees.

Present at the meeting were:

- |                      |                   |                                       |
|----------------------|-------------------|---------------------------------------|
| • Mr. Matthew Atkins | Committee member  | Devonport City Council                |
| • Mr. Bilal Akhtar   | Committee member  | Waratah-Wynyard/Circular Head Council |
| • Ms. Mel Pearce     | Committee Member  | Dulverton Waste                       |
| • Mr. Mat Greskie    | Committee Member  | Dulverton Waste                       |
| • Mr. Rowan Sharman  | Committee Member  | Burnie City Council                   |
| • Ms. Lauren Clarke  | Minutes Secretary | Cradle Coast Authority                |

**2. APOLOGIES**

Apologies were received from:

- |                    |                  |                        |
|--------------------|------------------|------------------------|
| • Mr. Don Thwaites | Observer         | Kentish Council        |
| • Mr. Brett Smith  | Committee Member | Cradle coast Authority |
| • Ms. Jan Febey    | Committee member | Latrobe Council        |

**3. GOVERNANCE****3.1. Confirmation of Minutes**

The Unconfirmed Minutes of the 11 July meeting were presented at Item 3.1 of the Agenda.

The group discussed the following:

Item 3.1 Financial Reports, included in dot point 2 - amend the wording to say 'likely to be ongoing' instead of 'for many years'.

**MOTION**

That the Group **CONFIRM** and **ACCEPT** the Unconfirmed Minutes of the meeting of 11 July 2016 as a true and correct record, subject to amendments.

**RESOLVED**

**3.2. Business Arising from Minutes**

Mr. Sharman suggested that Ms. Pearce speak to Bev Cumming at the Burnie City Council regarding plastic bag collection and drop off points.

Mr. Sharman mentioned that the group issue bins to local schools as drop off points for batteries and then issue council to pick the batteries up and dispose of them.

**ACTION** – Ms. Pearce to contact local schools regarding drop off points for batteries.

#### 4. FOR DISCUSSION

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##### 4.1. CCWMG Minutes Review Protocol

The protocols for meeting minute development was discussed. It was concluded that the CCA forward the draft Minutes to Dulverton Waste Management for technical review, then they can be forwarded to the CCWMG Chair, Ms Ayton, for a final review prior to being released.

##### RECOMMENDATION

The group **AGREED** that all future CCWMG Minutes be forwarded to Dulverton Waste Management and then to the CCWMG Chair before release.

##### 4.2. CCWMG Annual Report 2015/16 Draft

The draft Annual Report 2015/16 was tabled for the CCWMG review. Discussion was held regarding the definition of Municipal Waste and it was requested that additional information be added to detail the overall Municipal Waste diversion rate for the region.

**ACTION** – Ms. Pearce to amend Chairman to Chairperson on Page 7 of the report.

**ACTION** – Ms. Pearce to amend Ulverstone Landfill to Lobster Creek on Page 6, graph 2.

**ACTION** – Ms. Pearce to include – 'and support from the relevant state agencies' to the top of page 11 of the report.

##### 4.3. Illegal Dumping Workshop Ideas Report

An Illegal Dumping Workshop Ideas Report was tabled and discussed by the CCWMG.

The group agreed that crown land is where the most illegal dumping is occurring and it is a state-wide issue.

**ACTION** – CCWMG to draft a letter to LGAT requesting that illegal dumping be considered at a state level.

##### Actions for Workshop Discussion attachment:

The group request that these actions be deferred until the state is involved, pending LGAT's response to the letter.

##### 4.4. LGAT Waste Management Reference Group

The Chair informed the group that two representatives are needed to be on the LGAT Waste Management Reference Group from this region for quarterly meetings.

The CCWMG support Ms. Ayton and Ms. Pearce for the LGAT Reference Group meetings to represent the NW Coast.

## 5. FOR NOTING

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### 5.1. Financial Reports

A briefing note was presented at item 5.1 of the Agenda.

The CCWMG request that the CCA provide the financials at each meeting.

The group accept and note the report.

**ACTION** – Ms. Claire Smith to provide financial statements to the CCWMG up until the month preceding the CCWMG meeting date.

### 5.2. CCWMG Project Task List 2016/17

FOGO Tender:

Dulverton released the design and construct component to Councils for review. The revised bin supply and transport component, which has feedback incorporated from the FOGO Committee, will be released to Councils in the coming weeks. It is envisioned that the tender will be rolled out in October.

Strategic Plan development:

Submissions for the Strategic Plan development request for quote close on the 23 September 2016. Following receipt of submissions, an RFQ assessment report will be submitted to the group for consideration.

### 5.3. Joint Communications MOU Review

Ms. Pearce informed the group that there was a MOU in place from 2013 for state wide waste communication initiatives involving the Northern Tasmania Waste Management Group (NTWMG), Southern Waste Strategy Authority (SWSA), CCWMG and CCA. The MOU expires this year.

The CCWMG requested that Southern Tasmania Council Association (STCA) be contacted to enquire about participation in place of the SWSA which is no longer an entity. Once feedback has been received from STCA regarding participation, a draft MOU will be provided to the CCWMG for review.

**ACTION** – Ms. Pearce to draft a letter on behalf of CCWMG to STCA regarding participation in state-wide waste communication activities.

**6. GENERAL BUSINESS**

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Ms. Pearce emailed a link around for a recycling game for interaction for other people, feedback is welcomed and once feedback is received it will go live on rethinkwaste.com.au.

**7. NEXT MEETING AND CLOSE**

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The next meeting will be held on Monday 14 November 2016 at the Cradle Coast Authority at 10:30 am.

The meeting closed at 12:02pm.

DRAFT

## 7.0 SECTION 23 COMMITTEES

### 7.1 PLANNING AUTHORITY COMMITTEE MEETING - 10 OCTOBER 2016

File: 29133 D443102

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

Council's Strategic Plan 2009-2030:

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

#### SUMMARY

The purpose of this report is to receive the minutes and endorse the recommendations provided to Council by the Planning Authority Committee meeting held on Monday, 10 October 2016.

#### ATTACHMENTS

1. Minutes - Planning Authority Committee - 2016/10/10

#### RECOMMENDATION

That the minutes of the Planning Authority Committee meeting held on Monday, 10 October 2016 be received and the recommendations contained therein be noted.

PAC 11/16 Planning Applications approved under Delegated Authority - 1 August 2016 to 30 September 2016

PAC 12/16 PA2016.0120 Three storey mixed use development (General Retail & Hire and Residential) including the demolition of existing buildings; and including the discretions to allow:

- Building outside of the permitted building envelope (setback and height:
- Demolition of building listed under the Local Heritage Code; and
- Lesser than permitted number of parking spaces required under the Traffic Generating Use and Parking Code – 2, 4 & 6 Oldaker Street Devonport  
**(approved under delegated authority)**

Author: Position:	Robyn Woolsey Administration Officer	Endorsed By: Position:	Paul West General Manager
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**MINUTES OF A PLANNING AUTHORITY COMMITTEE MEETING OF THE DEVONPORT CITY  
COUNCIL HELD IN THE COUNCIL CHAMBERS, 17 FENTON WAY, DEVONPORT  
ON MONDAY, 10 OCTOBER 2016 COMMENCING AT 5:15PM**

**PRESENT:** Ald S L Martin (Mayor) in the Chair  
Ald C D Emmerton  
Ald J F Matthews  
Ald L M Perry

**Aldermen in Attendance:**

Ald A J Jarman  
Ald L M Laycock  
Ald T M Milne (from 5:19pm)  
Ald A L Rockliff

**Council Officers:**

General Manager, P West  
Deputy General Manager, M Atkins  
Manager Development and Health Services, B May  
Planning Officer, M McIver  
Cadet Planner, A Mountney

**Audio Recording:**

All persons in attendance were 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.

**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**

There were no Declarations of Interest.

**3.0 DELEGATED APPROVALS**

**3.1 PLANNING APPLICATIONS APPROVED UNDER DELEGATED AUTHORITY - 1  
AUGUST 2016 TO 30 SEPTEMBER 2016 (D441753)  
PAC 11/16 RESOLUTION**

MOVED: Ald Perry  
SECONDED: Ald Matthews

That the list of delegated approvals be received.

	For	Against		For	Against
Ald Martin	✓		Ald Matthews	✓	
Ald Emmerton	✓		Ald Perry	✓	

CARRIED UNANIMOUSLY

<b>4.0 DEVELOPMENT REPORTS</b>
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**4.1 PA2016.0120 THREE STOREY MIXED USE DEVELOPMENT (GENERAL RETAIL & HIRE AND RESIDENTIAL) INCLUDING THE DEMOLITION OF EXISTING BUILDINGS; AND INCLUDING THE DISCRETIONS TO ALLOW:**

- **BUILDING OUTSIDE OF THE PERMITTED BUILDING ENVELOPE (SETBACK AND HEIGHT);**
- **DEMOLITION OF BUILDING LISTED UNDER THE LOCAL HERITAGE CODE; AND**
- **LESSER THAN PERMITTED NUMBER OF PARKING SPACES REQUIRED UNDER THE TRAFFIC GENERATING USE AND PARKING CODE - 2, 4 & 6 OLDAKER STREET DEVONPORT (D441941)**

**PAC 12/16 RESOLUTION**

MOVED: Ald Emmerton

SECONDED: Ald Perry

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 PA2016.0120 and grant a Permit to use and develop land identified as 2, 4 & 6 Oldaker Street, Devonport for the following purposes:

- Three storey mixed use development (General Retail & Hire and Residential) including the demolition of existing buildings; and
- Including the discretions to allow:
  - Building outside of the permitted building envelope (setback and height);
  - Demolition of building listed under the Local Heritage Code; and
  - Lesser than permitted number of parking spaces required under the Traffic Generating Use and Parking Code.

Subject to the following conditions:

1. Unless otherwise specified by a condition of this permit, the use and development is to proceed generally in accordance with the submitted plans referenced as Proposed Mixed Use Development – 2, 4 & 6 Oldaker Street prepared by DHK Architecture, copies of which are attached and endorsed as documents forming part of this Planning Permit.
2. The developer is to comply with the conditions specified 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. A copy of this Notice is attached.
3. The developer is to comply with the conditions specified in the *Roads and Stormwater – In Principle Agreement* with the Devonport City Council. A copy of this Agreement is attached.

Note: The following is provided for information purposes.

**THIS IS NOT A BUILDING PERMIT.**

You need to provide a copy of this planning permit to a registered Tasmanian Building Surveyor. WORK CANNOT COMMENCE UNTIL BUILDING AND PLUMBING PERMITS ARE ISSUED.

Prior to the lodgement of a building permit application, it is recommended that the developer consult with a registered Tasmanian building surveyor as to requirements for the consolidation of the land titles comprising 2, 4 & 6 Oldaker Street, Devonport so as to allow building to occur over these title boundaries. In this regard an Adhesion Order made under section 110 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* may be required.

In regard to condition(s) specified in the TasWater Submission to Planning Authority Notice, the applicant/developer should contact TasWater (Ph: 136 w992) with any enquiries.

In regard to condition 3 and matters contained within the *Roads and Stormwater – In Principle Agreement*, the applicant should contact Council's City Infrastructure Department – Ph: 6424 0511 with any enquiries.

Hours of construction (including demolition) must be: Monday to Friday 7am – 6pm; Saturday between 9am – 6pm; and Sunday/statutory public holidays 10am – 6pm.

During the construction and subsequent use of the building, all reasonable measures are to be taken to minimise off-site environmental effects that may result in a nuisance. This includes air, noise and water pollution with such matters subject to the provisions and requirements of the *Environmental Management and Pollution Control Act 1994* including Regulations made thereunder.

During the demolition of existing buildings on the site all reasonable measures are to be taken to:

- (a) protect property and services on and adjacent to the site from interference, damage or nuisance; and
- (b) minimise off-site environmental effects that may result in a nuisance;

Any asbestos found during the demolition is to be managed and disposed of in accordance with best practice guidelines and at a licensed refuse disposal facility.

No burning of waste is to be undertaken on site. Rubbish and waste materials are to be removed from site and disposed of at a licensed refuse disposal facility.

Prior to commencing any vegetation removal/modification works upon the Crown Land parcel adjoining 2 Oldaker Street – the developer must apply for and obtain consent from Crown Land Services for such works. A copy of this application form is attached and any enquiries should be directed to Crown Land Services Ph: (03) 6233 6413.

	<b>For</b>	<b>Against</b>		<b>For</b>	<b>Against</b>
Ald Martin	✓		Ald Matthews	✓	
Ald Emmerton	✓		Ald Perry	✓	

CARRIED UNANIMOUSLY

**5.0 CLOSURE**

**With no further business on the agenda the Chairman declared the meeting closed at 5:27pm.**

Confirmed

Chairman

## 7.2 INFRASTRUCTURE WORKS AND DEVELOPMENT COMMITTEE MEETING - 10 OCTOBER 2016

File: 29528 D443121

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

The purpose of this report is to receive the minutes and endorse the recommendations provided to Council by the Infrastructure Works and Development Committee meeting held on Monday, 10 October 2016.

### ATTACHMENTS

1. Minutes - Infrastructure Works and Development Committee - 2016/10/10

### RECOMMENDATION

That the minutes of the Infrastructure Works and Development Committee meeting held on Monday, 10 October 2016 be received and the recommendations contained therein be adopted.

- IWC 32/16 Tender Report Contract CT0165 - William Street Reconstruction (Best Street to Stewart Street)
- IWC 33/16 Tender Report Contract CT0164 - Fenton and Steele Streets Intersection Upgrade
- IWC 34/16 Asset Management Strategy - Year 2 Status Update
- IWC 35/16 Cradle Coast Waste Management Group 2015/16 Recycling Bin Assessment
- IWC 36/16 Infrastructure and Works Report
- IWC 37/16 Development and Health Services Report

Author:	Robyn Woolsey	Endorsed By:	Paul West
Position:	Administration Officer	Position:	General Manager

**MINUTES OF AN INFRASTRUCTURE WORKS AND DEVELOPMENT COMMITTEE MEETING OF THE  
DEVONPORT CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, 17 FENTON WAY  
ON MONDAY, 10 OCTOBER 2016 COMMENCING AT 5:30PM**

**PRESENT:** Ald L M Perry (Chairman)  
Ald C D Emmerton  
Ald A J Jarman  
Ald L M Laycock  
Ald J F Matthews

**Aldermen in Attendance:**

Ald S L Martin  
Ald T M Milne  
Ald A L Rockliff

**Council Officers:**

General Manager, P West  
Deputy General Manager, M Atkins  
Manager Development, B May  
Infrastructure and Works Manager, K Lunson

**Audio Recording:**

All persons in attendance were 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.

**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**

There were no Declarations of Interest.

**3.0 PROCEDURAL**

**3.1 PUBLIC QUESTION TIME**

**3.1.1 QUESTIONS ON NOTICE FROM THE PUBLIC**

Nil

**3.1.2 QUESTION WITHOUT NOTICE FROM THE PUBLIC  
DOUGLAS JANNEY -23 WATKINSON STREET, DEVONPORT**

Agenda Item 4.2 pages 9-10, numbers 1 to 6 gives a total price of \$507,733. The 10% contingency is related to the tender price of \$396,451. There is an additional amount of \$111,282 numbers 2 to 6 for which there is no contingency and in the main these numbered items are "estimated".

**Q1** Why is the contingency only related to the tender price?

**Q2** Where do the additional funds come from for overspend on numbers 2 to 6 assuming the contingency on number 1 has been all used?

**Response**

The Deputy General Manager in relation to the 10% contingency advised that in determining what it should be Council weigh up what they think a suitable amount is and then normally allow around that 10% mark, but it is not a hard and fast rule - if there are some challenges in the job we may allow a larger contingency on some projects.

In regard to the second part of the question should that 10% not be enough with some of those utility costs and others exceed what is allowed, then this would be reported to Council seeking additional funding.

The amount for this project is seen as the most reasonable estimate at this point in time.

**3.2 QUESTIONS FROM ALDERMEN**

Nil

**3.3 NOTICES OF MOTION**

Nil

**4.0 TENDERS****4.1 TENDER REPORT CONTRACT CT0165 - WILLIAM STREET RECONSTRUCTION (BEST STREET TO STEWART STREET) (D439282)****IWC 32/16 RESOLUTION**

MOVED: Ald Laycock

SECONDED: Ald Jarman

That the Infrastructure, Works and Development Committee in relation to Contract CT0165 – William Street Reconstruction (Best Street to Stewart Street) and in accordance with the delegated authority provided to it by Council under Minute 198/15:

- a) award the contract to Kentish Construction & Engineering Company Pty Ltd for the tendered sum of \$491,671 (ex GST);
- b) note that design, project management and administration for the project are estimated to cost \$25,000 (ex GST);
- c) note that associated traffic control and utility service work is estimated to cost \$40,200 (ex GST);
- d) note that savings of \$30,000 have been identified after the close of tenders; and
- e) note a construction contingency of \$50,000 (ex GST) is included in the budget.

	<b>For</b>	<b>Against</b>		<b>For</b>	<b>Against</b>
Ald Perry	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Jarman	✓				

CARRIED UNANIMOUSLY

#### 4.2 TENDER REPORT CONTRACT CT0164 - FENTON AND STEELE STREETS INTERSECTION UPGRADE (D439284)

##### IWC 33/16 RESOLUTION

MOVED: Ald Matthews

SECONDED: Ald Emmerton

That the Infrastructure, Works and Development Committee in relation to Contract CT0164 – Steele Street and Fenton Street Intersection Upgrade and in accordance with the delegated authority provided to it by Council under Minute 198/15:

- a) award the contract to Civilscape Contracting Tasmania Pty Ltd for the tendered sum of \$396,451 (ex GST);
- b) note that utility works are estimated to cost \$41,282 (ex GST);
- c) note that supply and deliver of traffic hardware is estimated to cost \$35,000 (ex GST);
- d) note that design, project management and administration for the project are estimated to cost \$35,000 (ex GST); and
- e) note that a construction contingency of \$40,000 (ex GST) is included in the budget.

	For	Against		For	Against
Ald Perry	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Jarman	✓				

CARRIED UNANIMOUSLY

### 5.0 INFRASTRUCTURE AND WORKS REPORTS

#### 5.1 ASSET MANAGEMENT STRATEGY - YEAR 2 STATUS UPDATE (D435326)

##### IWC 34/16 RESOLUTION

MOVED: Ald Emmerton

SECONDED: Ald Matthews

That it be recommended to Council that the report of the Infrastructure and Works Manager be received and Council note the status of actions listed in the Asset Management Strategy.

	For	Against		For	Against
Ald Perry	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Jarman	✓				

CARRIED UNANIMOUSLY



**5.2 CRADLE COAST WASTE MANAGEMENT GROUP 2015/16 RECYCLING BIN ASSESSMENT (D435621)  
IWC 35/16 RESOLUTION**

MOVED: Ald Laycock  
SECONDED: Ald Jarman

That it be recommended to Council that the Cradle Coast Waste Management Group's 2015/16 Recycling Bin Assessment Report be received and noted.

	For	Against		For	Against
Ald Perry	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Jarman	✓				

CARRIED UNANIMOUSLY

**6.0 INFRASTRUCTURE AND WORKS MONTHLY UPDATE**

**6.1 INFRASTRUCTURE AND WORKS REPORT (D435605)  
IWC 36/16 RESOLUTION**

MOVED: Ald Matthews  
SECONDED: Ald Emmerton

That it be recommended to Council that the Infrastructure and Works report be received and noted.

	For	Against		For	Against
Ald Perry	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Jarman	✓				

CARRIED UNANIMOUSLY

**6.2 DEVELOPMENT AND HEALTH SERVICES REPORT (D439782)  
IWC 37/16 RESOLUTION**

MOVED: Ald Jarman  
SECONDED: Ald Matthews

That it be recommended to Council that the Development and Health Services report be received and noted.

	For	Against		For	Against
Ald Perry	✓		Ald Laycock	✓	
Ald Emmerton	✓		Ald Matthews	✓	
Ald Jarman	✓				

CARRIED UNANIMOUSLY

**7.0 CLOSURE**

There being no further business on the agenda the Chairman declared the meeting closed at 5:46pm.

Confirmed

Chairman

## 7.3 COMMUNITY SERVICES COMMITTEE MEETING - 17 OCTOBER 2016

File: 29530 D444318

### RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

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

### SUMMARY

The purpose of this report is to receive the minutes and endorse the recommendations provided to Council by the Community Services Committee meeting held on Monday, 17 October 2016.

### ATTACHMENTS

1. Minutes - Community Services Committee - 17 October 2016

### RECOMMENDATION

That the minutes of the Community Services Committee meeting held on Monday, 17 October 2016 be received and the recommendations contained therein be adopted.

- CSC 49/16 Minutes of the Sport and Recreation Strategic Special Committee Meeting - September 2016
- CSC 50/16 Minutes of the Community Development Strategic Special Committee Meeting
- CSC 51/16 Mersey Community Care - Request for Financial Assistance
- CSC 52/16 Events Strategy
- CSC 53/16 Reinstate Baseball Ground at Maidstone Park
- CSC 54/16 Devonport Jazz 2016
- CSC 55/16 Financial Assistance - Round One 2016/2017
- CSC 56/16 Community Services Report - October 2016

Author: Position:	Robyn Woolsey Administration Officer	Endorsed By: Position:	Paul West General Manager
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**MINUTES OF A COMMUNITY SERVICES COMMITTEE MEETING OF THE DEVONPORT CITY  
COUNCIL HELD IN THE COUNCIL CHAMBERS, 17 FENTON WAY  
ON MONDAY, 17 OCTOBER 2016 COMMENCING AT 5:30PM**

**PRESENT:** Ald A L Rockliff (Chairman)  
Ald G F Goodwin  
Ald A J Jarman  
Ald L M Laycock  
Ald S L Martin  
Ald T M Milne

**Aldermen in Attendance:**  
Ald J F Matthews

**Council Officers:**  
Executive Manager Corporate, Community & Business, S Crawford  
Community and Cultural Development Manager, B de Jong  
Marketing, Tourism and Recreation Manager, S Jones

**Audio Recording:**  
All persons in attendance were 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.

<b>1.0 APOLOGIES</b>
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There were no apologies received.

<b>2.0 DECLARATIONS OF INTEREST</b>
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The following Declaration of Interest was advised:

Ald A J Jarman	4.3	Mersey Community Care – Request for Financial Assistance
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<b>3.0 PROCEDURAL</b>
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**3.1 PUBLIC QUESTION TIME**

**3.1.1 QUESTIONS ON NOTICE FROM THE PUBLIC**

Nil

**3.1.2 QUESTION WITHOUT NOTICE FROM THE PUBLIC**

Nil

**3.2 QUESTIONS FROM ALDERMEN**

Nil

**3.3 NOTICES OF MOTION**

Nil

<b>4.0 COMMUNITY SERVICES REPORTS</b>
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**4.1 MINUTES OF THE SPORT AND RECREATION STRATEGIC SPECIAL COMMITTEE MEETING - SEPTEMBER 2016 (D441287)**

**CSC 49/16 RESOLUTION**

MOVED: Ald Laycock

SECONDED: Ald Milne

That it be recommended to Council that the minutes of the Sport and Recreation Strategic Special Committee meeting held on 28 September 2016 be received and noted; and authorise that an investigation is undertaken in relation to the staging of a Tasmanian Masters Games, which may be hosted in Devonport.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

**4.2 MINUTES OF THE COMMUNITY DEVELOPMENT STRATEGIC SPECIAL COMMITTEE MEETING (D441924)**

**CSC 50/16 RESOLUTION**

MOVED: Ald Martin

SECONDED: Ald Goodwin

That it be recommended to Council that the minutes of the Community Development Strategic Special Committee meeting of 27 September 2016 be received and noted.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

Ald Jarman left the meeting at 5:35pm.

**4.3 MERSEY COMMUNITY CARE - REQUEST FOR FINANCIAL ASSISTANCE (D435879)**

**CSC 51/16 RESOLUTION**

MOVED: Ald Goodwin

SECONDED: Ald Martin

That it be recommended to Council that in relation to the request from Mersey Community Care for financial assistance towards the purchase of a motor vehicle for the service that Council:

1. provide a one off grant of \$10,000 within the 2016/17 financial year only; and
2. write to the responsible Ministers in both the State and Federal Governments in support of Mersey Community Care's plight with their ageing vehicle fleet.

	For	Against		For	Against
Ald Rockliff	✓		Ald Martin	✓	
Ald Goodwin	✓		Ald Milne	✓	
Ald Laycock	✓				

CARRIED UNANIMOUSLY

Ald Jarman returned to the meeting at 5:38pm.

#### 4.4 EVENTS STRATEGY (D429237)

##### CSC 52/16 RESOLUTION

MOVED: Ald Martin

SECONDED: Ald Laycock

That it be recommended to Council that the Events Strategy 2016-2020 be adopted.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

#### 4.5 REINSTATE BASEBALL GROUND AT MAIDSTONE PARK (D437182)

##### CSC 53/16 RESOLUTION

MOVED: Ald Martin

SECONDED: Ald Jarman

That it be recommended to Council that the report of the Sport and Recreation Development Coordinator in relation of Baseball facilities be received and that:

- a) A partial upgrade of the Maidstone Park Baseball Field to a level adequate for the Australian Masters Games be approved noting this will require an investment of approximately \$23,000; and
- b) Australian Masters Games General Manager Scott Wade be informed that Council's commitment is limited to providing one baseball ground for the games, therefore team registrations and rosters will need to be organised accordingly.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

#### 4.6 DEVONPORT JAZZ 2016 (D439949)

##### CSC 54/16 RESOLUTION

MOVED: Ald Milne

SECONDED: Ald Martin

That it be recommended to Council that the report relating to Devonport Jazz be received and that Council:

1. note that the 2016 event ran at a net cost (loss) of \$63,133 (not including staff costs),

2. note the feedback received on the event was generally positive, and
3. endorse implementing the operational delivery changes outlined to potentially reduce the future financial impact on Council of running the Jazz Festival.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

#### 4.7 FINANCIAL ASSISTANCE - ROUND ONE 2016/2017 (D441339)

##### MOTION

MOVED: Ald Martin

SECONDED: Ald Goodwin

That it be recommended to Council that the report regarding Financial Assistance be received and noted, and Council;

- a) approve the funding for the Ten Days on the Island project on the basis the artwork to the value of the grant can be retained by the Bass Strait Maritime Centre on a permanent loan; and
- b) decline the request for funding for Parkrun Inc on the basis a trial arrangement with the Devonport Surf Lifesaving Club has been established; and
- c) approve the financial assistance request from the Devonport Chamber of Commerce and Industry to the value of \$17,000.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock		✓
Ald Goodwin		✓	Ald Martin	✓	
Ald Jarman		✓	Ald Milne		✓

LOST

##### CSC 55/16 RESOLUTION

MOVED: Ald Jarman

SECONDED: Ald Goodwin

That it be recommended to Council that the report regarding Financial Assistance be received and noted, and Council;

- a) approve the funding for the Ten Days on the Island project on the basis the artwork to the value of the grant can be retained by the Bass Strait Maritime Centre on a permanent loan; and
- b) decline the request for funding for Parkrun Inc on the basis a trial arrangement with the Devonport Surf Lifesaving Club has been established; and
- c) decline the financial assistance request from the Devonport Chamber of Commerce and Industry until further information is obtained regarding the support or otherwise for the introduction of a retail levy.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

**4.8 COMMUNITY SERVICES REPORT - OCTOBER 2016 (D441288)****CSC 56/16 RESOLUTION**

MOVED: Ald Goodwin

SECONDED: Ald Jarman

That it be recommended to Council that the Community Services report be received and noted.

	For	Against		For	Against
Ald Rockliff	✓		Ald Laycock	✓	
Ald Goodwin	✓		Ald Martin	✓	
Ald Jarman	✓		Ald Milne	✓	

CARRIED UNANIMOUSLY

**There being no further business on the agenda the Chairman declared the meeting closed at 6:03pm.**

**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)(h)
8.2	Fenton Villas	15(2)(c),(f)
8.3	LIVING CITY Stage 1 Construction Contract Execution	15(2)(d)
8.4	LIVING CITY Stage 1 Food Pavilion Lease Document	15(2)(b)
8.5	LIVING CITY Stage 1 State Government Development Agreement	15(2)(d)

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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	Noted
8.2	Fenton Villas	
8.3	LIVING CITY Stage 1 Construction Contract Execution	
8.4	LIVING CITY Stage 1 Food Pavilion Lease Document	
8.5	LIVING CITY Stage 1 State Government Development Agreement	

## 9.0 CLOSURE

There being no further business the Mayor declared the meeting closed at        pm.